

WELCOME

Dear Student and Parent:

This handbook is designed to help acquaint the student and parent with the school. Please read it carefully and review its contents with your child. This Student Handbook is not intended to create a contract between the student and the School District. The Board of Education reserves the right to modify or amend the handbook from time to time. Additionally, the rules set forth in this handbook are not intended to cover every situation that may arise in school. The Board of Education and the Administration reserve the right to apply the rules to specific instances that may occur. Many of the items included in this handbook are covered in greater depth in the school board policy manual. A policy manual is available in the school office.

Please contact the school if you have any questions. NCHS is here to serve you.

NEWTON COMMUNITY HIGH SCHOOL MISSION/VISION STATEMENT

Newton Community High School, a community of students, parents, staff, and citizens, will provide challenging educational and social experiences that instill within all students the desire for lifelong learning, responsible citizenship and the skills to:

- Solve complex problems using critical thinking.
- Work as a member of the team.
- Attain a cultural awareness of diverse peoples.
- Cultivate the flexibility to adapt to change.
- Build respect for themselves and others.
- Acquire the ability to apply knowledge.

NEWTON HIGH SCHOOL WEB SITE

www.newtoneagles.net

DISTRICT WEB SITE

www.jaspercountyschools.net

IMPORTANT TELEPHONE NUMBERS

DISTRICT TELEPHONE NUMBERS:

High School Office	783-2303
Guidance.....	783-2831
Transportation	783-3023
Unit Office	783-8459
Special Education	783-3651
Newton Elem.-Jasper County Jr. High.....	783-8464
Ste. Marie Elementary	455-3219
Willow Hill Elementary.....	455-3231
Grove Elementary	217/683-2622

HOTLINE TELEPHONE NUMBERS:

Alcohol Abuse Emergency 24-Hour Hotline.....	1-800-ALCOHOL
Birth Control Information	1-217-348-0547
Bulimia/Anorexia Self-Help Hotline	1-800-227-4785
Child Abuse and Neglect Hotline	1-800-252-2873
Cocaine Hotline.....	1-800-COCAINE
Council on Alcoholism & Drug Dependence	1-800-475-HOPE
Eating Disorders Program (New York).....	1-800-382-2832
Hamilton Center (Terre Haute, IN).....	1-812-231-8210
Illinois Dept. of Alcoholism and Drug Abuse (Springfield)	1-217-782-0686
Jasper County Health Department Counseling	783-4154
Lamb Center (Terre Haute, IN)	1-812-237-1460
Learning Disabilities	1-800-544-3284
National AIDS Hotline	1-800-342-AIDS
National Domestic Violence Hotline.....	1-800-333-SAFE
Orton Dyslexia Society.....	1-800-ABCD-123
Planned Parenthood	1-217-347-7920
Sexually Transmitted Diseases.....	1-800-227-8922
Stuttering, National Center for	1-800-221-2483

JASPER COUNTY COMMUNITY UNIT #1
2009-2010
SCHOOL YEAR

August 19, 20	Teacher Institute - No Pupil Attendance
August 21	Students Attend, 4 HOUR EARLY DISMISSAL
August 24-25	School Improvement Days - 2 HOUR EARLY DISMISSAL
September 7	Labor Day - NO SCHOOL
September 18	First Quarter mid-term reports distributed
October 2	Homecoming
October 9	Parent/Teacher Conferences - NO SCHOOL
October 12	Columbus Day - NO SCHOOL
October 16	End of First Quarter
October 26	Grade Cards Sent Home
November 11	Veteran's Day - NO SCHOOL
November 13	Second Quarter mid-term reports distributed
November 25	EARLY DISMISSAL for Thanksgiving
November 26-27	Thanksgiving Vacation - NO SCHOOL
December 22	End of Second Quarter
December 22	EARLY DISMISSAL for Christmas Vacation
December 23-Jan. 1	Christmas Vacation - NO SCHOOL
January 4	School Resumes
January 11	Grade Cards Sent Home
January 18	Martin Luther King's Birthday - NO SCHOOL
February 5	Third Quarter mid-term reports distributed
February 15	President's Day - NO SCHOOL
March 12	End of Third Quarter
March 19	Teacher Institute - NO SCHOOL
March 22	Grade Cards Sent Home
April 1	EARLY DISMISSAL for Easter
April 2	Easter Break - NO SCHOOL
April 5	Easter Break - NO SCHOOL
April 16	Fourth Quarter mid-term reports distributed
May 26	Teacher Institute - NO SCHOOL
May 27	Last Day of School - 6 HOUR EARLY DISMISSAL

EDUCATIONAL PHILOSOPHY

The purpose of the education system is to prepare students for effective participation in society by developing their individual potential to the fullest degree. Self-discovery by the students is a high priority. Present trends in education and community desires are reflected in the formation of the school curriculum. It is the obligation of the staff, administration, and Board of Education to continue their professional growth. Rapid changes in a technological society require an educational system to be flexible in its philosophy and objectives.

OBJECTIVES

1. Develop reading skills.
2. Place responsibility on the students by giving them knowledge and skills that will be needed for self-direction.
3. Develop mathematical skills.
4. Motivate the individual to establish and achieve realistic goals that foster emotional stability.
5. Maintain a fundamental academic standard and discipline for those students who are college bound.
6. Encourage creative thinking and responsible expression.
7. Aid in the physical development of students and the formation of wholesome health habits.
8. Encourage scientific thinking.
9. Furnish information on various careers to aid students in the selection of a profession or vocation.
10. Develop marketable vocational skills.
11. Provide an understanding of social responsibility by developing an understanding of subordination without diminishing self-initiative and self-worth.
12. Provide a comprehensive understanding and knowledge of the global environment and emphasize wise use of resources to maintain ecological balance.
13. Awaken an awareness of the current threats to the democratic institutions of the world.
14. Present to the students a varied selection of fine arts while encouraging them to develop their own personal appreciation of talent for them.
15. Encourage students to make effective use of leisure time.
16. Provide a forum for discussion and debate of current social issues leading to broader perception of controversial issues of today's society.
17. Provide a program adapted for those with disabilities.
18. Provide a program structured for the gifted.
19. Provide the opportunity for the general study of a culture through its language.

REQUIREMENTS FOR ADMISSION TO NEWTON COMMUNITY HIGH SCHOOL

1. The student must be a graduate of the eighth grade or the equivalent.
2. All first-year students are required by law to furnish the school with a certificate of health by the first day of school. Any doctor may make the physical examination, preferably your family phy-

sician. Forms for the examination may be secured in the high school office of the office of the Regional Superintendent. Plan to get the certificate of health completed during the summer. Ninth grade students will be excluded from school unless a health examination has been turned in to the school. Every student shall have proof of a health examination and immunizations as the Illinois Department of Public Health shall require by current rules.

ADMISSION PROCEDURE

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. Upon failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies with 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10 day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph which appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy, 7.60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law, and Board policy, 7.100, *Health Examinations, Immunizations, and Exclusion of Students*.

STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District. Upon the Superintendent or designee's recommendation, the Board may allow a student who was suspended or expelled from any public or private school to be placed in an alternative school program established under Article 13A of the School Code for the remainder of the suspension or expulsion.

FOREIGN STUDENTS

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

The School Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

RE-ENROLLMENT

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6.110, *Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentive Program.*) Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy

7.210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative programs, including adult education programs, that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Act or accommodation plans under the Americans with Disabilities Act.

GRADUATION REQUIREMENTS

In order to graduate from Newton Community High School, a student shall fulfill the following requirements:

24 credits

Included in the above shall be:

One credit in science

Two credits in science (class of 2011, 2012, 2013)

Two credits in mathematics

Three credits in mathematics, one of which must be Algebra 1 and one of which must include geometry content

Two credits in social science (one unit of credit must be in American History and one-half credit in government and one-half credit in economics)

Passing grade in physical education each semester enrolled in school, unless excused under current policy. A student who fails PE must retake the PE class or select another class to make up the ½ credit. A student is allowed three no-dresses.

Three credits in English.

Two years of writing intensive courses, one of which must be English and the other of which may be provided as a part of any course offered. When applicable, writing intensive courses may be counted towards fulfillment of other graduation requirements.

One half credit in Computer Concepts (class of 2011, 2012, 2013)

Successfully complete one semester of health education.

Successfully complete test on U.S. Constitution and Flag Code.

One credit in either or combination of art-music, foreign language (which shall be deemed to include American Sign Language)-vocational.

All graduation requirements must be met before participation in the commencement program.

“Rare exceptions may be made when circumstances hinder a student who is otherwise on track for graduation from completing all coursework. For example, extreme family hardship such as death, fire, accident, medical/health issues, etc. would justify an exception. In such cases, teachers and administrators will provide the additional time necessary to complete the work. The student will be able to participate in the Graduation ceremony, but not receive his/her diploma until the coursework is completed.”

EARLY GRADUATION

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish 7 semesters of high school and meet all graduation requirements.

CERTIFICATE OF COMPLETION

A student with a disability who has an individualized education program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of

high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS, AND COURSE SUBSTITUTIONS (BOARD POLICY 6.310)

CORRESPONDENCE COURSES

A student enrolled in a correspondence course may receive high school credit for work completed provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The Building Principal approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

DISTANCE LEARNING COURSES, INCLUDING VIRTUAL OR ONLINE COURSES

A student enrolled in a distance-learning course, including a virtual or online course, may receive high school credit for work completed provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The course is not offered at the high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The Building Principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Credits earned in approved distance learning courses count toward a student's graduation requirements if applicable. The District may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

COMMUNITY COLLEGE CLASSES

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior in good standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's guidance counselor and High School Principal; and
4. The student assumes responsibility for all fees.

A maximum of 6 credits may be counted toward the requirements for a student's high school graduation.

