

August 1, 2022

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



## TABLE OF CONTENTS

	<u>PAGE</u>
Table of Contents	3-4
General School Information	5
Purpose of Handbook	6
What Should I Do??	7
Why Go to High School?	8
Absence and Attendance	9
Truancy	10
Academic Load and Pupil Classification	12
Accident Reports	13
ALICE	13
Announcement Procedures	13
Annual Notice to Parents about Educational Technology	13
Arrival/Departure Procedures: The Daily Schedule	14
Assemblies and Alternative Learning Presentations	15
Athletic Eligibility	15
Bullying/Harassment	55
Bus Regulations	20
Cafeteria, Breakfast and Lunch Hour	21
Care of Furniture, Building and Grounds	22
Change of Address or Telephone Number	22
Closed Campus	22
College-Career Visitation	22
College Requirements	23
Communicable Diseases	24
Corridor Passes	24
Curriculum	24
Dance Rules	25
Discipline and Behavior	25
Dress and Grooming	32
Driver Education	33
Dual Credit	33
Emergency School Closing	34
English Learners	35
Equal Opportunity for Sex Equity	35
Extra-Curricular Activities	35
Fan and Team Buses	36
Fees and Textbook Rental	37
Fire Drills and Disaster Alert Information	38
Gambling	38
Gifted Program	38
Grades and Reporting	38
Graduation Requirements	39
Early Graduation	41
Grievance Procedure	42
Guidance Services	42
Harassment & Teen Dating Violence Prohibited	57
Head Lice	43
Hearing and Vision Screening	44

Homework Policy	44
Honor Roll	39
Insurance	45
Internet Usage	46
Lakeland College	49
Library/Instructional Material Center	49
Lockers	50
Lost and Found	51
Medication	51
Money and Valuables	52
National Honor Society	53
Neoga Loyalty	75
Non-Discrimination Assurance (Bullying/Harassment)	55
Parent Organizations and Booster Clubs	53
Physical Education	54
Physical Examinations	55
Posters and Bulletins	55
Prevention of and Response to Bullying, Intimidation, and Harassment	55
Progress Reports and Parent Conferences	58
Publications	58
Right of Homeless Students	59
Safe School Buildings	60
Safety and Searches	60
School Violence Tip Line	61
Schedule Changes	62
School Operation During a Pandemic or Other Health Emergency	62
School Spirit	63
Security Cameras	64
Semester Exams	64
Sex Offender Notification	64
Smoking/Tobacco	26
Solicitation	64
Special Education	65
Spectator Conduct	65
Student Abuse or Neglect	66
Student Council Activity Sign	66
Student Records	66
Study Habits	69
Suspension and Expulsion	70
Tardiness	70
Telephone	70
Vehicle Use	70
Visitors	71
Withdrawal and/or Transfer	72
Work Permits	72
Appendix A - Neoga Athletic Policies/Procedures	74

## **General School Information**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website *neoga.k12.il.us* or at the Board office, located at: East 7<sup>th</sup> Street, Neoga, Illinois 62447.

The School Board governs the school district, and is elected by the community. Current School Board members are:

Charles Campbell, President  
Shawn Finney, Vice-President  
Michelle Sheehan, Secretary  
Gerald Hanfland, Member  
Don Strohl, Member  
Brian Titus, Member  
Angie Worman, Member

The School Board has hired the following administrative staff to operate the school:

Kevin Haarman, Superintendent  
Jennifer Bridges, Principal  
Mike Taylor, Dean of Students  
Kirby Davis, Guidance Counselor

The school is located and may be contacted at:  
790 East 7<sup>th</sup> Street  
Neoga, IL 62447  
217-775-6049

## **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 enrollment. Parents will be provided a handbook and required to acknowledge its receipt within 15 days of the student's enrollment.***

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 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 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**

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.**

### **Absence**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. .

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.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused, i.e. car trouble, oversleeping, missing the bus, etc. Pre-arranged excused absences must be approved by the building principal. Two days advance written notification to the office is required.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 217-775-6049 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

### **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **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 eighth absence the student and parent will receive a notice of excessive absence by letter, or email;
- B. On the twelfth 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 Attendance Improvement Matters (A.I.M.) and the Regional Superintendent of School;

- C. 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).
- D. 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.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact: Mrs. Jennifer Bridges, Principal.

### **Make-Up Work**

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

## 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.

## **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 training 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.

## **ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number.
- Demographic information
- Enrollment information
- Assessment data, grades, and trans
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicator (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

### **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 1<sup>st</sup> 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).

