

## NOTICE

The Parent-Student-Teacher Handbook is to be distributed to all people who are concerned with the curriculum, the discipline and the rights of the students, teachers and administrators engaged in the education of the students in New Athens High School.

I invite the parents, the students, and the teachers to join with me in receiving, reading and enforcing the concepts of education and discipline found in the pages of the handbook.

I ask the parents and the students who receive and read the Parent-Student-Teacher Handbook to tear out this page sign the section below and return it to the high school office indicating that they have a copy of the handbook to use as a reference throughout the 2019-2020 school year.

Sincerely,

Dan Lehman  
Assistant Supt.

I, \_\_\_\_\_, have received a copy of the New Athens High School Parent-Student-Teacher Handbook, and will refer to it throughout the 2019-2020 school year to ensure the improvement of the education and discipline of New Athens High School students.

## HOW TO TALK TO YOUR SCHOOLS

Some people call a school board member with their concerns, suggestions, and questions. Sometimes this works, particularly if a district-wide policy is involved. More often than not, however, the matter must be referred to the superintendent or other staff members for handling. Remember that the individual board member has no authority other than voting on official actions at meetings. Therefore, the individual board member is rarely the place to begin when you have a concern.

The best place to begin is with the person(s) directly involved. That would be the teacher where a student related problem is involved, for example, or the principal where a school regulation or practice is what concerns you.

When a situation cannot be resolved at the lowest possible level, then it should be taken to the next level in a kind of “chain of command.” Once you have talked to the teacher and principal, you may still have to bring to the attention of the superintendent those matters that involve state laws or district-wide policies.

When the superintendent cannot resolve your problem, that is when you should ask to be placed on the agenda for the next board meeting. If the concern is important enough to be brought before a public meeting of the full board, you’ll find this approach gets a much better response than talking to an individual board member.

Most boards set aside time at meetings for public input. Some set time limits so that all persons can be accommodated. Find out in advance about any such ground rules. Then set down your views in writing and distribute them to the board at the meeting. Your views are strengthened when they can be read as well as heard.

However, if you take your concern first to the person(s) directly involved and work your way up the chain of command, you will almost never need to appeal to the school board.

**This handbook is not intended to create a contractual relationship with the student, nor does it represent all school policies in their entirety, and may change at any time; rather it is intended to describe the school, its current practices, procedures, rules and regulations. Please note that during the year due to legislation or other requirements, policies may change. Such requirements could result in changes made in the handbook. Students and parents will be informed of such changes as they take place.**

NOTICE - HANDBOOK PLANNER GUIDELINES

- 1) Students must carry passbooks with them while in hallways and are not permitted to leave classrooms without the planner pass.
2. Students must purchase new planner passbooks if they lose them.
3. Students must have the “Hall Monitor” page intact in the planner for the purpose of using the planner as a pass to go from teacher to teacher, room to room or to the office.
4. Destruction of any part of the planner will result in vandalism, page 61, in the Parent-Student-Teacher Handbook, “Defacement of Public and Private Property.”
5. Replacement of a Planner will be at the cost of \$7.

**NOTICE TO BUILDING OCCUPANTS, PARENTS/GUARDIANS,  
AND WORKERS**

Please be advised that steps are continually being taken to Manage or Remove the asbestos in our school buildings within the New Athens School District #60. The Board of New Athens School District #60 will annually update the progress that we make; such as inspections, reinspections, response actions, post response action activities, including periodic reinspection and surveillance activities that are planned or in progress.

This past year we have chosen Environmental Consultants, LLC as our asbestos consultants who have provided asbestos inspections and consulting services for the district. Awareness training has been provided to the maintenance and custodial staff.

Every six months a periodic inspection will occur throughout the building. This inspection will ensure that every six months that all asbestos has been checked for any changes in condition.

All asbestos has been inspected as part of the management plan. Each area has been categorized and sampled as part of this record keeping. Our copy of this management plan is available for review in the office by appointment and is to be kept in the office by law.

Annual asbestos notification: Summer 2011

GENERAL INFORMATION AND STUDENT SERVICES

NEW ATHENS HIGH SCHOOL  
NEW ATHENS COMMUNITY UNIT DISTRICT #60  
501 HANFT STREET  
New Athens, IL 62264  
Office Phone: 475-2173

BOARD OF EDUCATION

Terry Hamon, President  
Karen Meyer, Vice-President  
Abbie Haefner, Secretary  
David White  
Katherine Main  
Gerald Cooper  
Roger Middendorf

UNIT OFFICE

Mr. Brian Karraker, Superintendent  
Mrs. Regina Kurtz, Secretary  
Mrs. Shelley Fizer, Bookkeeper

HIGH SCHOOL OFFICE  
Mr. Dan Lehman, Assistant Superintendent  
Mrs. Regina Kurtz, Secretary

SCHOOL CALENDAR  
2020-2021

August 12	Teachers' Workshop-Legal starting date. Students not reporting.
August 13	Classes begin. First day lunch served.
September 7	Labor Day- No School
October 9	County Institute – No School
October 12	Columbus Day- No School
October 29	Parent Teacher Conferences-2:15-8:15p.m. Student Dismissal – 2:06 p.m.
October 30	No School for Students
November 11	Veteran's Day-No School
November 24	2:06 Dismissal
November 25-27	Thanksgiving Vacation- No School
December 17	End of 2nd nine week grading period End of 1st semester – 2:06 Dismissal
December 18	Teacher Workshop – No School
December 21-31	Christmas Vacation- No School
January 1-3	Christmas Vacation-No School
January 4	1st day of school after Christmas Vacation 2nd semester begins
January 15	School Improvement Day-Student Dismissal 12:11 p.m.
January 18	M.L. King Day – No School
February 11	2:06 Dismissal – Parent Teacher Conferences-2:15-8:15 p.m.
February 12	No School for Students
February 15	President's Day – No School
March 12	School Improvement Day-Student Dismissal 12:11 p.m.
March 31	Early Dismissal-2:06 p.m.
April 1-5	Easter Vacation
May 18	Last Day of School –12:11 Dismissal End of 4th nine week grading period/2nd Semester
May 19	Teacher Workshop –No School

8:05 First Bell  
8:12 3 minute Warning Bell

#### CLASS PERIODS

Home Room	8:15 – 8:30
1st Period	8:33 - 9:17
2nd Period	9:20 – 10:04
3rd Period	10:07 – 10:51
4th Period	10:54 - 11:38
HS NAIL	11:41 - 12:11
HS Lunch	12:11 - 12:41
5 <sup>th</sup> Period	12:44 - 1:28
6th Period	1:31 - 2:15
7th Period	2:18 - 3:02
Activity Per.	3:05 - 3:16

#### ABBREVIATED SCHEDULE

Home Room	8:15 – 8:30
1st Period	8:33 – 9:09
2nd Period	9:12 – 9:48
3rd Period	9:51 – 10:27
4 <sup>th</sup> Period	10:30 - 11:06
HS/JH NAIL	11:09 - 11:39
Jr. High Lunch	11:39 - 12:09
5th Period- HS	11:42 – 12:18
HS Lunch	12:18 – 12:48
5th Period- JH	12:12 – 12:48
6th Period	12:51 - 1:27
7th Period	1:30 – 2:06

## **USING YOUR CHROMEBOOK**

**Students are responsible for the general care of the Chromebook that is assigned to them by NACUSD #60.**

### **TAKING CARE OF YOUR ASSIGNED CHROMEBOOK**

#### General Policies

#### Daily Chromebook Use:

- Chromebooks are intended for use at school each day. Chromebooks are to be taken to all of their classes, unless specifically instructed not to do so by their teacher.
- Protect the Chromebook screen by following the rules below. The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.
- Close the Chromebook screen before moving it, unless directed to do so by a teacher.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen with your finger or any utensil.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the Chromebook against lockers, walls, floors, etc. as it will eventually break the screen.
- No food or drink is allowed next to your Chromebook while it is in use.
- For screen adjustment do not grasp screen by wrapping hand around screen, your thumbs will shatter the screen.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of NACUSD#60.
- Chromebooks must never be left in any unsupervised area. Unsupervised areas include, but may not be limited to, the school grounds and campus, the cafeteria, computer labs, unlocked classrooms, locker rooms, bathrooms and hallways.
- Students are responsible for returning Chromebooks to the appropriate cart for charging each day.



**NEW ATHENS DISTRICT #60**

**CHROMEBOOK TECHNOLOGY PLEDGE**

Student Pledge for Chromebook Use:

I, \_\_\_\_\_ agree to the following conditions:  
(student name)

I will follow all of the use policies and regulations stated in the Chromebook Guide.

I understand that use of technology can be rescinded if policies are not followed.

I understand that during each school day it is my responsibility to care for my assigned Chromebook.

Parent Pledge:

I, \_\_\_\_\_ understand that:  
(parent's name)

I will not hold the school district or its employees or agents responsible for any materials acquired by my child.

I will take full responsibility for any damage that occurs to the Chromebook on a daily basis for educational use.

**Agreement:**

I agree to the stipulations set forth in the above documents:

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All visitors entering New Athens High School must enter through the Principal's Office or the grade school office and must obtain a visitor's pass.

#### **ACCEPTABLE INSTRUCTIONAL MATERIAL POLICY**

The Board of Education recognizes the student's right of free access to various types of books, Internet areas, and instructional materials. District #60's instructional materials shall be selected for compatibility with the District's educational goals and objectives.

The Board of Education recognizes the right of an individual parent/guardian to request that his child be exempt from using a particular book, Internet areas, or other instructional materials. The parent/guardian shall make such a request in writing on the District's Request for Reconsideration of Instructional Materials Form.

A staff committee, appointed by the principal, shall review the materials in question and determine the compatibility to the District's educational goals and objectives. The principal shall review the committee's findings and a written evaluation given to the Superintendent. The Superintendent shall meet with the parents to resolve the issue. The Superintendent shall refer unresolved problems with written recommendations to the Board of Education. The Board's decision shall be final. (Legislative Reference: 105 ILCS 5/10-20.8.)

#### **ACCIDENTS**

Notify your teacher or sponsor immediately if you are injured. A report of all accidents should be filed in the main office.

#### **ANNOUNCEMENTS**

Announcements will be read on a daily basis. Copies of the announcements will be posted in the office, classrooms, and on the bulletin board.

All items for announcements must be turned into the office no later than 8 a.m.. All items must be written. The office will not accept any verbal announcements.

In an attempt to keep the bulletin board current, one person will post announcements and remove out-dated information. Those wishing to post a sign or information should turn the item into the high school office.

#### **CAFETERIA**

All Students will have an opportunity to eat the noon meal in the school cafeteria. Meals may be purchased in the cafeteria or brought from home. The cafeteria serves two choices of meals daily: Type A or Type B lunch. There will be no Snack Bar.

