



*Neoga
Jr.-Sr.
High
School*

2019/20

HANDBOOK

August 1, 2019

Dear Students,

We sincerely hope that you and your parents find this book informative and helpful. You will find information that will help you in your academic endeavors, extracurricular activities, and your understanding of our school's mission, rules and policies. Please study the pages in this booklet so that you will be better prepared for your years at Neoga Jr.-Sr. High School.

We hope that your summer activities have been both pleasant and beneficial to you and that the coming year may be an outstanding one for you in school participation and achievements. Your most important task at this time is to make a success of your school work. We want to help you develop your capabilities so that you may become the best and most valuable citizen possible. We want you to enjoy your school work and activities and we hope we may get to know all of you personally. Our entire staff is dedicated to one major goal—your success.

The knowledge of the contents of this handbook are the responsibility of all students at Neoga Jr.-Sr. High School. Please keep it and refer to it throughout the year. Let us know if we may clarify the handbook or assist you with a concern.

Neoga Jr.-Sr. High School

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PURPOSE OF HANDBOOK

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as an awareness of appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

Students will be informed of essential regulations contained in this handbook within the first 15 days of their attendance. Parents will be provided a handbook and required to acknowledge its receipt within 15 days of the student's attendance.

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change.

WHAT SHOULD I DO??

If you are tardy to school...report to the office

If you have been absent...obtain an admit slip from the office

If you have lost or found something...take it to or inquire at the office

If you have lost a library book...see the librarian to see if it has been found or to pay for the lost book

If you have lost a textbook...see the teacher who issued the book

If you want to participate in the band, the school play, Tomahawk or Messenger...see the advisor or faculty member in charge

If you want to make a suggestion about improving your school...see your student council representative or Principal

If you want to bring an out of school guest to a dance...sign him/her up in the office

If you want to accompany your parents on a trip when school is in session ...make arrangements in advance in the office

If you want to find a teacher during the day... check in the office

If you want to drive a car to school...fill out a vehicle agreement in the office

If you want to start a new club or organization...see the Principal

If you are unhappy about a class or teacher...discuss the situation with the teacher; then, if still unhappy, see the Principal

If you want information about college or career opportunities...see the Guidance Counselor

WHY GO TO HIGH SCHOOL?

1. The high school course of study is flexible and will provide you with a number of academic and vocational experiences. You may use the experiences to make realistic decisions about yourself which will help you develop a realistic program for yourself. This program of study will help you prepare for entry into employment or allow you to continue to pursue further education.
2. Your program can be planned to include experiences in languages, social studies, mathematics, sciences, music, art, health and physical education, and vocational trades areas, which may provide you with a strong background, no matter what your future plans may be.
3. Employers want young people who are reliable, dependable, and willing to work energetically without constant supervision. High school provides such experiences. Students who are willing to achieve in school have an excellent chance to take advantage of the kind of record employers are seeking in people they hire.
4. A good high school record has a dollar and cents value. Statistics show that high school graduation is becoming more and more essential for employment. High school graduates usually have more job stability in times of economic stress.
5. Establishing a good record in high school is a strong recommendation for any job. It proves you can apply yourself, grow, and stick to something worthwhile until it is finished.
6. You will be a better citizen, and more capable of sharing your responsibility at home, in the community, and in the world in general.
7. High school offers the opportunity to widen your circle of friends and make you feel more at home in many more social situations.
8. High school is a welding together of all opportunities. It involves learning to earn as well as learning for enrichment. Learning to study and to work independently are necessary qualities for success in any career.
9. Last of all a high school education permits you a wider choice in selecting an occupation because you will have learned the skills of study so necessary in re-training yourself in this day of ever-changing job skills.

ABSENCE AND ATTENDANCE

Parents must assume their share of the responsibility for the regular attendance of their children at school. By law, this is a parent responsibility; so when students are in good health, their parents must require them to attend school.

Pupils cannot profit to the fullest extent from school work unless they attend school regularly. Regular attendance is so closely associated with good scholarship that parents and students who cooperate with the school in keeping a fine attendance record will be amply repaid in the value received from school. School should be looked upon just as one would regard a position in a business concern; if one is not present he receives no pay.

Classroom opportunities seldom can be duplicated through make-up assignments. Nor do borrowed notes substitute adequately for lost lessons. Discussion, recitation, listening, and clarifications are among the most important interactions that are impossible to make up. Absences should therefore be reserved for legitimate illness and emergency situations only. There is no substitute for the learning experience of the classroom.

Similarly, attendance for special assemblies, field trips, and alternative educational assignments is also expected.

Students must attend a minimum of five periods in order to be considered present for a full day. A half-day of absence is posted if a student misses two periods. To be eligible for perfect attendance, a student may have no half-day or full day absences. *Tardiness in excess of 15 minutes will be recorded as a period absence.

Persistent absence will finally result in the school taking serious action against the student and parents. WE APPRECIATE PARENTS CALLING US WHEN THEIR CHILD IS ABSENT. It helps us keep accurate attendance records. **Our phone number is 895-2205.**

Admission to School Following an Absence

Parents are encouraged to call in the reason for their student's absence early on the morning of the absence. If the call cannot be made, students must report to the office with a signed statement from the parent, guardian, or physician indicating the reason for the absence. This signed statement must be presented to the school office immediately upon return from an absence, whereupon the school office will issue the student an excused absence, if the reason is accepted. This regulation applies when students are absent all day or for only a portion of the school day. An unexcused absence will result in detention or in-school suspension. **Make-up work is the student's responsibility and should be completed within a time span equal to the days missed.**

What If A Student Is Needed At Home?

Occasionally an emergency occurs at home which necessitates having the student stay at home to help. We hope that situations of this type are not "long term" or repetitive so that students do not miss learning experiences occurring in class. If it is necessary for a student to be at home, parents should notify the school office that morning or before, so teachers can be notified. **BABYSITTING AND DOING HOUSEWORK ARE NOT VALID EXCUSES FOR STUDENTS NEEDED AT HOME.** Parents should realize they are doing a disservice to their children by permitting them to stay home.

Will A Student Be Excused For An Anticipated Family Vacation, Organized Church Activity, Hunting, Etc?

Although the School does not approve of absences of this type, the school policy is that the parent or guardian has final accountability and responsibility for his child's absence from school. Parents should keep in mind that in many courses, particularly laboratory courses, the time and learning experiences can never be made up. It should be remembered that when an absence of this type occurs, **two days' advance written notification to the school is required.** A note signed by the parent should be signed in the office and, if approved, by each teacher; the teacher may then make any necessary advance assignments. The school considers absences of these type AVOIDABLE absences. The student will receive an excused absence with proper verification, EXCEPT DURING THE FINAL WEEK OF A QUARTER. It is totally the student's responsibility to make up all work upon return to school.

What Procedures Are Followed When a Student Becomes Ill at School?

If a student is feeling ill, he should go to the office, where a phone call will be placed to the parent. Upon notification of the parent, the student will receive an early dismissal and be sent home. When ill, students should not go to the restroom without first notifying their teacher or the office. Spending excessive class time in the restroom without notifying their teacher or office will be interpreted as an UNEXCUSED absence, resulting in disciplinary action. **AT NO TIME SHOULD A STUDENT LEAVE THE BUILDING WITHOUT FIRST NOTIFYING OFFICE PERSONNEL AND RECEIVING PERMISSION TO SIGN OUT.**

Will a student be excused to get their driver's license?

Students are strongly encouraged to get their driver's license outside of school hours. However, in extenuating circumstances, the planned absence policy will be followed. Two days' advance written notification to the school is required. A note signed by the parent should be signed in the office and, if approved, by each teacher; the teacher may then make any necessary advance assignments.

What Procedure Is Followed If a Student Returns To?
School After an Absence and Does Not Have
A Written Excuse?

The student will report to the office and indicate that no note or call of explanation for the absence was submitted by the parent/guardian. An UNEXCUSED absence to class will be issued until the reason for the absence can be determined. If the absence is not explained within 24 hours, the absence will remain UNEXCUSED, which may also result in disciplinary action.

If A Student Leaves School During The
School Day, How Does He Get Into the Classes?
He Missed?

If it becomes necessary to leave school during the day, the student should make arrangements with the office before the first bell at **8:05** by showing the parent (guardian) note or an appointment card. When reporting back to school, the student should bring a note which has been signed by the doctor, dentist, parent, etc. The student will then receive an EXCUSED admit to return to class. Under no circumstances will an absence be considered excused when a student leaves campus during the day without first receiving permission from the office and sign out on the "sign out" sheet in the office.

What If a Student Is Late To School in the Morning?

Each student must accept the responsibility to plan for delays and malfunctions when providing their own transportation. Illinois law requires school districts to transport children who live more than 1.5 miles away from their attendance center. Neoga Community Unit #3 complies with this regulation and goes beyond by transporting many students within the 1.5-mile limit. Because the school district provides extensive transportation opportunities for students, Unit #3 will not be liable for the actions taken by students driving or riding in private vehicles to and from school. If tardiness becomes a problem, corrective measures will be taken.

May A Student Be Excused From School To Attend A Funeral?

Students are urged to "pay their respects" in the home, funeral parlor, or church during out-of-school hours. Attendance at funerals outside the immediate family will require a prior request from parents and clearance through the principal. If permission has been granted, the student should come to school wearing suitable clothing.

EXCESSIVE ABSENTEEISM

Students cannot benefit from their classes unless they are present; therefore, excessive absenteeism may cause a student to lose credit for that course work. To prevent loss of credit, the following procedures will be used each semester:

- A. On the fifth absence the student and parent will receive a notice of excessive absence by letter;
- B. On the eighth absence, a second notice by letter will be mailed to the home, and a home visit will be made if a parent conference has not occurred;
- C. On the ninth absence, the student's parents will be notified of his/her classification as "potential chronic absentee;" the notice letter will also indicate that a referral will be made to the Regional Truancy Program (T.I.P.S.) and the Regional Superintendent of School;
- D. On the twelfth absence, a conference between the student, parents, teacher(s), and administration will be conducted. During the conference, a make-up plan will be developed which will specify one or more of the following for the remainder of the semester:
 - 1. Acceptable attendance,
 - 2. Acceptable make-up work for past absences,
 - 3. Remedial or extra help,
 - 4. Academic, behavioral, or social counseling,
 - 5. Referral for diagnostic assessment,
 - 6. Measures unique to the individual student (E.g. field trip or activity requirements).
- E. If the student fails to meet the terms of the make-up plan, removal from class (es) and loss of credit(s) will result, subject to Board of Education action.

In addition to the steps previously listed, on the fifth absence per quarter, or eighth absence per semester the student may lose the following privileges:

- Field Trips
- PBIS Celebration
- Extracurricular events
- Homecoming/Prom
- Class Release Time (i.e. Farm Safety Day, Blood Drive Worker, etc.)
- Assemblies

*Administration will evaluate each case and may waive or increase the penalty based upon the facts and circumstances.

TRUANCY

Being absent from a class or classes without permission is an unexcused absence and an act of truancy. A student shall be considered truant for failure to report to a

particular class period without an excusable reason; or the student is in attendance part of the time and then leaves school without permission; or the student fails to come to school and has no excusable reason for being absent. Truancy will be determined by the administration.

Students who are truant may be denied credit for the course work missed, assigned make-up detention, or assigned special in-school make-up time. Chronic or habitual truants (absent without valid cause for five percent of the previous 180 regular attendance days) may be required to attend a conference between student, parent, and administration and show valid cause for receiving final credit in the course missed. Other procedures to be utilized when appropriate include: letter of unsatisfactory attendance, telephone contact, in-school tutoring, staffing, conference, counseling, home visit, outside agency referral, and testing.

* After 10 absences per semester, a doctor's note must be provided for the absence to be excused.

