

Superintendent	Mr. Andrew Johnson	783-8459
Principal	Mrs. Beth Probst	783-2303
Athletic Director	Mr. Doug Mammoser	783-2303

SCHOOL SONG
(Tune: On Wisconsin)

ON FOR NEWTON

*On for Newton, On for Newton,
March right through that line.
Run the ball around the rival
Touchdown sure this time, RAH, RAH, RAH*

*On for Newton, On for Newton,
March right on to fame.
Fight, Fellows, Fight and we will win this game.*

*Cha-he, Cha-ha, Cha-rah-rah-rah.
Newton High School RAH, RAH, RAH!*

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.

NCHS and DISTRICT WEB SITE

www.jaspercountyschools.net

COMMON GOAL SYSTEMS

www.schoolinsight.com

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.....	783-8464
Jasper County Jr. High.....	783-4202
Ste. Marie Elementary.....	455-3219

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 Co. CUSD Unit #1 2017-2018 School Year

August 15	Teacher Institute – No Pupil Attendance
August 16	Student’s First Day of School – Full Day
September 1	Teacher Institute – NO SCHOOL
September 4	Labor Day – NO SCHOOL
September 29	First Trimester mid-term reports distributed
September 29	Homecoming – 2 Hour Early Dismissal
October 9	Columbus Day – NO SCHOOL
October 20	Half Day Teacher Institute
October 20	First Semester mid-term reports distributed
November 9	End of First Trimester
November 10	Veteran’s Day Observed – NO SCHOOL
November 17	Parent/Teacher Conferences – NO SCHOOL
November 20	First Trimester Grade Cards Sent Home
November 22	EARLY DISMISSAL for Thanksgiving – 1 Hour Early Dismissal
November 23-24	Thanksgiving Vacation – NO SCHOOL
December 21	End of First Semester
December 21	EARLY DISMISSAL for Christmas Vacation – 1 Hour Early Dismissal
December 22-Jan. 2	Christmas Vacation – NO SCHOOL
January 3	Pupils Return
January 8	First Semester Grade Cards Sent Home
January 15	Martin Luther King’s Birthday – NO SCHOOL
January 19	Second Trimester mid-term reports distributed
February 2	Half Day Teacher Institute
February 19	President’s Day – NO SCHOOL
March 2	End of Second Trimester
March 9	Teacher Institute – NO SCHOOL
March 12	Second Semester mid-term reports distributed
March 12	Second Trimester Grade Cards Sent Home
March 28	EARLY DISMISSAL for Easter – 1 Hour Early Dismissal
March 29-April 2	Easter Break – NO SCHOOL
April 13	Third Trimester mid-term reports distributed
May 23	Last Day Student Attendance-Full Day
May 24	Teacher Institute

Notice: In the event the District exceeds five emergency/snow days and must use Act of God days, the dates of March 29, 2018 and April 2, 2018 may be used as attendance days.

3:10 class schedule

1st period.....	8:10-8:55
2nd period.....	8:59-9:43
3rd period.....	9:47-10:31
4th period.....	10:35-11:20
5th lunch.....	11:24-11:54
5th period.....	11:24-12:09
6th lunch.....	12:13-12:43
6th period.....	11:58-12:43
7th period.....	12:47-1:32
8th period.....	1:36-2:21
9th period.....	2:25-3:10

2:10 class schedule

1st period.....	8:10-8:47
2nd period.....	8:51-9:28
3rd period.....	9:32-10:09
4th period.....	10:13-10:50
5th lunch.....	10:54-11:24
5th period.....	10:54-11:31
6th lunch.....	11:35-12:05
6th period.....	11:28-12:05
7th period.....	12:09-12:46
8th period.....	12:50-1:27
9th period.....	1:31-2:10

12:20 class schedule

1st period.....	8:10-8:32
2nd period.....	8:36-8:58
3rd period.....	9:02-9:24
4th period.....	9:28-9:50
7th period.....	9:54-10:16
8th period.....	10:20-10:42
5th lunch/period.....	10:46-11:16
6th lunch/period.....	11:20-11:50
9th period.....	11:54-12:20

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 physician. Forms for the examination may be secured in the high school office or 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:

Two credits in science.

Three credits in mathematics,

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/resource management/Agriculture Business).

Four credits in Physical Education and a passing grade in physical education each semester enrolled in school, unless excused under current policy

Four 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.

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."

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.

EXCHANGE PROGRAMS

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The School Board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

SUMMER SCHOOL AND INDEPENDENT STUDY

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study, provided the student obtains the prior consent and approval of a supervising teacher as well as the Building Principal.