Lunch prices for the 2017-2018 school year will cost \$2.50 for Type A and Type B lunches and \$1.25 for breakfast.

The following are some guidelines for using the cafeteria:

1. Take your place in line, avoid running, pushing, do not break in line and do not "save a place" in line for a friend.
2. Use acceptable table manners.
3. Take care of your own tray, plate, silver, napkins and paper containers. See that the place where you have lunch is clear when you leave it.

### **COURSE FEES**

Textbooks are purchased by the school and loaned to students. Workbooks and other materials, such as periodicals and paperback books, are purchased by the student. Students are expected to provide their own paper, pens, pencils, etc. A course fee is assessed for all classes to help defray the cost of consumable items. Students attending the Beck Area Career Center on a part time basis will have their lab fees billed directly by Beck. These fees run \$65 per class, except for welding, which costs approximately \$100.

Chromebook	\$60.00/year
All Art Classes	\$20.00/semester
Foods I	15.00/semester
Foods II	15.00/semester
All Ag Classes	15.00/semester
Driver Education	250.00/semester
All Computer Classes	15.00/semester
All other Classes	5.00/semester
Student Organizer/Handbook	7.00 each
Each Sport	25.00

If a student withdraws during the first semester, a one-half refund of course fees will be made. However, no refunds are given for withdrawals during the second semester. Refunds will not be made on workbooks, periodicals, paperback books, or other consumables.

No books will be issued prior to payment of the course fee. Students will be required to pay for lost or damaged books based on the age and condition of the book. All fees must be paid before report cards will be issued.

Students in Agriculture classes will be required to pay the cost of projects.

### **DIRECTORY INFORMATION**

The following information is designated as "Directory Information":

1. Student Name
2. Student Address
3. Grade Level
4. Parent Name
5. Parent Address
6. Parent Phone Number

Directory information may be released to the general public (including Military Recruiters) at the discretion of the principal, unless a parent requests in writing that any or all such information may not be released on his/her child.

### **DISMISSAL OF SCHOOL**

School will be closed if the roads are too dangerous for buses to travel. Radio stations KMOX-1120 , WHCO-1230 and KTRS-550; TV stations – Channels 2, 4 and 5 will carry the announcements between 5:30 AM and 7:15 AM. Please do not call the school to ask if school is in session, since the telephone is needed for emergencies. Your cooperation in this matter would be greatly appreciated. As the situation warrants,

parents will be notified concerning school closures and other situations via the telephone system, Alert Now.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extra curricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. 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. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

### **FIRE AND DISASTER DRILLS**

Drills will be held throughout the year in accordance with state regulations. Instructions for leaving the building are posted in every classroom.

The following signals will indicate:

Fire Alarm	Continuous Bell
Disaster Alarm	Announce Over Speaker
Re-Enter Building	One Long Bell

Disaster procedures are posted in each room on the bulletin board and also next to the doorframe. Please become familiar with the procedures.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students may bring cell phones to school under the following guidelines:

- a. All cell phones must be left in the student's locker during the course of the school day.
- b. All cell phones must be turned off while at school.
- c. Cell phones may be utilized during the student's lunch.
- d. A student needing to make phone calls during school hours must follow the regular procedures for using a school phone. Students may not use cell phones without office permission during school hours.
- e. Any student found to be carrying a cell phone will have that cell phone confiscated and assigned disciplinary consequences.
- f. Any student found to be using a cell phone during school hours, without permission from the office, will be assigned appropriate consequences.
- g. Students may carry cell phones to extra-curricular activities in order to communicate with parents or guardians. Students are expected to follow the coach/sponsor's directions on cell phone use during extra-curricular activities.
- h. Students may not take, or use cell phones on school-sponsored field trips during regular school hours.
- i. Lost or stolen cell phones are not the responsibility of New Athens District#60.

## COUNSELING

The Counseling Department offers services in the following areas to all students:

1. New Athens High School uses a variety of standardized tests in grades 9-12 throughout the school year. The tests are designed to help students, parents, and the school make intelligent academic decisions. Students are required to participate.
2. Individual counseling (educational, occupational, and personal).
3. Referral programs (both in the District and outside agencies).
4. Faculty services regarding individual students.

## HOMEROOM

A homeroom period will be held at the beginning of the day. The homeroom period will be 15 minutes in length.

1. Sponsors should schedule activities during this time period.
2. Students not involved in activities will use the time for structured study.
3. Homeroom period rules will be available to each student on the first day of school.

Classroom rules will be in effect during the Homeroom Period. No one should leave without a pass from a teacher, unless the announcements notify the homeroom teachers in advance.

## LOCKERS AND LOCKS

You will be assigned a locker during scheduling. Lockers are the property of the school and are subject to inspection at anytime by the administration. **As stated in the IL School Code (105 ILCS 5/10 22.6e): To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned and controlled by the schools, as well as personal effects left in those places and areas by the students, without notice to or consent of the student, and without a search warrant.** All students are required to have locks on their lockers, as this will eliminate the possibility of theft. The school is not liable for lost or stolen locks, books, or clothing. It is the students' responsibility to secure their belongings. The rental or replacement cost of a school lock is \$2.50. Only locks issued by the office are authorized – all others will be removed.

## LOST AND FOUND

Books and other articles which have been found should be turned in at the main office as soon as possible.

## MEDICINE AT SCHOOL

Medication is to be given during school hours only when medically necessary to

maintain the child in school. If a child needs to take medication due to illness, a schedule should be worked out with the doctor, if at all possible, so that it may be given at home before and after school.

Parents are always welcome to come to school to administer medications.

Medication administration will be given under the supervision of a certified school nurse or registered nurse.

In lieu of the nurse's absence, the administrative office/secretaries stand "in loco parentis" to dispense medication.

The school nurse will not be held legally liable for medication she does not dispense.

The effectiveness or side effects will be assessed and documented as needed with feedback to the physician and parent/guardian.

Any written feedback on a students' medications will be available to the licensed prescriber upon request.

All medication, including non-prescription medications, given on a daily basis in school shall be prescribed by a licensed prescriber. A written order for prescription and non-prescription medications must be obtained from the students' licensed prescriber.

- a. The written order shall include: Student's name, date of birth, licensed prescriber name, signature and date, licensed prescriber phone and emergency number(s), name of medication with dosage, route of administration, frequency and time of administration, diagnosis requiring medication, intended effect of the medication/possible side effects, other medications student is receiving, time interval for re-evaluation, approval for self administration, approval for student to carry emergency medication on their person(ie. inhaler, Epi Pen).
- b. Prescription medications: Prescription medications given on a daily basis must be brought to school in the original container and shall display the child's name, name of medication, dosage, amount/route of administration and/or other directions, the date the prescription was filled, and any refill date, and the name of the licensed prescriber.
- c. Non-prescription medications: Non-prescription medications given on a daily basis must be brought to school in the original container with the ingredients listed and the child's name affixed to the container.

In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s) or guardian requesting the medication be given during school hours. The request must include the name of the student, the parent(s) or guardian's name and phone number in case of emergency. It is the parent(s) or guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to school.

#### **NURSE**

A licensed, qualified registered nurse is on duty Monday through Friday. A student needing to see the nurse should report to the high school office.

### **OFFICE AND TEACHER AIDES**

Aides will be selected for the Nurse's Office, District Office, Elementary School Office, High School Office, Library and those teachers requesting student helpers. Teacher aides should remain in the teacher's room. No other student aides will be anywhere else than in the high school. Students will only be assigned one office aide position during periods 1-7. In order to be eligible to be a Student Aide, a student must be a senior and possess a G.P.A. of 3.0 or higher.

### **PHONE CALLS**

Students may use the high school office phone for school related business. Students do not use classroom phones.

### **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

All students entering the New Athens Schools must meet the immunization requirements as prescribed in the School code or by the Department of Public Health. All children shall have a health examination within one (1) year prior to entering ninth grade of this school year; and, irrespective of a grade, prior to the entrance for the first time in this school district; and each such child shall present proof of having been examined in accordance with the Illinois School Code and Rules and Regulations promulgated by the Department of Public Health. Students lacking proper immunization will not be allowed to enter the school until such immunization requirements are fulfilled.

Students transferring to this school from out of state shall be given 3 weeks in which to comply with the physical exam and immunization requirements. After this time students lacking the required examination or immunizations will not be allowed to attend school.

### **SCHOOL BUS TRANSPORTATION RULES AND REGULATIONS**

To achieve safe and efficient transportation for our pupils, we feel that it is essential that well-defined procedures be established so that uniform understanding may be had by all concerned. Various difficulties sometimes arise, and in an effort to eliminate these situations as much as possible, the following rules and regulations have been formulated. These regulations have been published by the Superintendent of Public Instruction of the State of Illinois. Although a set of rules may sound harsh or subjective, they are in the best interest of safety and comfort. They are simple common sense rules but we feel that the students, especially the younger ones, will be more cognizant of their importance if they are discussed with the parents.

1. The driver is in full charge of the pupils and the bus, and pupils should obey the driver cheerfully and promptly. The right of all pupils to ride on the bus is conditioned on their good behavior. Should any pupil persist in violating any of the rules and regulations, the driver shall notify the school principal and, after due warning has been given, he may forbid that pupil the privilege of riding the bus until permission has been re-granted by a school official.
2. Pupils must be on time at the designated bus stops. Bus drivers have specific instructions not to wait for those who are tardy. This is especially important at those stops on the pavement where a traffic tie up may result.
3. Pupils should refrain from unnecessary conversation with the bus driver,

since with the present day traffic conditions it is necessary that the driver's attention to the road be diverted as little as possible. Be courteous to fellow pupils, and the bus driver.

4. Pupils should stay in their seats and not move about inside the bus while it is in motion. Remain in the bus in the event of a road emergency until instructions are given by the driver.
5. Be absolutely quiet when approaching a railroad crossing stop.
6. Stay off the road at all times while waiting for the bus. 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.
7. Students are not to place feet on seats, nor mar, mutilate or manipulate bus equipment. This includes kneeling or standing on seats.
8. Pupils must not, at any time, extend hands, arms, or heads out of the bus windows.
9. For student safety, bus windows are not to be lowered below the marked red line.
10. Keep books, packages, coats and all other objects out of the aisles.
11. Pupils must not throw waste paper or other rubbish on the floor of the bus or out the windows.
12. Candy, popcorn, or the like is not to be eaten on the bus at any time. The only exception to this is when the bus may be used for school outings.
13. Classroom conduct must be observed while riding in the bus. Ordinary conversation is permitted. This also applies on other trips under school sponsorship.
14. Help look after safety and comfort of smaller children.
15. Due to the existing crowded conditions, students in grades 9 to 12 and who live in town are prohibited from riding the bus to and from school. This regulation does not apply to students residing on the north side of the I.C. Railroad Tracks.
16. Running, walking, scuffling or any other form of misconduct on the bus will require disciplinary action and possible suspension for bus riding privileges.
17. Students riding the bus will not be discharged at any point other than a regular scheduled bus stop. Students are permitted to ride only the bus to which they are assigned. Students will not be permitted to ride buses unless they are regularly assigned passengers.
18. Students are prohibited from taking snakes, live animals, or glass jars on the bus.
19. Students riding the bus as spectators to sports events will be charged for bus transportation.