ACADEMIC LOAD AND PUPIL CLASSIFICATION

In the best interest of the social and intellectual well-being of the student, the number of courses and activities which he or she carries shall be determined on the basis of his or her individual needs and capacity. All students will be required to carry at least one unit of credit each quarter plus Physical Education.

Students who transfer to Neoga Jr.-Sr. High School will provide their transcript and course descriptions for evaluation by the school counselor. A ruling on placement by the counselor will determine pupil classification and course enrollment. Students who were previously home-schooled must submit their home-school curriculum and their letter of home-school certification from their Regional Office of Education. The school psychologist will then administer an achievement assessment, and the results will be considered by a curriculum committee prior to enrollment and grade or course placement. Some privately-schooled students may be required to follow the same procedures as a home-schooled student. A student who meets the "homeless" definition may also be or remain enrolled by the counselor.

Junior high students will be promoted to the next grade upon administrative recommendation, after faculty consultation. Consideration may include attendance, achievement, aptitude, and individual circumstances. Remedial work may be recommended (or required) in lieu of retention. Parental input and support will be sought. If remedial work is deemed inadequate or cannot be provided, retention in the same grade can result.

Senior high students will be classified in the next grade as they earn credit hours and credits according to the following schedule:

FRESHMEN: less than four units of credit

SOPHOMORE:	at least four units of credit and Four quarters of enrollment
JUNIOR:	at least eight and one-half units of credit and And eight quarters of enrollment
SENIOR:	at least thirteen units of credit and twelve quarters of enrollment

Students who do not meet these credit standards at the beginning of the school year but do reach them at semester may petition the principal for re-classification. Students may retain their high school entry class for classification for yearbook pictures if they are enrolled in enough classes to make reclassification a possibility by the end of the semester.

Students who need extra services should ask their instructor(s) for help and suggestions. If this assistance is inadequate, the student or parent should contact the counselor. Tutoring or screening for specialized services may be possible. Referrals to outside service agencies may also be warranted.

ACCIDENT REPORTS

Any accident that occurs in school or in connection with a school-sponsored activity is to be reported **IMMEDIATELY** to the teacher in charge. Accidents involving injury or possible injury must be recorded on the school accident report form and filed in the office at the time of injury.

ADMISSION TO ACTIVITIES - I.D. CARDS

You will be issued an identification card. These cards, known as "I.D." cards, enable a student to be admitted to activities at student prices, both home and away.

ALICE

ALICE stands for Alert, Lockdown, Inform, Counter, and Evaluate. We will practice ALICE drills throughout the school year, as well as, discuss with students how we will stay safe. School is one of the safest places for students to be, however, we need to be prepared if an active shooter incident or a violent attack on our school happens. Our teachers and staff have gone through trainings to understand the procedures and options to respond to this type of disaster.

ANNOUNCEMENT PROCEDURES

Announcements from the office will be given in either written form or via the intercom system. Only announcements which have the written approval of the principal or the secretary shall be read.

ARRIVAL/DEPARTURE PROCEDURES: THE DAILY SCHEDULE

A bell is rung at the beginning and close of each class period. The teacher will dismiss each class AFTER the bell rings. **Three** minutes are allowed for passing from class for high school students and three minutes for junior high students.

The bell schedule may change as conditions warrant.

Jr. High students must report to the North Gym if arriving between 7:30 and 8:05 a.m.

Sr. High students should report to the cafeteria and lobby between 7:30-8:05 a.m. At 8:05, they should report to their assigned 1st Period class.

Jr. and Sr. High students may eat breakfast from 7:30 – 8:00 in the cafeteria.

Students may not gather off-campus on public or private property, either before or after school. All students are to report directly to their assigned area upon arrival at school. Similarly, they must vacate the building and grounds promptly after school unless under the direct supervision of a teacher, coach, or sponsor.

Bicycles, motorcycles/scooters, and cars/trucks must be parked in the designated area upon arrival near the school parking lot.

Foot-powered skateboards, scooters, and skates are not allowed on school grounds due to the problems their use and storage generate.

ASSEMBLIES AND ALTERNATIVE LEARNING PRESENTATIONS

Throughout the year, assemblies and lyceums of various kinds will be held in the gymnasium. Different type programs will be presented for your enjoyment and learning. Some will appeal more to you than others; mature conduct, however, is expected at every program, and all speakers and entertainers should be treated courteously and with respect.

Attendance and mature conduct are also expected for all field trips and alternative learning environments. Usually, one learns in proportion to his/her investment of time and effort.

ATHLETIC ELIGIBILITY & POLICIES

All student athletes participating in interscholastic athletic competition for Neoga Jr. – Sr. High School are automatically under the jurisdiction of the Illinois High School Association or the Illinois Elementary School Association. Their rules and regulations are our guide and they must be followed. If you have questions on them, don't hesitate to check with your coach, athletic director, or principal.

Local policies governing participation have been developed by the coaches and administration. A copy of these policies will be made available at the start of each season. (See Appendix A).

It should be noted that academic eligibility is checked on a semester basis and on a weekly basis. The I.H.S.A. requires that senior high students shall have passed 2.5 units of credit the previous semester in order to participate in the current semester. Both junior and senior high students must also be passing in all subjects on the Wednesday weekly check in order to participate in the following week's interscholastic activities or contests.

Upon the third weekly of ineligibility, the junior and senior high athlete will be declared ineligible for the duration of that season.

Each athlete must have a current physical examination (within the last 395 days) on file in the office.

BUS REGULATIONS

Bus transportation is furnished for all pupils who live more than one and one-half miles from the school, roads permitting. This is an important service and all who use this privilege should govern themselves according to the best safety methods possible.

The driver is in full charge of the bus and the pupils who ride it. This is a great responsibility and the driver must demand and have cooperation and good conduct from every rider. The safety of all involved mandates that this be done! Should any pupil persist in violating any of the rules and regulations, it is the duty of the driver to notify the school administrator for disciplinary action. This could result in the loss of the privilege of riding the bus! The penalty will increase with repetitive referrals.

The following regulations have been compiled by the Pupil Transportation Service Section of the Illinois Office of Education. It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders.

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. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.

6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
12. Carry no animals on the bus.
13. Keep books, packages, coats, and all other objects out of the aisles.
14. Leave no books, lunches, or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop; they are not permitted to do this except by proper authorization from the school district.
18. Observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperon appointed by the school.

CAFETERIA BREAKFAST AND LUNCH HOUR

The school operates a cafeteria which supplies hot breakfasts and lunches at cost. Students may make deposits into their office accounts each day in the Office deposit box. No money will be collected in the cafeteria. Accounts must have money in them to make a purchase. A la carte items cannot be charged. Students and parents may request the status of their account and receive

a printed report no later than noon the next day. Students may bring their own breakfast and lunch, but it must be eaten in the cafeteria. They may, however, purchase additional food if there is money in their account. Lunch account credits and refunds will be given at the end of the school year upon request.

"Free and Reduced-Price Meal" applications are available at fall registration or can be picked up from the office anytime during the school year. The administration will determine the student's eligibility in a timely manner and so notify the parent or guardian.

All students are expected to clear the tables of paper bags, cans, tray, etc. and put them in their proper places. Students who abuse the use of the cafeteria by not cleaning up after themselves, throwing food, etc. will be denied use of the cafeteria. All food and drink is restricted to the cafeteria. Students who bring sack lunches or purchase lunches elsewhere may bring and store only quantities suitable for consumption by themselves on that day's lunch hour.

CARE OF FURNITURE, BUILDING, AND GROUNDS

Chewed gum, writing, and carving can ruin the appearance of everything. Paper, pop cans, candy wrappers, etc. on the campus or on the floors and hallways will mar the appearance of the entire school. It is the duty of each person to cooperate 100% in caring for our facilities. The best learning process for good citizenship is to practice it continually.

Taking pride in the appearance of the school grounds and buildings is essential in establishing a pleasant, wholesome atmosphere. Each student should assume the responsibility to see that all lunch papers, wrappers - all forms of trash - get into their proper place.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Any student who moves to a new address or changes a telephone number should report these changes to the principal's office immediately. All student directory information will be guarded against unwarranted release. This correct number is necessary for the School Messenger calls to be received.

CLOSED CAMPUS

Neoga Jr.-Sr. High School is a closed campus. Students are expected to remain at school from the opening bell until the ending bell. Students with appropriate approval from the office may leave during the school day. All Students leaving and returning must sign in/out in the office. Students may only leave for lunch when accompanied by their parent/guardian. The parent/guardian must report to the office to sign out the student.

COLLEGE-CAREER VISITATION

Two excused absences during the senior year will be granted for the purpose of college or vocational school visitation, armed services interview or testing, or post-graduate employment opportunities. **THE STUDENT MUST CLEAR THE PROPOSED VISIT IN ADVANCE WITH THE HIGH SCHOOL PRINCIPAL OR GUIDANCE COUNSELOR.** Students should plan these trips so they do not miss school on days when tests are being given.

COLLEGE REQUIREMENTS

Requirements for entering four-year colleges vary according to the institution and the major one wishes to pursue. The Course Description Booklet contains specifics for various fields of study. In general, the following are required:

- 4 years of English
- 3-4 years of mathematics
- 3-4 years of science (including 2 laboratory sciences)
- 3-4 years of social studies
- 2-4 years of foreign language, humanities, or vocational education

The following are desirable: effective reading skills, keyboarding and computer applications skills, and wide participation in such extra-curricular activities as music, drama, sports, and school and community service.

Students who enroll in National Collegiate Athletic Association (NCAA) Division I and II colleges must also meet special requirements to practice or compete on an intercollegiate team during the first year of attendance. In essence, a "C" average must have been earned in 16 core courses; in addition, an ACT composite minimum score is required. The counselor should be consulted for more specifics. Below is an overview of the NCAA Division I and II eligibility process:

Grades 9 and 10

- Student takes academic college-preparatory courses, preferably one in each of the following areas: English, math, science, social studies and foreign language. The student should compare course selection against the list of NCAA-approved core courses.

Grade 11

- Student continues to take college preparatory courses in the areas listed above.

- Student registers for the SAT and/or ACT, making sure to use code 9999 at the time of registration. Using code 9999 will ensure the score is reported directly to the Eligibility Center.
- Student registers with the NCAA Eligibility Center at www.eligibilitycenter.org and completes both the academic information and the amateurism questionnaire. The registration process requires a fee that can be waived if the student qualifies for free or reduced lunch.
- At the end of the student's sixth semester, the guidance counselor sends the student's transcript (or transcripts, if more than one high school) to the Eligibility Center.

Grade 12

- Student continues to take college preparatory courses in English, math, science, social studies and foreign language.
- Student registers for additional ACT/SAT tests if necessary, making sure to use code 9999 at the time of registration.
- On or after April 1 of the senior year, the student goes back to their Eligibility Center account to update their academic and amateurism information and request final amateurism certification.
- After graduation, the guidance counselor sends the student's final transcript (which needs to include evidence and the date that the student graduated) to the Eligibility Center.

CORRIDOR PASSES

Students in the halls or restrooms after the tardy bell rings must have a pass signed by a teacher. Violation of this procedure may result in a detention being assigned.

CURRICULUM

Neoga High students should be able to find several courses in the Course Description Booklet which interest them or meet their individual educational needs. Questions dealing with subject content should be addressed to the counselor or a teacher in the department in which the course is offered.

Certain topics or activities in a course which a parent finds objectionable (e.g. sexual abuse or religious issue, audio/video taping, movie, etc.) may be substituted for if the parent files a legitimate written objection with the principal. District personnel will decide the nature and content of the substituted material or activity.

DANCE RULES

As students arrive, they must sign their names and the name of their guest if the dance is open to

guests outside Neoga High School. Chaperones, including one staff member, will supervise this procedure.