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

#### **Extracurricular and Athletic Activities Code of Conduct**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

#### **Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's or Illinois Elementary School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.

3. Proof the student is covered by medical insurance. As indicated on the Participation Fee Form.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### **Illinois High School Association**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

### **Academic Eligibility**

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must not be failing. Any student failing to meet academic requirements will be suspended from the sport or activity until the next weekly check; effective on the Monday following.

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

### **Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after 11:30 is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. Additionally, for each day suspended, equals one contest suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

### **Travel**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

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

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

#### **The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;

7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;  
or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

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

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

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

### **Due Process Procedures**

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below: See Appendix A

- A specified period of time or percentage of performances, activities or competitions;
  - The remainder of the season or for the next season; or
  - The remainder of the student's school career.
- b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following: See Appendix A

First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

## **BUS REGULATIONS**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the dean of students.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

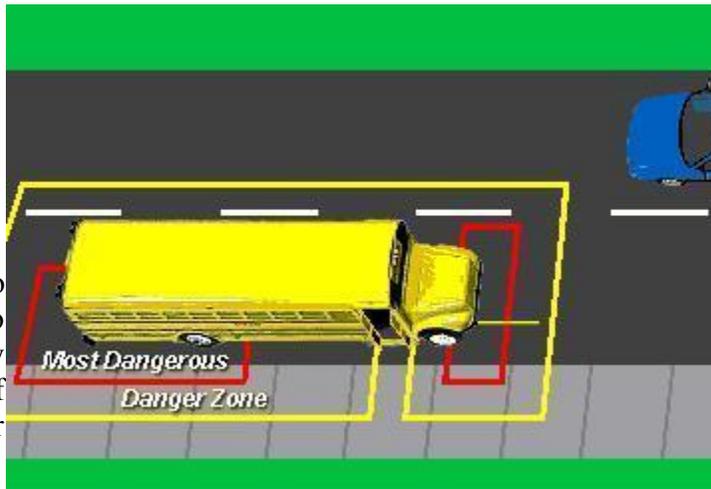
A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student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

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that

would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio active on buses to conduct and may purposes of misconduct or bus.

cameras may be record student be used for the investigation into accidents on the

For questions regarding school transportation issues, contact Jr.-Sr. High 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.

Breakfast is served every school day from 7:30 a.m. to 8:00 a.m. Junior High Lunch is served every school day from 11:20 a.m. to 11:50 a.m., High School Lunch is served every school day from 12:35 p.m. to 1:05 p.m., except when there is an intervention schedule or earlier dismissal.

A student may purchase breakfast for \$1.75.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.75.

"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

- Students take 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

- Students continue 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.
- Students register with the NCAA Eligibility Center at [www.eligibilitycenter.org](http://www.eligibilitycenter.org) and complete 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

- Students continue 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.

## **COMMUNICABLE DISEASES**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

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

## **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 in 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 persons 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 9<sup>th</sup> 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**

### **Student Behavior**

#### **Prohibited Student Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless:  
(a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the high school student’s lunch period; or passing time; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

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

## Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges. ie
  - Field Trips
  - PBIS Celebrations
  - Extracurricular Events
  - Homecoming/Prom
  - Class Release Time (Farm Safety Day, Blood Drive Worker, etc.)
  - Assemblies
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Weapons Prohibition**

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

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1)

wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Re-Engagement of Returning Students**

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

### **Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

High School students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, during the student's lunch period and passing time.

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

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student’s parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

## **DRESS AND GROOMING**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.

- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Student who disrupt the educational process or compromise standards of health and safety must modify their appearance.

## **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**

### **Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement**

#### **Credit for Non-District Experiences**

A student may receive two high school credits for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.

2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

### **Proficiency Credit**

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

### **Accelerated Placement**

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

### **EMERGENCY SCHOOL CLOSING**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals.

Parents will also be contacted through our School Messenger voice message system by phone. Closures will also be communicated on the district Facebook page and district website. 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.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

## ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parent/Guardians of English learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standard expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Jennifer Bridges at 217-775-6049.

## EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order or protection status, or actual or potential marital or parental status, including pregnancy.

## 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 5<sup>th</sup> 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**

Under special circumstances, deemed by administration, 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 and a district chaperone, 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.
5. 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.
6. Students may not stand or move about while the bus is moving. Scuffling and throwing things are prohibited.
7. 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.
8. 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.

