

# Neoga Elementary School



**Parent Student Handbook**

**2021-2022**

**Grades Pre K-5**

## Mission

Neoga Community Unit School District #3 is committed to educating all students to be responsible, competent, and confident citizens who will make a positive contribution in our changing world.

July 2021

Dear Parents and Students,

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

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

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

## TABLE OF CONTENTS

General Information	5
Faculty and Staff	6
School Board Members	7
PBIS	7
School Day	8
NES Overview	8
Mission	8
Purpose of School Handbook	8
Absence and Attendance	8
Accidents	10
ALICE	10
Asbestos Management Plan	10
Assemblies	11
Bicycles	11
Birthday Parties	12
Breakfast Program	12
Bus Students	12
Bus Rules	12
Care of School Property	13
Carrying Money and Valuables to School	13
Child Abuse/Mandated Reporters	13
Classroom Conduct	14
Classroom Materials	14
Communication between Home and School	14
Conferences	15
Corporal Punishment Policy	15
Corridor/Hallway Conduct	15
Dental Examination	16
Detention	16
Discipline	16
Dress Code	19
Dropping Off/Picking Up Students	20
Early Arrival	20
Emergency School Closing	20
Equal Employment Opportunity	20
Evacuation of Building	21
Fee For Instructional Materials	21
Fee Waiver Policy	22
Fire and Disaster Drills	22
Fire Drill Regulations	22

Free/Reduced Lunch Policy	22
Gifted Program	22
Grievance Procedures	22
Hazing/Bullying Policy	23
Head Lice	23
Homeless Students	24
Homework	24
Infectious Disease	25
Insurance	25
Internet Acceptable Use Agreement	25
Leaving School For Appointments	28
Lost and Found	28
Lunchroom Program and Procedures	28
Make-Up Work	30
Medication Storage and Administration	30
Non-Discrimination Assurance	30
Objectionable Material	31
Parental Involvement	31
Passes	31
Pest Management Program	32
Physical Education	32
Physical Examination	32
Playground	32
Pledge of Allegiance	34
Progress Reports	34
Residency	34
Retention and Promotion	34
Safe School Buildings and Grounds	35
School Searches	35
Security Cameras	35
Smoking and Tobacco	36
Speech and Language Testing	36
Special Honors/Rewards	36
Student Records	36
Suspension and Expulsion	38
Tardiness	38
Telephone	38
Vacations	38
Vision and Hearing Screenings	38
Visitors	39
Volunteers	40

## GENERAL INFORMATION

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [neoga.k12.il.us](http://neoga.k12.il.us) or at the Board office, located at:

East 7th Street, Neoga, Illinois 62447.

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

Bill Fritcher	Superintendent
Jordan Bear	Principal
Mike Taylor	Dean of Students
Kirby Davis	Guidance Counselor

## **FACULTY AND STAFF 2021-2022**

Baker, Linda	Speech
Bear, Jordan	Elementary Principal
Bear, Sadie	Interventionist
Brandenburg, Elaine	Interventionist
Bryan, Nichele	2nd Grade
Cardinal, Mary Sue	5th Grade
Cleeton, Amy	Paraprofessional
Czerwonka, David	Custodian
Czerwonka, Kevin	Custodian
Davis, Kirby	District Guidance Counselor
De Sedas, Berly	Paraprofessional
Donaldson, David	District Maintenance
Elder, Christy	Psychologist
Fritcher, Bill	Superintendent
Groves, Sara	1st Grade
Harden, Megan	K-12 Art
Hille, Cassandra	4th Grade
Hoene, Sarah	Learning Behavior Specialist
James, Seth	Interventionist
Judd, Magin	K-8 Technology
Kasey, Blake	Head Custodian
Keck, Leah	Library Aide
Keller, Rachel	Project HELP Aide
Kessler, Alicia	District Technology Coordinator
Lankow, Shari	District Nurse
Letizia, Maureen	K-5 Physical Education
Lindsay, Andrea	5th Grade
Mast, Jennifer	Project HELP
McPeak, LaDeana	Office Clerk
Mersman, Lauren	1st grade
Ray, Tami	Secretary
Rentfro, Michelle	4th Grade
Rowley, Sage	District Social Worker
Schmidt, Logan	K-12 Music
Skief, Lisa	Kindergarten
Taylor, Michael	K-12 Dean of Students
Thornhill, Kristi	Kindergarten
Walker, Emma	Paraprofessional
Worman, Kali	3rd Grade
West, Yvonne	3rd Grade
Westjohn, Amy	2nd Grade

Wilkinson, Brock  
Williams, Michael

5-12 Band  
Learning Behavior Specialist

## **SCHOOL BOARD MEMBERS**

Chuck Campbell      President  
Shawn Finney        Vice President  
Michelle Sheehan    Secretary  
Gerald Handfland  
Don Strohl  
Brian Titus  
Angela Worman

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS**

We are proud to be a PBIS school (Positive Behavior Interventions and Support). The intention of this program is to create a safe, effective, positive learning environment for every child by explicitly teaching behavioral expectations. Research has proven that schools are successful when they help students grow academically, socially, and emotionally. By setting forth clear social and behavioral expectations and holding students accountable for following the school-wide expectations, we are confident we will see an increase in student learning and positive behavior.

We have three expectations for our students:

1. Be Respectful
2. Be Responsible
3. Be Safe

We have developed a set of expectations for each physical setting. These expectations and more are taught to our students and posted around the building.

Neoga Spirit is our number one expectation for our students. Each month, classroom teachers will nominate those students who consistently demonstrate one of our 'Neoga Spirit' characteristics as listed below. Students who are nominated are invited to the monthly Board of Education meetings for recognition and they will have pizza with the principal!

**Never Give Up**  
**Encourage Others**  
**Offer Help**  
**Give Respect**  
**Act Responsibly**

For further information on PBIS at NES, you may request a copy of our PBIS pamphlet by contacting the Neoga Elementary School office at 217-775-6049.

## **SCHOOL DAY**

Neoga Elementary School

7:30	Doors Open (No Supervision)
7:45	Breakfast Opens
7:55	Bell Rings – Transition to classroom
8:00	School Begins
8:20	W.I.N. (What I Need)
11:10	Lunch – Kindergarten, 1st, 2nd, and 3rd grade
11:55	Lunch - 4th & 5th Grade
2:48	Dismiss Bus Students, and Parent Pick-Ups, then Walkers

## **OVERVIEW**

Neoga Elementary School is home to our primary elementary grades (Pre Kindergarten-5th Grade).