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 academic 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 the High School Principal; and
4. The student assumes responsibility for all fees.

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

DUAL CREDIT COURSES

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

FOREIGN LANGUAGE COURSES

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The Building Principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

MILITARY SERVICE

The School Board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

VOLUNTEER SERVICE CREDIT PROGRAM

A student may earn high school credit through community service activities. The Superintendent shall implement the volunteer service credit program to ensure student enrichment, educational growth, and personal welfare. Students shall receive the amount of credit given for the completion of one semester of language arts, math, science, or social studies.

YOUTH APPRENTICESHIP VOCATIONAL EDUCATION PROGRAM (Tech Prep)

Students participating in the Youth Apprenticeship Vocational Education Program (Tech Prep) may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

VOCATIONAL ACADEMY

Students enrolled in the Vocational Academy earn credit toward graduation as provided in the Academy's design.

SUBSTITUTIONS FOR PHYSICAL EDUCATION AND OTHER REQUIRED COURSES

A student in grades 9-12 may satisfy one or more high school courses (including physical education) 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 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
2. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

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)

Experiments Upon or Dissection of Animals

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.

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

Animal Dissection

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 this policy and State law, the Superintendent or designee 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 2016-2017 SCHOOL YEAR ARE AS FOLLOWS:

<u>Test Dates</u>	<u>Regular Registration</u>	<u>Late Registration</u>
September 9, 2017	August 4, 2017	August 5-18, 2017
October 28, 2017	September 22, 2017	September 23-October 6, 2017
December 9, 2017	November 3, 2017	November 4-17, 2017
February 10, 2018*	January 12, 2018	January 13-19, 2018
April 14, 2018	March 9, 2018	March 10-23, 2018
June 9, 2018	May 4, 2018	May 5-18, 2018

GRADING SYSTEM/CLASS RANK/HONOR ROLL

93-100% = A	90-92% = A-	87-89% = B+
83-86% = B	80-82% = B-	77-79% = C+
73-76% = C	70-72% = C-	67-69% = D+
63-66% = D	60-62% = D-	59% AND BELOW = F

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

A — 4.00	B- — 2.667	D+ — 1.333	P — 0.000
A- — 3.667	C+ — 2.333	D — 1.000	I — 0.000
B+ — 3.333	C — 2.000	D- — 0.667	
B — 3.000	C- — 1.667	F — 0.000	

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

Highest Honors:	4.00
High Honors:	3.500-3.999
Honors:	3.000-3.499

PROGRESS REPORTS

At mid-semester, 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 students are receiving a D or an F at the time the report is submitted.

LIBRARY

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.
4. Library privileges may be suspended or revoked for failure to return overdue books or pay fines.
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. 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)

The permanent record may include:

- Honors and awards received
- School-sponsored activities and athletics

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

The temporary record may include:

- 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 non-placement 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 enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, 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
- Email address

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 graduates of Newton Community High School are given the opportunity to attend college by acquiring a scholarship. The organization offering the scholarship sets the criteria for choosing an awardee. Factors commonly considered include financial need, academic achievement, and character. Students interested in scholarships should keep in contact with the school counselor throughout their Senior year. Scholarship information is posted on Digital Locker. Students should also listen to daily announcements for information regarding scholarships.

SCHOOL COUNSELING AND GUIDANCE

School counseling and guidance services are available to all students at NCHS. The school counselors are available to assist with college and career planning, academic scheduling, personal issues, and crisis situations. Students may email or “sign in” at the main office to meet with the school counselor. Parents are encouraged to communicate with the school counselor in addressing the needs of their children.

LOCKERS

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. Students will have 5 school days to drop a class and enroll into another one.

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 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 at the designated school bus stop five minutes prior to scheduled time for pickup to 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. Students will provide an address where they reside that will be considered the primary pickup and drop off location. Each student may have one additional pick up or drop off location, which must be established at the beginning of the school year. Locations may not be changed throughout the year, except for emergency situations such as divorce, address change because of moving, etc. The first day of the week by 1p.m. is the only day in which the drop off / pickup alternate location can be utilized and it must be used for the entire week.
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.
22. **Students that leave campus may not return to ride the bus.**

BUS CONDUCT (BOARD POLICY 7:220)

Bus Conduct

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Board policy 7.190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

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

Electronic Recordings on School Buses

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 when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

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.

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. Any unwarranted damage will result in a fee being charged for the repair.