SUBSTITUTIONS FOR PHYSICAL EDUCATION AND OTHER REQUIRED COURSES

A student in grades 9-12 may satisfy one or more high school courses (including physical educa-

tion) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian request and approve the substitution in writing on forms provided by the District.

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning, provided that failure to take such classes will result in the pupil being denied admission (student must be in the 11th or 12th grade); or
5. 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).

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination must be made a part of the individualized education program. A student requiring adapted physical education must receive that service in accordance with the student's individualized education program.

EXPERIMENTS UPON OR DISSECTION OF ANIMALS (BOARD POLICY 6.100)

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals must comply with The School Code.

Students who object to performing, participating in, or observing the dissections of animals are

excused from classroom attendance without penalty during times when such activities are taking place. No student shall be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

CREDIT FOR PROFICIENCY (BOARD POLICY 6.320)

Subject to the limitations in the policy and State law, the Superintendent is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. No letter grade will be given for purposes of the student's cumulative grade point average. The Superintendent or designee shall notify students of the availability of and requirements for receiving proficiency credit.

Proficiency credit will be offered in the following subject areas:

Consumer education - In order to receive credit, a student must pass the Annual Consumer Education Proficiency Test developed by the State Board of Education. A student in grades 9 through 12 is eligible to take the proficiency examination.

Foreign language - A student is eligible to receive one year of foreign language credit if the student has graduated from an accredited elementary school and can demonstrate proficiency, according to the District's academic criteria, in a language other than English. A student who demonstrates proficiency in American Sign Language is deemed proficient in a foreign language and will receive one year of foreign language credit. A student who studied a foreign language in an approved ethnic school program is eligible to receive appropriate credit according to the level of proficiency reached; the student may be required to take a proficiency examination.

Other proficiency testing - The program for granting credit for proficiency may allow, as the Superintendent deems appropriate, course credit to be awarded on the basis of a local examination to a student who has achieved the necessary proficiency through independent study or work taken in or through another institution. Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

COLLEGE ENTRANCE EXAMS

In order to be adequately prepared for college entrance exams, counselors recommend that students be enrolled in the college preparatory curriculum while in high school. Students who plan to attend an out-of-state college should refer to the college catalog to determine whether the ACT or SAT is required for admission. For those students who plan to attend a college or university in Illinois, it is recommended that they take the ACT Assessment in April of their junior year.

Students who plan to attend a community college after graduating from high school are generally not required to take the ACT.

ACT DATES FOR THE 2009-2010 SCHOOL YEAR ARE AS FOLLOWS:

<u>Test Dates</u>	<u>Regular Registration</u>	<u>Late Registration</u>
September 12	August 7	Aug. 8-21

October 24	September 18	Sept. 19-Oct. 2
December 12	November 6	Nov. 7-20
February 6	January 5	Jan. 6-15
April 10	March 5	March 6-19
June 12	May 7	May 8-21

PRAIRIE STATE ACHIEVEMENT EXAM (PSAE)

All students in the state of Illinois are required to take the PSAE prior to graduation. Illinois requires that the PSAE be taken during the student's junior year. Students who have been classified as juniors at the beginning of the school year are required to take the PSAE. Students who are not classified as juniors at the beginning of the school year are not eligible to take the PSAE during that school year.

GRADING SYSTEM/CLASS RANK/HONOR ROLL

All semester grades, with the exception of grades from physical education and driver education, are included in the computation of class rank. College preparatory courses receive the same weight as all other courses. The grades awarded and points assigned are indicated below:

A+ —	5.25	B —	4.00	C- —	2.75	P —	1.01
A —	5.00	B- —	3.75	D+ —	2.25	F —	1.00
A- —	4.75	C+ —	3.25	D —	2.00		
B+ —	4.25	C —	3.00	D- —	1.75		

Students may qualify for the honor roll each quarter based on the following scale:

Highest Honors:	5.00 - 5.25
High Honors:	4.50 - 4.99
Honors:	4.00 - 4.49

PROGRESS REPORTS

At mid-quarter, teachers make use of a special report form to the parents. Progress reports are used to indicate a student's progress in a class. These progress reports are mailed to the parents of students who are in danger of failing a class. This normally means the student is receiving a D or an F at the time the report is submitted.

LIBRARY

Hours – 8:15 a.m. - 3:30 p.m.

PROCEDURES

1. All students are entitled to use the library and borrow materials.
2. Books marked "Reference", magazines, and pamphlets are to be used only in the library.
3. All other books may be borrowed for two weeks. Students are to sign their own names on book cards and have the return date stamped by the librarian or assistant.
4. Library privileges may be suspended or revoked for failure to return overdue books or pay fines. Detentions or loss of open campus lunch may also result from delinquent library records.
5. Books checked out for two weeks may be renewed at the librarians' discretion. A fine of ten cents per school day is charged for each overdue book. **A fine of twenty-five cents per school day will be charged for each day that a book is overdue for more than one**

month. Individual overdue notices are sent out from the names on the library delinquent list at the end of a quarter.

6. Damage to books and lost books are the responsibility of the student. The student will be charged for damaged or lost books.
7. Charges on lost books, which are later found and returned, shall be refunded minus a fine; the amount of which is determined by the librarian and the principal.
8. No books or other library materials may be taken from the library without being properly checked-out.

STUDENT RECORDS (BOARD POLICY 7.340)

NOTIFICATION TO PARENTS AND STUDENTS OF RIGHTS CONCERNING A STUDENT'S SCHOOL RECORDS

The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated. The *permanent* record shall include:

Basic identifying information, including the student's name and address, birthdate and place, gender, and the names and addresses of the student's parents/guardians.

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

Attendance record

Accident and health reports

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

Scores received on all State assessment tests administered at the high school level (grades 9-12)

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

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

Scores received on the State assessment tests administered in the elementary grades (kindergarten-8)

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

Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6) including any final finding report received from a Child Protective Service Unit

Completed home language survey

Family background information

Intelligence test scores, group and individual

Aptitude test scores

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

Elementary and secondary achievement level test results

Honors and awards received

Teacher anecdotal records

Other disciplinary information

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

Verified reports or information from non-educational persons, agencies, or organizations

Verified information of clear relevance to the student's education

The District shall maintain the student's temporary record for at least 5 years after the student has transferred, graduated, or permanently withdrawn from the District. Temporary records are destroyed at the end of this 5 year period.

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 education records. They are:

1. The right to inspect and copy the student's education records within 15 school 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. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parents/guardians or student of the time and place where the records may be inspected. The District charges \$.25 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).

2. The right to request the amendment of the student's education records that the parents/guardians or eligible student believes are inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

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

3. 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 is permitted without consent 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 en-

forcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parents/guardians 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.

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 will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) the academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parents/guardians can be identified; 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.

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

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

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

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and address
- 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. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.

A photograph of an unnamed student is **not** a school record because the student is not individually identified. Parents/guardians may prohibit the publication of a photograph in which a student is identified by contacting the Building Principal.

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers 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 parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

7. **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.**
8. **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

SCHOLARSHIPS

Many of the graduates of Newton Community High School are given the opportunity of attending college by acquiring a scholarship. Most scholarships are granted on the basis of financial need; however, quality of leadership and personality are occasionally considered. It is equally important to consider the area in which the student plans to prepare. Some of the scholarships are offered outright to the highest-ranking students; others may be secured through competitive examinations. A student desiring a scholarship should contact his or her counselor early in his or her senior year in order that proper preparation might be made. There are several books and lists of scholarships available for the student's use in the guidance office. Also be sure to listen to or check on the daily announcements as information regarding many scholarships is made available to the students through the daily announcements.

GUIDANCE

Guidance is a fundamental and essential part of the total curriculum at NCHS. Our counselors are available to any and all of our students. In view of the size of our school, it is sometimes necessary for the students to take the initiative in talking with a counselor. Parents, as well as students, are encouraged to work with the school through the counselors for the benefit of all concerned.

LOCKERS

The District will impose a non-refundable locker use fee of \$5 for all students to be paid at registration each year. Students are responsible for all contents of lockers. Locks are encouraged. If a locker change is made, students are to notify the office. Adhesive signs, stickers, posters, etc. are not permitted on the outside of locker surfaces. Posters put up by various student groups that support student participation in clubs, organizations, athletics, will be allowed.

CLASS CHANGES

Due to the large number of requests for class changes at each semester, the District will impose a fee of \$5 for each class change. Once schedules are set in the spring for the next school year, this fee will be in effect for any changes made after June 1. If the class change is recommended by a teacher, guidance counselor, or administrator, no fee will be assessed.

ATTENDANCE DURING FINAL EXAMS

If a student cannot take the scheduled exam because of critical illness, death in the immediate family, or an explained family emergency, the student's parent/guardian must contact the Administration in advance of the absence to arrange an approved alternate exam schedule. Failure to take the final exam may result in the grade of zero for the exam unless the Administration approves an exception.

Students who are assigned to Study Hall during an exam are required to be in Study Hall. Absences not verified by a doctor's excuse will be considered as truant. Only those who are in Study Hall who sign out for work will be permitted to sign out early, if they normally do so, for work.

Students must remain in class the entire exam period. Leaving the examination area prior to dismissal by the supervising teacher may result in failure of the examination.

EXTRACURRICULAR ACTIVITIES

CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES

The Superintendent, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves at all times, including after school and on days when school is not in session, and whether on or off school property, as good citizens and exemplars of their school, and (2) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the School Board.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

All students involved in athletic/extracurricular activities, along with their coaches and parents/guardians, must sign the Extracurricular Compact as adopted by the School Board.

SCHOLASTIC STANDING AND ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

It shall be the policy of Jasper County Community Unit School District No. 1 that high school students must maintain passing grades to be eligible to participate in school-sponsored or school-supported athletic or extracurricular activities. Any high school student who fails to maintain a

grade of "D minus" or higher in each course in which the student is then enrolled shall be ineligible to participate in any extracurricular activities until the student achieves that minimum grade in each such course. Teachers shall notify the High School Principal or his designee each week whether students currently participating in extracurricular activities are meeting the minimum grade level.