## **MISSION**

Neoga Community Unit School District #3 is committed to educating all students to be responsible, competent, and confident citizens who will make a positive contribution in our changing world.

## **PURPOSE OF SCHOOL HANDBOOK**

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

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

## **ABSENCE AND ATTENDANCE**

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

Pupils cannot profit to the fullest extent from school work unless they attend school regularly. Regular attendance is so closely associated with good scholarship that parents and students who cooperate with the school in keeping a fine attendance record will be amply repaid in the value received from the school.

## **ADMISSION TO SCHOOL FOLLOWING AN ABSENCE**

Parents are expected to notify the school when a student is absent. Absences should be reported by telephone to the school office; 217-775-6049. This information is vital in keeping attendance records and accurate health



records. The information is also a help to the teacher in the assignment of makeup work when the student again resumes a normal class load.

If for some reason a phone call cannot be made to the office, the student should bring a note signed by their parents. An excuse will be given if a legitimate reason for the absence is given. The excuse will then be taken to the teacher and signed. The student should then leave the excuse with the teacher to be turned into the office.

Students with poor attendance records will be reported to the truant officer.

Students with excessive absences (10 attendance days per semester) will be asked to bring a statement of condition from a medical doctor. In case of excessive absence, parents will be notified of the high absence rate and will be referred to the Regional Truancy Program (T.I.P.S.) and the Regional Superintendent of Schools. On the second notification to parents, absence rates will be mailed to the Cumberland County State's Attorney Office with possible legal consequences.

The Illinois School Code reads in part "105 ILCS 5/26-1) (from Ch. 122, par. 26-1) Sec. 26-1. "Whoever has custody or control of any child between the ages of 6 and 17 years (unless the child has already graduated from high school) shall cause such child to attend some public school."

The school asks the parents' cooperation in helping the child build the habit of prompt and regular attendance that is deemed necessary for good progress. Irregular attendance may cause a lack of interest in and lack of ability to carry on good schoolwork. Absence from school can never really be made up. Make-up work cannot completely take the place of regular classroom work.

Persistent absence will finally result in the school taking serious action against the student and parents. The principal's office may check with the parents on absences the day they occur. We appreciate parents calling us when a child is absent.

Days in which "special programs" are set up for the student body, such as assemblies, field trips, or guest speakers, are required attendance days just like every other school day.

The state has tightened up requirements for creditable student attendance. The law now states that a child has to be in attendance for a specified number of minutes to be credited with a full or half day's attendance. Our state aid is calculated by the average daily attendance of our students. Minimum requirements for creditable student attendance days are as follows:

<b>Claimable Enrolled Student</b>	<b>1 Credited Day</b>	<b>½ Credited Day</b>	<b>No Credit for Attendance</b>
<b>Kindergarten &amp; Grade 1 Enrolled Full-Time</b>	4 Clock Hours (240 min.) or More	2 Clock Hours (120 min.) or More	119 min. or Less

<b>Grades 2-6 Enrolled Full-Time</b>	<b>5 Clock Hours (300 min.) or More</b>	<b>2-1/2 Clock Hours (150 min.) or More</b>	<b>149 min. or Less</b>
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## **ACCIDENTS**

Students should report all accidents to the adult supervisor in charge. The adult will then check the emergency card and follow procedures. A report will then be filled out in duplicate and placed in the office.

## **ALICE**

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

## **ASBESTOS MANAGEMENT PLAN**

Even though Neoga CUSD #3 has completed an extensive asbestos abatement program, the district is required to provide public notification.

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials in Neoga CUSD #3. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

Materials containing asbestos have been found in the Early Childhood Learning Center and in NHS. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel who have been trained in identification of asbestos containing materials and recognize the danger of asbestos are taking special precautions during their work to properly clean up asbestos debris and guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically. Measures will be taken when needed to protect the health of building occupants.

Any concerns regarding asbestos containing materials should be directed to the Designated Asbestos Program Manager:

Mr. William Fritcher  
Neoga CUSD #3  
790 E. 7th St.  
Neoga, IL 62447

## **ASSEMBLIES**

During the school year, students will assemble in the gym or multipurpose room for special programs. Students must conduct themselves as ladies and gentlemen. Our expectations for students going to, during, and leaving an assembly are:

### Neoga Expectations in Assemblies

#### Be Respectful

Listen to the presenter

Respect yourself and others

Keep hands, feet, other objects to yourself

#### Be Responsible

Sit in assigned area

Listen to presenter

Leave no trace

#### Be Safe

Keep hands, feet, and other objects to yourself

Listen to teacher

Behave appropriately

If a parent chooses for their child not to participate in the assembly or special program, we will set up an alternative activity for that time period. This could consist of doing make-up work if needed, extra-credit work, or other projects assigned by the teacher.

## **BICYCLES**

Students are permitted to ride bicycles to school. All students who ride bicycles are expected to obey the rules, or this privilege may be suspended. Students should observe the following:

1. Know and obey the bicycle rules.
2. Stop completely at each stop sign.
3. Ride in a single file on the right side of the road.
4. Only one person on each bicycle.
5. Show courtesy to other bicycle riders and pedestrians.
6. Park bicycles only in the spaces provided.
7. Do not ride or jump ditches on the school grounds.

## **BIRTHDAY PARTIES**

Students may bring treat bags to school to celebrate their birthdays. Please do not send cakes, cupcakes, or juice. These are items that are difficult to eat in the classroom. Invitations to birthday parties should be handed out outside of school unless the whole class is invited.

## **BREAKFAST PROGRAM**

Research has shown that there is a strong correlation between student performance and starting the day with a good breakfast. Neoga CUSD #3 offers a breakfast program available to all students. The cost of participation in the program will be shared at registration. Breakfast will begin being served at 7:45 a.m. each day.

## **BUS STUDENTS**

The right of students to ride the bus is conditional on their good behavior and observance of the rules and regulations. Should any student persist in violating any of the rules and regulations, it shall be the duty of the bus driver to notify the school administrator. Upon receiving a bus ticket for unacceptable behavior, students may be suspended from riding the bus for one week. Additional tickets could lead to longer suspensions. It is the student's and their parents' responsibility to see that the "Instructions to School Bus Riders" listed below are observed and followed. While going to the bus, on the bus, and leaving the bus Neoga Elementary students are expected to:

### Neoga Expectations on the Bus

#### Be Respectful

Use appropriate and peaceful language.

Listen to adults in charge

Be helpful

#### Be Responsible

Follow the rules

Talk quietly

Stay in your seat

Leave no trace

#### Be Safe

Quiet at railroad crossings

Keep hands, feet, and other objects to yourself

## **BUS RULES AND GUIDELINES**

School bus riders, while in transit, are under the jurisdiction of the school driver unless the local Board of Education designates some adult to supervise the riders.