#### **STUDENT RECORDS**

Both permanent and temporary records will be kept on each student. Information that is considered temporary will be destroyed upon graduation. Permanent information is necessary for entry into college and/or obtaining employment. All student



records are open to parents or guardians and to the student. Students or parents should contact the guidance counselor for further details if they are interested in this matter.

#### **STUDENT TRANSPORTATION FOR SCHOOL ACTIVITIES**

The school district is ever mindful of the dangers involved in traveling to and from activities, particularly private transportation. In order to transport students as safely as possible, the school district will provide transportation for all participants which are representing the school district at interscholastic athletic and non-athletic events, and other school sanctioned trips.

The following rules will apply:

1. Students who represent the school in any activity are required to use the transportation provided by the school to and from the activity with the following exceptions:
  - a) Parents may request that their son/daughter ride home with them or a responsible adult by making a personal request, or by a note to the coach, sponsor or administrator in charge.
  - b) Parents may also request that their son/daughter ride home with an older brother, sister, or close relative by writing a note to the coach, sponsor or administrator in charge. The student should clear this as early as possible.
  - c) In certain instances, where it may be impossible for the student to use school transportation, special arrangements may be made in advance.
2. Fans who violate this policy will be prohibited from riding the bus for the rest of the year.
3. Participants who violate this policy will be dealt with by the coach and the administration on an individual basis.

#### **NEW ATHENS JR/SR HIGH SCHOOL ATHLETIC CODE**

New Athens Community Unit School District #60 does not condone the use of alcohol, illegal drugs, or tobacco products. Accordingly, the following guidelines have been established to govern students in grades 6-12 who participate in athletics as a representative of N.A.C.U.S.D. Additionally, these governing guidelines apply to all non-athletic extra-curricular activity participants.

#### **STATEMENT OF AGREEMENT**

As a participant in New Athens Jr. and Sr. High School athletics, I agree that I will not:

1. Smoke or use tobacco in any form (including, but not limited to, chewing tobacco and smokeless tobacco).
2. Consume, possess, distribute or TRANSPORT alcoholic beverages.
3. Consume, possess, distribute or TRANSPORT illegal drugs (including, but not limited to, steroids).
4. Violate any criminal codes as specified in Division I, Title III, Illinois Criminal Code.

#### **TRANSFER STUDENTS**

If a student transfers to New Athens High School, and at the time the student was enrolled at the school from which he or she transferred, he or she was under penalty for violating that school's athletic code and was not allowed to participate in athletics, the student will not be eligible to participate in any of the athletic teams covered in this Code

for a period of one year (12 months) from the date that the student enrolls at N.A.C.U.S.D.

### **ATHLETIC PARTICIPATION**

These guidelines shall be in effect throughout the entire calendar year to include summer vacation. Participation in any athletic team or program obligates the student-athlete to adhere to these guidelines and rules during this entire period of time, regardless of what sport or sports the student-athlete may participate in, or when, and regardless of whether the student is participating in a sport at the time of the offense. The penalty will be served in the period in which he or she next participates in a sport that the athlete previously participated in.

### **PENALTIES FOR VIOLATIONS**

If violations of the above agreements should occur, the following consequences will be administered by the coach and the administration:

#### First Offense in Sr. High School Career (9-12)

1. Suspension from “dressing” and playing in the next two interscholastic contests.
2. Student-athlete and parents or guardian will meet with the head coach to discuss the incident.
3. Student-athlete may be referred for intervention support.

#### Second Offense in Sr. High School Career (9-12)

1. Suspension from “dressing” and playing in interscholastic contests for 30 calendar days beginning with the first day of practice. If the student-athlete ceases to participate in the sport during or following the suspension, then another 30 calendar day suspension will be incurred, beginning with the first day of practice, during the next sport in which the student participates.
2. Student-athlete and parents or guardian will meet with the head coach and the athletic director to discuss and consider the incident and the student’s situation.
3. The student must participate in a recognized substance abuse or respiratory therapy program.

#### Third Offense in Sr. High School Career (9-12)

Student-athlete will forfeit the opportunity to participate in any athletic team or program for one year from the date of the offense.

#### Fourth Offense in Sr. High School Career (9-12)

Student-athlete will forfeit the opportunity to participate in any athletic team or program for the remainder of his or her high school career.

Until the student-athlete has completed the penalties outlined above, he or she will not be allowed to “dress” or play in any interscholastic contest.

In the event the student-athlete is also disciplined by the administration on account of a violation of school policies and such discipline is more severe than the penalties provided herein, then the penalties imposed by the administration will supersede the penalties in this code.

Special Note: If a student transfers to New Athens Community Unit School District #60, and at the time the student was last enrolled at the school from

which he or she transferred, he or she was under penalty for violating that school's athletic code and was not allowed to participate in athletics, the student will not be eligible to participate in any of the athletic teams covered in this Code for a period of one year (12 months) from the date that the student enrolls at N.A.C.U.S.D. #60.

#### **PROCEDURES**

1. A violation of this code must be reported to the head coach only by another coach from N.A.C.U.S.D. #60, a certified employee from N.A.C.U.S.D.#60, an administrator from N.A.C.U.S.D. #60, a written report from a law enforcement officer or by an admission of the student-athlete. Violations of this code may also be verified by accessing public domain sites on the internet such as "Facebook", "Twitter", "You Tube", and other public forums.
2. Upon receiving a report of a violation, the head coach and athletic director will confer with the administration and they will determine if a penalty is to be imposed.
3. Following such meeting and determination of penalty, the administration will notify the student-athlete, and his/her parents or guardian to discuss the offense and the penalty.
4. If the student-athlete desires a review of the decision of the administration, coach and athletic director, he may request and receive a hearing with the principal of the appropriate school. (Reviews requested with the superintendent and Board of Education will follow procedures outlined in the school handbooks).

#### **ADDITIONAL TRAINING RULES**

The coaches of the athletic teams have other important training rules, including, but not limited to, sports practice, school conduct, diet, rest, care of equipment, grooming and travel. These particular training rules will be established by the head coach for each sport and penalties for violation of such rules will be determined by the head coach with the approval of the administration, and may include suspensions from "dressing" and playing in interscholastic contests.

#### **BEHAVIORAL CONDUCT**

Misconduct by student athletes will not be tolerated. Misconduct shall include but not shall be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violations of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to

the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials. Coaches/sponsors may set higher expectations than the minimum standards of the district. These expectations must be distributed and explained to the students at the beginning of the activity.

The rules set forth in this athletic code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term, whichever comes last, and twenty-four hours a day, whether or not school is in session and including vacation periods and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school or the completion of the athlete's season, whichever comes last.

## **ACADEMIC INFORMATION**

### **IHSA ELIGIBILITY RULES**

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, the principal should contact the IHSA Office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-laws provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal.

**ATTENDANCE**

1. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
2. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
3. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have athletic eligibility.
4. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is “lapse in school connection” or not.

**SCHOLASTIC STANDING**

1. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
2. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

**RESIDENCE**

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and :

1. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or
2. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
3. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
4. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through the eighth grades; or
5. You attend the private/parochial high school which one or both of your birth parents attended or where one of your parents’ current spouse attended; or
6. You attend a private/parochial high school located within thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

**TRANSFER**

1. In all transfer cases, both the principal of the school from which you

transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. **You cannot be eligible when you transfer until this form is fully executed and on file in the school office.**

2. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in, any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
3. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - a. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - b. Your transfer is between high schools within a public school district and both you and your parents, custodial parent, or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - c. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer.
  - d. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with you parents, custodial parent, or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
  - e. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer.
4. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
5. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with by-laws.
6. Any questions about your eligibility in any of these instances must be

resolved by a formal ruling from the IHSA Executive Director.

7. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

#### **AGE**

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs..

#### **PHYSICAL EXAMINATION**

You must annually have placed on file with your principal a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal.

#### **AMATEUR STATUS**

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.
2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check, or legal tender) that does not exceed \$20 fair market value. There is no limitation on the value of your school letter.
3. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

#### **RECRUITING OF ATHLETES**

1. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
3. You will lose your eligibility if you receive special benefits or privileges as a prospective student athlete which are not uniformly made available to all students who attend your school.
4. You may not receive an "athletic scholarship" or any other special benefit from your school, provided because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

NOTE: If you are interested in finding out more information about a school, contact the principal or an administrator at the school, not a member of the coaching staff.

#### **SCHOOL TEAM SPORTS SEASONS**

1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
  - a. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  - b. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
2. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

#### **PLAYING IN NON-SCHOOL COMPETITION**

1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
2. If you participate in non-school competition during a sport season and subsequently wish to join the school team in that same sport, you will not be eligible.
3. If you wish to participate in a competition sponsored and conducted by the National Governing Body for the sport, your principal must request approval in writing from the IHSA Office prior to any such participation.
4. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school year.
5. You will become ineligible if you participate on, practice with or compete against any junior college, college university team during your high school career.

#### **ALL-STAR PARTICIPATION**

1. After you have completed your high school eligibility for football,



basketball, soccer, or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided:

a. the high school season in that sport has been completed.

You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

2. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer, or volleyball, except that you may not do so during the school season for the sport.

#### **COACHING SCHOOLS**

1. A coaching school, camp, or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
2. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
3. You may attend a coaching school, camp, or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
  - a. You may not attend a coaching school, camp, or clinic for any sport after Saturday of Week No. 4 in the IHSA Standardized Calendar.
4. You may take private lesson at any time provided no more than two students from your school are in the private lesson.

#### **NEW ATHENS ELIGIBILITY POLICY**

In order to ensure that students participating in extra-curricular activities maintain satisfactory academic performance, the Board of Education of New Athens Community Unit School District #60, 501 Hanft Street, New Athens, Illinois 62264, adopts the following policies:

- A. Grades will be calculated by 9 am on the first day of the week beginning the Monday after Labor Day. The only exception will be that quarter and semester grades will be used at the conjunction of those grading periods.
- B. All subjects count towards eligibility or ineligibility.
- C. If the student receives two F's, he/she becomes ineligible to participate in extra-curricular activities beginning Monday.
- D. The student remains ineligible from Monday for a minimum of one calendar week. A student having two failing grades for the semester will be ineligible for the following semester.
- E. Athletes may practice with the team while ineligible, but this decision is up to his/her parents
- F. The third time the student receives a grade report having two failures in a semester (while participating in a sport or activity), he/she may no longer participate in that particular activity (to include practices) for the balance of the season.