School rules apply to student conduct and the same rules apply to the guests. Infringement upon these rules will result in a student and/or guest being asked to leave the dance and a disciplinary judgment will be made at that time regarding the extent of the problem. This decision will be made by the administration and/or staff member. Students could possibly receive school sanctions or lose their right to attend extra-curricular activities for an extended period of time, based upon the severity of the infraction.

No students or other individuals will be allowed to be outside or on the parking lot during the dance. Students or guests are not allowed to leave the dance to go to their vehicle without being escorted by a staff member or administrator. Any student or guests doing so will not be allowed to reenter the dance. This does not include parents or authorized person while they are bringing students or picking them up after the dance. Only parents will be permitted to deliver messages to students during the dances.

When dances are open to other high school students, it will be necessary for the student wishing to bring a guest to pick up a guest verification form in the office to be completed and signed. If the guests are in high school, they will need to have the proper signature from their school. Guests that are not in high school will need to provide alternative information in place of the school's signature. This form must be returned to the office three days before the dance, unless a student has special permission from the administration. No guests younger than 9th grade or older than 20 years of age may attend the dance. In addition, any individual currently serving an expulsion or suspension from any school district may not attend.

A decision may be made at any time by the administration to see that a student and/or guest leaves after improper behavior. If the administration is not available, a staff member may do so. All questionable behavior should be reported to the administration as soon as possible.

DISCIPLINE AND BEHAVIOR

Large groups of people can only live together in harmony and happiness when they are considerate of the rights and feelings of others. To make this easy and simple, an unwritten code of conduct called "courtesy" has been developed among mankind. Therefore, we don't accept the excuse when difficulty develops that you didn't know something was against the rules. You know what is right and decent, just as your parents and teachers do.

Since teachers are responsible for the success of their classes, they have the authority to make any sensible rules which they think are necessary to produce good conduct and order in their classes.

The teachers expect an attitude of respect from students. In turn, students also may expect to be treated with respect.

Disagreements can usually be resolved through communication. If a problem cannot be solved through friendly discussion with your teacher and a misunderstanding still exists, come to the office AFTER CLASS OR SCHOOL and talk it over. IMPUDENCE, DISRESPECT, OR VISIBLE DISPLAY OF ANGER HAVE NO PLACE IN SOLVING PROBLEMS BETWEEN TEACHERS AND STUDENTS. Any student attempting to use such methods will be dealt with in the office.

Your high school principal's and counselor's offices are always open to students for consultation and conferences. BRING YOUR PROBLEM IN BEFORE IT BRINGS YOU.

Teachers, being human, do make mistakes. Most real problems can be cleared up through friendly discussion with your teacher. This SHOULD NOT be done in front of others.

There are many areas where written regulations are helpful because infractions will involve such serious and unpleasant action that any possibility of misunderstanding should be avoided. Obviously, all situations cannot be written down; however, the following are listed as the most common situations which cause action to be taken by the teacher or the office staff.

CLASSROOM AND CORRIDOR CONDUCT

The classroom is a place for learning. There is no need for waving of hands or shouting. Unnecessary noises and distractions should also be avoided. Profanity, obscenity and threats have no place in a public school. If a staff member finds it necessary to excuse you from a class for disruptive or unacceptable behavior, REPORT IMMEDIATELY TO THE OFFICE.

Running, loitering, blocking traffic, and wearing sunglasses or a hat are out of order in the corridors and classrooms. The possession or consumption of food and/or beverages from the vending machines (or elsewhere) is unacceptable in these same areas. Any expression of physical attraction beyond hand holding, such as having one's arms around someone/embracing/kissing, will be considered inappropriate. Hand holding is the limit.

The possession or use of personal electronic reproduction or radios, MP3/CD/DVD players, electronic games, etc. in the building or on the grounds is prohibited during the school day. Such devices tend to be a high risk valuable and disruptive to the educational process, and they should be kept at home unless pre-approved by the office for a specific educational purpose. Students who create a distraction by possessing and using such devices will have the devices confiscated and receive progressive penalties.

Students are permitted to bring their e-reader/tablet to school. The e-reader/tablet may only be used at lunch time and in class as permitted by the teacher. The e-reader/tablet is only to be used for educational purposes and/or recreational reading. **Accessing the internet, social networking, blogging, chatting, and e-mailing are not permitted.**

Please be aware the school does not assume responsibility for loss or damage of the personal electronic device. Any misuse of the device may result in loss of the privilege and possible disciplinary action.

Students must keep their cell phones OFF and in their backpacks, pockets, purses, or lockers while at school. Cell phones may be turned on and used prior to the 8:05 bell in the morning, and after the dismissal bell at the conclusion of the school day. Students who violate this policy will have their cell phones confiscated and receive progressive penalties.

High School students may be allowed to use their cell phone during lunch time when permitted by administration. Students will be notified when this privilege is granted or revoked.

During the school day, no high school student should be in the junior high wing (including the restrooms).

DISCIPLINE AND RESPONSIBILITY

It is very important that students be aware of the fact that they are responsible for their actions not only in school but also in society. If a student violates an established school rule or regulation or violates a state or federal law, it should be understood that punitive and rehabilitative action will be taken. The student will be interviewed by a school administrator, or possibly by a police officer if the violation so dictates. When possible, a parent or guardian will be contacted prior to a police interview so they may grant permission for, or attend, the interview. If the parent/guardian cannot attend, the Principal will attend the interview. Gross and Repeated infractions will be considered on an individual basis, and administered within the following framework:

Use of obscene and abusive language or gesture: Parent contact and/or restitution and/or action up to a 10-day suspension and/or recommendation for expulsion and /or inform local authorities.

Academic Dishonesty (Cheating, plagiarizing, wrongfully giving/receiving help doing school work, wrongfully obtaining test copies or scores): Parent contact and/or restitution and/or action up to a 10-day suspension.

Classroom/Campus Disturbances: Parent contact and/or restitution and/or action up to a 10-day suspension and/or recommendation for expulsion and /or inform local authorities.

Insubordination: (refusal to obey school rules and regulations or refusal to obey instructions or direction of school personnel): Parent contact and/or disciplinary action up to a 10-day suspension and/or recommendation for expulsion and/or inform local authorities

Truancy: Parent contact and/or disciplinary action up to a 10-day suspension and/or recommendation for expulsion and/or inform local authorities

Excessive tardiness: Parent contact and/or disciplinary action up to a 10-day suspension and/or recommendation for expulsion and/or inform local authorities

Extortion, Harassment, Hazing, Intimidation, Bullying, Threatening, or Gang Activity: (ex: freshman hazing, sexual harassment). Parent contact and/or restitution and/or action up to a 10-day suspension and/or recommendation for expulsion and/or inform local authorities. See definition and examples of bullying under the heading, “Non-Discrimination Assurance” on page 41.

Misuse/abuse of School Equipment/Supplies/Services: (ex. equipment, uniforms, copier, phones, computers, forms or other devices): Parent contact and/or restitution and/or action up to a 10-day suspension and/or recommendation for expulsion and/or inform local authorities.

Possession/USE/Sale of Tobacco and Electronic Cigarettes: Parent contact and/or restitution and/or action up to a 10-day suspension and/or recommendation for expulsion and/or inform local authorities.

Assault: Parent contact and/or restitution and/or action up to a 10-day suspension and/or recommendation for expulsion and/or inform local authorities.

Fighting: Parent contact and/or restitution and/or action up to a 10-day suspension and/or recommendation for expulsion and/or inform local authorities.

Causing a False Fire Alarm or Calling in a Bomb Threat: Parent contact and/or restitution and/or action up to a 10-day suspension and/or recommendation for expulsion and/or inform local authorities.

Theft: Parent contact and/or restitution and/or action up to a 10-day suspension and/or recommendation for expulsion and/or inform local authorities.

Damage to School or Private Property: Parent contact and/or restitution and/or action up to a 10-day suspension and/or recommendation for expulsion and/or inform local authorities.

Possession/Use/Sale of Drugs, Alcohol, or Paraphernalia: (This includes being under the influence of drugs or alcohol while at school or a school sponsored event). Possession includes the use of the student's person, clothing, supplies or automobile as well as school lockers, desks or other school property. Serious and repeated violations may result in more severe disciplinary action up to and including expulsion from school. Drugs include inhalants, anabolic/androgenic steroids, so-called “look-a-like drugs” and non-prescription drugs. The sale and use of all non-prescription drugs is prohibited.

Paraphernalia and assisting devices are also prohibited. Parent contact and/or restitution and/or action up to a 10-day suspension and/or recommendation for expulsion and/or inform local authorities.

Possession/Use of Weapons or Explosives:

Possession includes the use of the student's person, clothing, supplies or automobile as well as school lockers, desks or other school property. Weapons include, but are not limited to, knives, firearms (or look-alike firearms), Tasers, stun-guns, clubs, explosives, laser devices and pointers, harmful chemicals, and harmful projectiles. Parent Contact and/or restitution and/or action up to a 10-day suspension and/or recommendation for expulsion and/or inform local authorities. Students who possess or use weapons are subject to expulsion for up to two years.

Off Campus Behavior: Engaging in any activity on or off campus including without limitation, the use of any computer or other device whether such computer or device is located on or off campus, that (a) poses a threat or danger to the safety of the other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment. Parent contact and/or restitution and/or action up to a 10-day suspension and/or recommendation for expulsion and/or inform local authorities.

Students receiving an Out of School Suspension (OSS) may lose the following privileges:

- Field Trips
- PBIS Celebrations
- Extracurricular Events
- Homecoming/Prom
- Class Release Time (Farm Safety Day, Blood Drive Worker, etc.)
- Assemblies

*Administration will evaluate each case and may waive or increase the penalty based upon the facts and circumstances.

CORPORAL PUNISHMENT

Corporal punishment as a penalty for misbehavior will not be employed by Neoga Jr.-Sr. High School. Corporal punishment is defined as slapping, paddling, prolonged maintenance of students in physically painful positions, or the intentional infliction of bodily harm. Other disciplinary methods shall be used instead.

DETENTION

Although we do not like to keep students in addition to regular school hours, there are occasions when this becomes necessary. We want to cooperate with parents in this matter, as we know that providing transportation after the buses have gone can often be a problem. Students are usually offered a choice of when they will report for detention - either before or after school. A mutual agreement can usually be

made; however, repeating offenders are given less consideration. Students will be given one (1) day in which to notify their parents that they must stay and make arrangements for transportation home.

IN-SCHOOL SUSPENSION, SUSPENSION, AND EXPULSION

See "Suspension and Expulsion"

DRESS AND GROOMING

Creating a safe and positive learning environment is a priority at Neoga Jr.-Sr. High School. Students are encouraged to dress in a manner that promotes our school as a center for learning. The student's dress and grooming are mainly the responsibility of the student and the parent as long as the appearance is not disruptive to the educational program, does not violate health, safety and decency aspects of the school program, and does not interfere with classroom procedures. It is embarrassing for both the student and school personnel when a student's appearance is in question.

The school is aware of current clothing styles; however, certain standards of decorum must be maintained in a public school. The wearing of halter tops or tube tops, T-shirts with writing or slogans of questionable taste, tank tops, muscle shirts and un-hemmed shorts or cutoffs, etc. are considered inappropriate. In order to prevent exposure of personal areas and undergarments, decent and appropriate dress is considered as being clothed from SHOULDER TOP TO EXTENDED FINGERTIP AT MID-THIGH. **Clothing with rips, tears, or holes in the area from shoulder top to extended fingertip at mid-thigh, is not permitted.** Clothing and jewelry which promote controlled substances (including alcohol and tobacco) or convey an obscene, violent, degrading, or sexually suggestive message will not be worn at school or school activities. Instructors will direct that clothing or jewelry that presents a potential health hazard or inhibits instruction or learning shall not be brought to class. Hats and sunglasses should be removed upon entering the building. In addition, coats and book/sport bags should not be worn or carried into classrooms. Lockers are provided for the storage of hats, sunglasses, coats, and book/sport bags. **Students are strongly discouraged from taking purses to class. In the event a purse is carried into class, the teacher will provide a designated location for the purse to be stored until the conclusion of the class.**

DRIVER'S EDUCATION

Each student will be placed in Driver's Education classes as space is available and scheduling allows. Priority is given based on birth date, and every effort is made to have students prepared to receive their license by their birthday. However, the student's safety and his/her larger academic needs come first.