It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders.

1. Be on time to the designated school bus stop. Help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move forward until the bus has been brought to a complete stop.
4. Stay in your seat while the bus is in motion.
5. Be alert to a danger signal from the bus driver.

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

## **CARE OF SCHOOL PROPERTY**

The school building and all property belong to you, the student, your parents, and the entire community. You should take pride in keeping the school and equipment in good condition.

## **CARRYING MONEY AND VALUABLES TO SCHOOL**

The school is not responsible for lost, misplaced, or stolen articles. Students should not bring or carry large amounts of money or valuables to school.

## **CHILD ABUSE/MANDATED REPORTERS**

School personnel is mandated by law to report any suspected child abuse, including neglect. Referrals are made to the Department of Children and Family Services.

## **CLASSROOM CONDUCT**

A classroom is a place for learning. There is no need for waving of hands or shouting. Unnecessary noises and distractions should also be avoided. Profanity, obscenity, and threats have no place in a school. Failure to conform to the classroom, hallway, and lunchroom rules will lead to disciplinary action. In the classroom Neoga Elementary students are expected to:

## Neoga Spirit in the Classroom

### Be Respectful

- Listen to others
- Raise your hand
- Share & take turns
- Use peaceful & appropriate language
- Be polite and use good manners

### Be Responsible

- Be prepared
- Take care of supplies & property
- Complete assignments
- Leave no trace

### Be Safe

- Keep hands, feet, and other objects to yourself
- Walking feet
- Handle school supplies carefully

## CLASSROOM MATERIALS

A list of materials required for each grade level is available in the office and on our school website. The list is made up of pencils, pens, paper, etc. "Wite-Out" and gel pens are not to be brought to school.

## COMMUNICATION BETWEEN HOME AND SCHOOL

The school requires notes from parents/guardians:

1. In case of absence
2. If a child needs to be kept in at recess because of illness
3. In requests of special dismissal
4. In reply to the notice of unsatisfactory work
5. For educational field trips of any distance (permission slips will be supplied)
6. For participation in extracurricular activities

The school requests a note from the parent/guardian if the student is to have lunch at any place other than the school cafeteria. It is important that the school and the parent know where the student is during the lunch period.

## CONFERENCES

Parent-Teacher conferences are scheduled in grades K-5 so the teachers and parents may become better acquainted and cooperate to help the child. Parents who wish for a conference other than the scheduled conferences may call the school and make an appointment with their child's teacher.

## **CORPORAL PUNISHMENT POLICY**

Corporal punishment will not be used as a means of discipline for any student in Neoga CUSD #3. Corporal punishment is defined as slapping, paddling, prolonged maintenance of students in physically painful positions, or the intentional infliction of bodily harm. Other disciplinary methods shall be used in the place of corporal punishment. We are a Positive Behavior Intervention and Supports (PBIS) school and believe in clear and consistent interventions.

## **CORRIDOR/HALLWAY CONDUCT**

Students are to maintain a pleasant, quiet learning atmosphere as they pass through the hallways. They are to walk quietly on the right side of the hallways. Talking must be kept to a minimum so other classes will not be interrupted or disrupted. There is to be no loud talking, yelling, or laughing in the halls at any time. Running is not permitted.

Any playground activity stops before entering the building. Waiting at the water fountain is to be in an orderly and quiet manner. The lunch line is also to be quiet and orderly. Only very quiet talking to the person in front or behind you is permitted.

Video surveillance cameras have been installed throughout the building for the protection and safety of students, staff, and community members.

### **Neoga Spirit in the Line/Hallway**

#### **Be Respectful**

Be courteous to other classrooms

Be quiet

Keep hands, feet, other objects to yourself

Respect decorations & student work

#### **Be Responsible**

Leave no trace

Stay with class

#### **Be Safe**

Stay to right

Walk in a single file

Keep hands, feet and other objects to self

Walk not run

## **DENTAL EXAMINATION**

The State of Illinois requires that all children in kindergarten, 2nd grade, and 6th grade of any public school have a required dental examination. If a child in the 2nd or 6th grade fails to present proof of having been examined by a dentist by May 15 of the school year, the school may hold the child's report card until one of the following occurs:

1. Proof of a completed dental exam is presented, or

2. Proof is presented that a dental exam will take place within 60 days after May 15. The Department of Public Health has a waiver available for children who show an undue burden or total lack of access to a dentist.

## **DETENTION**

Any student whose work is unsatisfactory or who has not cooperated with school regulations may be detained after the school day is over to serve a study period. Teachers who assign these periods will designate the place and time that the student is to report, assign the lesson, and supervise the study period.

The parent/guardian will be notified by either a phone call or a note will be sent home with the student. Parents are to make arrangements for the student's transportation home after the detention period is over.

## **DISCIPLINE**

A goal of Neoga Elementary School is to teach students self-discipline. Students are expected to follow the rules and be good citizens. They have rights, but they also have responsibilities. Appropriate behavior will be expected. Inappropriate behavior will be dealt with consistently and effectively. Classroom teachers will explain class rules to all students. Should a student not follow those rules, the classroom consequences will be followed. If this does not change the behavior, or if the behavior is very serious, the school principal will be notified.

A student who is brought to the principal's attention due to inappropriate behavior is in serious trouble. Warnings have not brought a change in behavior; therefore, the appropriate punishment will be given. Parents will be contacted, and your support is needed.

It is important to remember that teachers deal with discipline problems and only refer a problem to the office when it is continuous or severe. If a child is in trouble at the office level, it is a serious problem that requires immediate attention and changed behavior. The school staff and parents must act cooperatively, providing mutual support, to help the child learn and use appropriate behavior.

The behavior expected from students at school is a combination of common courtesy and safety considerations.

Possession includes the use of the student's person, clothing, or supplies, as well as school lockers, desks, or other school property.

The following types of conduct will not be tolerated.

- Use/Possession of Tobacco Products: Parent contact and/or suspension up to 10 days.
- Use/Possession of Alcohol Products: Parent contact, suspension up to 10 days, and/or recommendation for expulsion, and/or inform local authorities.
- Use/Possession of Drugs/Drug Paraphernalia: Parent contact, suspension up to 10 days, and/or recommendation for expulsion, and/or inform local authorities. Drugs include inhalants, anabolic/androgenic steroids, so-called "look-alike drugs", and non-prescription drugs. The sale and use of all non-prescription drugs are prohibited. Drug paraphernalia and assisting devices are also prohibited.