- G. The high school will keep an accurate record of ineligible students based on teacher grade reports and will send an annual report to the Illinois State Board of Education. Extra-curricular activities shall include: clubs, school newspaper, school yearbook, cheerleaders, athletics, FFA, Honor Society, math team, student council, school play, etc.
- H. Teachers and sponsors will be given a weekly “No Pass-No Play” List, and one will be maintained in the high school office.

**AUDITING COURSES**

- 1. A student should be permitted to audit a course only after he/she has successfully completed (D- or better) a particular course.
- 2. The grade a student receives the first time he/she takes the course shall be used to figure the grade point average.
- 3. Credit shall not be given when auditing a course.
- 4. A student must have permission of the counseling department, the instructor, and the administration to audit a course.
- 5. Students may audit a particular course one time.
- 6. Students may audit courses on a space available basis.

**CLASSIFICATION OF STUDENTS**

Students will be officially classified by class level according to the amount of credits on records at the beginning of each semester.

Freshman	Grade 9	Less than 6 credits
Sophomore	Grade 10	6 or more credits
Junior	Grade 11	12 or more credits
Senior	Grade 12	18 or more credits

**DAILY COURSE LOAD**

Students will not be permitted to enroll in more than seven (7) classes. This includes all courses. Only students with a deficiency in credits may take approved correspondence courses in addition to a seven-credit course load to make up a deficiency for graduation unless approved by the principal.

**DRIVER EDUCATION**

The prerequisite for Driver’s Education is that the student must be 15 years of age or older by the last day of the class. The student must also pass 8 classes in the previous two semesters and not have a grade of “F” in two or more classes the preceding semester. In addition, 1<sup>st</sup> semester freshmen students will not be allowed to enroll in the class.

**DUAL ENROLLMENT POLICY**

In order to allow students to attend Southwestern Illinois College while still enrolled in high school, New Athens High School participates in a dual-enrollment plan. The following guidelines are to be used in determining participation:

- 1. Approval shall be granted for only one semester at a time. Approval for subsequent semesters shall be at the discretion of the high school principal.
- 2. Interested students need to pick up the necessary forms from the high school counselor.

1. Enrollment shall be limited to seniors who have a 3.0 cumulative grade point average or can demonstrate to the administration a justifiable need for dual enrollment.
2. College credits earned shall not be used as credits toward graduation from New Athens High School.
3. The schedule of classes at SWIC shall be approved by the high school principal and a copy placed in the student's personal file.
4. Grade cards from SWIC must be presented to the high school principal.
5. Students dually enrolled at SWIC are only required to be in attendance at New Athens High School during their regularly scheduled classes.

### **EARLY GRADUATION**

Generally speaking, it is believed that it is advisable for the great majority of students to complete a normal four-year high school sequence. Certain students may be able to complete graduation requirements in less than four years and profit from an early graduation. Approval may be granted to graduate early if students can show good cause for such request. The following procedures have been established in order for students to accelerate their program and qualify for early graduation:

1. Any student who has satisfactorily fulfilled all the requirements for graduation, with the exception of physical education, will be permitted to withdraw, if he/she so desires, at the end of his/her third junior year or in the middle of his/her fourth senior year.
2. A student who feels that he/she is able to satisfy the credit requirements for early graduation must file an application, including written parental approval (married students exempted) with the guidance counselor no later than the first day of the sixth semester of attendance. Upon receipt of the application, a personal interview must be held with the student's parents, the student, and the guidance counselor to discuss the ramifications of early graduation.
3. The request for Early Graduation shall be submitted in person by the student, to the Board of Education. Students wishing to graduate at the end of the first semester of the school year must submit their application to the Board no later than the November Board of Education meeting. Students wishing to graduate at the end of the 2nd semester of the school year must submit their application to the Board of Education no later than March Board of Education meeting.
4. The student must have and maintain an accumulative grade point average of 3.0 (B).
5. The student and his/her parents should be informed that, having met all requirements, the student will be considered as having withdrawn, not graduated; that notation to that effect will be entered on his/her transcript; and that the diploma will not be awarded until the next official graduation ceremony. The student is, therefore, no longer eligible to participate in extra-curricular activities.

6. The student who makes application and is, in all respect, prepared and qualified to fulfill graduation requirements early, but who then changes his/her mind and elects to finish with the class is bound by the same regulations as are the other seniors.
7. Correspondence courses will not be accepted for the purpose of accumulating credit for early graduation.
8. Summer school courses will not be accepted for the purpose of accumulating credit for early graduation.
9. Students meeting early graduation requirements are eligible to participate in graduation exercises, however, they must participate in the graduation practices, of which there are two, unless a valid doctor's excuse is provided.

**ENROLLMENT PROCEDURE**

1. Upon enrollment for the first time in the district, the person enrolling the student must provide a copy of the student's social security number and birth certificate or other reliable proof, as determined by the Department of State Police, of the student's identity and age or an affidavit explaining the inability to produce a copy of the birth certificate.
2. The student must furnish evidence of having completed the eighth grade.
3. The student must furnish a transcript of high school credit previously earned if transferring from another school.
4. The student must furnish a complete medical and dental examination report if a ninth grader. This report must provide proof of immunizations as required by the State of Illinois. The medical and dental reports must be on file in the nurse's office BEFORE a student may attend classes.
5. The student and parent must show proof of residency (e.g., a rent receipt or real estate tax form).
6. Students under 18 years of age must have proof of guardianship.

**GRADE POINT AVERAGE (GPA)**

Following is an example of how to determine grade point average for a semester's work:

COURSE	SEMESTER GRADE	GRADE POINT
Algebra	A	4
English I	B	3
Biology	B	3
Spanish I	B	3
Orient Home Ec	C	2
Band	A	4
Physical Ed	C	2
		-----
		21

Grades in all classes will be used to calculate GPA  
 21 grade points for the semester divided by 7 classes=3.0

### GRADING SCALE

The following grade scale has been approved by the Board of Education. All teachers are urged to abide by this scale.

A....	93- 100
A-...	90- 92
B+...	87- 89
B....	83- 86
B-...	80- 82
C+...	77- 79
C....	73- 76
C-....	70- 72
D+....	69
D.....	67- 68
D-.....	66
F.....	65 and below

Grades earned represent an appraisal of student achievement based on the objectives of the course in which he/she is enrolled. Each student will be encouraged to enroll in classes at his/her ability level. Eleven levels of achievement are recognized in each course as follows:

LETTER GRADE	QUALITY OF WORK	CLASS GRADE POINT
A	Highest	4
A-	Excellent	3.7
B+	Very Good	3.3
B	Above Average	3
B-	Above Average	2.7
C+	Average	2.3
C	Average	2
C-	Average	1.7
D+	Below Average	1.3
D	Below Average	1
D-	Below Average	.7
F	Failing	0

The grading policy incorporates the principles stated below:

1. Permanent grades and credits will be awarded on a SEMESTER basis.
2. INCOMPLETE: An "Inc." is used in any marking period to indicate that the student has not completed the required work. It is not a grade. It is used

only in cases where circumstances beyond the student's control, such as illness, have made it impossible for the student to meet the requirements. An incomplete automatically becomes a failure unless the work is completed during the following nine weeks' period of school.

**GRADUATION REQUIREMENTS**

English	4 credits
Mathematics	3 credits
Science	2 credits
United States History	1 credit
American Government	1/2 credit
Social Studies Elective	1 credit
Civics	1/2 credit
Computer Concepts	1/2 credit
Resource Management (Con Ed)	1/2 credit
Health Education	1/2 credit
Physical Education	2 3/4 credits
Music, Art, Foreign Language or Vocational Education	1 credit
Driver Education	1/4
Electives	7 or 7 1/2 credits
	-----
	24 credits

**GRADUATION**

1. All Correspondence Course lessons and tests must have been completed by May 1, so that grades may be received prior to graduation.
2. All IOU's must be paid prior to graduation.
3. All library books and texts must be returned.
4. Students not meeting graduation requirements prescribed by the Board of Education may not be able to participate in graduation ceremonies.

**HONOR ROLL**

In order to honor students, whose academic achievement is noteworthy, New Athens High School will maintain an Honor Roll based on 9-week grades. Grades in all subjects will be used in order to determine whether a student is qualified to be placed on the Honor Roll. Grades in Driver Education will not be used in determining eligibility for the Honor Roll. The following conditions must be met:

1. Grade Point Average of at least 3.25, based on a 4 point system.
2. No grades less than "C" on the grade card, in those subjects which are used to figure grade point average for the honor roll.
3. Students must be carrying a minimum of 2 academic credits to be eligible for honor roll.

**MCKINNEY-VENTO HOMELESS  
EDUCATION ACT**

New Athens District #60 follows federal guidelines in compliance with the

McKinney-Vento Homeless Education Act. Please contact the district office or Meredith Nurnberger for more information.

#### **MEDICAL EXCUSES FROM CLASS PARTICIPATION**

If a student is to be excused from class participation for medical reasons, a written note signed by the parents is to be presented to the office. If the exemption is to be longer than three days, a written statement signed by a doctor is to be presented to the office. This statement should state the kinds of activities from which the student is to be exempt. The teacher, in conference with the student, will determine what kind of supplemental activity the student should be given.

#### **PERSONAL ITEMS**

Personal items to include purses and backpacks must remain in lockers once the school day has begun. Purses may be brought to lunch period and backpacks/purses may be taken to the last class of the day.

#### **PROFICIENCY EXAMINATION**

As an alternative to regular classroom instruction and in order to provide more challenging courses for academically able students, high school students may choose to proficiency out of certain classes. Students wishing to take proficiency tests shall submit a parental permission form to the office.

#### **Algebra I**

Upon recommendation by the 7<sup>th</sup> grade math teacher, 8<sup>th</sup> grade students who successfully complete a placement test will be able to be enrolled in Algebra 1 as an 8<sup>th</sup> grader. An 8<sup>th</sup> grade student who elects to take the course and is enrolled in Algebra 1 at the High School will receive a high school credit on his/her transcript, and the grade will count toward their GPA. An 8<sup>th</sup> grade student who elects to NOT enroll in the high school course can receive proficiency credit for Algebra 1, provided they score at least a 90% on the Algebra 1 final exam. This final exam will be taken in May, before summer vacation begins. This test will be proctored by New Athens High School math teachers and taken at New Athens High School. Any transfer student who took Algebra 1 in a non-high school setting will be allowed to take the proficiency exam upon enrollment for proficiency credit.