Students enrolling in Driver's Education courses must have received a passing grade in at least eight courses during the previous two semesters prior to taking Driver's Education. This

requirement may be waived by the district superintendent for medical or other similar extenuating circumstances.

Poor attendance can disqualify a student from Driver's Education, by state regulations. Each student must complete a minimum of thirty clock hours of classroom instruction in a given course (quarter). In addition, six clock hours of practice driving must be completed during the BTW experience. *Excessive tardiness/absence or serious misbehaviors or suspensions during either phase of training can result in removal from that phase of instruction and loss of certification for the driver's license. Substance impairment can also result in temporary or extended removal from Driver's Education.*

There are two fees which must be paid by a driver's education student. The first is a \$20.00 fee for the state permit as established by and payable to the State of Illinois. The second fee is \$150 service fee to cover part of the cost incurred by Neoga High School in providing behind-the-wheel instruction. The second fee of \$150 must be paid prior to participating in behind-the-wheel instruction.

DUAL CREDIT

Select courses are offered with a dual credit option. Students may receive Lake Land College credit and high school credit simultaneously. These classes are offered during the school day, at Neoga High School, and are taught by pre-approved high school teachers. For a listing of courses offered, fees charged, or additional information see the guidance counselor or principal.

EMERGENCY SCHOOL CLOSING

Any situation which causes the closing of the schools (severe weather, national emergencies, etc.), will be announced over the area radio stations. **Parents will also be contacted through our School Messenger voice message system by phone. In order for School Messenger to be effective, current contact phone numbers must be accurate. Please call the school in the event your phone number or address changes.**

EXTRA-CURRICULAR ACTIVITIES

Neoga Jr.-Sr. High School offers a variety of extra-curricular activities for students. Only students enrolled through the Neoga District may participate.

Each student is urged to participate in one or more extra-curricular activities....to be a doer and not a watcher. Join activities that interest you. There are athletics, music, drama, subject-oriented clubs, student council, publications, and interest groups. When you commit yourself to the activity, you owe it your best effort not only to benefit the club but yourself.

However, POST-SCHOOL ACTIVITY participation or attendance on the same day must always be preceded by a minimum of **full afternoon attendance beginning with 5th period**; to do less

would be to short-change your academic growth. If you fall behind in your school work, extra help and teacher conferences take precedence over any extra-curricular activity, and you may be requested to drop extra activities.

While there is no disputing the important place grades hold in education today, the most vital factor is the total education an individual accumulates. In order to take advantage of extra learning opportunities, plan your activity schedule carefully. Don't become overloaded. Obligations at home, church, and in the community should be considered in arriving at a program that will be most suitable for you. Discuss this with your parents. They should be informed of each extra-curricular activity in which you participate, its hours, schedule, practice sessions, and performances.

Our club program is designed to make available as many different types of clubs and activities as possible to meet the interests of the student body. The plans, activities and functions of each club are decided upon and carried out by the members and their elected officers, with the help of an advisor. Each club and organization is expected to perform one philanthropic project each school year. Projects already meeting this standard have included Christmas Baskets, Blood Drive, campus improvements, and tutoring. Planning for this project and for fundraisers should be done in September and October. An approval form for both the "Service Project" and the "Fundraiser" are available in the office, and both must be pre-approved by the sponsor(s) and the principal for coordination purposes. Dues are generally unacceptable.

All activities and functions taking place at Neoga Jr.-Sr. High School must be approved and scheduled by the principal's office. Any group which organizes for purpose, including just recognition, must receive prior approval for meetings or activities conducted on school property or at school functions. Unauthorized groups and individuals who show signs of gang tendencies (dress identifiers, recruitment, a leadership hierarchy, hazing or violence, graffiti or unity symbols/gestures, etc.) will not be authorized to function in a safe school setting, and their discipline can be as severe as suspension or expulsion.

FAN AND TEAM BUSES

A special fan bus may be provided to transport students to away games. This is a privilege granted to those who do not abuse it. A charge will be collected in advance to cover part of the cost of transportation. A parent or responsible adult must accompany a junior high student when riding a senior high fan bus. The following regulations must be followed:

1. All school district bus rules are in effect. Any undesirable behavior will result in loss of privilege to ride the bus as well as further disciplinary action.
2. There must be a minimum of 40 paying fans for a fan bus to be sent.
3. The bus will leave from the gymnasium entrance at the scheduled time. It will not wait. Students should be present five minutes early.

4. Students should not board the bus until the chaperon is present. The chaperon should first collect all tickets previously purchased; then seats should be allotted for those with tickets, but boarding in Sigel; any remaining seats may be sold to persons not holding a ticket.
5. Buses will pick up and let off students in Sigel when the bus route logically goes through Sigel.
6. Students should be relatively quiet while on the bus. Screaming and whistling will not be allowed. Singing and cheering are permitted if done properly in the chaperon's judgment. Total silence is essential for safe railroad crossings.
7. Students may not stand or move about while the bus is moving. Scuffling and throwing things are prohibited.
8. All students must remain seated in the gym until the game is over or the chaperon determines that bad weather or other factors dictate leaving.
9. Each student is required to return to the school on the same bus. The only exception is if a parent tells the bus chaperon directly that he himself is taking his student home. Coaches and chaperons will have sign-out sheets for the parent to sign after each event.
10. Reasonable dress and conduct appropriate to the situation are expected. Any misbehavior will result in loss of the privilege of riding the fan bus and other appropriate discipline.

FEES AND TEXTBOOK RENTAL

All basic texts are loaned to students on a rental basis for their use during the school year. Special class projects and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Please be sure your name is written in the books in case they are misplaced. Sorry, but we do charge a fine based on the office or teacher's judgment for abuse, misuse, or lost books.

If you are unable to pay for school fees or textbook rental, you may qualify for a fees or textbook waiver. A waiver application form is available from the office which may be filled out and turned in to request the waiving of certain fees. Lock deposits, field trip charges, instrument rental fees, laboratory fees, graduation fees, and driver's education fees and record copying fees may be waived if the student meets the free lunch guidelines. If a student does not agree with the principal's decision, an appeal may be filed with the district superintendent.

Outstanding debts for lost or damaged books, etc., owed the school may be paid in the office. Each student is expected to clear such debts before graduating or transferring to another school.

Debts and fees should also be cleared before issuing work permits, transcripts, driver education certificates, or other similar services.

Pupils transferring to another school may have fees refunded according to the following schedule:

1st quarter	75%
2nd quarter	50%
3rd quarter	25%
4th quarter	none

Fees that may be paid according to the student's activities but are not required by the school are:

*dues	school yearbook
Insurance	senior announcements
class ring	

*Dues are generally discouraged, especially for clubs and organizations. Class dues may be approved only in special circumstances. Students who do not choose to pay approved class dues may be denied participation in some class activities.

FIRE DRILLS AND DISASTER ALERT INFORMATION

Fire drills will be conducted during the school year. It is essential that when the first signal (a horn) is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions in addition to the posted fire drill instructions.

Tornado alert instructions are also posted in each room. We hope we never have a tornado or other such disaster, but since we live in a geographic area with the high probability of severe storms, we must be conscious of them. The fire drill signal is a blowing horn. The disaster alert will be given over the intercom system (an intermittent beeping).

GAMBLING

Certainly, gambling is not permitted in school. Card playing is also prohibited unless it is an educational game supervised by a faculty member.

GIFTED PROGRAM/SELECTION CRITERIA

Several opportunities are provided for students who are gifted. Competitions are available in computer programming, business, math, and science (ECO-Meet). Essay and poster contests are regularly available. Supplementary creative writing is fostered by language arts instructors. Scholastic bowl seasons are scheduled in both October and March.

Students may refer themselves to gifted academic activities; parents and teachers may also refer talented students. Measurement test results and class rank are also considered as students are selected for gifted activities when the number of participants is limited.

GRADES AND REPORTING

It is possible to get through school without cracking a book--if you are one of the fortunate ones born with a superior intellect. All any school has to offer is the opportunity for people to learn. Pupils who refuse this opportunity are wasting the taxpayer's money and their time. You are advised to use your study time in school and to plan on at least an hour of study time at home daily. Some pupils will find it necessary and desirable to do more -- some will need less.

Grades are an evaluation of what you have learned. They become part of a permanent record that lasts as long as you live. Institutions of higher learning, potential employers, and the various military services are all interested in your high school scores. We only keep them -- you make them. Grades are usually accurate representations of effort, preparation, and achievement. However, any student who receives a grade believed to be inaccurate or unfair should first privately discuss their concerns with the teacher directly involved. If a satisfactory understanding is not reached, an appeal may be filed in writing with the principal. A response will usually be received within five school days. If an acceptable understanding is still not reached the student may appeal in writing to the district superintendent.

Honesty and honor are essential characteristics in citizens in our free society. Students are each urged to be honest during tests, projects, and exams, and to encourage others to practice the same. Students who are found guilty of cheating will receive no credit on the item involved; students who advocate and facilitate cheating by others may expect additional penalty.

Grading Scale

The following grading scale is based upon a 5.0 grade point system.

A	90-100	=	5 points
B	80-89	=	4 points
C	70-79	=	3 points
D	60-69	=	2 points
F	0-59	=	1 point

Honor Roll

By means of the honor roll, students are recognized for superior scholarship. The honor roll is publicly announced at the conclusion of each nine-week grading period.

The honor roll is based on grades in each subject except driver education -BTW. Students must be taking at least four solids.

Enrollment in a "Pass-Fail" course removes the student from "Honor Roll" consideration.

Grades carry the following point value:

A = 5, B = 4, C = 3, D = 2, F = 1, NC = 0. The honor roll standards are as follows:

High Honors	4.75 - 5.00
Honors	4.50 - 4.74
Honorable Mention	4.00 - 4.49

The junior high honor roll is an average of all grades received using the same point value system and the same honor roll standards.

Incomplete Grades/Withdrawals

Report card grades may be recorded as "incomplete" if a student has not met all the requirements of a course for that particular grading period. It is the student's responsibility to complete the make-up work and get the "incomplete" changed to a grade. The time allowed will depend upon the student's situation. As a general rule, two weeks is plenty of time for the arrangement of make-up for incompletes. After four weeks, outstanding incompletes may be recorded as failing grades. No credit (NC) may be given for the full semester if one quarter of NC is received.

Students may be allowed to withdraw from a class without a grade penalty up through the end of the sixth week of a semester. The instructor's advice is considered, and parental permission is required. **The student must substitute another academic class before the end of the third week.** Withdrawals from low enrollment classes are discouraged. Withdrawals after the sixth week will be considered as a failing grade.

GRADUATION REQUIREMENTS

In order to be a candidate for graduation, a student must be a legal resident of the school district or a tuition student, and be enrolled in Neoga High School for the semester immediately preceding graduation. To receive a diploma and participate in the graduation ceremony, a student must clear all records and successfully complete eighteen units of credit which must include all required courses.