- Use/Possession of Weapons: Parent contact, suspension up to 10 days, and/or recommendation for expulsion, and/or inform local authorities. Weapons include, but are not limited to, knives, firearms (or look-alike firearms), Tasers, stun-guns, clubs, explosives, laser devices and pointers, harmful chemicals, and harmful projectiles. Parent Contact and/or restitution and/or action up to a 10-day suspension and/or recommendation for expulsion and/or inform local authorities. Students who possess or use weapons are subject to expulsion for up to two years.
- Use of Cellular Telephone, Pager, Two-Way Radio, and/or other Telecommunication Device, Students must keep their cell phones OFF and in their backpacks, pockets, purses, or lockers while at school. Cell phones may not be turned on and used while in the building. If a student needs to contact a parent they may ask to use the phone in the school office. Students who violate this policy will have their cell phones confiscated and receive progressive penalties.
- Use/Possession of Personal CD Players, MP3 Players, Electronic Gaming Devices, etc.: Parent contact and/or disciplinary action up to a 10-day suspension. Please be aware the school does not assume responsibility for the loss or damage of personal electronic devices.
- Use/Possession of a Laser Pointer (unless under a staff member's supervision and in the context of instruction): Parent contact and/or disciplinary action up to a 10-day suspension.
- Causing a False Fire Alarm or Calling in a Bomb Threat: Parent contact and/or suspension up to 10 days and/or recommendation for expulsion and/or inform local authorities.
- Theft: Parent contact and/or restitution; action up to 10-day suspension and/or inform local authorities.
- Insubordination/Disobeying rules of student conduct or directives from staff members or school officials: Parent contact and/or disciplinary action up to expulsion.
- Abusive Language/Profanity/Obscenity/Verbal Abuse to Staff or Students: Parent contact and/or disciplinary action up to a 10-day suspension.
- Academic Dishonesty (cheating, plagiarizing, wrongfully giving/receiving help doing school work, wrongfully obtaining test copies or scores): Parent contact and/or disciplinary action up to a 10-day suspension.
- Aggressive Behavior, or Urging Aggressive Behavior, that Causes Physical or Psychological Harm (violence, force, noise, coercion, threats, intimidation, fear, sexual harassment, bullying, hazing, or other comparable conduct): Parent contact; restitution and/or disciplinary action up to a 10-day suspension.
- Damage (attempt/actual) to, or Stealing (attempt/actual) of, School or Private Property: Parent contact and/or restitution; disciplinary action up to a 10-day suspension and/or expulsion.
- Absence Without a Recognized Excuse: Parent contact and/or disciplinary action up to a 10-day suspension.
- Truancy: Parent contact and/or disciplinary action up to expulsion.
- Excessive tardiness: Parent contact and/or disciplinary action.
- Being involved in Gangs, or Gang-Related Activity: Parent contact and/or disciplinary action up to a 10-day suspension and/or expulsion.
- Violating Any Criminal Law: Parent contact and/or disciplinary action up to expulsion.
- Engaging in Any Activity, On or Off School Grounds, that: a) Poses a Threat or Danger to the Safety of Other Students, Staff, or School Property; b) Constitutes an Interference With School Purposes or an Educational Function; or c) is Disruptive to the School Environment: Parent contact and/or disciplinary action up to a 10-day suspension and/or expulsion.

Any student preventing others from learning must be disciplined. One or more of the following disciplinary actions or procedures may be used depending upon the seriousness of the offense and/or its repetition.

1. Counseling/Listening
2. Reprimanding
3. Withholding of Privileges (such as loss of recess)
4. Teacher-Student conference
5. Anecdotal report from the Teacher to the Principal
6. Student-Teacher-Principal conference
7. Alternative Education Room
8. Notification to parents
9. Student-Guidance Counselor conference
10. Parent-Student-Teacher conference
11. Notification to proper legal authorities
12. Detention
13. In-school suspension
14. Out-of-school suspension
15. Expulsion (subject to the IL School Code)
16. Other disciplinary actions appropriate to the offense and occasion

Some misbehavior requires immediate referral to the office. Examples would include:

- Fighting
- Profanity toward school personnel
- Misconduct under a substitute teacher
- Intimidation
- Threats to staff, students, or volunteers
- Overt sexual behavior or harassment
- Gross disobedience
- Other

Possible consequences for serious misbehavior:

- Detention (with parent notification)
- In-school suspension (with parent notification)
- Out-of-school suspension (with parent notification)
- Expulsion (with parent notification)

Teachers are responsible for the success of their classes. They also have the authority to make any sensible rule which they feel will enhance the learning environment.

Teacher personalities are different; consequently, rules within the classrooms may differ. One important lesson students must learn is to adjust to a variety of demands from a variety of personalities. It is also important for students to understand that they must be responsible for their actions regardless of what anyone else does.

The following rules are not meant to hinder, but rather to allow our school to have an environment that is safe and conducive to learning. In this way, all students know what is expected of them at school.

### General School Rules

1. Treat others as you want to be treated.
2. To have a friend, be a friend.
3. No gum chewing or candy in the building or on the playground during the school day unless the teacher has given permission for special occasions.
4. Students are to line up when going from one class to another or when entering or leaving the building.
5. Students are to show respect to the teachers and other students in the class.
6. Hallways are “quiet zones.”
7. Take care of our school building. Any abuse or misuse of school property will not be tolerated. Students caught are in serious trouble and will be meeting with the principal who will determine the appropriate punishment.
8. Items from home are not to be brought to school. This includes balls, toys, sports/game cards, videos, video games, etc. Permission from the teacher is required to bring items for a class project.

### DRESS CODE

Creating a safe and positive learning environment is a priority at Neoga CUSD #3. Students are encouraged to dress in a manner that promotes our school as a center for learning. The student’s dress and grooming are mainly the responsibility of the student and the parent as long as the appearance is not disruptive to the educational program, does not violate health, safety, and decency aspects of the school program, and does not interfere with classroom procedures. It is embarrassing for both the student and school personnel when a student’s appearance is in question. When making these choices, the following guidelines should be adhered to:

- Appropriate footwear must be worn at all times.
- Hats and headgear should not be worn in the building.
- No tank tops, halter tops, muscle shirts, or small straps (spaghetti straps). Un-hemmed shorts or cutoffs, etc. are considered inappropriate.
- Clothing must cover the body from the shoulders to mid-thigh. Shirts and tops must cover the torso, midriff, and have coverage on both shoulders.
- Prohibited – Clothing that promotes drugs, clothing with inappropriate pictures or slogans, and clothing with profanity.