#### **Driver Education**

The administration may develop and administer proficiency examinations for the practice driving part of the Driver Education course. Students are eligible to take such examinations any time after the completion of three hours of practice driving under direct individual instruction. Students successfully completing the proficiency examination will receive course credit.

Illinois Law HB 418 requires public and non-public high school students to successfully complete the previous two semesters of school work prior to eligibility for enrollment in a driver education course. The last semester of junior high school may be used as one of the two semesters.

#### **PROGRESS REPORTS**

During the fifth week of the four grade periods, each student shall have a progress report mailed home. A copy of this report will be retained in the office.

## **SCHEDULE CHANGES**

A change in a student's schedule is extremely time consuming and complicated. Teachers are employed, textbooks ordered and rooms are assigned based on the number of students requesting various courses. All schedule changes involve teachers, class size, and changes in other courses on a student's schedule. For this reason we ask that you plan your educational program carefully, giving much thought to your course selection and register with sincerity.

1. Schedule changes must be discussed with your counselor.
2. Students will not be permitted to drop a class without the following procedures:
  - a. Student-counselor conference
  - b. Signed parental consent form
  - c. Parent-counselor conference

All schedule changes will require the signature of the Guidance Counselor and the High School Principal.

Only in cases of emergency will schedule changes be considered after the deadline noted on the scheduling letter which is sent to parents.

### **SEMESTER EXAMINATION ATTENDANCE POLICY**

**All New Athens High School students will be offered an exemption from** semester exams based on behavior, scholastics and attendance throughout the school year. Students who transfer to NAHS during the course of the year will fall under the same guidelines for both midterm and final exams as full year students do. The teacher will use his or her professional judgment in designing and administering a modified exam if appropriate.

The criteria for exemption from semester exams will be based upon class to class grade reports received by the Friday before exams and the student's attendance record during the semester. Any unexcused absence or suspension will require that a student take exams for all classes.

The criteria for exemption from exams in each class will be:

#### **A average grade and 3 excused absences or less**

Any more than 3 excused absences and the student will have to take the semester exam for the class.

Semester exams will count for 20% of the student's total grade in the class.

### **RULES**

Students not required to take a semester exam need not be in attendance during the time that the exam is being administered. Students are not to be standing across the street during the exams. Students are to leave the area while the exams from which they are exempt are given. Students returning to school to take an exam are to enter the school through the office and wait until the bell rings for the exam period they are required to attend. Beck students are not to be in the building during the period they attend Beck i.e. Exam periods 1, 2, and 3 (morning session) or 5, 6, and 7 (afternoon session).

Student conduct and attendance during the exam days will determine whether or not the Exam Exemption is continued or we return to the regular exam schedule which each student will be required to attend.



Students are cautioned that if a test is missed because of an unexcused absence, it cannot be made up and the student will receive a “0” exam grade. Students who are tardy will not be given extra time to finish their tests.

#### **STUDY HINTS**

1. While in class be alert and attentive at all times. Keep daily notes about important matters.
2. Be sure you clearly understand each lesson assignment.
3. While in class, do not hesitate to ask questions about the assignment or discussion of some topic. Good, intelligent questions are welcomed by the teacher.
4. When beginning to study at school or at home, be sure to have all necessary materials on hand.
5. Establish a daily study time in a quiet, well-lighted and ventilated room, which will add to your span of concentration.
6. Keep up with each day’s work and review frequently.

#### **INDIVIDUALIZED INSTRUCTION**

Student shall not ask teachers to offer classes independently. Any such request should be made directly to the building principal.

## **STUDENT RULES AND REGULATIONS**

### **DUE PROCESS**

The constitution of the State of Illinois states that, “a fundamental goal of the People of the State is the educational development of all persons to the limit of their capacities.” However, when citizens act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to the loss of some of their rights.

Such is the case with the right of education. When a student commits acts of gross disobedience or misconduct as specifically defined by the school board, the right to an education may be temporarily withheld. But, no government agency, such as a school, may deprive a citizen (student) of rights without due process of law. Procedural due process is afforded to guarantee that the accused person has a chance to present a defense, to explain the circumstances of the alleged improper actions, or to attempt to prove innocence.

The purpose of this handbook is to assist parents, students, teachers, and administrators in a uniform application of rules and regulations conducive to providing a safe learning environment. While it attempts to outline general disciplinary procedures and consequences, it is only a guide and is subject to revision and amendment by the Board of Education. Furthermore, New Athens Community Unit School District #60 is subject to state law and will conform with Federal laws and regulations.

## **STUDENT RULES AND REGULATIONS**

The high school experience represents a large part of transition from childhood to adulthood. A high school student should expect to face steadily increasing responsibilities and expectations.

While junior high is a transitional period in which expectations of a junior high school student’s ability to make proper decisions is expected to improve, a high school student is expected to have an even greater appreciation of his/her responsibilities and will be held more strictly accountable for any misconduct. The discipline imposed by the Administration of the School Board for violation of rules and regulations contained in this handbook will reflect the school’s greater expectations of acceptable behavior from high school students.

The vast majority of students will always be well behaved, self-disciplined, and cooperative. A very few, at times, need to be controlled rather than controlling themselves.

The Board of Education, the Administration, and the Faculty of New Athens Unit District #60 requests the good conduct, cooperation, and energetic support of all the students and parents in both academic situations and extra-curricular activities. Good discipline is basic to good progress in learning. We ask for good discipline and courteous effort by all.

Student's off-campus conduct that results in material and/or substantial disruption or poses a true threat to students, staff, or the school and interferes with the school's educational functions may result in disciplinary action ranging from verbal reprimands, and parental contacts, to detentions and suspensions.

Using a home-based or off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or school rules. Should such misuse be determined, the student may receive disciplinary action that ranges from verbal reprimands and parental contacts to detentions and suspensions.

Disciplinary measures are upsetting and quite a waste of time for all concerned. But, since good discipline is vital, the following measures will be taken in all instances where violations do occur.

### **ATTENDANCE POLICY**

Good school work depends on a large extent on punctual and regular attendance. Your high school attendance record tells a story. When employers call the office concerning you, they usually want to know about your high school attendance. Lack of interest and lack of ability to carry on your school work will result from irregular attendance. Make-up work cannot completely take the place of regular classroom work. Parents must assume their share of the responsibility for the regular attendance of their children at school.

1. Teachers shall take attendance at the beginning of each class and post the attendance.
2. Any absence from a class in excess of fifteen (15) minutes shall be counted as one absence from that class.
3. Half day attendance will be considered:

Morning	8:20 a.m. – 11:29 a.m.
Afternoon	11:32 a.m.- 3:16 p.m.
4. Students should go directly to the office when they are late.

### **EXCUSED ABSENCES**

If a student is absent for one of the reasons listed below, we would appreciate a call from a parent to the high school office at 475-2173 before 9 a.m. If a parent is unable to make such a call, then it will be necessary for him/her to send a note with the student on the day he/she returns, explaining the reason for his/her absence.

The following shall be acceptable reasons for excused absences, that is, those with full make-up privileges:

1. Illness of a student. Students will be required to furnish a doctor's excuse after a five-day absence.
2. Death in the family or death of a friend.
3. Critical illness of a close relative (e.g., mother, father, sister, brother, grandmother, grandfather).
4. Dental or medical appointments when prior arrangements have been made with the administrative office. Doctor and dental appointments should be

- made for activity period at the end of the day whenever possible.
5. Physical examination for military induction.
  6. Subpoena of student to a court of law.
  7. Those situations which the assistant superintendent deems acceptable.
  8. Prearranged college visits with a contact from the college (limit two each per junior and senior status student).

### **UNEXCUSED ABSENCES**

Attendance is considered to be a student's punctuality and presence at school or class and his/her participation in school work and activities. State law requires mandatory school attendance. Parents are expected to make every effort to ensure their students are at school every day and that their students are on time.

When a student is absent from school his/her parents are requested to call the Office at 618-475-2173 by 9:00A.M. on the morning of the absence to inform the school of the reason for the absence. When the use of a phone is not possible, a note from the parent on the morning following the absence will be accepted. Failure to provide the school with notification of an absence on the morning following an absence will result in an unexcused absence and the absence will be considered truancy.

Chronic truancy is defined as one who is absent from school for 10% or more of the previous 180 regular attendance days. The district will make available all possible support services to students who are determined to be chronic truants. The district will also hold a truancy hearing to determine if the student and their parents should be referred to the regional office for further actions.

When a student misses any part of the school day that student must obtain an admit slip from the office before he/she will be allowed to attend class.

After 10 days of absences all admit slips will require a doctor's note or written verification from any other agency (court, funeral) that can verify the reason for the absence. Deviations from this procedure are approved only by the principal. Extended medical absences will be evaluated on an individual basis.

### **PLANNED ABSENCES**

If a student is aware of a day when he/she will be absent, a parent should notify the office. A "Planned Absence Form", available in the office, needs to be filled out to notify your teachers of the absence. This process allows the student to pick up advanced assignments and make-up work. This is an excused absence from school but carries a maximum of five school days per year. **ARRANGE A PLANNED ABSENCE AT LEAST THREE DAYS IN ADVANCE (INCLUDING COLLEGE DAYS).**

### **MAKE-UP WORK AFTER EXCUSED ABSENCES**

Students who have an excused absence shall have the opportunity to make up work. It shall be the responsibility of the student, on his/her own initiative, to contact the teacher(s) involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up. **WHEN A STUDENT IS ABSENT ONE DAY,**

HE/SHE WILL BE REQUIRED TO TAKE THE TEST MISSED ON THE DAY OF HIS/HER RETURN AND/OR TURN IN WORK WHICH WOULD HAVE BEEN DUE HAD HE/SHE NOT BEEN ABSENT. STUDENTS WILL BE GRANTED DOUBLE THE NUMBER OF DAYS THEY WERE ABSENT IN WHICH TO MAKE UP WORK IF THEY WERE ABSENT TWO TO FIVE CONSECUTIVE DAYS. IF HE/SHE IS ABSENT OVER ONE WEEK, THE STUDENT WILL BE GRANTED THE AMOUNT OF TIME ABSENT, PLUS ONE WEEK, TO MAKE UP WORK. Students who have justifiable reasons for absence, such as illness or accident and whose probable absence will extend beyond two weeks, shall be referred for homebound instruction.

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

#### **ATTENDANCE REQUIREMENTS FOR EXTRA-CURRICULAR PARTICIPATION**

In order for a student to participate or attend a scheduled extra-curricular practice or game on a school afternoon or night, he/she must arrive at school no later than the end of first hour in order to be considered present.