For the purposes of this policy, "extracurricular activities" shall include all school-sponsored or school-related activities which take place outside the regular school day and which do not result in or affect a grade for student participation.

In addition:

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board Policy on school sponsored extracurricular activities.
2. The parents/guardians must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parents/guardians written statement that the student is covered under a family insurance plan.

The Superintendent or a designee shall maintain the necessary records to ensure student compliance with this policy.

SCHOOL TRANSPORTATION

Students living a mile and one-half from the high school are furnished bus transportation to and from school. Students and parents must fully understand that riding the school bus is a privilege and not a right. It is a definite extension of the school day and those who wish to ride the bus must understand and abide by the rules and regulations determined by the school for the safety of students.

INSTRUCTIONS TO SCHOOL BUS RIDERS

1. Be on time at the designated school bus stop - help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. Never tamper with the bus or any of its equipment.

11. Assist in keeping the bus safe and sanitary at all times. No food or beverages are allowed on the bus.
12. Carry no animals on the bus. No use of tobacco in any form is permitted.
13. Keep books, packages, coats, and all other objects out of the aisles.
14. Leave no books, lunches, or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school, unless deviations for trips have been approved. Respect the wishes of the chaperone appointed by the school.
20. If a student is to be picked up or discharged at a place other than his/her regular designated place, the parent is required to send a note or telephone either the school the student attends or the Transportation Office (783-3023) before noon, and the proper school authority will issue a bus pass to the school bus driver if space is available on the bus.
21. Violations of these instructions and rules or any behavior that endangers the bus or its occupants will result in action under the discipline policy of the District. Violations of the law will be reported to law enforcement officials.

USE OF VIDEO CAMERAS ON SCHOOL BUSES (BOARD POLICY 7.220)

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

LOST AND FOUND

Our school maintains a lost and found department in the high school office. Students who find articles lost by others should take them to the office immediately. Owners of lost articles should also claim them as soon as possible. All unclaimed articles are held in the office a reasonable length of time and are turned over to a charitable organization if not claimed.

INSURANCE PROGRAM

An accident insurance policy is made available to all students. This is a limited policy with definite limits set for each type of injury. Neither the school nor anyone connected with the school will profit in any way from the insurance. A list of coverages and payment may be found on the application

blank. All students participating in athletics must enroll in the insurance program or show proof of private insurance coverage.

TEXTBOOKS

Textbooks are issued to students at the beginning of the year and at the start of the second semester. Once the teacher issues the student a book, he/she is responsible for the upkeep and overall appearance of the book. A student who loses a book will be charged a fee to replace the book.

BEFORE SCHOOL PROCEDURES

Students should not arrive at school before 8:00 AM unless working with a faculty member or attending earlybird classes. Students who arrive prior to the first bell may go their locker and should then proceed to either of the following areas: East gym balcony, study hall, cafeteria, outside the building, or to a classroom with a teacher.

LUNCH TIME PROCEDURE

All freshmen will have **closed campus lunch**. Class placement is determined by the number of credits earned. Therefore, any student who has not earned a sufficient number of credits to be classified as a sophomore will have closed campus lunch until he/she has achieved sophomore status. Other students are encouraged to remain on the school grounds and eat their lunch in the cafeteria. Students are not to disturb classes that are in session during this time period. Instructions as to the areas that may be used during a student's lunchtime will be announced during the first week of school.

Students leaving the grounds for lunch are to come back into the building by use of the back door between the agriculture room and the cafeteria. In inclement weather, the door by the Circle Drive will be open for use. Open campus is considered a privilege for students. Leave campus and represent NCHS well. Open campus can be taken away at any time as deemed necessary by the Principal or Assistant Principal for conduct that represents a negative image to our school.

OFF-CAMPUS LUNCH POLICY

DRIVING VIOLATIONS

- Reckless Driving = 2 points
- Speeding = 1 point
- Squealing Tires = 1 point
- Objects thrown from vehicle = 1 point (plus reported to the police for possible fine)
- Others determined by the Administration

PENALTIES

- 1 point – 2 weeks no driving off campus during lunch and must eat lunch in Cafeteria for 2 weeks
- 2 points – 9 weeks no driving off campus during lunch and must eat lunch in Cafeteria for 9 weeks
- 3 points – No driving off campus for rest of school year and must eat lunch in Cafeteria rest of school year

OTHER VIOLATIONS

- Fighting = 2 points
- Littering = 1 point

Trespassing	=	1 point
Water Guns/Balloons	=	1 point
Others determined by the Administration		

PENALTIES

- 1 point – must eat in Cafeteria for 2 weeks
- 2 points – must eat in Cafeteria for 9 weeks
- 3 points – must eat in Cafeteria rest of year

CAFETERIA

PROCEDURES:

1. There is closed campus for all freshmen.
2. Students bringing lunch are to eat only in the cafeteria or student common area.
3. No running.
4. After entering the cafeteria, students should form a straight line in the serving area.
5. No cutting lines.
6. To help speed the line, please have student I.D. and appropriate money ready.
7. After eating, replace chairs back against tables.
8. All trays, papers, etc., are to be returned to proper places.
9. The cafeteria is a dining room and students should conduct themselves accordingly. Good manners and etiquette are expected of everyone.

HALL PASSES/AGENDA BOOKS

An agenda book is to be in the possession of a student when that student is in the hallway during class time. It is the student's responsibility to obtain proper authorization when he/she knows that they will be in the hallway during class time. The secretarial staff, administration, and faculty members are eligible to issue corridor passes. Violations concerning corridor passes and/or agenda books will be addressed under the Discipline Code. If a student loses an agenda book, he/she MUST purchase another from the main office at a cost of \$5.

EARLY SIGN OUT

Students must be enrolled to acquire 300 minutes of instructional time each day. The District reserves the right to retain each student for at least that period of time. Juniors and seniors who meet the following criteria may be allowed Early Sign Out:

EARLY SIGN OUT PROCEDURES

Seniors may sign out of 6th or 7th hour if they:

- have an EB-6 with 6th hr. study hall or 1-7 schedule with 7th hr. study hall
- are in good academic standing as verified by Guidance (on track for graduation, having earned 15 academic and 3 PE/health/dr. ed. credits)
- are passing all classes they are taking that semester (verified by weekly eligibility checks) A student on the ineligibility list for four weeks in a row will lose the sign out privilege for the rest of the semester.
- do not have more than 40 misconduct points

- leave school property immediately after signing out

Seniors who sign out 6th hr. (1:38) **must** provide written confirmation from their employers that they are to report to work immediately after school.

Any athlete who stays after school for practice/game, etc. must report to regular study hall during their season for supervisory purposes.

Juniors may sign out of 7th hour if they:

- have 1-7 schedule with 7th hr. study hall
- are in good academic standing as verified by Guidance (on track for graduation, having earned 10 academic and 2 PE/health/dr. ed credits)
- are passing all classes they are taking that semester (verified by weekly eligibility checks) A student on the ineligibility list for four weeks in a row will lose the sign out privilege for the rest of the semester.
- do not have more than 40 misconduct points
- leave school property immediately after signing out

Any athlete who stays after school for practice/game, etc. must report to regular study hall during their season for supervisory purposes.

It will be further understood that even though the early sign-out privilege is granted, it can be revoked by the school if conditions warrant.

DISASTER – FIRE AND TORNADO

Each classroom will have specific directions for students to follow for whichever emergency procedure is necessary. Teachers will explain these procedures to each class at the beginning of each semester. Students should make it a point to know and understand the procedures involved with the rooms they will be in.

TELEPHONE MESSAGES

Telephone messages will be taken in the office and transmitted to students. Students will be permitted to use the phones in the office only for matters of extreme importance. No students will be called from class unless an emergency exists.

ILLNESS DURING SCHOOL

No student may leave school during the day, except during lunch hours, unless he/she has permission from the office. A student who becomes ill during school should never spend the period alone in the restroom. The student should report directly to the classroom teacher who will refer the student to the office. If a student needs to leave school for any reason, he/she must report to the office (legal guardian/parents must give consent) and sign out before leaving the building. **If a student is off campus for lunch and becomes ill or does not return, the school expects the parents to call and report the illness/reason for not returning before 5th hour begins. If a call does not come, the student will be considered truant for periods missed. If parents have not called, the student is expected to come back to school until parents can be reached.**

REPORT OF INJURIES

A student who receives an injury at school or at any school sponsored activity must report the accident immediately to the teacher, coach, or supervisor in charge at the time of the injury, no matter how minor. This is important for insurance purposes. If medical treatment is necessary, the accident should be reported immediately to the office, who will make arrangements for treatment and filling out the necessary student accident forms.

DISTRICT DISCIPLINE POLICY (BOARD POLICY 7.190)

PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - d. 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 toxication, 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.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing a cellular telephone, an electronic signaling device, a two-way radio, a video recording device, and/or other telecommunication device, unless authorized and ap-

proved by the Building Principal.

6. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by
 - a. Being a member
 - b. Promising to join,
 - c. Pledging to become a member
 - d. Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, or any object or substance, including situations where 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, automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

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

or psychostimulant medication to the student.

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

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

DISCIPLINARY MEASURES

Disciplinary measures may include:

1. Disciplinary conference
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds. Unless the Building Principal determines otherwise, a student expelled anytime during a semester will be denied credit for the semester regardless of whether the student had completed sufficient course work to earn a passing grade before being expelled.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from classroom.
10. Guided Learning for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. Detention or Saturday school, provided the student's parents/guardians have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Social probation.
13. Principal's probation

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

Corporal punishment shall 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

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) knives, brass knuckles, or billy clubs; (3) any other object if used or attempted or intended to be used to cause bodily harm, or (4) "look alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students involved in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

REQUIRED NOTICES

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision. (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

DELEGATION OF AUTHORITY

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

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

STUDENT HANDBOOK

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

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

SUSPENSION PROCEDURES (DISTRICT POLICY 7.200)

The Superintendent and/or Principal(s) shall have the authority to suspend a student from school or to impose a bus suspension for a period not to exceed ten (10) school days for gross disobedience or misconduct, as those terms are defined Board Policy 7.190, *Student Discipline*.