BEFORE SCHOOL PROCEDURES

Students should not arrive at school before 7:45 AM unless working with a faculty member. 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, cafeteria, outside the building, or to a classroom with a teacher.

LUNCH TIME PROCEDURE

All failing 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 and are failing a class 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. Open campus is considered a privilege for students. Students that leave campus are expected to represent NCHS well. Open campus can be taken away at any time as deemed necessary by the Principal for conduct that represents a negative image to our school.

CAFETERIA

PROCEDURES:

1. There is closed campus for all failing 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. All trays, papers, etc., are to be returned to proper places.
8. The cafeteria is a dining room and students should conduct themselves accordingly. Good manners and etiquette are expected of everyone.
9. No food is to be taken out of the cafeteria at breakfast or at lunch.

HALL PASSES/AGENDA BOOKS/ID CARDS

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. Students are expected to wear their ID cards daily. Replacement cost for them are \$5.

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 1:00 pm. 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.

STUDENT BEHAVIOR (Board Policy 7.190)

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:

- a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. 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" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truant.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. 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, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has 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.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

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

Delegation of Authority

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

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

Student Handbook

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

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

SUSPENSION PROCEDURES (Board Policy 7:200)

Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.

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. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the 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. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

EXPULSION PROCEDURES

Board Policy 7:210

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or

of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

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.

To avoid an expulsion hearing the administration reserves the right to place students on Administrative Probation. 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 Administrative Probation. If the terms of probation are violated, the student will face an expulsion hearing.

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.

Prevention of and Response to Bullying, Intimidation, and Harassment (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 and providing all students equal access to a safe, non-hostile learning environment are important District goals.

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

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

has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

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

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

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

Bullying Prevention and Response Plan

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

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Managers:

Mrs. Beth Probst, Principal
Newton Community High School
bprobst@jccu1.org

618-783-2303

Ms. Kathy Johnson
Newton Elementary
kjohnson@jccu1.org
618-783-8646

Mr. Travis Wyatt, Principal
Jasper County Junior High School
twyatt@jccu1.org@jccu1.org
618-783-4202

Mr. Josh Benefiel, Principal
Ste. Marie Elementary School
jjbenefiel@jccu1.org
618-455-3219

Anonymous Reporting call: 618-783-0190.

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

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

- f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

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.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment, below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

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

Complaint Managers:

Name	Kathy Johnson	Travis Wyatt
Address	101 Maxwell Newton, Illinois 62448	1104 W. Jourdan St. Newton, Illinois 62448
Telephone No.	618/783-8464	618/783-4202

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)

Uniform Grievance Procedure

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 Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

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. Title VI of the Civil Rights Act, 42 U.S.C. §2000d *et seq.*
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e *et seq.*
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff *et seq.*)
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

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, e.g., criminal complaints, civil actions, etc. 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. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this procedure 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.

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 parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. 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 Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

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 and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the 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 Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Andrew D. Johnson

Name

609 S. Lafayette St.

Address

Newton, IL 62448

618/783-8459

Telephone

Complaint Managers:

Travis Wyatt

Name

1104 W. Jourdan Street

Address

Newton, IL 62448

twyatt@jcu1.org

618/783-4202

Telephone

Kathy Johnson

Name

101 Maxwell

Address

Newton, IL 62448

kjohnson@jccu1.org

618/783-8464

Telephone

Jasper County School District Acceptable Use Policy

Introduction

Jasper County School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills.

To that end, we provide the **privilege** of access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that students and staff are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.

- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- The District makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.
- **Failure to adhere to the terms of this Acceptable Use Policy will result in disciplinary action**, as detailed at the end of this document.

Technologies Covered

The District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, email, and more.

As new technologies emerge, the District will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided are intended to further the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

The District provides its users with access to the Internet, including web sites, resources, content, and online tools.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

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.

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.

The IT staff and Building Principals shall monitor student Internet access.

Email

The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; and should use appropriate language. Students should only use District accounts to communicate with approved sources.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Users should recognize that email is not private; email messages may be monitored and archived. Messages relating to or in support of illegal activities may be reported to the authorities.

Social Media / Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, the District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

The District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Bring Your Own Device Policy

The District is committed to aiding students and staff in creating a 21st century learning environment. Many schools in the nation are implementing Bring Your Own Device policies for their students and staff. Students at NCHS and JCJH and staff will now be able to access our wireless network with their personal devices (laptops, netbooks, tablets, smartphones, etc) during the school day. By allowing these students to use their own technology in school, we are hoping to increase the access all students have to the technology they need to succeed. With classroom teacher approval, students may use their own devices to access the Internet and collaborate with other students.