**There are only six exceptions to this policy:**

1. A dental appointment
2. A doctor appointment
1. A court summons.
2. A prearranged college visit with a verification letter from the college.
3. Attend a funeral for a member of immediate family as defined by the School Code of Illinois, Chapter 122, Article 24, Section 6, paragraph 3. "Immediate family shall include parents, spouse, brothers, sisters, children, grandparents, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians."
6. There is an extreme circumstance that is excused at the discretion of the principal.

The exception can be substantiated by presenting an excuse from the doctor on letter head stationary, a doctor's appointment card, or in the case of a court appearance a summons, subpoena, or verification by an attorney on letterhead stationary. Documentation should include the time of the appointment and when the appointment ended.

#### **TARDINESS**

Tardiness is any unauthorized and/or unexcused late arrival to class. Students are required to be in class at their assigned places and prepared to participate in class activities when the bell rings.

It will be up to the individual teacher to determine the legitimacy of tardy to class and to classify it as either excused or unexcused. In the event that a student is forced to procure three such slips from the office during the quarter, that student will

automatically be forced to serve a detention.

5th and succeeding tardies in same quarter – 2 days detention.

Parents will be notified each time a student receives three unexcused tardies.

### **TRUANCY**

Unauthorized absence from school, classes, assemblies, etc., constitutes truancy and is one of the most serious of all school violations. Truancy is an illegal act as defined by the attendance laws of the State of Illinois.

Students skipping school will serve detention(s) based upon the number of periods skipped and the number of episodes of truancy. The following will be considered as skipping class or school:

1. Missing class because of staying in restroom or nurse's office, etc. (This will be considered skipping unless a member of the school staff gives permission and/or sends you there.) If you are ill you should report to the office.
2. Leaving class early without teacher permission.
3. Any unauthorized absence from school.

### **CONSEQUENCES OF TRUANCY**

1st offense	One hour detention for each 1-2 periods truant.
2nd offense	Suspension in-school with truant time made up at two hours in-school per period truant.

### **EARLY DISMISSALS**

Early dismissals will be allowed only in necessary and reasonable situations where no other arrangements can be made.

1. A parent or guardian requesting an early dismissal for his/her child must send a written statement with the student stating the reason and time for dismissal and include a telephone number at which a parent or guardian can be contacted to confirm the requested early dismissal.
2. The student must present the request to the appropriate school office upon his/her arrival at school. If the request is not presented at this time, the school cannot guarantee the proper processing and granting of the request.
3. In the event of an emergency about which the parent did not have prior knowledge, it is acceptable for the parent to request either in person or by phone, the early dismissal of his/her child.
4. At the time of dismissal, the student must sign out in the appropriate office.

### **WITHDRAWAL FROM SCHOOL**

The procedure for withdrawal is as follows:

1. Students should secure an authorization withdrawal note or transfer form from parents or guardians.
2. Students should obtain necessary forms from the appropriate office.
3. Students should have the forms filled out by the teacher, return all school books and property, and pay all fees.

4. Students should take the completed forms to the appropriate office for final clearance.

#### **ASSEMBLY PROCEDURES**

It is the student's responsibility to make certain that he/she attends all assemblies scheduled during regular school hours. Students should report to their regularly assigned class at the beginning of the assembly period. The teacher will take roll and then dismiss the students to the assembly. It is the student's responsibility to go from the classroom to the assembly area. Unexcused absences at assemblies will be considered truancy.

Student conduct at assemblies is expected to be courteous, orderly, proper, and reasonable. Failure to conduct oneself consistent with regulations will result in punishment designated by disciplinary rules outlined under ASSEMBLIES.

#### **ILLNESS AT SCHOOL**

A student must have a pass or referral slip at any time during the day to go to the nurse's office. The nurse is responsible for certifying a student's illness, and the appropriate school office is responsible for excusing the students from school for that illness. In those cases when the nurse is not available, both responsibilities fall upon the office. Doctor and dental excuses, as well as a request to leave school for illness, must be approved by the high school office. In all cases, except extreme emergencies, the student must sign out in the appropriate office. If it is physically impossible for a student to go to the office, it is the responsibility of an administrator or someone in authority to sign the student out. If the student does not follow the above procedure, he/she will receive an unexcused absence.

#### **CLOSED CAMPUS**

Once on campus, students are not allowed to leave until the end of the school day, except in cases where they have been granted permission by the PRINCIPAL. Permission will not be granted for such requests as: going to vehicles or home for books, homework, clothing, money, uniforms/equipment, supplies, etc. Permission will generally be denied unless the principal deems the errand absolutely necessary.

Violation of the Closed Campus policy will result in a THREE-DAY suspension.

#### **SIGN-IN – SIGN-OUT**

A sign-in – sign-out register is maintained in the office. Students arriving after 8:15 a.m. must sign in. Students leaving before 3:16 p.m. must sign out. If a student returns to school after signing out, he/she must sign in.

Violation of this policy will result in a student being given detentions.

#### **MOTOR VEHICLES**

Students may drive cars to school. A student parking lot is available immediately west of the softball diamond. Student parking is prohibited on school property other than in the student parking lot. Student parking is also permitted on the street.

Once a car has been parked, students cannot be inside them during the day. Violation of the rules concerning the use of automobile will result in the same disciplinary action as that for violating the closed campus policy.

### **MOTOR VEHICLES-MOVING VIOLATION**

Student driving is prohibited on school property during school hours or school activities without the permission of the principal or his designee.

<u>First offense</u>	In-school suspension and possible referral to police.
<u>Second offense</u>	Two five-day suspensions and referral to police.

### **SCHOOL SPONSORED ACTIVITIES**

Students attending school sponsored activities must realize that they will not be permitted to leave and return. A student who leaves an activity is excluded from that activity for the remainder of the evening, furthermore, they must vacate the premises. Guests of students at school dances will be subject to the same rules as students.

### **BUSINESS IN OFFICE**

Students needing to conduct business in the office (purchase lunch cards, pick up admittance slips, purchase supplies, etc.) should do so from 8:05 a.m. to 8:12 a.m. Students not in class by 8:15 a.m. will be considered tardy. In instances where it is impossible to conclude the business in the allotted time, the secretary may issue an excused tardy.

### **DETENTIONS**

Detentions will be assigned for specified misconduct or discourtesy. Detentions will be held on Tuesdays and Thursdays. Students assigned a detention should report to the office on the assigned day. Detention classes will be held from 3:20 p.m. to 4:00 p.m. on the day the detention is assigned. Once a detention has been assigned, it is the responsibility of the student to serve the detention. The only exceptions will be medical, dental, or other situations that the principal deems appropriate for missing and reassigning the detention.

1. Students will be expected to serve their detention on the day it is assigned.
2. If an assigned detention is not satisfactorily served the first day it is assigned, it must be reassigned and served satisfactorily.
3. If any assigned detention is not satisfactorily served by the date specified, the student will automatically be required to serve two detentions.
4. If any assigned detention cannot be served in the time left at the end of the year (or mid-year for early graduates), a suspension can be issued.
5. At the end of the semester suspensions/detentions will be served at the beginning of the next semester or in case of graduating seniors, the diploma will be held until the suspension/detention has been served.

The following procedure will be observed in detention class:

1. Students will report to the assigned room and be in their seats by 3:20.
2. Students will bring enough work to the detention hall to keep them busy for 45 minutes. If they underestimate the amount of work necessary, additional assignments will be provided by the detention hall supervisor.
3. Students will not talk or work together.
4. Students who are tardy to detention class will be denied admission and be



- required to serve their detention during the next detention class.
5. If, in the detention supervisor's opinion, any student fails to meet the above requirements at any time during the detention period, the detention will be served over the following week.

### **SUSPENSION**

There are two kinds of suspensions: in-school and out-of-school. The in-school suspension is served in the principal's office or other assigned location. The student is counted present during the in-school suspension. The out-of-school suspension places the responsibility on the parent or guardian. The student is counted absent. Students may keep up with assignments and hand in daily work regardless of the type of suspension. Teachers shall give credit for work turned in. It shall be the responsibility of the student to get the assignments from their teachers and hand in the work. Students on **out-of-school suspension** will be allowed to take quizzes or tests. Students will serve out-of-school suspension days consecutively. Students on either type of suspension are prohibited from attending authorized activities, both home and away, during the term of their suspension.

Any student assigned to in-school suspension sent to the office for a second time in one day (for misbehavior) is required to have a parent conference scheduled for re-admittance into the high school.

### **PROCEDURE OF SUSPENSION**

1. A student may be suspended by the Board of Education, the district superintendent, or the principal.
2. The suspending school official shall give the student oral or written notice of the charges and evidence to support the charges.
3. If the student denies the charges an opportunity shall be given the student to present an explanation in a conference with the suspending school official. The school official shall then inform the student whether or not the suspension is to be imposed.
4. The student's parents must be notified immediately of the suspension by letter and/or phone call. The letter shall include a full statement of the reasons for suspension, the number of days for the suspension (may not exceed 10 school days), and the right to appeal the suspension to the Board of Education.
5. At the hearing conducted by the Board of Education or a hearing officer appointed by the Board, the student has the right to legal counsel at his/her own expense, the right to question the person who made the decision to suspend, the right to present and question witnesses, and the right to make a statement in his/her behalf.
6. If requested by the student, the parents or their representative, a record may be kept of the proceedings.
7. The facts of the suspension will be recorded in the student's temporary record.

8. If the suspension decision is reversed, all references in the students record should be removed, and the school should afford whatever assistance is necessary to make up school work missed.
9. As a standard procedure, a conference should be arranged by the student with the counselor, immediately following his/her return to school so that any problems can be identified or reassessed and the student assisted toward a full benefiting from school.
10. Depending on the seriousness of the offenses, three suspensions may lead to recommendation for expulsion.

### **EXPULSION**

#### **BOARD OF EDUCATION POLICY #JD**

**PURPOSE-** to exclude from school or to remove from a position of possible influence, a student who:

1. Continuously or seriously interferes with the educational process, or poses an ongoing threat of disruption of the academic process.
2. Seriously endangers the health, safety, or welfare of students, teachers, or other school personnel.
3. Continuously or flagrantly violates school rules, the legal code, or social mores.

Expulsion can be recommended for a single offense. Among offenses serious enough to warrant expulsion for a single episode are assault, battery, possession or use of controlled substances or paraphernalia, possession or use of alcohol, or possession of a weapon on school grounds or at school functions.

**PRIOR CONSULTATIONS-** prior to his decision and recommendation for expulsion, the principal will call a staff conference of two or more of the student's classroom teachers, the parents or responsible adult, who, in the principal's judgement may be helpful. The principal will preside at this conference. The purpose of the conference is to consider all possible alternatives for the referral of the student, other than expulsion. Whenever Board Policy dictates an automatic initiation of an expulsion hearing, the **PRIOR CONSULTATION** procedure will not be followed.