The suspending official may impose an emergency suspension when he/she determines that an emergency exists. When an emergency suspension is imposed, the requirements set forth in paragraph 1 below shall be followed as soon as practicable.

Whenever the suspending official determines that a violation of numbers 2 or 3 from the above Prohibited Student Conduct of Board Policy 7.190, *Student Discipline* exists, the student shall be suspended pending a hearing held in accordance with Board Policy 7.210, *Expulsion*. Such a hearing shall be held within 10 school days of the date of the suspension imposed under this paragraph.

Before a student may be suspended or a bus suspension may be imposed, the following procedures shall apply:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of the notice shall be given to the School Board.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

EXPULSION PROCEDURES (DISTRICT POLICY 7.210)

The School Board shall be authorized to expel a student from school or to impose a bus expulsion for a period of time exceeding ten (10) school days upon a finding that the student has been guilty of gross disobedience or misconduct, as those terms are defined in the Section Prohibited Student Conduct of Board Policy 7.190, *Student Discipline*. If the Superintendent or a designee determines that the student has been guilty of a violation of 2 or 3 of that Section, the Superintendent or a designee shall initiate expulsion proceedings. If the Superintendent or a designee determines that the student is guilty of any other violation of Paragraph 10 and that suspension is not an adequate remedy, the Superintendent or a designee shall be authorized to initiate expulsion proceedings. The Superintendent or a designee shall initiate expulsion or bus expulsion proceedings by applying the following procedures:

1. The Superintendent or a designee shall give the student oral or written notice of the charges which constitute the student's gross disobedience or misconduct and a summary of evidence which supports such charges, unless the same have already been done by a Building Principal

before a suspension was imposed pursuant to the terms of Board Policy 7.200, *Suspension Procedures*.

2. If the student denies the charges, the Superintendent or a designee shall give the student an opportunity to explain the incident.
3. The Superintendent or a designee shall consider whether the student is disabled within the meaning of the Individuals with Disabilities Education Act, 20 U.S.C. 1401 *et seq.* or under Article 14 of *The School Code* and the Special Education Regulations, 23 *Illinois Administrative Code*, 226.552. If it is determined that the student may be disabled but has not been so identified, a case study evaluation shall be initiated. If the student is not disabled, the Superintendent or a designee shall proceed to Paragraph 5 below.
4. If the student is disabled, a multidisciplinary conference shall be held to determine whether the student's gross disobedience or misconduct is related to the student's disabling condition. Following this determination, a conference to review the student's Individualized Educational Program (IEP) shall be held to determine if the current placement is appropriate. The student shall not be subject to expulsion for gross disobedience or misconduct which is related to his disabling condition. If the misconduct is determined to be related to the disabling condition, the IEP conference participants shall determine whether a change in placement should be made. If the misconduct is determined to be unrelated to the disabling condition, the student may be disciplined in accordance with this policy, but in no case shall the District cease providing special education and related services. The following procedures shall be followed:
 - (a) All rights of a student and his/her parent(s)/guardian(s) under Article 14 of *The School Code* and Special Education Regulations are applicable.
 - (b) The persons attending the multidisciplinary conference must include appropriate members of the faculty and staff familiar with the student's disability and knowledgeable about the placement options for the student.
 - (c) The persons attending the multidisciplinary conference shall consider all information and shall determine whether the student's gross disobedience or misconduct is related to the student's disability. The persons attending the IEP conference shall determine whether the student's current IEP is appropriate, and whether the placement is appropriate, and whether the placement should be changed.
 - (d) A written record of the conference must be kept.
 - (e) If the multidisciplinary conference participants determine after considering all the information, that the gross disobedience or misconduct is not related to the student's disability, the expelling official may proceed with the expulsion process, but in no event may the District cease providing special education and related services. An IEP conference will be convened to address the means to provide those services to the student.
 - (f) If the faculty and staff attending the multidisciplinary conference determine that the gross disobedience or misconduct is related to the disability, members of the IEP team must consider a different placement or revised program.
 - (g) Following the conference, a written notice shall be sent to the student's parent(s)/guardian(s) informing them of the date, time and place of the conference (if they did not attend); the names of the persons who attended the conference; the sources of information used in reaching the decision; the decision regarding the relationship between the student's disability and behavior; and notice of the rights to a due process hearing to contest the decision made at the conference.
 - (h) In the event the parent(s)/guardian(s) file a request for a due process hearing, during the

pendency of those proceedings, the student's educational placement shall not change, unless the student's parent(s)/guardian(s) and the District agree. However, if the student's misconduct involved bringing a firearm to school as defined herein, then the District may change the student's placement on a temporary basis as may be permitted by the Individual with Disabilities Education Act. If the student's misconduct does not involve a firearm, but the Superintendent determines that, in his/her current educational placement, the student is a danger to himself/herself or others, the Superintendent shall be empowered to remove the student as is otherwise provided in this policy, and, if necessary to seek review of the placement decision as is provided by law. In such event the Superintendent shall also immediately contact legal counsel and the Director of Special Education to prepare for legal proceedings necessary to effectuate the student's removal from school, pending final resolution of a special education placement decision hearing.

5. In the event the Superintendent determines that formal expulsion proceedings are required, the Superintendent, in consultation with the Board President, shall either appoint a Hearing Officer to administer the expulsion proceeding or fix a time and place for said proceedings to be conducted by the School Board. The hearing officer shall be an attorney when, in the judgment of the Superintendent, the hearing will likely involve technical legal matters.
6. The Board or the Superintendent shall send written notice to the student's parent(s)/guardian(s) by registered or certified mail, return receipt requested, informing them of the proposed expulsion and of the impending hearing, stating the reason(s) for the proposed expulsion, and informing them of their right to appear and present evidence to refute the charges against their child.
7. The only persons allowed at the hearing shall be the parties, their representatives, their witnesses, members of the Board of Education, and a representative of the Department of Mental Health and Developmental Disabilities, if appropriate.
8. The hearing shall be conducted by the Board or by a Hearing Officer, as the case may be. The hearing may proceed at the discretion of the Board President, or if one is appointed, the Hearing Officer, in the absence of any party who, after due notice, fails to be present.
9. The rules of evidence shall not be applicable during the hearing.
10. If the hearing is before a Hearing Officer, the Hearing Officer shall submit to the board a written summary of the evidence adduced during the expulsion hearing, except this shall not be necessary if a quorum of the Board of Education is present at the hearing, and will determine the facts from their own hearing of the evidence. The Hearing Officer shall submit finding(s) and recommendation(s) to the Board upon request of the Superintendent. The summary, and if requested, finding(s) and recommendation(s) shall be submitted to the Board as soon as possible after the hearing is concluded. A tape recording of the meeting shall be made by the district, whether or not a Hearing Officer is appointed. Such tape recording shall be retained by the Board Secretary as a part of the proceedings, together with all documents, or evidence submitted at the hearing.
11. Following the hearing conducted by the Board or upon receipt of the Hearing Officer's summary, and if requested, finding(s) and recommendation(s), the Board, within ten (10) days thereafter, shall take whatever action it deems appropriate to include alternatives to expulsion. The Board's decision shall be in writing with a copy being furnished to the student's parent(s)/guardian(s). The decision shall specify the finding(s) upon which the decision is based.

The Board shall consider the following elements when formulating punishment:

1. The seriousness of the student's conduct;
2. The history or record of the student's past conduct;

3. The likelihood that such conduct will affect the delivery of educational services to other students;
4. The severity of the punishment; and
5. The interests of the student.

EXPULSION ALTERNATIVE

A student who is guilty of gross disobedience or misconduct which would otherwise warrant the student's expulsion because of some alcohol or drug-related offenses may instead participate, together with his/her parent(s)/guardian(s), in an alcohol and drug program conducted by the Jasper County Health Department (or any other organization approved by the administration) in cooperation with the District. To be eligible for this program, the following conditions will apply:

1. The student must admit that he/she was guilty of buying, using, or possessing alcoholic beverages or illegal drugs as defined by Board Policy 7.190, *Student Discipline*. Students guilty of distributing or selling alcoholic beverages or illegal drugs are not eligible for the expulsion alternative.
2. The offense is the first such offense committed by the student.
3. A suspension in or out of school of up to 10 days will be imposed upon the student.
4. The student will be placed on social probation for no less than 60 school days.
5. The student's parent(s)/guardian(s) shall sign a consent form for the student to participate in the program and shall agree to be responsible for any fee assessed by the organization for its services.

SPECIAL EDUCATION STUDENTS - BEHAVIORAL INTERVENTION POLICY

As required by 105 ILCS 5/14-8.05, the Board of Education has adopted policies and procedures regarding the use of behavioral interventions with students with disabilities. Anyone with questions about that policy, please contact Virginia Robins, Special Education Coordinator at 618-783-3651.

The Board of Education has developed policies regarding student discipline that ensure order, safety, and discipline in its schools. Students identified as needing special education, and with a written Individualized Education Program (IEP), may have additional rights in law or in the IEP. A copy of the district's behavioral interventions policy which, together with the regular discipline policy, applies to the discipline of special education students, is available at the Unit Office, in each school in the district, and at the special education office.

PRINCIPAL'S PROBATION

The Board of Education may recommend Principal's Probation in place of expulsion (as outlined in the probation agreement signed by all parties). The student will be required to successfully follow all school rules and policies. The student will be required to participate in weekly counseling sessions with the school counselor. Any multiple violations of school rules or any gross misconduct violations shall constitute violation of principal's probation. If the terms of probation are violated, the student will be expelled. The principal will notify the Board of Education as to whether or not probation is successfully completed.