All students are required to successfully complete the following:

4 units of English	1 unit of Elective (music, foreign Language, vocational)
**3 units of Math	
2 units of Science	
2 units of Social Studies	1/2 unit of Health
American History (1)	1/4 unit of Dr. Ed (Classroom)
Constitution (1/2)	
Consumer Economics (1/2)	2 1/2 units of Physical Education

2 units of writing-intensive courses,
(One of which must be an English language
arts course and the other may be provided
as part of any subject area.)

** 3 units of Math, one must be Algebra I, and one must be a course that includes Geometry content.

All students must show proficiency in the Constitution and in Consumer Economics. A passing grade on a proficiency examination covering the U.S. and Illinois Constitution, voting procedures, and proper flag display, or Government and Geography will satisfy the Constitution requirement. For the Consumer Economics requirement, a passing grade in the Consumer Economics class is required.

Additional Requirements and Regulations

1. One-half unit of credit is received for each course which meets one period every day throughout the semester or its equivalent (Driver Education - BTW).
2. Physical Education will receive .25 unit of credit for each quarter of successful participation;
3. Credit toward graduation will NOT be given for Driver Education - BTW.
4. Only one credit earned by correspondence-extension may be used to fulfill graduation requirements. Such credit must be earned through the satisfactory completion of courses offered by a university extension center or other Neoga Community Unit #3 Board of Education approved program (American Correspondence School or Illinois Virtual High School). Such course work MUST BE PRE-APPROVED by the high school principal. Similarly, only one summer school credit may be earned at a neighboring school.
5. To be graduated from Neoga High School, students who transfer to Neoga must fulfill all graduation requirements. Transcripts will be evaluated and credits accepted according to the established practice of giving credits at Neoga Community Unit #3.
6. If a student does NOT participate in physical education due to a disability, handicap, etc., credit for physical education will be waived during the time of the excuse. The student will be required to carry an additional course (total units of 1/4 each quarter with twenty required for graduation). The P.E. requirement may also be waived for a junior or senior who must take a graduation requirement or college preparatory subject.

7. In the best interest of the social as well as the intellectual well-being of the student, the number of courses and activities which he or she carries shall be determined on the basis of his or her individual needs and capacity. All students will be required to carry a minimum of one unit of credit each quarter, plus physical education.
8. Students concurrently enrolled in the Advance Placement and Academic Enrichment Program at Lake Land College may earn college credit while attending Neoga High School but may NOT use those credits to satisfy their high school graduation requirements. Such course work will be limited to a maximum of two courses per semester and will be considered as part of the student's regular academic load for purposes of determining athletic eligibility. All college course work must be PRE-APPROVED by the high school principal.
9. To be eligible for Academic Excellence and Valedictorian/Salutatorian Honors, a student must be an eighth semester student enrolled at Neoga High School for at least one full year. Academic Excellence is awarded to students obtaining a cumulative 4 year GPA of 4.75 or above.

EARLY GRADUATION

The normal enrollment period for a student shall be eight semesters of study over a four-year period of time. In recognizing that some students feel that they would benefit from an earlier graduation, the Board of Education authorizes early graduation for students who meet the following criteria:

1. The student has satisfied the academic graduation requirements.
2. The student has shown evidence of social and emotional maturity commensurate with the average high school graduate.
3. The student shows little promise of profiting from enrichment courses in the high school.

A student who wishes to graduate early must make a written request to the Board of Education during the first four weeks of the last quarter of attendance. The petition for graduation must include the reason(s) for the request and signed approval of the student's parent or guardian and counselor. The student will normally receive approval if the student plans to pursue a program which will be considered educational or vocational, such as college or university course work, service in the Armed Forces, on-the-job training, planned foreign travel, or responsible work experience.

IMPORTANT: Students who elect to graduate early are no longer considered a part of the student body. Eligibility for scholarships and honors awarded in the eighth semester

will be lost. Permission to attend school functions other than as a guest of the high school must be PRE-APPROVED by the high school principal.

BEFORE MAKING A FINAL DECISION TO GRADUATE EARLY, THE STUDENT AND HIS/HER PARENTS SHOULD DISCUSS THE SITUATION WITH THE HIGH SCHOOL PRINCIPAL OR GUIDANCE COUNSELOR.

GRIEVANCE PROCEDURES

An individual student or group of students who have a grievance may request a conference with the building principal.

Should the student not be satisfied at this point, an appeal may be filed with the Superintendent. This appeal must be in writing. The Superintendent shall set a time and place for a review and hearing of this grievance.

If no solution can be arrived at, a further appeal may be made by the student by filing a letter with the Secretary of the Board of Education stating the grievance and reason for the appeal. The Secretary shall set a time and place for a hearing with the Board of Education.

GUIDANCE SERVICES

Guidance Services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational and career information, confidential personal and social concerns, and referral to persons or agencies outside the school upon request. Students should schedule appointments or stop by the Guidance office during free periods.

Scholarships and Financial Aids

See district website guidance page for current scholarships and deadlines.

Testing

The PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) is designed to aid secondary schools in counseling juniors who plan to continue their Education beyond high school and to serve students who wish to be considered for scholarships administered by the National Merit Scholarship Corporation. This test is administered in October to juniors on an optional basis at a nominal cost.

The ACT (American College Test), which many colleges require for admission purposes, is administered at Mattoon High School, Eastern Illinois University, and Effingham High School. The ACT battery consists of four subjects (English, Mathematics, Reading, and Science Reasoning), and uses a scale of 1 (low) to 36 (high) for scoring. The test requires approximately

four hours. Juniors may take the ACT battery in April or June and seniors may choose one of five dates. Applications are available in the Guidance Office.

HEAD LICE

Head lice are not a disease, nor do they cause disease. They cause discomfort (itching). Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. (Centers for Disease Control and Prevention.)

The Centers for Disease Control and Prevention recommend that students not be sent home from school if they have live lice. Please remember that lice do not jump. Lice are transmitted by head to head contact. Remind your child not to share hats, combs, etc with other students or make head to head contact with other students.

Please check your child before the first day of school. If they have head lice, please treat them accordingly before sending them to school.

If you find that your child has head lice here are things you can do:

1. Because lice are transmitted by close head to head contact, it is important to treat ALL members of the family with the products available over the counter specific to killing/treating lice. Follow the directions on the shampoo and be sure to put on clean clothing after.
2. Remove the nits (lice eggs) using the nit comb after shampooing. Because no product kills all the eggs, it is very important to remove all traces of the nits to prevent re-infestation.
3. Wash all clothes, bed linens, and towels in very hot water and dry on the hot cycle. Clean all combs and brushes in hot soapy water for at least 10 minutes.
4. Spray is available to use on furniture, mattresses, carpets, and articles which cannot be laundered. Vacuuming is also very effective. Vacuum all furniture.
5. Continue to use the nit comb every day for at least 7 days to ensure all nits have been removed.

If there is a concern that a student at school has lice these steps will be followed by the school:

1. The school nurse will check the student for lice. If he or she has lice the school nurse will also check siblings or other students that live in the student's home. There is no need for a full classroom or school wide check.
2. Parent/guardian will be notified that their student has lice.
3. The parents/guardians may take their student home for treatment if they wish before the end of the school day.
4. Students will not be sent home unless the student has a severe case of lice. The severity will be determined by the school nurse and principal.
5. The nurse will share the treatment plan listed above with parents and send information home with students.
6. Head lice is not a reason to keep a student out of school. The student may return to school the very next day.

7. The nurse will check the student once a week until the nits are gone and communicate with the parents/guardians as needed. The principal will also be informed if no action by the parent/guardian is taken and/or the condition is chronic.

8. The nurse and principal will keep information confidential and will only share information with those that need to know, such as the teacher.

Should you have any questions about any of the above steps, please feel free to call the school nurse or your doctor.

HEARING AND VISION SCREENINGS

Hearing and vision screenings are required annually on certain school populations. Mandated grades/groups for vision screenings are preschool, kindergarten, second, and eighth, as well as all special education, new/transfer students, and teacher/parent referrals. Mandated grades/groups for hearing screenings are preschool, kindergarten, first, second, third, special education, new/transfer students, and teacher/parent referrals. If your child has seen an audiologist or optometrist/ophthalmologist in the past year and we do not have record of it, please send a record to be kept in your student's medical file. This will make things go smoother when it is time for screenings. Please see school calendar for tentative dates.

HOMEWORK POLICY

It is essential that students, parents, and teachers understand the importance of homework and the general homework policy to be followed. For that reason, the following "Homework Policy" has been adopted at Neoga Jr.-Sr. High School.

A. Homework Definition
Homework is academic-related work assignments given to students which will require some time outside of the regular classroom to be completed.

B. Homework Philosophy
Homework can and should extend class work. It should be given on a regular basis, but never as work for work's sake. It should be reasonable in length, challenging, and planned to serve a specific learning process.

Quality homework can increase the student's learning and rate of learning. It can improve communication between the student, parent, and school as each strives for quality education. Homework enables the parent to see what the student is doing in school, gives teachers another view of the student's abilities, and opens avenues of communication between the parent and the student.

Well-regulated home study increases student productivity. If parents monitor homework and work closely with the teacher, student success is generated and more achievement will result.

C. Homework Responsibilities

1. The student should:

- a. Expect homework three days out of five. Some homework may be done in class or study hall, but Homework will need to be done at home.
- b. Arrange to use homework time efficiently by writing down assignments, budgeting regularly study time, and studying in a well lit, distraction free area.
- c. Discuss homework with teachers and parents, especially if there are concerns or difficulties, and be sure to make up any homework missed.

2. The teacher should:

- a. Emphasize quality homework rather than quantity homework. Quality homework should be based on and reinforce previously introduced material, while stretching the student's ability a little more.
- b. Give homework three days out of five; some homework may be done in class, but some would also be done at home.
- c. Monitor all assigned homework in some way; fine tooth grading is not required on each assignment, but some form of grading should take place.

3. The parent should:

- a. Provide a well lit, distraction free study area and time for the student to do homework.
- b. Supervise the student's homework and make sure that directions are understood and the work completed in a responsible manner. Discuss the homework with the student.
- c. Contact the teacher about any problems regarding homework.

INFECTIOUS DISEASE

Following the Illinois Department of Public Health Recommendations.

Please do not send your child to school until they are fever free for 24 hours without a fever reducing medication. Fever is defined as 100.4° or higher.

Please do not send your child to school until they have not vomited and/or had diarrhea for 24 hours. They can have nausea, vomiting and diarrhea without a fever. Even without a fever, we cannot risk having your child at school if they have vomited and/or had diarrhea within the past 24 hours.

INSURANCE

All students are insured for the school day under a school-sponsored student insurance plan. This insurance plan is limited and does not replace a major medical policy. It covers most injuries and accidents which occur in connection with school activities which are carried on under school supervision. Fights or self-inflicted injuries are excluded. This insurance is supplemental and all claims must first be filed with the family's insurance carrier. All claims must be filed with the school's insurance carrier within 90 days of the injury. Extended coverage options are also available.

The school does not provide insurance coverage for personal property of students. This applies to instruments, tools, machines, clothing, or anything a student possesses which is not school-owned.

The school sanctions the student insurance program because it provides protection that the school cannot assume. However, the school personnel cannot spend time in adjusting claims. Misinterpretations of the policy are often the cause of feelings of discrimination, so be sure to read the coverage limitations in the policy described on the insurance envelope that will be made available on the first day of school.

IT IS EMPHASIZED THAT THE SCHOOL'S ONLY ROLE IN THE INSURANCE PROGRAM IS TO SUPPLY FORMS AND COMPLETE THE SCHOOL PORTION OF THE FORM. ALL COMMUNICATIONS SHOULD BE BETWEEN THE PARENT AND HINZ CLAIM MANAGEMENT, INC., OF SPRINGFIELD, ILLINOIS (217) 698-1280. Parents must accept the responsibility of informing the school if injuries occur while traveling to or from school. EACH STUDENT MUST NOTIFY HIS TEACHER OR THE OFFICE IF ANY INJURY INVOLVING A POSSIBLE CLAIM OCCURS AT SCHOOL AND NOTICE IS NEEDED ON THE DAY IT HAPPENS. In most cases, the teacher will know of an injury but we have had some reports after several weeks have elapsed. This makes it nearly impossible to confirm such claims to the company. Teachers will file a written report of the injury in the office.