For further information, please reference the JCCU1 BYOD document.

Security

Network security is a high priority. If you identify a security issue on the network, you must notify the IT department or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to gain unauthorized access to systems will result in disciplinary action.

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run unauthorized programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without express permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, disrespecting, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retain

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or administrator if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources by alerting IT staff to potential issues.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Use another user's account.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Use the network for private financial or commercial gain
- Attempt to 'hack' or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

The District will not be responsible for damage or harm to persons, files, data, or hardware.

While the District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

The District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

The District specifically denies any responsibility for the accuracy or quality of information obtained through its services; use of any information obtained via the Internet is at the user's own risk.

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 Policy.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions. Please refer to the student handbook, Board Policy and Collective Bargaining Agreement (certified employees only) for explanations of due process and disciplinary action. The superintendent or designee will make all decisions regarding whether or not a user has violated the terms of this policy.

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 an after school detention. 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. 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 assigned 1 day of Guided Learning.
12. If a student cannot or chooses not to attend Saturday School when assigned, he/she will receive one day of guided learning and the missed Saturday School will be rescheduled.

DETENTION RULES FOR AFTER SCHOOL AND CLOSE CAMPUS LUNCH

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 a rescheduled after school detention and an additional after school detention.

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 3:15 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. 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.

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 judgments 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 are 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 shorts are not permitted. Thus, all shirts must have sleeves. All jeans, slacks, pants, shorts, etc. must be worn at or near the waist and without holes above the knee. 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. Book bags, backpacks, 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 come 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.

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

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of 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, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grades 6 and 12, beginning with the 2015-2016 school year.

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 one and seven 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 an exemption or extension applies, the failure to comply with the above requirements by the first day 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 register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first 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.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of the current school year may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

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 first 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 first 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 first day of school. The Superintendent or designee shall ensure that the 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 Examinations

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 (IDPH), a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification,
3. 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
4. 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. Board policy 6.140, *Education of Homeless Children*, governs the enrollment of homeless children.

HOMELESS STUDENTS: DEFINITION AND RIGHTS

The McKinney Vento Homeless Assistance Act is part of the federal No Child Left Behind Act, which provides legislation and guidance for school districts. McKinney-Vento mandates certain procedures be followed by districts when a student who may be defined as "homeless" enrolls in the district. There are also certain rights afforded to those students. The following was taken from the Illinois State Board of Education guidance regarding the enrollment of homeless students:

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

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

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

All Homeless Students Have Rights To:

- immediate school enrollment. *A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.*
- enroll in:
 - the school he/she attended when permanently housed (school of origin).
 - the school in which he/she was last enrolled (school of origin).
 - any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
- remain enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.
- priority in certain preschool programs.
- participate in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- obtain information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.

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

Dispute Resolution: If there is a disagreement between family and school officials about enrollment, transportation or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. The school district must refer the family to free and low cost legal services if requested to do so. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. Every Illinois Public School has a Homeless Education Program Liaison who will assist families in making enrollment and placement decisions, providing notice of any appeal process, and filling out dispute forms. JCCU #1 Homeless Education Program Liaison is Kim Kessler. She may be contacted at 618-783-8459 or at kkessler@jccu1.org.

MEDICATION PROCEDURES

The District's policy, procedures, and forms for medications, are found in the *Medications Handbook* and in Board Policy 7.270.

HEAD LICE

Control and Prevention:

1. When a student is first discovered to have live lice and/or multiple nits this student shall be sent home as soon as possible for treatment. All other students living in the same residence that are attending schools in the District will be checked by a district nurse or a designated individual. If no live lice and/or multiple nits are discovered, the student(s) may remain at school.
2. Students with live lice must be treated. There are prescription and non-prescription shampoos that can be purchased at your local pharmacy or health department. Nits in students' hair must be removed. Fine-tooth combs will not remove all the nits. Most nits will need to be removed by hand.
3. Students with live lice and/or nits may return to school after the treatments outlined in item #2 have been completed. A district nurse or a designated individual must clear the students to return to school.
4. Students are not permitted to attend schools until cleared by a district nurse or a designated individual.
5. To make sure all lice are killed, product directions must be followed exactly. Some shampoos require a second treatment in 7 to 10 days. Shampoo should not be used any sooner than recommended. **The manufacturer's guidelines should always be followed.** Continue checking and removing any remaining nits.
6. After the first treatment and/or removing nits the student must return to school within two (2) days or he/she will be considered truant.
7. In order to prevent re-infestation, each student's head should be checked thoroughly each day for three weeks by parent/guardian. Thorough cleaning and vacuuming should be continued also.
8. Pregnant persons and infants should seek physician's advice before using the head lice shampoo.