STUDENT ASSIGNMENT

ATTENDANCE AREAS

The School District is divided into school attendance areas. The Superintendent will review the boundary lines annually and recommend any changes to the School Board. The Superintendent or

designee shall maintain a map of the District showing current school attendance areas. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to Board policy 6.140, *Education of Homeless Children*.

TRANSFERS WITHIN THE DISTRICT

A student's parents/guardians may request the student be transferred to a District school other than the one to which the student was assigned. Requests should be directed to the Superintendent, who, at his or her sole discretion, may grant the request when the parents/ guardians demonstrate that the student could be better accommodated by the education program at another school, provided space is available. Students who are granted a transfer within the District may be required to provide their own transportation. The provisions in this section have no applicability to transfers pursuant: 1) Title I covered in Board policy 6.15, *School Accountability* or 2) The Unsafe School Choice Option covered in Board Policy 4.170, *Safety*.

CLASS ASSIGNMENTS

The Building Principal shall assign students to classes.

PRIVACY RIGHTS

The School Board has a policy concerning privacy and parental access to information. A complete copy of the Policy 7.15, *Student and Family Privacy Rights*, is available upon request from the School Office or the Unit Office. Please read the policy for a more thorough explanation of these rights.

A student's parents/guardians may inspect certain documents and/or refuse to allow their child or ward to participate in surveys administered at school. The school will not penalize any student whose parents/ guardians exercise this option.

SUBSTANCE EDUCATION GROUP PARTICIPATION

The Substance Education Group is available to students who take advantage of the Expulsion Alternative. The program is designed to educate participants about the physical and psychological effects of substance abuse and to encourage an increased self-awareness. The school requires each person to participate a minimum of 10 hours of substance abuse counseling, at his/her own expense, in a program approved by the administration.

PREVENTING BULLYING, INTIMIDATION, AND HARRASSMENT (BOARD POLICY 7.180)

Bullying, intimidation and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
 - a. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.

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

c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

1. Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.
2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation - and the State law requirement - that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers and visitors to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes

prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

HARASSMENT OF STUDENTS PROHIDITED (BOARD POLICY 7.20)

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, national origin, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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 environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing, possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

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

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Name

Ron Albutus

Address 609 South Lafayette Street
Newton, Illinois 62448
Telephone No. 618/783-8459

Complaint Managers:

Name	Virginia Robins	Craig Carr
Address	609 South Lafayette Street Newton, Illinois 62448	5251 E. 1800 th Ave. Montrose, Illinois 62445
Telephone No.	618/783-3651	217-683-2622

The Superintendent shall also use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

UNIFORM GRIEVANCE PROCEDURE (BOARD POLICY 2.260)

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or Federal Constitutions, State or Federal statute, or Board policy or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.
5. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
6. Equal Employment Opportunities Act (Title VII, Civil Rights Act), 42 U.S.C. § 2000e et seq.
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003; 820 ILCS 112 or
12. Provision of services to homeless students.
13. Illinois Whistleblower Act, 740 ILCS 174/1 et.seq.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a

person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parents/guardians. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the complainant is a student, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meeting in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent shall keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 30 school business days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

APPOINTING COMPLAINT MANAGERS

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Name	Mr. Craig Carr	Mrs. Virginia Robins
Address	5251 E. 1800 th Ave.	609 S. Lafayette Street

Montrose, IL 62445

Newton, IL 62448

Telephone No.

217/683-2622

618/783-3651

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

Each student and his or her parents/guardians must sign the Authorization before being granted access. Please read this document carefully before signing.

All use of the Electronic Network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. Acceptable Use - Access to the District's Electronic Network must be (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for a legitimate business use.
2. Privileges - The use of the District's Electronic Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building Principal will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time; his or her decision is final.
3. 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 network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, including a photograph;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette - You are 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 your 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 electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. 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 users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
 7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet 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.
 8. 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 computer viruses.
 9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
 10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on the District Web sites or file servers, without explicit written permission.
 - a. For each re-publication (on a Web site 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 and staff engaged in producing Web pages must provide library media specialists with e-mail 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 Web site

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.
11. Use of Electronic Mail - The District's electronic mail system, and its constituent software, hardware, and data files, is owned and controlled by the School District. The School District provides e-mail to aid students and staff members 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 or staff member to an electronic mail account is strictly prohibited.
 - b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
 - c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School 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 School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 - d. Any message received from an unknown sender via the Internet 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 electronic mail system constitutes consent to these regulations.

INTERNET SAFETY

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.
2. Staff members shall 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 this *Authorization*.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and Building Principals shall monitor student Internet access.

WEB PAGE CONTENT AND PUBLICATION GUIDELINES

1. Each principal is to form a Web Publishing Committee. This committee will minimally include an administrator, a TEC Team member, another teacher, and a parent/community member. The committee's primary responsibility is to help teachers and students determine appropriate

content and to ensure that the safety of students is preserved.

2. Pictures of students, faculty, and staff may be posted.
3. Only the first names of students may be used. (Teachers/sponsors must make sure any work included on a web page does not include more than the student's first name.) No student addresses, phone numbers, or other identifying information may be posted. Teachers and staff may post their personal identifying information as they feel appropriate.
4. Parents/guardians have the right to deny publication of items listed in 2 and 3. Forms for this purpose are to be available at registration and in school offices. Faculty and staff may also request that their pictures or identifying information not be published. The Web Publishing Committee and those designing web pages will be provided a list of people who have denied permission for publication.
5. Grammar, spelling, graphics, and layouts should be carefully inspected so web pages provide a positive image of our district and schools.
6. Web page content is to be primarily educational.
7. External links are to be appropriate and have educational value. Pages from these links are to be followed at least 2 levels deep and must be routinely checked to ensure that links are not made to inappropriate sites.
8. The primary responsibility for monitoring content and links rests with the teacher, club sponsor, or TEC Team member in charge of the page. In most cases, this is the person given the password to upload the site to the server. The e-mail address of the responsible person is to appear at the bottom of each page.
9. The format and general content of all pages must be approved by the committee before posting to the web. Routine updates consistent with the approved design may be made at the discretion of the person responsible for the page.
10. The District Technology Coordinators are responsible for the district page and the opening school pages. These pages are to include contact information for the district or school and e-mail addresses for the district and building coordinators.
11. Large files make pages slow to load. Graphics should be at the lowest acceptable resolution and size. Thumbnail images can be linked to larger images if more detail is needed.
12. Copyright and Plagiarism
 - a. Copyright laws are to be explained to students.
 - b. Graphics and other content are not to be used without permission.
 - c. Teachers/sponsors are responsible for assuring that copyright laws are obeyed.

RULES FOR GUIDED LEARNING

Guided Learning may be assigned by the building administrator as a corrective action. The Principal or Assistant Principal may assign Guided Learning for a period up to 10 days. Students assigned to Guided Learning will report to the school office immediately upon arriving on school grounds. There will be no talking unless given permission by the Guided Learning room supervisor. The noon meal will not be taken with other students. Students are responsible for regular class work, and credit will be given when earned. Upon notification of date of Guided Learning, the student is responsible for getting homework for that date. Failure to have the Guided Learning homework form completed will result in 10 misconduct points. Detention room rules also apply to Guided Learning. Students may be assigned alternate class work by the teacher and principal. In the event a student misses instruction or activity (shop, lab, etc.) the student will complete alternates and has

the responsibility for making up the missed instruction or activity. Restroom privileges will be allowed only at times other students are not using the restrooms. Teachers are responsible for assigning regular or alternate work to be completed. Because of differences in age groups and physical locations of school buildings, additional rules may be proposed by building administrators. Violation of these rules will result in additional corrective action.

SATURDAY SCHOOL

Saturday School is held two Saturdays a month, if needed, from 7:00 a.m. to 11:00 a.m. A certified teacher will be responsible for supervising Saturday School. Students may be required to attend Saturday School for all four hours or any part of the four hours, depending on the type of misbehavior. Administrators could offer students a way to avoid out of school suspension by attending an equal number of days in Saturday School. Any student in grades 9-12 may be required to attend Saturday School. Who will attend and for how long will be at the discretion of the administrators, based on the type of and previous record of the behavior misconduct.

RULES FOR STUDENTS ATTENDING SATURDAY SCHOOL

1. Students attending Saturday School must report to the high school library/study hall by 7:00 a.m. with all work, books, and a pencil or pen, prepared for study to stay busy for the time involved. Students will enter and exit only through the north set of doors at the circle drive. Doors will be open between 6:45 - 7:00 a.m. Promptly at 7:00 a.m., the doors will be locked. Students who are late will not be permitted to enter.
2. Students will remain quiet.
3. Students will remain awake and sit in an upright position.
4. Students will sit properly at the desk/table with feet on the floor.
5. A book must be open at all times in front of the student. Students who fail to busy themselves with educationally related work will be dismissed and further disciplinary action will be taken.
6. Any disruption or misbehavior will result in immediate removal from Saturday School and additional consequences.
7. No sodas, food, candy, games, walkmans, or writing of notes are allowed.
8. Every hour there will be a five-minute break so students may use the restroom facilities.
9. Normal school policies (handbook) apply.
10. Saturday School takes precedence over all personal and school-related activities.
11. Any student dismissed from Saturday School will be suspended from school for 2 days.
12. If a student cannot or chooses not to attend Saturday School when assigned, he/she will receive one day out of school suspension. Students will receive 10 misconduct points.

DETENTION RULES FOR AFTER SCHOOL

Detention is assigned for various violations of classroom and other school rules. Detentions will be assigned by teachers and/or administrators. Detentions will be 30 minutes in length and will be served after school or with the teacher if the teacher desires. Failure to serve detention on the day or days assigned will result in 10 points being assigned from the misconduct point system. Other rules for detention are:

1. Students are responsible for delivering a notice to their parents informing them that detention has been assigned.
2. Detention will not be required on the day notice is given. At the agreement of the student, and principal, detention may be served on the day notice is given.