### DROPPING OFF/PICKING UP STUDENTS

Students should not arrive at school prior to 7:30 a.m. (doors will be locked) and must be picked up by 2:48 p.m.

Always be mindful of the children’s safety. Please be respectful and follow traffic signs and directions. Parents are not to go to the individual classrooms. If you choose to come into the building instead of using our pick-up system we ask that you please wait in the main lobby until your child comes to you.

Morning Procedure for Student Drop off: Enter the driveway from 7th Street heading east. Students will be dropped off in front of the building. They will enter the front door and walk down the hallway to the gym. A school employee will be present to ensure the safety of students as they enter the building. Parents dropping students off will exit by completing the circle and back on to 7th street. Please remember school starts at eight o'clock; breakfast is at 7:45.

After School Procedure for Student Pickup: Enter the driveway from 7th Street heading east and pull to the front of the building. Please remain in your vehicle to keep traffic moving smoothly. Lower your visor identification or be prepared to lower your window to tell school employees who you are picking up. Several cars will be loaded at a time and will be released in that order. Students will not be allowed to cross the road and load a vehicle that is parked and waiting in the parking lot. Buses will load and unload students on the west side of the building and must be given precedence when entering or exiting school property. Students will be dismissed at 2:48.

## **EARLY ARRIVAL**

Students have access to the school beginning at 7:30 a.m. each day. Students are to use only the designated doors when entering the building and are not to go to their lockers or classroom until they are dismissed from the gym by the adult in charge. The doors of the school will open at 7:30 a.m.

## **EMERGENCY SCHOOL CLOSING**

In case school is not held (or released early) because of inclement weather, national emergency, etc., the decision will be made as soon as possible. The decision will be announced over area radio stations and a call will be made through the School Reach system if possible. (See appendix 9A for emergency bus routes)

## **EQUAL EMPLOYMENT OPPORTUNITY**

The school district shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Policy. This individual is listed below. No employee or applicant will be discriminated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or state or federal laws, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Nondiscrimination Coordinator:  
Mr. William Fritcher  
PO Box 280  
Neoga, IL 62447  
217-895-2201

## **EVACUATION OF BUILDING**

If there is a need to evacuate the building, an alarm signal is given to initiate the process. Students are to walk in single file and proceed to a safe distance (at least 30 yards) away from the building. Students are not to re-enter the building until the “all-clear” is given. Stay with your class and teacher. The evacuation plan is posted in each classroom and educational area.

Teachers are to take their grade books/Crisis Management Plan with them upon leaving the building for the purpose of taking roll when outside.

## **FEE FOR INSTRUCTIONAL MATERIALS**

(Per School Year)

K-12 Curriculum Fee           \$70

K-12 Technology Fee         \$30

The basic instructional materials fee provides for textbooks, workbooks, art supplies, and other supplies used by the student during the year.

Textbooks and workbooks are to be kept clean and handled carefully. Please make sure your name is written neatly in the books assigned in case they are misplaced. Students may be charged a fine based on the office or teacher’s judgment for abuse, misuse, or lost books. Students are responsible for lost or damaged textbooks, workbooks, library books, and other school property which is loaned to them and must be paid for before the end of the school year.

Fees are due at the time of admission of the student in school. Fees can be paid on a semester basis, one half in August and the other half in January. They may also be paid on a quarterly basis in August, October, January, and March. If it is impossible to pay fees on the first day, arrangements should be made with the building principal. Parents may make an application for a fee waiver through the principal’s office.

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

1st quarter	75%
2nd quarter	50%
3rd quarter	25%
4th quarter	0%

## **FEE WAIVER POLICY**

It is the policy of the Board of Education to waive all required fees assessed by and payable directly to the district, including costs of school lunches, for students whose parents are unable to afford them. Such eligible students include, but are not limited to, children eligible for free lunches under the School Lunch Program. Any student for whom required fees are waived shall use school purchased items on a loan basis and shall return them at the end of the school term. A waiver application form is available from the office, which may be returned to request the waiving of certain fees.

## **FIRE AND DISASTER DRILLS**

The safety of students is a primary concern at all times. Teachers will instruct students on procedures to be used in the event of fire or disaster. Drills are held periodically to see that students can leave the building safely and efficiently. In the event of a severe storm, every measure will be taken to protect the students from harm by following recommended emergency precautions. Videos, printed materials, and drills are all used to encourage students to recognize danger and be safety conscious at all times.

## **FIRE DRILL REGULATIONS**

Fire drills are not for fun, and they should be taken seriously. Please be quick; but do not run, push, or talk. Upon hearing the alarm system, move quickly and quietly to the place designated by your teacher. Memorize the fire drill regulations as prescribed by the building. Proceed to your class's designated position and remain in a quiet line until the "all-clear" signal is given. Teachers will take their grade book and check attendance to account for all students.

Note: Teachers will take the grade book/Crisis Management book with them, guide students to a safe distance from the building and check attendance to account for all students. Students are to stand in an orderly line and wait for further instructions. Do not re-enter the building until the "all-clear" signal is given. The fire alarm may be used as a signal to evacuate the building for reasons other than fire. Be alert.

## **FREE/REDUCED LUNCH POLICY**

\*See LUNCH PROGRAM, last paragraph.

## **GIFTED PROGRAM**

Classroom enrichment activities are provided, as well as occasional pull-out programs. The practice of differentiated instruction is implemented in the classrooms, allowing teachers to tailor material toward the ability level of individual students.

## **GRIEVANCE PROCEDURES**

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

Should the student(s) not be satisfied after this conference, a written appeal may be filed with the superintendent. The superintendent shall set a time and place for a review and hearing of this grievance.

All grievances are subject to the district's Uniform Grievance Procedure, found in section 2:260 of the Neoga CUSD #3 Board of Education Policies (adopted July 2004).

## **HAZING/BULLYING POLICY**

Students should be able to attend school without fear of being degraded and/or bullied in any way. Unwanted and unwelcome verbal and physical abuse by students will not be tolerated. Sexual innuendos and/or advances, obscenities, and religious and racial slurs are inappropriate at any level.

In order to convey this philosophy/belief to students, NES offers an early intervention program. Students will be made aware of what constitutes bullying, why it is not acceptable, and that it will not be tolerated in any way, shape, or form. A student who feels they are a victim of harassment or bullying should inform school personnel and file a written complaint with the principal's office.

Parental notification will take place as incidents are reported. Parents will be notified if their child is a victim of bullying and if their child is engaged in bullying.