INTERNET USAGE

Internet access is available to students, teachers, and the community in Neoga Community Unit District #3. The Internet enables worldwide connection to thousands of libraries, databases, museums, and other repositories of information. The Internet system has been accessed by Neoga C.U.S.D. for educational purposes to include classroom activities, career development, and engaged learning activities. It has not been established as a public access or public forum or for personal E-mail use. **District #3 reserves the right to monitor and deny student use of the Internet and e-mail.**

Neoga C.U.S.D. will exercise all reasonable precautions in order to provide a filtered access that permits access only to information appropriate to educational use and prevents the access of undesirable materials. However, it is impossible to control all materials on the Internet; sites

accessible via the Internet could contain material that is illegal, defamatory, inaccurate or controversial.

In order to maintain the use of the Internet as an educational tool consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication, it is recognized that guidelines must be established and followed. Therefore, students and their parents will be required to sign an Acceptable Use Agreement before being granted access to networked school computers and the Internet.

A violation of the provisions in the Internet usage policy may result in revocation of a student's Internet access privileges. In addition, school disciplinary action up to and including suspension or expulsion and/or appropriate legal action may be taken.

LAKE LAND COLLEGE

One of the objectives of education is to assist each student to progress at his own pace so that students will experience as many different learning experiences and challenges as possible. With this in mind, Neoga High School permits students to be concurrently enrolled in Neoga High School and Lake Land College, provided certain criteria are met. The student must have met or be presently completing all graduation requirements and/or desire enrollment in the next course in a sequence that is not offered at Neoga High School. Additional information is available in the guidance office. All concurrent enrollment requests must be PRE-APPROVED by the high school principal.

LIBRARY/INSTRUCTIONAL MATERIALS CENTER

The library is open for students and faculty from 7:50 a.m. to 2:00 p.m. The library can be used by students as a quiet study hall or recreational reading room. Browsing for reading materials is allowed for a reasonable period of time. Reference materials are available if a student needs to secure materials for a report or a lesson. Students are encouraged to utilize the materials in the library. However, misconduct or disturbing others may cause a student to lose his library privilege.

Books on the regular shelves (those with white cards) may be checked out for two weeks.

Reference books (those with blue cards) should not be taken from the library during the day, but may be checked out for overnight use.

Overnight books must be returned to the library by 8:05 a.m.

A few special volumes (with no book pockets) should never leave the library.

Materials which teachers have put on reserve for concentrated shorter use are treated as reference books.

The following materials may be borrowed for one week:

- Books on loan from the Illinois Heartland Library System
- Pamphlets and folders from the career files
- Pamphlets and folders from the vertical files
- Back issues of magazines
- Maps

Borrowers are charged **ten** cents a day for each overdue book. A list of overdue books and fines is posted daily as a reminder. Students who habitually keep books for long periods or ignore fines or lost books will be denied library privileges. Borrowers must pay for lost books at the end of each semester. The cost of replacement is charged.

LOCKERS

Students have been provided with lockers for the storage of hats, coats, books, etc., and school-related materials. All students assigned a school locker shall be subject to the following provisions:

1. For the safety and welfare of the students, ownership of the locker is maintained by the school district, and the student is granted a limited use of the locker in accordance with this policy.
2. The only items that may be placed in the lockers are articles of clothing, school books and supplies related to school use, lunches, and personal items which the student needs for school activities.
3. **THE SCHOOL DISTRICT RESERVES THE RIGHT TO HAVE ITS OFFICIALS INSPECT THE CONTENTS OF ANY LOCKER AT ANY TIME WHEN THE SAFETY AND/OR WELFARE OF THE SCHOOL OR STUDENT IS IN QUESTION. IN BRIEF, STUDENTS SHOULD NOT KEEP ANYTHING IN THEIR LOCKERS THAT THEY WOULD NOT WANT SOMEONE TO SEE. SKATEBOARDS, CD'S, TOYS, ANIMALS, AND OTHER NON-SCHOOL RELATED ITEMS MUST BE LEFT AT HOME. LOCKERS MUST BE KEPT ORGANIZED AND FREE OF CLUTTER AND TRASH.**

This statement should be considered **PRIOR NOTICE** of our locker search procedure.

The following statements are some important points to remember:

1. Students are assigned lockers by the office and locker assignments should not be changed except upon presentation of a satisfactory reason to a building administrator.

2. STUDENTS WILL BE LIABLE FOR DAMAGE DONE TO THEIR LOCKER. PICTURES, PAPER, ETC. SHOULD NOT BE TAPED IN THE LOCKERS. HARDWARE MAY BE REARRANGED ONLY BY AUTHORIZED PERSONNEL.
3. If an article belonging to you appears to have been lost or stolen, search your locker thoroughly. Then, if the article isn't found, check to see if it has been turned in to the school office. The school district assumes no responsibility for lost items.
4. Large sums of money, medication, or valuable items should not be kept in your locker. They should be checked in to the office for safekeeping.

Students are responsible for all items in their assigned locker.

Any difficulties with your locker should be reported to the office immediately. Students will be responsible for any marking, damage, etc. done to their locker. If you notice any damage, etc. report it to the office immediately. **Please note, in the event of a locker search, the assigned student is responsible for all items in their locker.**

LOST AND FOUND

Any article found by students should be turned in to the office where the owner may obtain the article upon proper identification.

MEDICATION STORAGE AND ADMINISTRATION

Per the Illinois State Board of Education, all medications should be limited to those required during school hours which are necessary to maintain the student in school and those needed in the event of an emergency. All medications, including over-the-counter, must be prescribed/approved by a licensed prescriber (your doctor).

All medication brought to school, whether prescription or over-the-counter, **must be accompanied by written authorization from the parent/guardian and physician in the form of the Medication Authorization Form.** A school-approved Medication Authorization Form is available online and in the school office. All medications must be clearly labeled with student's name, name of medication, dosage and times of administration. Refrigeration is available for those medications that require it. Medications, over-the-counter and prescription, must be in their original packaging. Medications will be stored in the school office under lock-up at all times with the following emergency exceptions: hand held asthma inhalers and epi-pens.

Students with asthma must have these two items on file with the nurse in order to self-carry their inhalers: the Medication Authorization Form completed and a copy of the prescription label off of the box the inhaler came in. Students with allergies that carry and epi-pen must have the Medication Authorization Form completed by their physician with permission to self-carry noted on the form. These two medications must be on the student's person at all times and readily available for emergency use.

The school nurse, administrator, or specially trained designee may administer the medications as required or prescribed. Students will be observed when taking their medication. Regularly scheduled medication will be signed out on the administration record for each student. PRN (as needed) medications will be annotated in the nurse's Log Book. All PRN medications will be dosed by student weight unless otherwise directed by the physician on the Medication Authorization Form.

It is the responsibility of the parent to pick up all unused medication at the end of the school year. Those medications, prescription and over-the-counter, remaining will be disposed of in an environmentally safe manner.

The school will no longer supply any oral over the counter medication, including but not limited to Tylenol, Aleve, Ibuprofen, and Benadryl. If you would like your child to have any oral over the counter medication, please fill out the Medication Authorization Form and send the medication in the original bottle to school with your child's name on it to be kept in the office for dispensing.

The Permission to Administer Basic First Aid will still need to be filled out for topical application of anti-itch cream, antibiotic ointment, hydrocortisone cream, aloe vera, Bactin spray and administration of cough drops, Chap-stick/Blistex.

MONEY AND VALUABLES

Students are urged to leave valuables and large amounts of money at home. Carry only enough money to take care of your needs each day. If it becomes necessary to bring large amounts of money or valuable items to school, you may take them to the office for safe keeping until the end of the day.

NATIONAL HONOR SOCIETY

A new chapter of the National Honor Society was organized in 1980 to honor those high school students who demonstrate high standards in the areas of Scholarship, Service, Leadership, and Character. No student is inducted simply because of a high academic average; the junior or senior student is chosen for his total achievement in the four areas. To qualify for induction, a student must:

- a. have a 4.50 cumulative grade-point average,
- b. have met all frosh-soph requirements;
- c. A Junior must have taken Algebra I, (Algebra IA for the Class of 2019), Geometry Informal Geometry does not meet requirement), and currently enrolled in Algebra II. A Senior must have completed all the Junior year requirements or currently be enrolled in Algebra II.
- d. have taken biology (or an advanced science class);
- e. have demonstrated involvement and service in school

- and non-school activities;
- f. be nominated by at least one faculty member
- g. and display leadership qualities within the school or community environment (examples: class officer, club officer, student council officer, church youth group officer, Boy/Girl Scout leadership, 4-H leadership, etc.)
- h. have no failing grade for any quarter

A faculty council will consider each nominee's level of achievement in the prescribed areas, and extend an invitation for membership to those who meet the criteria.

Members are also expected to obey all school rules and regulations and to exhibit high standards of character and leadership at all times. Any member who deliberately violates school or civil laws may be dismissed by the faculty council. For flagrant violations, a member does not necessarily have to be warned. A member is allowed only one warning period.

National Honor Society Members are expected to maintain the scholastic standards used as the basis for election to the Society. One grading period of warning will be given to correct scholastic deficiencies.

NON-DISCRIMINATION ASSURANCE /BULLYING/HARASSMENT

Neoga CUSD #3 does not tolerate acts of harassment, including acts of harassment based on race, color, national origin, religion, sex, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or other protected classes. Any student who believes that he or she has been subjected to harassment or a hostile environment is encouraged to report the act to district personnel. The District is committed to conducting a prompt and thorough investigation. Students found to have engaged in acts of harassment or those that contribute to a hostile environment based on race, color, or national origin are subject to discipline up through and including suspension and expulsion. The district encourages students, parents and District staff to work together to prevent acts of harassment of any kind.

Educational programs, extracurricular activities, and general services and benefits are all offered without regard to sex, race, color, national origin, religion, handicap, or age.

Each student has a right to expect a non-threatening school atmosphere in which to study and mature. No student should, therefore, be allowed to verbally or physically create an offensive or hostile environment which distresses a peer. Such negative acts, if repetitive, constitute bullying.

Bullying is defined as any behavior which is intended to hurt, intimidate, frighten, harm, or exclude. Examples of bullying include but are not limited to teasing, name calling, spreading rumors, mocking, hitting, kicking, taking belongings, writing or drawing offensive graffiti, messing around with people's belongings, gossiping, excluding people from groups, and threatening others. A new version of bullying has evolved called cyberbullying. Cyberbullying is any form of bullying that involves the use of mobile phones or the internet. Examples of cyberbullying include but are not limited to sending offensive text messages and e-mails.

circulating degrading images on the internet, or impersonating someone on a social networking site such as My Space or Facebook.

Sexual innuendos or advances, obscenities, and religious or racial slurs do not promote a learning environment or healthy human development. These, and any other form of inter-personal harassment on the basis of sex, race, color, national origin, religion, handicap, or age, will not be tolerated.

A student who feels he/she is a victim of harassment or bullying, should file a written complaint with the Dean of Students office (non discrimination coordinator).

PHYSICAL EDUCATION

Physical Education is included in the total school program because physical fitness and recreation strongly contribute to mental fitness and health. All students are required to participate in P.E. each quarter unless they present a medical excuse to the office specifying the term of recuperation.

Jewelry must be removed during physical education to prevent injury to oneself or others.