#### **PROCEDURE OF EXPULSION**

1. The student and the student's parents shall be notified of the reasons for the expulsion, including a full statement of the reason for dismissal, the length of the expulsion, and the date, time, and place of the Board of Education hearing. The expulsion shall not take place until after the Board hearing.
2. At the Board hearing, the student has a right to counsel at his/her own expense, the right to question the person who made the recommendation to expel, the right to present and question witnesses, and the right to make a statement in his/her behalf.
3. If requested by the student, the parent, or their representative, a record of the proceedings should be kept.

### **DIFFERENCES IN SUSPENSION AND EXPULSION**

1. A suspension is for a period less than the number of days remaining in the school term unless the days remaining in the school term are less than 10 school days. In such case, a suspension may be used for balance of the school term. The Board may expel for a definite period of time not to exceed two calendar years as determined by a case by case basis. A student who is determined to have brought a weapon to school, or a school sponsored event, or any event which bears a reasonable relationship to school, shall be expelled for a period of not less than one year. The IL School Code defines the term “weapon” more thoroughly. (105 ILCS 5/10 22.6d) The Board reserves the right to act in the best interest of the student and the district.
2. The principal or district superintendent may suspend a student for a period not to exceed 10 school days; only the Board of Education may suspend a student for more than 10 days or expel a student.
3. A student may be suspended with an informal hearing; a student may not be expelled until after a formal hearing.

### **REPEATED SERIOUS VIOLATIONS**

Problem:	Repeated serious violations of school regulations.
Policy:	A student who has been punished for the serious violation of a school regulation must learn from that punishment and not continue to violate regulations.
Discipline:	A student who has received suspensions on three occasions during the course of the school year may be recommended for expulsion.

After three suspensions a parent conference must be scheduled to admit the student back into school.

### **DISRUPTIVE BEHAVIOR**

A teacher may remove a student from a classroom for disruptive behavior. Disruptive behavior will be considered to be an act committed by the student that is in direct violation of any established laws; Board of Education, school administration, or classroom teacher’s rules, regulations, policies and procedures; or an act which disrupts or interferes with the decorum and behavior appropriate to foster and further the educational process, extra-curricular activities or matters incidental thereto.

It is neither possible nor practical to cover every student disciplinary situation in this handbook. Therefore, the disciplinary situations that develop and are mentioned will be handled by the teachers or the administrators in accordance with existing laws, with policies and procedures, with rules and regulations, and with assurance of reasonable due process.

In these instances where behavior is disruptive, students need to be aware of the following provisions:

1. First offense- Verbal reprimand, parental contact, detention, or suspension.

2. Second offense, in the same **quarter**- Detention or suspension assigned (principal's discretion as to single or multiple detentions/days).
3. Third and succeeding offenses in the same quarter- Detentions or suspensions- principal's discretion as to number of detentions and/or number of days suspended.

Listed below are some of the more frequent problems and the disciplinary action procedures in relation to the problems:

**ALCOHOL/DRUGS, POSSESSION OF AND/OR UNDER THE INFLUENCE OF**  
 – BOARD OF EDUCATION POLICY #JCAC

Problem:	Being on campus, at an authorized school activity or on a school bus while possessing, transporting, using, distributing, or being under the influence of alcohol or other drugs.
Policy:	Students are prohibited from possessing, transporting, using, distributing, or being under the influence of alcohol or other drugs at authorized activities or while on the school buses.
Procedure:	Students suspected of being under the influence of alcohol may be requested to take a breathalyzer test. A positive test for alcohol, or failure to comply with the test, will result in up to a ten day suspension and possible initiation of an expulsion hearing, and possible criminal charges as will possession, transportation, usage, or distribution of alcohol or drugs

If a student exhibits behaviors that indicate he/she may be under the influence of alcohol or other drugs, he/she will be referred to the principal, social worker, or nurse. The principal and nurse/social worker will conduct a physical assessment including a standard field sobriety test. If this multi-disciplinary team determines that there is strong suspicion that the student is under the influence an attempt to notify the parents or legal guardian will be made. A professional drug test is necessary to prove/disprove the presence of other illegal drugs. Parents may have their student tested at a lab designated by New Athens High School. The names of the approved facility can be obtained from school administration. This test must be done prior to the end of the day that the parent is notified that the student may be under the influence. If any test or assessment is positive for alcohol or other drugs, or the parent and student refuse the tests, there will be a 10 day suspension and possibly recommendation for expulsion. If the test results are negative the school will expunge the suspension from the

student's record.

Students that smell of marijuana at school or at school activities will also be given disciplinary action. ( up to a 10 day suspension and possible recommendation for expulsion to the Board of Education).

#### **ANONYMITY**

**Problem:** The act of refusing to properly identify one's self upon request.

**Policy:** Students must properly identify themselves upon request from teachers and other authorized personnel on school property, at authorized activities, and on the school buses.

**Discipline:** First offense - Detentions  
Second offense- Principal's discretion as to a parent conference and a one day suspension  
Third offense - Minimum five day suspension with required parental conference for readmittance.

#### **ASSEMBLIES**

**Problem:** Disruptive, distracting, and discourteous conduct during assembly programs on campus.

**Policy:** Student conduct at assemblies is expected to be courteous orderly, proper, and reasonable.

**Discipline:** First offense - Detentions  
Second offense - Principal's discretion as to a parent conference, with detentions  
Third offense - Suspension

#### **ATTIRE**

Conservative dress at school ensures that students focus on learning and not on one another. Inappropriate student dress includes, but is not limited to: baggy pants, spaghetti straps, short shorts/skirts, midriffs showing, hats, bandanas, extraneous headgear, sunglasses, chains and long straps attached to the clothing, studded items such as pointed rings, bracelets, or neckwear, intentionally altered clothing, and ill fitting garments. Students must wear pants around the waist so as not to slip and shirts must be tucked in or overlap the waistband. Skirts and dresses and shorts must be mid thigh. Items of clothes designed to be worn as undergarments may not be exposed. Shirts and blouses

may not expose the back or shoulder blades. Sleeveless shirts must have straps with a minimum width of two inches. Any items related to alcohol, tobacco, drugs, gangs, or anything that can be construed as having a sexual, or inappropriate connotation, are not allowed. Heavy, or long coats intended as outdoor apparel are to remain in the students' lockers once school has begun. Holes in garments shall not expose parts of the body that would be expected to be covered as per the dress code.

- First Offense: Change of clothes and correction of items; notice to parents and possible notification to the police.
- Second Offense: Detention with parental notification and possible notification to the police.
- Third Offense: Multiple detentions or suspension with parental notification and possible notification to the police.

### **CHEATING**

- Problem:** Students plagiarizing (which is defined as “stealing and passing off the ideas or words of another as one’s own or using another’s production without crediting the source”), using unauthorized sheets, tests, quizzes, homework assignments or other students for the purpose of passing quizzes, tests or assignments.
- Policy:** Persons using unauthorized aides to pass test, assignments or final exams defeat the purpose of proper assignments.
- Discipline:** First offense - A minimum of a “0” on assignments, quizzes, tests, or exams; and notification of the parents.  
Second offense - “0” on the assignments, quizzes, tests, or exams; detention, and notification of the parents.  
Third and succeeding offenses: “0” on the assignment and one day in-school suspension.

### **CREATING FALSE EMERGENCIES**

- Problem:** Creating a false emergency which necessitates the removal of all or part of the student body.

Policy: Any person who pulls a fire alarm or creates any other emergency which necessitates the removal of all or part of the student body is disrupting the school program and endangering the health and welfare of all individuals in the building.

Discipline: First offense - Five to ten day suspension and referral to the police. Parent conference prior to readmission to school.  
Second offense- Ten day suspension, refer to police and initiation of and expulsion hearing.

#### **DISOBEDIENCE, GENERAL**

Problem: Failure to obey a proper and reasonable order.

Policy: Students must obey any reasonable order given to them by teachers and authorized personnel on school property, at authorized activities, and on the school buses.

Discipline: Detentions or suspensions, principal's discretion as to a parent conference.

#### **DISOBEDIENCE, GROSS**

Problem: Deliberate, intentional refusal to obey a proper and reasonable order.

Policy: Students must obey proper and reasonable orders given to them by a teachers, and authorized personnel on school property, at authorized activities, and on the school buses.

Discipline: Three to ten day suspension or the possibility of the initiation of an expulsion hearing in cases of flagrant or continued acts of gross disobedience.

#### **DISPLAY OF AFFECTION (DOA)**

Problem: Public display of affection

Policy: Public displays of affection are considered to be in poor taste and not at all proper in a work or school situation.

Discipline: First offense - Student conference and warning letter to parent.  
Second offense- Detentions and letter to

parent.  
Third offense - One day suspension.

### **FIGHTING**

Problem: Fighting on campus and on the school buses.  
Policy: Fighting at authorized activities, and on the school buses, and on campus is prohibited.  
Discipline: First offense - Discretion of the principal for suitable punishment. Usually a two day suspension.  
Second offense- Minimum five day suspension with parent conference necessary for readmittance.  
Third offense - Ten day suspension and initiation of an expulsion hearing.

### **FOOD IN UNAUTHORIZED AREAS**

Problem: Food and soda in areas other than cafeteria.  
Policy: Food and soda are not to be consumed in areas other than the cafeteria.  
Discipline: First offense - Detention  
Second offense- Detentions  
Third offense - 1 day suspension (in-school)

### **GAMBLING**

Problem: Non-profit organizations are permitted to hold raffles in schools as a single event fundraiser provided such organizations receive prior Board approval and meet the requirements of law.  
Policy: Betting and gambling by individuals under 18 years of age or by students (regardless of age) is prohibited on school property and on the buses.  
Discipline: First offense Detentions  
Second offense-Suspension: Discretion of the principal for suitable punishment.



### **HARASSMENT, GENERAL (BULLYING)**

Policy: Students are entitled to an environment free of disruptive, distressing and disturbing gestures, jokes and physical contact which could be considered annoying, distressful or threatening to the well-being or safety of the student. **Bullying behaviors may include, but are not limited to, teasing, insults, exclusion, and rumors that would hurt other's feelings. Bullying behaviors can include physical, verbal, or written actions.** Students should immediately report such behavior to a teacher/counselor or administrator.

First offense - Warning and/or detention (Principal's discretion)

Second offense- In-school suspension (number of days determined by principal). Discipline hearing or possible referral to police.

Third offense - Discipline hearing and referral to the police.