3. The District has no obligation to provide transportation for students after serving detention.
4. The student will provide material to study while serving detention or detention cannot be served. (Library book and reading permitted.)
5. The student will report to the detention area before 3:35 or they will not be admitted.
6. The student will sit quietly and properly and will not sleep.
7. The student will vacate the building immediately after serving detention.
8. Students will not communicate with other students while in detention.

IF RULES ARE NOT FOLLOWED (ONCE IN ROOM):

1. Given one warning to change behavior.
2. Upon second instance sent home.
3. Five points will be given for inappropriate behavior; plus day not served will be served over.

SUSPENSION – RULES FOR OUT OF SCHOOL

Removal of a student from school for a specific number of days not to exceed ten (10) days for any offense. A student on out of school suspension is not permitted to attend any school activities or be on the school grounds for the duration of suspension. A student will not receive credit on the days he/she is suspended.

CHEATING/PLAGIARISM

In line with the philosophy of Newton Community High School that moral, ethical, and educational values are of the utmost importance, the faculty and administration consider cheating of any kind to be very serious. This includes, but is not limited to, plagiarism. This type of incident will be dealt with in a strict and expedient manner.

SCHOOL DRESS

The appearance or dress of students shall not be disruptive to the educational process or constitute a health or safety hazard or cause an interference with schoolwork or create a classroom or school disorder. **Listed below are items of clothing that are not permitted. However, this is not an all-inclusive listing. The administration reserves the right to make judgements on an individual basis regarding appropriate student dress.** Clothing may not be worn that advertises or promotes the use of alcohol, tobacco, or any substances in the Controlled Substances Act. Clothing judged to be inappropriate will not be permitted. Hats and bandanas, unless required for medical or safety reasons, may not be worn in school. Hats **MUST** be removed when students enter the building and may be put back on upon students **EXITING** the building. Hats may not be carried to class, unless assigned for safety reasons for that class, and must be taken off after the class is over. They are to be stored in your locker. Students may be asked to cover tattoos or body markings. Body piercing — students may be asked to remove or cover areas that a pierced to protect self or others from injury. Wallet chains are not permitted. Bare midriffs, transparent clothing, revealing tank tops, tank tops with spaghetti straps, tube tops, halter tops, strapless tops, one strap tops, off-the-shoulder tops, large open-holed sleeveless tank tops, short shorts, short skirts, and short skorts are not permitted. All jeans, slacks, pants, shorts, etc. must be worn at or near the waist. Jeans may not have holes above the knees. Undergarments, (i.e. boxers, bras, bras straps, etc.) should not be visible from underneath other clothing. Any apparel deemed to be associated with gang dress is not permitted. **Coats are not to be worn in the classrooms, cafeteria, auditorium, gym, etc. unless a teacher gives students permission to do so. Bookbags, back-**

packs, or purses must be stored in lockers. They may not be carried to classes or anywhere in the building during the school day. Violation of the above dress code will result in appropriate action under the Discipline Code.

AUTOMOBILES — RULES & REGULATIONS

The Illinois Motor Vehicle Code shall be complied within all respects by the users of vehicles on school property. In the interest of safety, reckless driving cannot and will not be tolerated. Anyone who persists in risking injury to himself/herself or others will be prohibited from bringing a vehicle onto school property and, if necessary, appropriate law enforcement personnel will be called. Parking on the NCHS campus is a privilege for students. Responsibility is the price we pay for that privilege. Any revocation of driving privileges will not result in a refund of the parking registration fee.

1. Parking permits will be available to seniors and juniors prior to the next school year. Seniors will be given preference, then juniors. The office will assign the spaces on a first come, first served basis. The student must have a valid driver's license, proof of insurance, and vehicle registration to qualify for a permit. Permits will be issued as long as space is available. If spaces are available, sophomores with proof of driver's license may obtain a parking permit if involved in an extracurricular or co-curricular activity. Permits for sophomores will be available during the first week of school on a first served basis. If space allows, a \$20 fee will be assessed to second semester parking students. **Freshmen will not be allowed to park in either lot of the school campus at any time during the school day.**
2. A \$20 non-refundable fee will be charged to purchase a parking permit. This permit will be good for the entire school year providing the student has not violated the parking rules & regulations. **All fees, such as textbook rental, library fines, fees for lost textbooks, lunch fees, etc. must be paid prior to issuing parking tags for the next school year.**
3. Once the vehicle is parked, all persons in the vehicle shall vacate it immediately and clear the parking lot (before school, during lunch hours, and after school). Students are not to loiter in the parking lots.
4. Parking tags are NON-TRANSFERABLE. They are to be used only by the person to whom they were issued and only on family-owned vehicles. If a student allows another student to park, using the tag, the tag will be revoked for the remainder of the school year. The student using another student's tag will not be allowed to park on the school property until the second semester of the following year.
5. Parking tags must be displayed on the rear view mirror of the vehicle, facing front, and clearly visible whenever it is on school property. Failure to do so is a violation of the parking rules & regulations.
6. **Students must park ONLY in their assigned place.** If a student is absent from school, no other student may park in the vacant spot. If you arrive at school and find your space is occupied: Drive to the north lot of the high school, park your vehicle, and notify the office. You will need to give the parking space number, vehicle description, and plate number of the vehicle in your space. The vehicle parked illegally may be subject to being towed at the owner's expense. **DO NOT** park in someone else's space as this would add to the existing problem.
7. **The southern-most lane of the south parking lot closest to the fence near the railroad track may not be used by students during the school day.**
8. Your parking is in effect from 7:15 a.m. to 3:45 p.m. on days school is in session. Parking privileges start the first day of school and terminate on the last day of school. Reserved parking is not in effect during any extracurricular activity, during weekends, or on holidays.

9. All vehicles are subject to search at any time on school property for any illegal substance.
10. Speed Limit: Fifteen (15) miles per hour, or that which is judged appropriate for existing situations. Violations will be six points.
11. Reckless driving is prohibited and will be determined as so by school personnel. Penalty: 12 points.
12. Illegal parking: either outside designated area, wrong lot, etc., may result in a penalty of six points and/ or vehicle being towed at owner's expense.
13. Driving on and off the lot either morning, noon, or evening, except to leave for lunch. Once a vehicle is parked, all persons must vacate vehicle immediately, and clear the parking lot. Violation is six points.
14. Not leaving parking lot after signing out of school. Violation is six points.
15. Leaving school using the wrong drive. Violation is six points.
16. Throwing or dumping any waste materials such as garbage, bottles, cans, balloons, etc., is prohibited. Violation is six points.
17. Transporting other students in an open pick-up truck bed. Violation is six points.
18. Other developing infractions will be treated on an individual basis.
19. At no time during the school day are students permitted to park in staff spaces.

PARKING VIOLATIONS

Points accumulated and appropriate penalties:

Accumulation of six points equals one detention.

Accumulation of 12 points equals two weeks of parking off school property and one week closed campus.

Accumulation of 18 points equals two weeks closed campus plus no parking on school property the rest of the year.

Accumulation of more than 18 points – administrator's discretion.

HEALTH, EYE, AND DENTAL EXAMINATIONS; IMMUNIZATIONS; AND EXCLUSION OF STUDENTS REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS (BOARD POLICY 7.100)

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).
4. Parents of students in ungraded programs shall present this proof at the ages consistent with enrollment in these grades (i.e., kindergarten, 5 years; first grade, 6 years; fifth grade, 10 years; and ninth grade, 14 years).

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless, failure to comply with the above requirements by the 1st day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the 1st day of school, the student must present, by the 1st day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

EYE EXAMINATION

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before the 1st day of school of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by the 1st day of school, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after the 1st day of school. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

DENTAL EXAMINATION

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

EXEMPTIONS

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;

Health examination or immunization requirements on medical grounds if a physician provides written verification;

Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or

Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

HOMELESS CHILD

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

MEDICATION PROCEDURES

The District's policy, procedures, and forms for medications, are found in the *Medications Handbook*.

HEAD LICE

Control and Prevention:

1. When a child is first discovered to have head lice and/or nits, the child, and all other children living in the same residence shall be sent home immediately. It is necessary for the child to be treated with a special shampoo. There are prescription and non-prescription shampoos that can be purchased at your local pharmacy or health department.
2. Everyone in the home must be treated. All nits must be removed! CLEAR RINSE, an over-the-counter product can be used to help remove nits. Fine-tooth combs will not remove all the nits. Most nits will need to be removed by hand.
3. Every child in the home may return to school after the treatments outlined in Items 1 and 2 have been completed and they have been checked by the Jasper County Health Department and given a form to return to class. Only the Jasper County Health Department can clear a student to return to school.
4. Until such time that all nits are removed from the child's hair, the child will not be allowed to attend school.
5. Washing with regular shampoo should continue, as well as checking and removing any remaining nits.
6. To make sure all lice are killed, directions must be followed exactly. Some shampoos require a second treatment in 7 to 10 days.
7. After the first treatment the child must return to school within three (3) days with no evidence of nits or he/she will be considered truant.
8. In order to prevent reinfestation, each child's head should be checked thoroughly each day for three weeks. Thorough cleaning and vacuuming should be continued also.
9. Shampoo should not be used any sooner than recommended. The manufacturer's guidelines should always be followed.

10. Pregnant persons and infants should seek physician's advice before using the head lice shampoo.

SEARCH AND SEIZURE (BOARD POLICY 7.140)

To maintain discipline and order in 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. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

Students

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., 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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. outside the view of others, including students;
2. in the presence of a school administrator or adult witness;
3. by a certificated employee or administrator of the same sex.

Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Superintendent.