Eleventh and twelfth grade students may request an exemption from P.E. for:

1) enrollment in an academic class required for graduation from high school if they are unable to graduate without the class; 2) enrollment in an academic class required for admission to an institution of higher learning if they will be denied admission to the institution without the class.

The length of the exemption for an academic class shall be for the term of the course. Students may request an exemption from P.E. from the counselor for the above reasons. The counselor will consider the requests on an individual basis and recommend approval or denial by the principal.

For health and competition purposes, all students are encouraged to wear white shirts and red shorts. P.E. lockers must be kept locked when not being immediately used.

PHYSICAL EXAMINATION

Illinois law requires all freshmen and students new to Neoga Jr.-Sr. High School to provide a copy of a current comprehensive physical exam. Current immunizations as dictated by Illinois Public Health must also accompany the physical exam. The physical/immunization record must be on file by October 15 of the current school year. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. Parents are encouraged to comply with these requirements in order to prevent the student's exclusion from school as per Board of Education Policy 7:100.

Prospective athletes: any students planning to participate in a sport must have a current physical on file that is no more than **395** days old. The required freshman physical will fulfill this requirement for ninth grade students.

POSTERS AND BULLETINS

To insure neatness and proper care of school property, no posters or bulletins may be placed or distributed in the hallways or on school grounds unless they are school related and approved by the administration. These items are to be mounted with masking tape only in authorized areas. It is understood that all signs posted will be taken down after a reasonable length of time. If materials are distributed the method and location will be specified by school administration in order to avoid disturbances and duplication.

PROGRESS REPORTS AND PARENT CONFERENCES

Student grades are readily available to parents on line through SDS Parent Connect. With the adoption of this program, progress reports are no longer mailed to parents. In the event parents want more information concerning their student's progress, we encourage a call or e-mail sent directly to the teacher. The school phone number is 895-2205 and e-mail addresses can be found at www.neoga.k12.il.us.

PUBLICATIONS

Our official publications are the newspaper, The Messenger, and the yearbook, the Tomahawk. If you want to contribute and work on these publications, please see the advisors. All other publications developed within Neoga Jr.-Sr. High School must have an authorized faculty sponsor. The sponsor will coordinate and supervise the planning, printing, and distribution of the publication in such a way as to avoid interference with regular instruction.

RIGHTS OF HOMELESS STUDENTS

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the education rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available.

A student is considered "homeless" if he or she is presently living:

- in a shelter, sharing housing with relatives or others due to lack of housing
- in a motel/hotel, camping ground, or similar situation due to lack of alternative, adequate housing
- at a train or bus station, park or in a car, or abandoned building
- temporarily housed while waiting DCFS foster care placement

All Homeless Students Have Rights To:

-Immediate school enrollment. A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency

-Enroll in:

The school he/she attended when permanently housed (school of origin)

The school in which he/she was last enrolled (school of origin)

Any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.

-Remain enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year

-Priority in certain preschool programs

-Participate in a tutorial-instructional support program, school-related activities, and/or receive other support services

-Obtain information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals

-Transportation services: A homeless student attending his/her school of origin has a right to transportation to go to and from school of origin as long as (s)he is homeless or, if the student becomes permanently housed, until the end of the academic year.

Dispute Resolution: If you disagree with school officials about enrollment, transportation or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. The school district must refer you to free and low cost legal services to help you, if you wish. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. Every Illinois Public School has a Homeless Education Program Liaison who will assist you in making enrollment and placement decisions, providing notice of any appeal process, and filling out dispute forms.

If you have questions about enrollment in school, or want more information about the rights of homeless students in Illinois Public Schools, contact the district Homeless Education Program Liaison, call the appropriate Regional Homeless Education Liaison at (815) 937-2950 or call the Illinois State Board of Education at (1-800) 215-6379.

Neoga CUSD#3 Homeless Education Program Liaison: The Superintendent

SAFE SCHOOL BUILDINGS

The Neoga Jr.-Sr. High School receives scheduled safety inspections by a district appointed architect. These inspections have resulted in certification that there is no danger from asbestos. District officials have also tested for elevated radon gas levels and lead trace levels in the water. Both levels were minimal and safe. Pesticides are seldom used, but parents may place a request to be notified in the event of pesticide application with the board of education office.

In the event that a student is determined by medical evaluation to have a contagious disease, an appropriate educational placement will be developed in consultation with the superintendent. The educational rights of that student and all other students will be protected.

SAFETY AND SEARCHES

Neoga Jr.-Sr. High School has also instituted a Crisis Plan to further provide for a safe learning environment. To maintain order and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment owned or controlled by the school (such as lockers, desks, 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 provisions apply to student vehicles parked on school property. In return for the privilege of parking on school property, a student is required to consent in writing to school searches of his or her vehicle, and the personal effects therein, without notice.

School Violence Tipline: Students who hear about impending violence at school often want to intervene, but are unsure of what to do. While the best way to prevent violence is to inform a trusted adult, students can now report threats of violence anonymously to the statewide, toll-free School Violence Tipline

1-800-477-0024

SCHEDULE CHANGES

Students are permitted to make schedule changes only when they are clearly warranted. Since pre-registration for each school year begins in January, ample time is provided for careful planning of the schedule by the parents, the student, and his counselor. Changes in program are permitted through the final registration period in August.

Despite this policy, it is recognized that circumstances exist after school begins which do warrant legitimate change of schedule. When these changes occur, approval of the parent and the counselor is needed. Students should acquire a "class schedule change" form from the guidance office to be signed by the parent and counselor as the first step in initiating a change. The change will be finalized when the "original" is returned to the office. Students who drop a course usually WILL NOT receive credit for partial completion of a course.

SCHOOL SPIRIT

School spirit is something that cannot be seen or touched, yet its presence or absence is felt by all. Where it exists in a positive manner, it is a powerful force. Every member of the student body contributes to the building of positive school spirit in all phases of student life.

School spirit is evident when courtesy and consideration are shown to classmates, teachers, and visitors; and when each student strives to profit from his years in school and observes and

discharges his duties and responsibilities. Perhaps the most important element is the enthusiastic loyalty which comes when a student realizes he shares an important part of his life with his fellow students.

School spirit is divided into three categories:

1. COURTESY - toward teachers, fellow students, and the officials of the school athletic activities.
2. PRIDE - in everything our school endeavors to accomplish and has accomplished.
3. SPORTSMANSHIP- the ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports this school and does their utmost to keep their scholastic and activity standards at the highest possible level.

SECURITY CAMERAS

To further assist in maintaining a safe environment for students and staff, security cameras monitor activity inside and outside the school. Camera footage will be used in disciplinary and/or criminal investigations.

SEMESTER EXAMS

Every serious student will benefit from the review and integration of material covered in the current semester. For that reason, students are given semester exams twice each year. Students must be present during the *review days as well as during all of the exam schedule*, unless they have verifiable medical appointments. *Second semester seniors who have not waived out of all exams must attend both review days plus the remaining exam periods.* Each quarter's grade will constitute forty percent of the semester grade, and the semester exam will comprise the remaining twenty percent. The student must pass 2 of the 3 factors in order to pass the Semester.

SEX OFFENDER NOTIFICATION

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

SMOKING/TOBACCO

Health experts have arrived at a consensus with respect to the negative effects of tobacco. Therefore, Neoga Community Unit #3 is committed to enforcing state and local laws which prohibit the possession, usage, selling, giving, or delivery of tobacco products and tobacco paraphernalia by students on the school grounds, within 100 feet of the grounds, or during school-

sponsored trips and activities. The observance and smell of smoke coming from a restroom stall shall be considered a violation of the tobacco regulation.

SOLICITATION

The selling of items unapproved by the school office is not allowed. As a rule of thumb, ONLY SCHOOL FUND RAISERS ARE ALLOWED AT SCHOOL. Even approved sales campaigns must be conducted in such a way that class instruction is not disrupted. All funds from approved solicitations must be turned in to sponsors or the office as quickly as possible and not left in lockers.

DISTRIBUTION OF NON-SCHOOL MATERIALS IS ONLY ALLOWED IF PRE-APPROVED BY SCHOOL OFFICIALS. Twenty-four hours prior notice is required for approval, and a disclaimer must be included with the materials which states that the materials are not endorsed by the school district. To prevent interference with school instruction or activities, the time, place, and method of distribution may be specified by the office. Materials not pre-approved may be confiscated and the distributor may be punished by school or civilian authorities.

The possession and sharing of non-school publications which promotes controlled substances, weapons, or illegal acts is unacceptable at a public school or its activities.

SPECIAL EDUCATION

Neoga Jr.-Sr. High School supports the concept of a free and appropriate public education for all students in the least restrictive environment in which they can succeed. If a student is not succeeding, the student and the parent should seek solutions with the teachers. If this does not yield results a referral can be initiated by the parent (or a staff member, if the parent agrees). The counselor or principal can be consulted on starting the referral.

During the referral process, data is gathered by the counselor, teachers, a social worker, a psychologist, and any other necessary diagnosticians. A Parents' Guide: The Educational Rights of Students with Disabilities explains the process for parents. Parents must meet with this multidisciplinary team to consider the data and decide what special services the student needs, if any. Consensus will be sought from all attending parties if an Individualized Education Plan (IEP) is to be implemented. Parents may appeal to the superintendent if agreement cannot be reached.

When behavioral interventions are called for in an IEP, Neoga Jr.-Sr. High School will follow the Behavioral Intervention Guidelines, which suggests positive strategies appropriate to the student's need. A copy of this and A Parents' Guide can be provided.

SPECTATOR CONDUCT

Any student or visitor who behaves in an un-sportsmanlike manner during an athletic or other extra-curricular event may be ejected from the event the person is attending. The student, visitor, or adult may also be denied admission to school events for up to a year after a Board of Education hearing.

Examples of un-sportsmanlike conduct include:

- using vulgar or obscene language;
- possessing or being under the influence of any alcoholic or illegal substance;
- possessing a weapon;
- fighting or otherwise striking or threatening another person;
- failing to obey the instructions of a security officer or a school district employee;
- and engaging in any harassing, illegal or disruptive activity.

STUDENT ABUSE OR NEGLECT REPORTING

In keeping with the goal of helping students to grow and develop to their potential physically, academically, and emotionally, our faculty and staff strive to provide an environment which is safe and nurturing. It is essential that a similar setting be provided in the student's non-school environment. All school personnel are therefore required by law to report circumstances which endanger the health and welfare of a student. This mandated reporting will be made to the Illinois Department of Child and Family Services (DCFS) by telephoning a state toll-free number. Such reports will then be investigated by DCFS representatives, who are required to provide official identification. The validity of the reporting will be determined in the end by DCFS.

STUDENT COUNCIL ACTIVITY SIGN

The lighted activity sign in the parking lot was provided through the efforts of Student Council with help from the school and community. A council committee accepts significant calendar items and posts them each Monday. Posting requests must be submitted to the office by the end of 2nd period each Monday. The Student Council retains the right of determining priority in the event of too many requests.

STUDENT RECORDS

“Act” means the Illinois School Student Records Act (105 ILCS 10).

“Student Permanent Record” means and shall consist of the following, as limited by Section 2(d) of the Act (105 ILCS 10/2(d)):

- Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents;

Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations;

Attendance record;

Accident reports and health record;

Record of release of permanent record information in accordance with Section 6(c) of the Act (105 ILCS 10/6 (c));

Scores received on all State assessment tests administered at the high school level (i.e., grades 9 through 12) (See 105ILCS 5/2-3.64(a)); and

May also consist of:

Honors and awards received; and

Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

No other information shall be placed in the student permanent record.