Administrative Procedures for Head Lice

If a child has head lice the secretary will inform other schools with students at the same residence regarding the need for a head check.

A parent will be contacted to pick up the student(s). If necessary, a school van will be used to transport the student(s) home. The bus home at the end of the day will be the last option. It is expected the secretaries and nurses will coordinate the call home if more than one student is to be picked up.

The secretary will contact the Transportation Department to let them know the child will not ride the bus until cleared.

The school nurse will inform the secretary once a student has been cleared. The secretary will inform the Transportation Department and teacher after a student has been cleared and is able to ride the bus.

The Center for Disease Control (CDC) and Prevention is an excellent resource regarding lice. The American Academy of Pediatrics and the National Association of School Nurses advocate the "no-nit" policies should be discontinued.

The nurses will assist parents in the prevention and control of lice.

SEARCH AND SEIZURE (BOARD POLICY 7.140)

Search and Seizure

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.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

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

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.

PROHIBITED CONDUCT LEVELS

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 anytime 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.

10 Points:

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

15 Points:

- Cheating on classwork or homework
- Lying to faculty/staff/administration
- Gang Graffiti/Symbols/Signing
- 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/Bullying
- Disrespect of Faculty/Staff
- Loitering (see anti-loitering policy)

25-35 Points:

- Tobacco possession and/or use
- Cheating on test or quizzes
- Refusing assigned discipline
- Forgery/possession of school forms
- Vandalism/theft of less than \$150
- Intimidation/harassment of student or staff

40-60 Points:

- Fighting/physical abuse toward students
- 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
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	1-10 days out of school suspension

If a student accumulates 4 discipline referrals in a specific class in a class per semester, the teacher may ask that the student be removed from class, placed in an alternative setting, 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

A student may access an electronic device (which includes cellular devices) before school, during passing periods, at lunch, and after school. Students may not use electronic devices during instructional time unless authorized by a staff member and under direct staff supervision.

- 1st - Offense-** Phone confiscated and given a warning, student can pick up phone after 3:10.
- 2nd - Offense-** Phone confiscated, assigned a detention, and parent can pick up phone after 3:10.
- 3rd - Offense-** Phone confiscated, assigned a Saturday School, and parent can pick up phone after 3:10.

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

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: 2 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 2 days for everyday absent with a maximum of 10 days to make up missed work. After that, each individual case will be looked at by administration. 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 (**24 hours in advance**) 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 or during final exams.**

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.

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 or during final exams.**

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.
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 (5 days) with parental knowledge but without good reason. Penalties will be assigned accordingly from the truancy policy.

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 from a PE class or driver's education classroom. Student must be eligible in all subjects in order to receive behind the wheel instruction.

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. Invited guests of students must conform to items 1 -3 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.)

Wellness (Board Policy 6:50)

Jasper County CUSD#1 has a policy regarding student wellness. The policy is posted for review on the district website.

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.....	B. Ridlen
Cheerleaders.....	E. Flach
Chorus.....	J. Finley
Future Business Leaders of America.....	S. Mitchell
FFA.....	T. Tarr
FCCLA.....	G. Kocher
Math Club.....	B. Shamhart
National Honor Society/BETA Club.....	TBA
Scholastic Bowl.....	D. Finkbiner
Spanish Club.....	E. McNeely
Student Council.....	C. Walker/E. McNeely
Bass Fishing.....	R. Street

Athletics – Boys:

Football.....	J. Fulton
Cross Country.....	B. Tarr
Basketball.....	D. Mammoser
Track.....	T. Short
Tennis.....	B. Davidson
Baseball.....	J. Fulton
Soccer.....	M. Creadore

Athletics – Girls:

Volleyball.....	J. Kistner
Tennis.....	J. Hickox
Cross Country.....	B. Tarr
Basketball.....	B. Harris
Track.....	J. Schackmann
Softball.....	S. Beam
Soccer.....	M. Creadore

SPECIAL SITUATIONS CONCERNING PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

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 color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, 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, sexual orientation, or gender identity 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 is 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 currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. § 1758; 7 C.F.R. Part 245 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 Superintendent or designee 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.

VERIFICATION

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fees. The 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.

When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to the National School Lunch Act.

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 possible additional points and consequences for other infractions.

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.