9. 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**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parents or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal to a student who requests one, regardless of whether the student has the ability to pay for the meal or owes money for earlier meals or snacks. Students may not be provided with an alternative meal and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal.

## **FIRE DRILLS AND DISASTER ALERT INFORMATION**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

## **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**

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 penalties.

## 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 proceeding graduation. To receive a diploma and participate in the graduation ceremony, a student must clear

all records and successfully complete twenty units of credit which must include all required courses.

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation. (S.A.T. test)

### State Mandated Graduation Requirements

- (a) Four years of language arts. (4 credits)
- (b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- (c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content. (2 credits)
- (d) Two years of Science. (2 credits)
- (e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required. (2 credits)
- (f) One year chosen from (A) music, (B) art, (C) foreign language, (D) vocational education. (1 credit) ie., business, ag.
- (g) One semester of health education. ( $\frac{1}{2}$  credit)
- (h) One quarter of Driver Education, (Classroom). ( $\frac{1}{4}$  credit)
- (i) Physical education classes. (4 credits)
- (j) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- (k) One semester of consumer education. ( $\frac{1}{2}$  credit)

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

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 programs (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.

To graduate 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.

**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.**

**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.**

#### Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

#### EARLY GRADUATION

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Written requests must be submitted to the Board of Education during the first four weeks of the last quarter of attendance.

Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown rental, graduation practices, etc.).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

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 a high school student 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 SAT test, required for graduation will be administered by Neoga High School in the Spring of each year. 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. Parents/guardians 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 a 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 the 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. 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.

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.

## **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. The insurance policy is available to review at the Board Office.

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 WEB-TPS, PO Box 2415, GRAPEVINE, TX 76099-2415, 866-975-9468.

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 ACCEPTABLE USE**

All use of electronic network use shall be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

#### **Terms and Conditions**

**The term electronic networks includes all the District's technology resources, including, but not limited to:**

- 1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;**
- 2. 2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;**
- 3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.**

**Acceptable Use** - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;

- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator.
- l. Posting material authored or created by another without his/her consent;
- m. Posting anonymous messages;
- n. Using the electronic networks for commercial or private advertising;
- o. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- p. Using the electronic networks while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the District's electronic networks are not private. People who operate the District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the networks to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file/cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and

identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

### Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is support if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) porographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

### **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 8:05 a.m. to 2:45 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/her library privilege.

Fiction and nonfiction books may be checked out for two weeks. Reference books may be checked out for overnight use only and must be returned by 8:05 a.m. A few special volumes should never leave the library.

Books on loan through the interlibrary loan system are due in accordance with the owning library's policies. Renewals are not always granted.

Three overdue notices are given to students requesting that the book be brought in for renewal or returned. These notices may also be sent by email. Failing to renew/return the item will result in lost book charges and the possible loss of library privileges. Damaged material will result in fines for replacement. Fines may be avoided by replacing a lost or damaged item. It must have the same title and ISBN # and be in new or like-new condition.

### **What are Young Adult books?**

Our collection of books is full of variety, and we add new books to the collection every year. Due to the fact that we have students ranging from about 10 to 18 years old, we keep a wide range of books for all grade levels. Children mature at different rates and have different backgrounds and interests. To help with this matter, our library is continuously applying YA stickers on young adult books (those recommended for older grades.) These books may contain profanity, mature content, and/or violence. Parents can easily see if there is a YA sticker on the spine and deem the appropriateness for their student.

Many of our books have been here for years and therefore, not all books that may need a sticker have them. Students and parents are encouraged to recommend when a young adult sticker should be considered. All students are educated regarding the meaning of the YA label at the beginning of the school year. The Librarian is not responsible for the quality/content of the material your student chooses to check out.

This sticker is not in any way a warning, restriction, or a means of censorship. The purpose is to give a "heads up" to those students who may feel uncomfortable reading material that may contain more mature content, and for parents to easily identify and assess the possible content of the book.

### **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**

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

#### Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

#### Emergency Aid to Students

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

#### **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 safekeeping 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 is 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.)
- g. 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.

## **PARENT ORGANIZATIONS AND BOOSTER CLUBS**

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs or students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

### **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT [HS]**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 11-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
2. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:<sup>1</sup>

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

### **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 ensure 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.