SEIZURE OF PROPERTY

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

PASSIVE ALCOHOL SENSOR

A student may be asked to submit to a passive alcohol sensor test when school officials have a reasonable suspicion the student has used or is under the influence of any chemical as defined above. The administration of the passive alcohol sensor test will be done in the presence of a minimum of one certified staff member and one other adult.

SKATEBOARDS AND ROLLERBLADES

These or similar devices are not to be brought to school. They are not to be used on any school premises at any time. If students bring them to school, they will be stored in the office until the end of the school day. If they are brought a second time, they will be returned only to the student's parent/guardian. Misconduct points will be assigned for failure to follow directions.

DISPLAY OF COMMUNITY FLYERS/POSTERS

Non-school related organizations may ask the Principal/Assistant Principal to display posters/flyers that are student-oriented. The organization's name must be prominently displayed on the flyers/posters. The administrator's decision to post is final and the materials must be stamped to show approval has been given.

DISCIPLINE/POINT SYSTEM

The rules and regulations given below are a partial listing intended to provide guidelines for students with an understanding of the conduct expected of them. These guidelines are in effect any time the student is in the building or on the school grounds. They are also in effect during school-sponsored activities or any activity or event, which bears a reasonable relationship to school. The list of guidelines for student behavior is not all-inclusive, but rather exemplifies the type of misconduct which is prohibited and which will result in appropriate disciplinary action.

MISCONDUCT POINT SYSTEM

5 points:

- Class or hallway disruption/inappropriate behavior
- Inappropriate bus behavior
- Obscenity
- Gambling
- Projectiles
- Abuse of hall pass/agenda book

10 Points:

- Missed or late detention or missed Saturday school
- Missed or late Closed Campus Lunch
- Cheating on classwork or homework
- Lying to faculty/staff/administration
- Gang Graffiti/Symbols/Signing
- Guided Learning homework form incomplete
- Dress code
- Casual disrespect of faculty/staff
- Public display of affection (except holding hands)
- Failure to follow directions/procedures

10-30 Points:

- Computer/Internet Abuse/Misuse
- Harassment
- Disrespect of Faculty/Staff

15 Points:

- Loitering (see anti-loitering policy)
- Disruptive devices (pagers, beepers, cell phones, **Ipods**, **MP3 Payers**, lasers)

20 Points:

- Tobacco possession and/or use
- Cheating on test or quizzes
- Refusing assigned discipline
- Forgery/possession of school forms

30 Points:

- Fighting/physical abuse toward students
- Vandalism/theft of less than \$150
- Intimidation/harassment of student or staff

40 Points:

- Substance abuse or possession (if successfully completes drug/alcohol class) - 1st offense only

60 Points:

Any provision of 5/10-22.6 of the Illinois School Code, including but not limited to:

- Weapons
- Assault of school personnel
- False alarms
- Bomb threat
- Explosive devices
- Theft/vandalism of \$150 or more
- Substance abuse (if refuse or unsuccessfully complete drug/alcohol class)
- Threat of bodily harm to student or staff

PENALTIES

Points	Discipline
5	Verbal warning by administration
10	1 Detention
15	2 Detentions
20	3 Detentions + 1 Required Counselor visit
25	1-3 days Saturday School
30	1-3 days Saturday School
35	1-3 days Saturday School
40	1-5 days Guided Learning + required counselor visit
45	1-5 days Guided Learning
50	1-10 days out of school suspension
55	1-10 days out of school suspension
60	Expulsion (in addition to 1-10 days out of school suspension)

If a student accumulates 20 misconduct points (4th time) in a class per semester, the teacher may

ask that the student be removed from class, placed in a study hall, and given student responsible study. It is then up to the student to earn the credit. The administration reserves the right to adjust discipline penalty based on the severity of the misconduct or if the situation warrants it.

CELL PHONE POLICY

Cell phones are not allowed in school during the school day. The school day is considered from Early Bird (7:25 a. m.) until the end of 7th Hr. (3:30 p.m.) Any student that is found with a cell phone in their possession during school, whether turned on or off will receive the following consequences:

1st Offense- phone confiscated, 15 misconduct points issued, the minimum of 2 Saturday school detentions assigned if the student has no prior misconduct points, otherwise consequence of accumulated points according to handbook, and student can pick up phone after 3:30.

Any offense after 1st offense will include: phone being confiscated, 15 misconduct points issued, consequence of accumulated misconduct points according to handbook, and the parent must pick up phone after 3:30.

TARDY POLICY

1st tardy from class	Verbal warning from teacher
2nd tardy from class	1 Detention (teacher calls home)
3rd tardy from class	3 Detentions and/or 3 days closed campus (teacher calls home)
4th tardy from class	1 day Guided Learning
5th tardy from class	3 days Guided Learning and/or 6 days closed campus
6 or more tardies	Discretion of administrator

TRUANCY POLICY

Upon third truancy from a given class, student may be withdrawn from class, placed in study hall, and given student responsible study. It is up to the student to arrange with the teacher on how to earn credit. Students reporting to class 10 minutes late or longer, without a valid excuse, may be declared truant; however, students should report to class.

Any one period truancy will result in: 3 Detentions and/or 1 hour of Saturday School

ANTI-LOITERING POLICY

Loitering by students in the following areas is not permitted during the periods from one-half hour prior to the beginning of the school day to one-half hour after the school day is finished. Students may pass through these areas briefly while going to and from school, but may not loiter in these areas. Students violating this policy will receive 15 points toward the misconduct point system.

Areas near Newton High School

- West Jourdan Street, from Hutton Road to Sycamore Ave;
- West Avenue, from West Jourdan Street to Fairground Avenue;
- West Washington Street, from West Avenue to Stanley Avenue;
- Sycamore Avenue, from West Jourdan Street to Decatur Street

Areas near Newton Elementary/Jasper County Junior High School

- West Reynolds Street, from Jackson Street to Illinois 130;
- East Reynolds Street, from Illinois 130 to Harris Street;

- First Street, from Decatur Street to East Reynolds Street;
- Maxwell Street, from Illinois 130 to Charles Street;
- Barton Street, from Maxwell Street to Curtis Street;
- Harris Street, from First Street to East Reynolds Street;
- Illinois 130, from Decatur Street to Curtis Street.

POLICY ON CRIMINAL ACTIVITIES COMMITTED BY STUDENTS

The Illinois legislature amended the School Code to address increasing concerns regarding student violence and criminal activity. The School District is required to establish and maintain a reciprocal reporting system between the school and local law enforcement officials.

ATTENDANCE

Regular attendance is critical to the successful completion of classes. Attendance is the responsibility of both the student and parent. The School Code of Illinois, Sec 26-1, Compulsory Age, reads in part as follows, "whoever has custody or control of any child between the ages of seven and seventeen years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session."

The procedure to follow whenever a student is unable to attend school for any reason is for the parent/legal guardian to phone the school office from 8:00 – 8:30 a.m. If this is not done, the school will attempt to contact the parent/ legal guardian by phone to determine the reason for the absence. A parent has until 8:30 a.m. the following day to clear an unverified absence. After 24 hours, the absence becomes unexcused or truant. For parents/legal guardians who work and cannot contact the school during business hours, you may leave information on our answering machine by calling 783-2303. Leave your name, your child's name, and the reason why he or she is absent. When a student returns to school after being absent, it is his/her responsibility to see each teacher to get assignments from the previous day(s). Students have 48 hours to make up missed work. A parent/guardian may request homework assignments by contacting the school office. This request must be made by 10:00 a.m. on the day of the absence in order to give the school enough time to gather materials without disrupting classes. Students leaving the building, except during their lunch hour, are required to sign out in the office. This includes leaving for doctor and dental appointments or going home because of illness. Failure to do so will result in the assignment of misconduct points for failure to follow directions.

ABSENCES – EXCUSED & UNEXCUSED

All absences from school can be classified under four headings: (1) Excused, (2) Pre-Arranged Excused, (3) Unexcused, and (4) Truant.

1. An EXCUSED absence will be granted for (a) personal illness and/or medical appointment, (b) serious illness in the immediate family, (c) death in the family, (d) church related, and (e) weather related. These reasons are to be verified by a telephone call to the high school. Make-up work for credit will be permitted.
2. A PRE-ARRANGED EXCUSED absence will be granted *only* by the Principal or Assistant Principal. Parents/ legal guardians must contact the school prior to the absence (**at least 24 hours in advance of the absence**) to obtain permission. Permission will not be granted after the absence has occurred. Students are required to have their teachers sign the pre-arranged absence form and to complete any homework prior to their absence if requested by the teacher. **No pre-arranged absences will be granted the day before Prom.**

A PRE-ARRANGED EXCUSED absence will be granted by the Principal or Assistant Principal only

under the following conditions:

1. Less than 6 absences per semester excused or unexcused
2. Has not been truant from school this semester.
3. Discipline screen is not full.

The Principal or Assistant Principal reserves the right to deny a request based on conduct or time of year. Pre-arranged excused absences may be taken in half or full day increments. A full day's absence is considered as four or more class periods.

College Days – Juniors are permitted to take one college day and seniors are permitted to take three college days per year. These days must be pre-arranged following the same procedure as for other pre-arranged absences. Students are required to take a College Day Confirmation form to be completed by a college/university official indicating that the student visited/had an appointment with the college/university official. This must include the date and signature from a college official. This form must be turned in to the office in a timely manner. **No college days will be granted the day before Prom.**

3. UNEXCUSED absences are those not outlined in 1 or 2. Pre-arranged absences will be considered unexcused absences unless permission is obtained in advance of absence. Car trouble, oversleeping, and other such absences, even with a parent phone call, will not be permitted. A zero for each class missed.
4. TRUANCY is willful and intentional absence from class on the part of the student without consent or knowledge of the parent/guardian or school authorities, or chronic absenteeism with parental knowledge but without good reason. The student will receive a zero in each class missed and will not be allowed to make up work or tests missed. Penalties will be assigned accordingly from the truancy policy.