Appropriate disciplinary measures will be taken. Bullying, on any level (verbal, physical, etc.), will not be tolerated. This is a point of emphasis for NES.

## **HEAD LICE**

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

The Centers for Disease Control and Prevention recommend that students not be sent home from school if they have live lice.

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

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

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

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

1. The school nurse will check the student for lice. If he or she has lice the school nurse will also check siblings or other students that live in the student's home.

2. Parent/guardian will be notified that their student has lice.
3. The parents may take their students home for treatment if they wish. Students will not be sent home unless the student has a severe case of lice.
4. The nurse will share the treatment plan listed with parents or send information home with students.
5. The nurse will check the student when he or she returns to school after treatment. If the student has nits, he or she will be allowed to stay in school.
6. The nurse will check the student once a week until the nits are gone and communicate with the parents/guardians as needed.

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

## HOMELESS STUDENTS

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

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

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

## HOMEWORK

Homework is normally assigned to students on a daily basis. It is necessary for students to develop responsibility for remembering assignments and the completion of work. Students who are progressing well will have only minimal amounts of homework.

Reading is the key ingredient to success in school. Students need to practice their reading each evening by reading to themselves, reading aloud to someone, or listening to someone read.

## INFECTIOUS DISEASE

Following the Illinois Department of Public Health Recommendations:

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



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

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

## **INSURANCE**

Student accident insurance is provided for all students in Neoga Community Unit School District No. 3 during school hours, to and from school, on school transportation, or for participation in school-sponsored activities. The policy is explained in brochures available at registration and in the school office. By filling out the appropriate information on the brochure, additional coverage may be purchased.

It is emphasized that the school's only role in the insurance is to supply forms and complete the school portion of the form. All communications should be between the parent/guardian and the insurance company.

All students are covered by the school accident insurance policy for sports/extracurricular/curricular activities without charge to the student/parent.

## **INTERNET ACCEPTABLE USE AGREEMENT**

An internet usage agreement must be signed by the parent/guardian before a student is allowed to go online.

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

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

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;

2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

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

Indemnification - 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 violation of these procedures.

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

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

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

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

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

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

## LEAVING SCHOOL FOR APPOINTMENTS

Students who wish to leave the school grounds during the regular school day must bring a statement from home containing the date, reason, and parental consent and present it to the principal. A pass will be issued and the parental consent statement kept on file. Parents picking up students during the regular school day must sign students out in the office.

For doctor/dental appointments, the appointment card is sufficient to bring to the office. In case of an emergency such as sickness, the student is to come to the office or check with the school nurse.

## LOST AND FOUND

The building will have a lost and found area. Bring any articles you find to the office. Inquire in the office to check on lost items.

## LUNCHROOM PROGRAM & PROCEDURES

All schools in Neoga CUSD #3 currently participate in an automated breakfast/lunch program. Parents/guardians are expected to maintain a positive balance in the student's account at all times. A student may charge a maximum of three lunches.

A student who brings his/her lunch from home will eat in the lunchroom with the other students. Milk may be purchased to supplement the sack lunch. No food or drink may be taken from the lunchroom to be eaten elsewhere.

After eating lunch, the silverware should be placed in the proper slot in the tray. Put milk cartons and napkins in the plastic wastebaskets. The student should then place his/her tray in the dish room window when there is space available. Then the student will go outside to play except when it is bad weather.

Breakfast Prices Lunch Prices:

	Breakfast	Lunch
Grades K-5	\$1.55	\$2.40
Reduced	\$0.30	\$0.40
Adult	\$1.80	\$2.75
Milk	\$0.35	\$0.35

Neoga Expectations in the Cafeteria

Be Respectful

Use good manners

Quiet voices for 5 minutes

Quiet voices in line

Be Responsible

Leave no trace

Use good manners; be polite

Walk

Ask permission to get out of your seat

Be Safe

Do not touch other students' lunches

Keep hands, feet and other objects to self

Walk

We encourage children to taste a variety of foods. Students should practice good table manners. Some of the good manners to be observed in the lunchroom are:

1. Be quiet while in the lunch line and during the lunch period. Sit quietly until dismissed.
2. Use the restroom before going to lunch – once you are in the lunchroom, you will not be allowed to leave.
3. Keep your mouth closed while chewing food.
4. Do not talk with food in your mouth
5. Use your fork and spoon properly.
6. Use your napkins.
7. Keep your elbows off the table while eating.
8. Do not be a messy eater. Keep food off the table and floor.

There are a limited number of openings for student help in the lunchroom. Students in grades fourth and fifth desiring to work for meals may apply to the principal and have their names placed on the list.

All student helpers have certain requirements to meet as specified by the school and the State of Illinois Lunch Program

If a parent wishes to pick their student up for lunch the student or parent will sign out in the office. They will report to the office upon returning to school in order to sign in and return to class. Please note: The school is not responsible or liable for the students who leave campus for lunch.

Help is available for those students who are financially unable to pay for their lunches. A "Free/Reduced Price Meal Application" is available at registration or in the office at any point during the school year. If parents have not received a free/reduced lunch application, please check with the office. Students who qualify may receive lunch at a reduced price, or for free. The administration will determine the student's eligibility based on State-mandated guidelines, in a timely manner, and notify the parent/guardian.

## **MAKE-UP WORK**

Students are responsible for work missed whether the reason is excused or unexcused. The student/parent should contact the teacher and arrange to complete the work that was missed. There is a reasonable time limit for make-up work, depending on the circumstances. In most cases, three days gives ample time for completion. Failure to make up assignments will result in no credit.

Students who are ill may want to study at home. Telephone the school secretary and ask to have assignments placed in the office for someone to pick up. Allow at least one half-day for teachers to prepare make-up work.

## **MEDICATION STORAGE AND ADMINISTRATION**

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

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

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

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

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

## **NON-DISCRIMINATION ASSURANCE**

Educational programs, extra-curricular activities, and general services and benefits are all offered without regard to sex, race, color, national origin, religion, handicap, or age. Each student has a right to expect a non-threatening school atmosphere in which to study and mature. No student should, therefore, be allowed to verbally or physically create an offensive or hostile environment which distresses a peer. Sexual innuendos or advances, obscenities, and religious or racial slurs do not promote a learning environment or healthy human development. These, and any other form of inter-personal harassment on the basis of sex, race, color, national origin, religion, handicap, or age, will not be tolerated.

Any student who feels he/she is a victim of harassment should file a written complaint with the principal's office.