### **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and

---

1

providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

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

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

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

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

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

electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of the bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, non discrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Complaint Managers:**

**Nondiscrimination Coordinator:**

Kevin Haarman, Neoga Superintendent, 217-775-6049, [khaarman@neogacUSD3.net](mailto:khaarman@neogacUSD3.net)

**Complaint Managers:**

Jennifer Bridges, Neoga Jr-Sr High School, 217-775-6049, [jbridges@neogacUSD3.net](mailto:jbridges@neogacUSD3.net)

Mike Taylor, Neoga Jr-Sr High School, 217-775-6049, [mike.taylor@neogacUSD3.net](mailto:mike.taylor@neogacUSD3.net)

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

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

**HARASSMENT & TEEN DATING VIOLENCE PROHIBITED**

**Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race;; color; national origin; military status; unfavorable discharge status from military service; sex; sexualorientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm,

threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristic stated above.

#### Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

#### Teen Dating Violence Prohibited

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

#### Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Dean of Students, a Complain Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

### **PROGRESS REPORTS AND PARENT CONFERENCES**

Student grades are readily available to parents online through Teacherease.com. 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 email sent directly to the teacher. The school phone number is 217-775-6049 and e-mail addresses can be found at [www.neoga.k12.il.us](http://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.

#### **Guidelines for Student Distribution of Non-School-Sponsored Publications**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.

2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

### **RELATED SERVICE LOGS**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

### **RIGHTS OF HOMELESS STUDENTS**

#### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Educational organizations and schools, food bank and meal programs, local service organizations (Goodwill, Salvation Army, etc.), family shelters, medical services, other support:

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 (217)348-0151.

**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**

#### **Search and Seizure**

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

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

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment

for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### Students Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### Seizure of Property

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

### Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

---

**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 the 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 OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

- 1 All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of a traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.

6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **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.

## **Video & Audio Monitoring Systems**

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

## **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 wavered 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**

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry,  
[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders,  
[www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## **SOLICITATION**

The selling of items unapproved by the school office is not allowed. As a rule of thumb, **ONLY SCHOOL FUNDRAISERS 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.

## **SPECIAL EDUCATION**

### **Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Sage Rowley, District Special Education Director  
217-775-6049  
Neoga Elementary School

## **SPECTATOR CONDUCT**

Any student or visitor who behaves in an unsportsmanlike 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 unsportsmanlike 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**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

### **1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2.The right to have one or more scores received on college entrance examinations included on the student’s academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student’s academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

**3.The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**4.The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

#### **5.The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

#### **6.The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

#### **7.The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

**8.The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**9.The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

### **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, and 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 of 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.

### **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 and the row nearest the Board Office 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**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.

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

### **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**

**SENIOR HIGH**

**JUNIOR HIGH**

**MISSING PRACTICE** \_\_\_\_\_ A. Advanced notice required; excused by discretion  
 B. If unexcused practice;  
     1<sup>st</sup>: Conference + 1 Contest suspension and/or conditioning  
     2<sup>nd</sup>: 2 Contest suspension  
     3<sup>rd</sup>: Dismissal

**MISSING GAME** \_\_\_\_\_ A. Advance notice required: excused by discretion  
 B. Unexcused game: 2 contest suspension to dismissal

**ALCOHOL/ TOBACCO DRUG ABUSE** \_\_\_\_\_ A. First-hand evidence required  
 B. Abuse established within 365 days  
     1<sup>st</sup>: 3 contest suspension\*\*\*  
     2<sup>nd</sup>: season dismissal (min 50%)  
     3<sup>rd</sup>: 365 day dismissal

**DISRESPECT** \_\_\_\_\_ A. To coach, official, fan or equipment  
 B. Warning to dismissal at Coach's discretion

**ACADEMIC/ BEHAVIOR ELIGIBILITY** \_\_\_\_\_ A. Weekly check; no "F" allowed  
 B. Ineligibility period till next check; effective on Monday following.  
     May practice, but not attend contests with the team.  
 C. Ineligible for season on 3<sup>rd</sup> week  
 D. Ineligible for one contest for each day suspended.  
 E. High school students must pass 5 classes per semester to remain\_ eligible for the following semester. If a student does not pass 5 classes for a given semester, they will be ineligible for the entire following semester.

**APPEAL PROCESS/ CHAIN OF COMMAND** \_\_\_\_\_ A. Athlete/Coach conference  
 B. Athlete/Parent/Coach conference  
 C. Athlete/Parent/Athletic Director or Athlete/Parent/Coach/Athletic Director conference  
 D. Athlete/Parent/Principal conference  
 E. Athlete/Parent/Superintendent conference  
 F. Athlete/Parent/School Board conference

\*H.S. Exception: Attending/Participating in Neoga HS 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*