“Student Temporary Record” means all information not required to be in the student permanent record and shall consist of the following, as limited by Section 2 (d) of the Act:

A record of release of temporary record information in accordance with Section 6 (c) of the Act (105 ILCS 10/6(c));

Scores received on the State assessment tests administered in the elementary grade levels (i.e., kindergarten through grade 8) (see 105 ILCS 5/2-3.64 (a));

Information regarding serious infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction;

Information provided under Section 8.6 of the abused and Neglected Child Reporting Act (325 ILCS 5/8.6) as required by Section 2(f) of the Act (105 ILCS 10/2(f)); and

May also consist of:

Family background information;

Intelligence test scores, group and individual;

Aptitude test scores;

Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;

Elementary and secondary achievement level test results;

Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations;

Honors and awards received;

Teacher anecdotal records;

Other disciplinary information;

Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;

Any verified reports or information from non-educational persons, agencies or organizations; and

Other verified information of clear relevance to the education of the student.

The permanent record will be kept for sixty years after graduation or permanent withdrawal.

The temporary record will be kept for five years after the student has transferred, graduated, or otherwise withdrawn from school.

The counselor will review and summarize upon request from parents/guardians or students over the age of 18 any information contained in the permanent student record after the written request has been approved by the principal. This review will take place no later than fifteen days after the receipt of the written request. Similarly, a student may request and receive a review of the permanent record.

However, such review may be made only in the counseling or principal's office, and the student record may not be taken from either office. A copy of the permanent record will be provided upon request at a cost of thirty-five cents per page, subject to the standard waiver of fees application.

The parent may challenge the accuracy or relevancy of any entry in the school student record, exclusive of grades, by written request for a hearing. The request shall specify the entry(ies) to be

challenged and the basis of the challenge. The hearing will be held within fifteen days of receipt of the written request.

The academic transcript will be forwarded to other school districts, vocational schools, colleges, or potential employers upon formal request of the student or school. Other information in the student record will be sent only after the student has signed a waiver form giving permission to do so.

Student records will be screened when students move to a new building or every four years. It may be reasonable to release student information to a public or private party (e.g. IESA, IHSA, newspaper, armed services, etc.) This information may include: name, address, gender, grade level, birth date and place, parents'/guardians' names and addresses, academic awards and honors, school-sponsored activities, and period of school attendance. A parent, guardian, or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the principal within 30 days of receipt of this Handbook.

Destruction or deletion of any student record will be done in adherence to Illinois School Code 105 ILCS 10/4.

STUDY HABITS

All of us have habits, some good, some bad. It is always easier to accomplish something if you have made a habit of it. Your studying can be easier too, if you make a habit of it. This isn't a difficult job. All you have to do is this:

- Prepare a schedule for study. Have a definite time to prepare each lesson.
- Thoroughly understand the assignment and follow the suggestions of the teacher concerning the particular lesson you are preparing.
- Provide yourself with the needed materials for preparing the lesson before you begin to study.
- Concentrate while you study. Do not allow your mind to wander.
- Work independently. Do not accept or ask for help if you can help yourself.
- Don't be satisfied with just "getting by."
- Be prompt with each assignment. Budget your time so that all work is ready when due.
- In reading, learn to sift out the big ideas from the smaller ones. Make yourself familiar with the simple mechanics of outlining.
- Learn to discover and put in your own words the main topics and subjects found in material you read.
- Learn to express the essential thought of a selection in brief sentences that have meaning to you.
- Work out for yourself some helpful method for studying for examinations.
- Make every effort to familiarize yourself with the resources of the library.
- Lazy and listless reading is no more effective than lazy, listless work of any sort.

- Try to speed up your rate of reading. As you go farther in education the lessons become longer. Practice reading at high speeds.
- Read each assignment rapidly to fix the outline in your mind. Then read it a second time, more slowly and more thoughtfully.
- Read with the intention of recalling. Stop frequently and make yourself recall what you have read.

SUSPENSION AND EXPULSION

Suspension and expulsion are obviously reserved for the more serious offenses.

Suspension is defined as a temporary removal from school or from riding a school bus for a maximum of 10 days per suspension.

Expulsion is defined as the removal of a student from school for gross disobedience or misconduct for a period of time ranging from in excess of 10 days to a definite period of time not to exceed two years.

Procedures for suspension and expulsion of students from Neoga Jr.-Sr. High School will be those recommended by the State of Illinois. The student will have to get assignments from each teacher the day before the in-school suspension, report promptly at 8:05 a.m. with all appropriate materials, work diligently each period as approved by an administrator.

TARDINESS

Students shall be in their seats ready for class when the tardy bell rings. Students who enter class after the tardy bell rings will be considered tardy, and may receive disciplinary action. It should be understood that students may be dropped from class or have their privileges restricted if they fail to correct the "tardy problem." This action will be taken after other corrective measures have been unsuccessful.

Tardiness will be considered as "excessive tardiness" after fifteen minutes into the period, and **will be recorded as a period absence**. Under such conditions, students will be assigned additional make-up time.

TELEPHONE

The office telephone is a business phone and it may be used by students only in cases of emergency with the permission of office staff. Cell phones must be turned off and not used during the school day. **Students must demonstrate their illness to office personnel and have the office make any contact with the home.**

VEHICLE USE

If a vehicle agreement is current and on file with the office, a student shall be allowed to drive his mode of transportation (car, bicycle, motorized vehicle) to school. After arriving on school grounds, that student shall not be allowed to drive from the school **grounds at any time unless:**

1. The student is leaving on a school-sponsored work program or activity.
2. The student has an appointment cleared through the office.
3. Written permission from the parent or guardian is given.
4. The student agrees the car or motorcycle is not a valid excuse for tardiness.

For the welfare of the driver and others, the following conditions must be maintained by the driver if the student is to drive an automobile, motorcycle, etc., to school. The driver agrees to abide by the following conditions:

1. No careless, fast, reckless, or hazardous driving on the school grounds or to and from school activities. All "Rules of the Road" will be adhered to.
2. No one is to sit in the vehicle during the school day or during any school activity. Vehicles must be parked and vacated immediately upon arrival in the parking lot.
3. No tobacco may be used in the vehicle while it is on the school grounds. The same applies for alcoholic beverages, and other prohibited substances and contraband. School officials reserve the right to search the vehicle.
4. Cars must be parked in the school parking lot. The row nearest the gymnasium is reserved for faculty and visitors.
5. No student is allowed to go to the parking lot during the school day unless authorized by the office.
- 6.. The school district reserves the right to restrict or revoke any student's driving privileges.

VISITORS

Neoga Jr.-Sr. High School cordially invites parents of students to visit the school at any time. For convenience and to avoid conflicts, appointments should be arranged in advance; however, it is not mandatory. *All visitors are required to register in the office upon arrival at the school. Alumni may be granted passes to visit faculty members and classes at the prerogative of the high school principal and faculty members involved. Students from other schools who are not on a student exchange, etc. will usually be denied permission to visit and attend classes.*

WITHDRAWAL/AND OR TRANSFER

The procedures for withdrawal for transferring is as follows:

1. Secure note authorizing withdrawal or transfer from your parent or guardian.
2. Obtain appropriate forms from the Guidance office.

3. Have the forms filled out by teachers; return all school books and property; and make sure all fees are paid.
4. Take completed forms to the guidance office for final clearance.

-For the benefit of the school to which a student is transferring, the student should get a copy of the grades and subjects he is presently taking from the counselor. Again, fees and other school indebtedness should be paid, all library books turned in, and all textbooks turned in to the teachers. **STUDENT SERVICES MAY BE WITHHELD UNTIL ALL INDEBTEDNESS HAS BEEN SATISFIED.**

WORK PERMITS

Good judgment must be exercised in seeking employment. A student's first responsibility is to the school work. If a job deprives a student of study time and participation in school activities, that student will not be able to maintain a satisfactory school record.

Work permits and all pertinent information are available in the Jr.-Sr. High school office. A work permit is required by law in the State of Illinois for every employed minor (for each job held). The purpose of a work permit is to prevent a minor from working in a hazardous or otherwise dangerous occupation.

A statement from the prospective employer is required of all minors requesting a work permit. Minors under the age of sixteen must also present parents' signatures to obtain a permit.

A minor under the age of sixteen may not work more than three hours on school days or between the hours of 7:00 p.m. and 7:00 a.m. Minors under sixteen are restricted as to jobs they may legally hold. Check to make sure the job for which you are applying is acceptable under the Child Labor Law.

The completed required forms and documents may be brought to the Jr.-Sr. High School office for issuance of the work permit. Once issued, 2 copies will be given to the student, one for the employer and one for the student. There is no charge for a work permit.

APPENDIX A

NEOGA JR.-SR. HIGH SCHOOL ATHLETIC POLICIES/PROCEDURES

	<u>SENIOR HIGH</u>	<u>JUNIOR HIGH</u>
MISSING PRACTICE	<ul style="list-style-type: none"> A. Advanced notice required; excused by discretion B. If unexcused practice: <ul style="list-style-type: none"> 1st: Conference + 1 contest suspension and/or conditioning 2nd: 2 contest suspension 3rd: Dismissal 	
MISSING GAME	<ul style="list-style-type: none"> A. Advance notice required; excused by discretion B. Unexcused game: 2 contest suspension to dismissal 	
CURFEW	<ul style="list-style-type: none"> A. 9:00 PM Before Contest* 10:00 pm Week Night 12:00 pm Week end B. Violation handled same as unexcused practice 	<ul style="list-style-type: none"> A. 9:00 weeknights and Sunday ** 10:00 weekend
ALCOHOL/ TOBACCO/ DRUG ABUSE	<ul style="list-style-type: none"> A. First-hand evidence required B. Abuse established within 365 days: <ul style="list-style-type: none"> <u>1st: 3 contest suspension***</u> <u>2nd: season dismissal (min 50%)</u> <u>3rd: 365 day dismissal</u> 	
DISRESPECT	<ul style="list-style-type: none"> A. To coach, official, fan, or equipment B. Warning to dismissal at Coach's Discretion 	<ul style="list-style-type: none"> A. No "F" in weekly check
ACADEMIC/ BEHAVIOR	<ul style="list-style-type: none"> A. Weekly check; no "F" allowed B. Ineligibility period till next 	<ul style="list-style-type: none"> B. If "F" ineligible til next check; may practice but not attend contests
ELIGIBILITY	<ul style="list-style-type: none"> check; effective on Monday following. May practice, but not attend contests with team. C. Ineligible for season on 3rd Week D. Ineligible for one contest Contest for each day suspended 	<ul style="list-style-type: none"> C. Ineligible for season on 3rd week D. Ineligible for one contest for each day suspended
APPEAL PROCESS	<ul style="list-style-type: none"> A. Student and coach must have reasoning conference first B. Only then will athletic director Consider issue. 	

* S.H. Exception: Attending/Participating in Neoga H.S. activity.

**J.H. Exception: Attending church/school activities or with parents.

***If an athlete lies about the occurrence and is found guilty, the suspension will be doubled. If the athlete successfully completes school-approved counseling, the suspension may be reduced to 2 contests. Suspensions and dismissals not completely served in the current season will continue into the beginning of the next season completed by the athlete. Season dismissals will equal at least 50% of the current season and the next completed season. During dismissals athletes may neither practice or play.

SCHOOL SONG - NEOGA LOYALTY

Oh let us cheer, cheer, cheer Neoga High

And show our loyalty each day.

And faith in all our standards we will back.

We'll back the scarlet and the white to victory.

And we will fight, fight, fight with all our might.

We'll fight for honor and for cause of right,

And we will cheer, cheer, cheer

For team and school, team and school

Neoga High. Rah! Rah! Rah!

N-N-N-E-O O-O-O-G-A N-E-O O-G-A

Neoga, Neoga, Hey!

HIGH SCHOOL COLORS

Scarlet and White

MASCOT

Indians

JUNIOR HIGH COLORS

Red and White

MASCOT

Warriors