## **OBJECTIONABLE MATERIAL**

The curriculum may contain certain topics or activities that a parent may find objectionable (e.g. sexual abuse information or religious issues, audio/videotaping, movie, etc.). This portion of the curriculum may be substituted for other information or activities if the parent files a legitimate written objection with the principal. District personnel will decide the nature and content of the substituted material or activity.

## **PARENTAL INVOLVEMENT**

The involvement of parents and community members is an essential component of nurturing students. Every effort to partner with parents and the community must be made to ensure the success of our students.

Neoga Elementary School will take the following actions to involve parents in the process of school review and improvement:

- PTO: Work in partnership with this organization to enhance literacy and parental involvement opportunities within the school community.
- Title I parent education programs/nights.
- PBIS (Positive Behavior Intervention System) training and programs.
- Parent/Teacher conferences

Neoga Elementary School will provide parents of participating children information through:

- District newsletters
- Conferences
- The district website
- Parent meetings

Neoga Elementary School will ensure that information related to the school and parent programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format.

## **PASSES**

Students who are late for school must sign in at the office with the reason for the tardiness. Students must have permission from their teacher to travel to other locations within the building if they are not with their own class. A student must have permission from his/her teacher in order to use the telephone or to visit the office or nurse's office for any reason.

## **PEST MANAGEMENT PROGRAM**

Neoga CUSD #3 has an Integrated Pest Management Plan (IPM) policy that incorporates the safest and most effective means of pest control. In the event the district has the need for spraying or fogging with pesticides, a voluntary registry has been made. By putting your name on the registry, you are asking to be notified two days in advance before an airborne pesticide application is made. In the event of an extreme emergency where pesticides must be used immediately, you will be notified as soon as possible. Contact the school office if you want to be added to the registry.

## **PHYSICAL EDUCATION**

All students will participate in physical education. Physical education is included in the total school program because physical fitness and recreation strongly contribute to mental fitness and health.

Students should have shoes that are appropriate (rubber soles) for the gym during inclement weather and the winter months. A pair of gym shoes are kept in the students' locker.

## **PHYSICAL EXAMINATION**

Illinois State Law requires that every child entering Preschool, Kindergarten, Second and Sixth grades have the following completed documents on file with the school by October 15 of the current school year. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. Parents are encouraged to comply with these requirements in order to prevent the student's exclusion from school as per Board of Education Policy 7:100.

- Preschool: physical examination, current immunization record, lead screen,
- Kindergarten: physical examination current immunization record, lead screen diabetes, dental examination/waiver, and eye examination by an eye doctor
- Second: dental exam/waiver

Any student transferring into the district must provide current documents within two weeks of entering school. Immunizations must follow approved Public Health schedules for Tetanus, Diphtheria, Pertussis, Polio, Hepatitis B, HIB, MMR, and Varicella. If a child has actually had the disease, like Varicella, documentation from your physician must be presented. Any religious or medical exclusion must have written documentation and a signed waiver.

All athletes must have an up-to-date physical examination on file that is no more than 365 days old.

## **PLAYGROUND**

The playground is open for play during physical education classes and during the noon hour. At these times, there is an adult supervisor on duty. The playground is NOT open for play before or after school. There is no adult supervision at these times.

### **Playground Guidelines**

1. Good conduct on the playground is important. There is to be no foul or abusive language. There is to be no fighting or wrestling. Keep your hands to yourself. Each of these starts in fun but usually leads to trouble.
2. Once you leave the building, you are to stay outside. Take your jacket, hat, gloves, etc. with you. Make sure you have used the restroom before leaving the building.
3. When the bell rings or the whistle blows, go line up.
4. The teacher(s) on duty will dismiss you and you are to enter the building quietly.
5. Go down the slide on your bottom.



6. Do not swing the bat unless you are in the batter's area. Do not throw the bat after you finish batting. Play ball only in designated areas.
7. Do not stand on the swings. Only one person is to be in a swing at a time. Do not wrap swings around the top bar. Do not jump from the swing until it is stopped. Swing straight and sitting down in the swing. Don't stand in front of or behind swings while play is occurring.
8. Use hands only on the monkey bars and horizontal ladder. Sitting or standing is not permitted.
9. Leave the wood chips where they belong, on the ground!
10. Stay off the equipment when feet are wet or damp. The winter is extremely dangerous when water and ice settle on the playground.
11. Do not play near the road, driveway, or drainage ditch. If a ball goes across the road, over the fence, or into the drainage ditch, do not go after it. Tell the adult supervisor and listen to the instructions.
12. No hard balls will be allowed at school.
13. Due to lack of proper equipment, tackle football will not be allowed.
14. Watch for each other's safety. If you see something going on that might be dangerous, tell the adult supervisor.
15. Tennis shoes are recommended for the playground. Flip flops and sandals can be dangerous.

## Neoga Spirit on the Playground

### Be Respectful

- Share and take turns
- Take care of equipment
- Use appropriate and peaceful language
- Demonstrate good sportsmanship
- Follow directions
- Be polite and use good manners

### Be Responsible

- Walk to the line when whistle blows and wait patiently
- Dress for the weather
- Play fairly and include others

### Be Safe

- Play safely
- Stay within boundaries
- Wear appropriate shoes
- Report problems to adult in charge
- Ask permission to leave playground

## PLEDGE OF ALLEGIANCE

Students at the Neoga Elementary School will honor the United States of America by reciting the Pledge of Allegiance every day. Students may choose not to participate and may be excused, based on religious objections.

## **PROGRESS REPORTS**

Kindergarten through fifth grade will have parent-teacher conferences after the first quarter, and then use progress reports for the remaining three quarters of the school year. Supplementary reports of progress may also be sent to parents and/ or mid-year parent conferences requested at the discretion of the teacher.

Teachers are very busy during the school day but will attempt to answer questions concerning progress reports when time allows. We ask those parents with concerns to call ahead to ensure the availability of the teacher. If the timing is poor, an appointment will be scheduled.

## **RESIDENCY**

The right to attend school tuition-free at Neoga Community Unit School District #3 is extended to residents who live within the Neoga School District boundaries. The Illinois School Code provides that a student's residence is deemed to be the residence of a person who has legal custody of him or her.

Resident students whose parents/guardians move out of the Neoga School District during the academic year may complete that year at the Neoga School District without payment of tuition. This non-tuition, out-of-district enrollment is allowed only for the completion of the academic year in which the move occurs and cannot be extended.

Knowingly or willfully providing false information to a school district regarding the residency of a child for the purpose of enabling that child to attend any school in that district without the payment of nonresident tuition is a Class C misdemeanor.