EXCESSIVE ABSENCES

The Board of Education, administration, and faculty of Newton Community High School recognize that excessive absences from a class may affect a student's development of his/her skills and may interrupt the progress of a class. The following policy will be observed in regard to excessive absences:

1. Excessive absences include all excused, unexcused, truant, and/or pre-arranged. Absences accumulating in excess of twelve (12) days in any class per semester may result in loss of credit for that class.
 - a. A student who has accumulated six (6) absences in any one class per semester will receive a letter so advising the student and the student's parents. A parent conference will be suggested.
 - b. A student who has accumulated ten (10) absences in any one class per semester will receive a second letter, addressed to the student's parents, so advising. Parent contact by phone will be attempted by school officials concerning the excessive absence policy.
 - c. A student who has accumulated in excess of twelve (12) days of absence in any one class per semester will receive a letter advising the student and the student's parents that the student has received a WF (withdrawal fail) for that class. The letter will be sent via certified mail.
 - d. A student who receives a WF for a class and who does not choose to petition for reinstatement shall report to guidance to be assigned to a study hall for the remainder of the semester. A student who chooses to petition for reinstatement will follow the steps in the procedure outlined below.

2. Process to Follow to Petition for Reinstatement

- a. Upon receiving notification that a student has accumulated twelve days of absences, the office shall contact the student to arrange an excessive absence conference. The conference will be held as soon as possible during the time period of 3:15 - 3:40 p.m. Parents will be invited, as well as the teachers of the student. At the conference the student will have an opportunity to explain reasons for the absences as well as his/her plans to successfully complete the class or classes involved.
- b. At the conference, the teachers will discuss the student's absences and progress in the classes. Each teacher will also have an opportunity to submit a recommendation to the administration as to whether the student will be retained in class or dropped from the class and placed in study hall for the remainder of the semester. Based upon recommendation of the teacher(s), the Principal and/or Assistant Principal shall consider the following: Circumstances of the excessive absences
 - (1) Student's prior school record
 - (2) Student's demonstrated efforts concerning completion of missed work.
- c. If the student and/or his or her parents/guardians disagree with the decision of the administration, the decision may be appealed to the Superintendent of Schools. In order to appeal the decision, the student and/or parent/guardian must:
 - (1) Contact a building level administrator to express the intention to appeal the decision.
 - (2) Contact the District Superintendent to set a hearing date to present the case to the Superintendent.

AGGRESSIVE BEHAVIOR REPORTING

State law and District policy on student discipline require school personnel to notify the parent/guardian of a child who uses aggressive behavior, including bullying, at school. School board policy prohibits student's using aggressive behavior while at school that does physical or psychological harm to another or urging other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct. Parents will be notified of aggressive behavior by their children in accordance with the law and District policy.

DRIVER EDUCATION

- 1) Three absences from behind-the-wheel instruction and the student will be dropped from the class.
 - 2) Six absences from classroom instruction and the student will be dropped from class.
- To be eligible to take driver's education classes, a student must have passed eight required classes in the previous two semesters. A reminder that students are driven according to age and their availability to be taken out of study hall, PE, and driver's education classroom.

DROPPING/RE-ENROLLING IN SCHOOL

Any student who officially drops from school may not re-enroll until the following semester.

SPECIAL ACTIVITIES/ATHLETIC CONTESTS

1. School rules apply for all school activities/extracurricular activities/dances, home and away.

2. Students are not permitted to leave the activity (school building) and then return without permission of the principal or sponsor. It is assumed that a student who leaves the activity is doing so with parent's permission.
3. Pre-high school students are not permitted at high school parties.
4. All organizations shall be under the control of the faculty who shall act as sponsors.
5. All activities shall be held on premises unless otherwise permitted by the Principal.
6. All activities must be scheduled at least 2 weeks in advance.
7. All activities must be planned under the supervision of the sponsor or Principal.
8. All parties and/or dances shall close at 10 o'clock unless otherwise permitted by the Principal.
9. The cost of school parties/dances shall be as small as possible, depending on the nature of the entertainment.
10. Invited guests of students must conform to items 1 & 2 above. Each student is responsible for the conduct of his/her guest and will be held accountable for his/her behavior.

**QUALIFICATIONS FOR STUDENT RECOGNITION,
INCLUDING CLASS OFFICERS, STUDENT
COUNCIL, KING-QUEEN CANDIDATES, ETC.**

Representatives of the student body to school-wide offices and recognitions must: 1) be in good academic standing, 2) maintain a good personal disciplinary record. (No excessive absences, tardiness, truancies, or other serious rules/infractions as defined in this handbook.)

**CLUBS AND ORGANIZATIONS AT
NEWTON COMMUNITY HIGH SCHOOL**

Newton Community High School offers a diverse selection of extracurricular activities.

CLUB/ORGANIZATION/CO-CURRICULAR SPONSORS:

- Band D. Alburtus
- Cheerleaders..... C. Henton/A. Haberlin
- Chorus..... R. Conour
- Future Business Leaders of America..... S. Brummer
- FFA T. Tarr
- FCCLA Gina Kocher
- Health Occupations Students of America D. Feutz

Lettermen's Club	J. Fulton
Math Club	B. Shamhart
National Honor Society/BETA Club	T. Powers
Scholastic Bowl	D. Finkbiner
Spanish Club	P. Van Dyke
Student Council	J. Bierman

Athletics – Boys:

Football	J. Fulton
Golf	G. Martin
Cross Country	M. Hartrich
Basketball	D. Mammoser
Track	R. Ervin
Tennis	P. Pasero
Baseball	J. Fulton

Athletics – Girls:

Volleyball	N. Underwood
Tennis	P. Pasero
Golf	G. Martin
Cross Country	M. Hartrich
Basketball	K. Lurkins
Track	J. Schackmann
Softball	S. Beam

<p>SPECIAL SITUATIONS CONCERNING PARTICIPATION IN EXTRACURRICULAR ACTIVITIES</p>

1. Inclement weather/bad roads: The general rule to keep in mind is that if school is dismissed early or closed due to weather, there will not be any activities that evening. Activities such as practices and games will be cancelled. There may be special circumstances involved (such as tournaments) which cannot be cancelled. In that instance, only those participants whose parents feel it is safe in their area should report for participation. The above holds true for any practices. Sometimes in the winter it is possible for school to be closed for an extended period of time due to ice, snow, etc. On a day there is no school because of adverse weather conditions, a student/athlete may participate in a practice only if he/she is brought to the gym by a parent. A brother or sister may not bring the student/athlete to the practice. Students/athletes may car pool with a parent other than their own. The coach will be responsible for enforcing this requirement. Failure to follow this requirement will result in no practice being held during snow days.
2. Missed practices or missed contests due to weather are excused absences and are actually encouraged if the parents feel the student/athlete should remain at home due to the roads in

their area.

3. School Bus: We expect the participant to ride the team bus both to and from the contest. The only exception to this rule, except in special instances that might occur, is that on a trip home the participant will be permitted to ride home with his/her parent or legal guardian. To do this, the parent will sign a release form for each contest. Guidelines for the parent signature will be established by each coach/sponsor. The parent or legal guardian must sign. Relatives and siblings will not be allowed to sign on behalf of the parent. In the case when a parent wishes their son/daughter to ride with another participant's PARENTS, a note is to be sent to the principal or athletic director, along with a phone call from the parent requesting this arrangement. Participants will not be permitted to ride home with boy friends, girl friends, or other students.

NOTIFICATION OF ASBESTOS CONTAINING BUILDING MATERIAL

Asbestos management plans are available upon request for public inspection by contacting the Board of Education office and/or the specific Building Principal. The findings of the inspection indicate that safe conditions exist in all buildings, with only minor repairs.

EQUAL EDUCATIONAL OPPORTUNITIES (BOARD POLICY 7.10)

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless or actual or potential marital or parental status, including pregnancy. Further the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8.20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2.260, Uniform Grievance Procedure.

Sex Equity

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2.260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

WAIVER OF STUDENT FEES (BOARD POLICY 4.140)

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the following fees are also waived for students who meet the eligibility criteria for fee waiver: athletic participation fees, lock fees, towel fees, shop fees, lab fees, registration fees and driver education fees. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/ guardians complete the application are available.

A student shall be eligible for a fee waiver when:

1. the student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq. ; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

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

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

The parents/guardians shall submit written evidence of eligibility for waiver of the student's fee.

The Building Principal will notify the parents/guardians promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or a designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

SUBSTITUTE TEACHERS

All substitute teachers are appropriately certified by the State of Illinois. Therefore, they have the same authority as the regular classroom teacher. Students are expected to treat subs with respect and consideration. **Any student referred to or sent to the office for disciplinary reasons may be assigned 15 misconduct points and the appropriate consequences.**

STUDENT FUND RAISING ACTIVITIES

Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities:

1. School-sponsored student organizations;
2. Parent organizations and booster clubs that are recognized pursuant to policy 8.90, *Parent Organizations and Booster Clubs*, and
3. When the activities are approved by the Building Principal and the Superintendent, organizations which benefit the community and/or contribute to a broader purpose so that participation is a positive experience for students and the proceeds contribute to a recognized humanitarian purpose.

The Superintendent's implementing procedures shall provide that:

1. Fund-raising efforts do not conflict with instructional activities or programs;

2. Fund-raising efforts are voluntary;
3. Student safety is paramount and door-to-door solicitations are prohibited;
4. For school-sponsored student organizations, a school staff member supervises the fund-raising activities and the student activity funds treasurer safeguards the financial accounts;
5. The fund-raising efforts support the organization's purpose and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally, and
6. The funds are used to the maximum extent possible for the designated purpose.
7. Weapons and All Terrain Vehicles (ATVs) are not appropriate products for fund raising activities and will not be permitted.