Knowingly enrolling or attempting to enroll a child in the school of a school district on tuition-free basis when the child is known to be a nonresident of the school district unless the nonresident child has a lawful right to attend is a Class C misdemeanor, and parents or guardians will be liable for payment of tuition, fees, and all other applicable fines, plus 10% per Illinois School Board of Education Code.

## **RETENTION AND PROMOTION**

Section 10-20.9a of the Illinois School Code specifically addresses the issue of social promotion.

The information listed below is a brief synopsis of the social promotion language and an explanation of the district's responsibilities.

1. School districts shall not promote students to the next higher-grade level based upon age or any other social reasons not related to the academic performance of the students.
2. The decision to promote or retain students shall be based on :
  - The successful completion of the curriculum
  - Attendance
  - Performance on the Illinois Assessment for Readiness (IAR)
  - or other testing/criteria established by the local school board.
3. Students determined by the local district to not qualify for promotion to the next higher grade level shall:

- Be provided remedial assistance, which may include, but shall not be limited to a summer bridge program
- Tutorial sessions
- Increased or concentrated instructional time
- Modifications to instructional materials, and retention in grade.

## **SAFE SCHOOL BUILDINGS AND GROUNDS**

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

## **SCHOOL SEARCHES**

Neoga Elementary School has instituted a Crisis Management Plan to provide for a safe learning environment. To maintain order and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment owned or controlled by the school (such as lockers, desks, parking lots), as well as personal effects left there by the student, without notice to or consent of the student. Students have no

reasonable expectation of privacy in these places or areas or in their personal effects left there. The provisions apply to student vehicles parked on school property. In return for the privilege of parking on school property, a student is required to consent in writing to school searches of his or her vehicle, and the personal effects therein, without notice.

## **SECURITY CAMERAS**

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

### **Video & Audio Monitoring Systems**

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

## **SMOKING AND TOBACCO**

Health experts have arrived at a consensus with respect to the negative effects of tobacco. As of January 1, 2008, the Smoke-Free Illinois Act requires that public places and places of employment must be completely smoke-free. Therefore, Neoga CUSD #3 is committed to enforcing state and local laws that prohibit the possession, usage, selling, giving, or delivery of tobacco products and tobacco paraphernalia by students on the school grounds,

within 100 feet of the grounds, or during school-sponsored trips and activities. The observance and smell of smoke coming from a restroom stall shall be considered a violation of the tobacco regulation.

## **SPEECH AND LANGUAGE TESTING**

Each year, the district speech and language pathologist gives a speech and language screening test to all students who are:

1. in kindergarten
2. known to have had speech or language problems in the past
3. new to the district

After the screening, the parent will be informed of the results.

## **SPECIAL HONORS/REWARDS**

We encourage children to do their best in school and take part in special activities. As an important motivational instrument, we wish to congratulate those that have gone a little beyond in their achievements. Whenever possible, we will go out of our way to recognize those who achieve by giving special awards or publicity. Any student or parent who wishes to be exempt from inclusion in the reward programs may appeal to the teacher, and then the principal.

## **STUDENT RECORDS**

Student permanent records shall be on file in the school office and may contain the following information:

1. Basic identifying information
2. Academic transcript
3. Attendance record
4. Health and accident reports
5. Honors and awards
6. Permanent release notations
7. School-sponsored activities and athletics
8. Certified copy of a birth certificate from the county

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

The student temporary record shall be on file in the counseling office and may contain the following information which is not required in the student permanent record:

1. Family background information
2. Intelligence and aptitude scores
3. Psychological reports
4. Achievement test results
5. Participation in extracurricular activities

6. Honors and awards
7. Teacher anecdotal records
8. Disciplinary information
9. Special Education files
10. Verified reports from non-educating persons
11. Verified information of clear relevance to the student's education
12. Temporary record release information

The counselor will review and summarize upon request from parents/guardians or students over the age of 18 any information contained in the permanent student record after the written request has been approved by the principal. This review will take place no later than 15 days after the receipt of the written request. Similarly, a student may request and receive a review of the permanent record.

However, such a review may be made only in the counseling or principal's office, and the student record may not be taken from either office. A copy of the permanent record will be provided upon request at a cost of .35 cents per page, subject to the standard waiver of fees application.

The parent may challenge the accuracy or relevancy of any entry in the school student record, exclusive of grades, by written request for a hearing. The request shall specify the entry(ies) to be challenged and the basis of the challenge. The hearing will be held within 15 days of receipt of the written request.

The academic transcript will be forwarded to other school districts, vocational schools, colleges, or potential employers upon formal request of the student or school. Other information in the student record will be sent only after the student has signed a waiver form giving permission to do so. Student records will be screened when students move to a new building or every four years.

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

## **SUSPENSION AND EXPULSION**

Suspension and expulsion are obviously reserved for the more serious offenses. No credit is awarded because of the class participation and work missed.

Procedures for suspension and expulsion of students from the Neoga Elementary School will be those recommended by the State of Illinois.

For students with in-school suspension, partial credit for work may be given if certain conditions are met. The student must report with all necessary materials and work diligently throughout the day. In-school suspension for credit will be reserved for those violations which are less willful or flagrant.

## **TARDINESS**

Students are considered tardy when not in their assigned classroom after the 8:00 a.m. start of the day.

If tardiness is due to a school bus being late, the late arrival will be excused and a pass will not be necessary.

Students who are tardy (and did not ride a bus) must report to the office, sign in, and obtain a pass/admit slip to enter the classroom.

## **TELEPHONE**

In case of emergencies, students may use the school phone in the office. The student should obtain a pass from the classroom teacher to present to the office secretary before using the telephone.

Telephone calls disrupt classroom activity. Usually, a note from the parent to the teacher, delivered by the student, is preferred. Telephone messages will be delivered to students and teachers at an intermission of classroom instruction. The teacher will not be called to the telephone except in cases of emergencies.

All long-distance telephone calls made by students should be recorded on the phone sheet that is located by the telephone.

## **VACATIONS**

Parents are encouraged to schedule vacations so that their children will be in school regularly. Students leaving school for vacations, hunting trips, etc., must get a permission slip from the principal and present it to all teachers before the day(s) of the trip.

## **VISION AND HEARING SCREENINGS**

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

## **VISITORS**

School-age and preschool children are not allowed to visit school. Parents and guardians are welcome to visit classrooms during the school year but are encouraged not to visit the first or last two weeks of school.

Upon arrival in the building, all visitors are required to sign in and get a visitor's pass from the office.

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

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## **VOLUNTEERS**

At NES we encourage volunteers to help in the classroom, lunchroom, and playground. Please notify the school if this is something you are interested in or could help with a few days a week.