### **HARASSMENT, SEXUAL**

Policy: The Board of Education has adopted policies which forbid sexual, racial, or ethnic harassment in any form. Students are entitled to a school environment free from disruptive, distressing, or disturbing comments, gestures, jokes and physical contact. Students should immediately report such offensive behavior to a teacher/counselor, or administrator. The penalties for sexual, racial, or ethnic harassment will include those spelled out in this handbook under "Disruptive Behavior", "General Disobedience", "General Misconduct", "Gross Misconduct", or "Vulgarity", as discretion dictates.

Procedure for Notification of Sexual Harassment:  
A teacher, student or employee of the district should report offensive sexual behavior to any teacher, counselor, or administrator, with whom he/she feels comfortable, immediately when the offensive behavior occurs. An administrator will then investigate the behavior and will initiate warnings, detentions, suspensions, or a discipline hearing as discretion dictates. Parents or authorities shall be contacted depending upon the severity of the situation with regard to a minor.

### **HAZING**

Policy: Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated

into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. It is not a defense of one's actions that the person against whom the hazing is directed has consented or acquiesced in the hazing activity.

**Students engaging in hazing will be subject to one or more of the following disciplinary actions:**

- Removal from the extra-curricular activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency

**Student engaging in hazing that endangers the mental or physical health or safety of another may also be subject to:**

- Suspension of up to 10 days
- Expulsion for the remainder of the school term.

#### **HEADGEAR IN BUILDING**

Problem:	Wearing of caps, hats, bandannas, etc., in the building.
Policy:	The wearing of caps, hats, bandannas, etc. in the building is considered to be in poor taste and not proper in the school situation.
Discipline:	<u>First offense</u> - Warning <u>Second offense</u> - Detention

#### **LEAVING CLASSES WITHOUT PERMISSION**

Problem:	Leaving classes and designated PE class area without permission.
Policy:	Students are required to remain in their assigned classrooms and designated PE class areas until they are dismissed by their teachers.
Discipline:	<u>First offense</u> - Detention <u>Second offense</u> - Detentions <u>Third offense</u> - 1 day suspension

#### **MISCONDUCT, GENERAL**

Problem:	Conduct that is distracting, disruptive, disorderly, and improper.
Policy:	Student conduct must be orderly, proper, and reasonable on school property, at authorized activities, and on the school buses at all times.
Discipline:	Verbal reprimands, parental contacts, detentions, or suspensions.

**MISCONDUCT, GROSS**

- Problem: Any physical act or inflammatory, profane, slanderous verbal abusiveness directed at a teacher or other authorized personnel; the willful, intentional, violation of rules and regulations; conduct that continually threatens to disrupt the educational process and operations of the school; conduct that is dangerous to other people.
- Policy: Student conduct must be orderly, proper, and reasonable on school property, at authorized activities, and on the school buses.
- Discipline: Three to ten day suspension, possible initiation of an expulsion hearing, or possible criminal charges.

**PERSONAL HYGIENE**

- Problem: Continued conditions of unhealthy personal hygiene on campus.
- Policy: Students must maintain reasonable and healthy personal hygiene.
- Discipline: Notice to parents and reasonable correction, required parental conference, and removal of the student from the school environment until he/she makes the necessary corrections in his/her personal hygiene.

**POSSESSION OF KNIVES, FIREARMS AND/OR OTHER DANGEROUS WEAPONS**

- Problem: The display, possession, and transportation of dangerous or illegal weapons, firearms, knives, including pocket knives, on campus. This includes fireworks, explosives, smoke bombs, chemical irritants, and other such devices.
- Policy: The display, possession, and transportation of dangerous or illegal weapons are prohibited on school property, at authorized activities, and on the school buses.
- Problem: Those items which threaten to disrupt the educational process and which are dangerous to the safety and well being of others. Example: possession of firearms, air

guns, switch blade or fixed blade knives, or use of smoke bombs, chemical irritants, fireworks, and other devices.

Discipline: Immediate confiscation of item, ten day suspension, initiation of expulsion hearing, and criminal charges.

### **POSSESSION OF UNAUTHORIZED SCHOOL FORMS**

Problem: The unauthorized writing, issuing, altering, and possessing of school passes; the illegal act of forging teachers' and other authorized personnel's signatures to passes; and the improper use of valid pass.

Policy: Students are not permitted to write, issue, alter, or possess unauthorized passes; they are prohibited by law, from signing teachers' or other unauthorized personnel's signatures to passes; and they are required to comply with the written direction on authorized passes issued to them.

Discipline: First offense - Detention  
Second offense- Detentions  
Third offense - Principal's discretion as to a parent conference and up to a five day suspension.

### **PROHIBITED ARTICLES/ELECTRONIC DEVICES**

Problem: Problems arise each year because students bring articles to school which may be lost or stolen, or which interfere with the school procedure.

Policy: While the school understands the need for some students to have a cell phone at school for emergency purposes, cell phones at school can be used for purposes other than emergencies. There is no need for a student to be talking on a cell phone during the school day or text messaging anyone during the school day. Improper use of a cell phone only hurts those who use it properly. The school encourages parents to talk to their child(ren) about the proper use of a cell

phone while at school. If your child(ren) use(s) a cell phone improperly, then the following consequences may take place.

Discipline:

First offense -

The items will be confiscated, a detention will be assigned, and a parent will be contacted to pick up the item. If a parent cannot pick up the item, it will be kept in the office and returned to the student the next morning.

Second offense- One day of in-school suspension and the item, if brought to school, must be checked in to the office each morning for a period of 30 calendar days.

Third offense - Two days of in-school suspension and the item, if brought to school, must be checked in to the office each morning for a period of 45 calendar days.

Fourth offense – 5-10 days ISS/OSS. The cell phone will be kept for three months, a parent must pick up the cell phone at the end of three months and the cell phone may not return to school for the remainder of the school year.

All cell phone offenses will result in a parent picking up the phone from school. The phone will not be allowed to go home with a student.

**If the offense occurs late in a school year, more severe consequences may occur. Any further offenses will result in the cell phone being kept for the remainder of the school year and/or severe consequences.**

#### **SCHOOL PROPERTY, DAMAGE OR LOSS**

Policy:

Consistent with this school's established concept of student responsibility, students will be held accountable for all accidental loss of or damage to school property. Accidental loss or damage will require simple restitution. Theft or willful damage will require restitution and disciplinary action, to include detention or suspension – principal's discretion as to suitable punishment.

## SMOKING AND USE OF TOBACCO AND/OR E-CIGARETTES

Problem:	Smoking, use of and possession of tobacco or e-cigarettes on school grounds, on the school bus, in private cars, or in the building at any time.
Policy:	Smoking, use of and possession of tobacco or e-cigarettes by students is not permitted on the school grounds, on the school bus, in private cars or in the building at any time. The reference above to “on school grounds” refers to any time of the day or any type of activity such as night basketball games, play rehearsals, band concerts, etc. This also applies when our students are representing our school at other schools. Class A: Smoking or use of tobacco or e-cigarettes by students on school grounds, on the school bus, in private cars or in the building at any time.
Discipline:	<u>Class A: First offense</u> - 3 day suspension <u>Second offense</u> - 7 day suspension <u>Third offense</u> - 10 day suspension. Chronic disregard for this rule may lead to initiation of an expulsion hearing.
Policy:	Class B: Possession of cigarettes, cigars, chewing tobacco, “snuff”, and any tobacco or e-cigarette product.
Discipline:	<u>Class B: First offense</u> - Up to 3 day suspension <u>Second offense</u> - Up to 7 daySuspension- Discretion of the principal for suitable punishment.

## STEALING

Problem:	Burglary and stealing of public and private property on campus.
Policy:	Burglary and stealing are prohibited by law on school property, at authorized activities, and on the school buses.

Discipline:

The discipline administered for stealing will depend upon value, recovery, cooperation, and intent.

First offense - Principal's discretion as to a parent conference, suitable suspension by the principal, and possible initiation of an expulsion hearing, principal's discretion as to police referral.

Second offense- Mandatory suspension of up to 10 days, possible initiation of an expulsion hearing, referral to police.

### **STUDENT SEARCHES**

New Athens C.U.S.D.#60 has adopted this policy for the safety and supervision of students, to maintain discipline and order in school, and to provide for the health, safety and welfare of students and staff. To maintain order and security in the school, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectations of privacy in these places and areas.

- a. Student searches – Student or student property may be searched based on reasonable suspicion that a student may have drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or items evidencing of a violation of school policy, local, state, or federal. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, bags, wallets, purses, remove jackets, coats, shoes and other articles for examination if reasonable under the circumstances.
- b. Lockers – Lockers are owned and controlled by the school for use and benefit of the students. Lockers are subject to periodic inspection by school officials without notice, therefore students should have no expectation of privacy when using school lockers. Inspections can be held without notice, without student consent, and without a search warrant. At the discretion of the administration, students may or may not be present during locker searches.

- c. Automobiles – Students are permitted to park on school premises as a matter of privilege, not a right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student’s automobile on school premises may be searched if an administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if a search produces drugs, look-alike drugs, controlled substances, drug paraphernalia, weapons, stolen items, or evidence of a crime, in any case involving a violation of law when a student refused to allow a search, or where the search cannot be safely conducted. Parents may also be contacted. School officials may appropriately discipline a student who refuses to submit to a search.

**THREATS**

Problem:	Oral or written threats or acts of assault and battery directed toward another student, teacher, employee of the district.
Policy:	Oral or written threats or acts of assault and battery directed toward another student, teacher, employee of the district are prohibited.
Discipline:	Suspension or other suitable punishment is justified, and, if repeated or aggravated, initiation of an expulsion hearing. Parents of all students involved will be notified immediately. Principal has the discretion whether to notify the police.

**THREATS, AGGRAVATED**

Problem:	Oral or written threats of assault with firearm, explosive device or other dangerous weapon directed towards another student, teacher, employee of the district or the district’s physical facility.
Policy:	Oral or written threats of assault with firearm, explosive device or other dangerous weapon directed towards another student, teacher, employee of the district or the district’s physical facility are prohibited.
Discipline:	Ten day suspension, initiation of expulsion hearing and criminal charges.



**TRESPASSING**

Problem: Trespassing  
Policy: Students are prohibited from being in school building when school is not in session unless permission is granted from authorized personnel.  
Discipline: First offense: Student conference and detentions  
Second offense: Principal’s discretion as to a parent conference and succeeding offenses with suspension.

**UNAUTHORIZED AREAS**

Problem: Unauthorized presence in certain areas.  
Policy: There are certain areas in which student presence is prohibited unless authorized by a faculty member. These areas are the roofs, boiler room, incinerator room, and teachers lounges.  
Discipline: First offense - Detention  
Second offense-Suspension: Discretion of the principal

**UNAUTHORIZED COMPUTER ENTRY**

Problem: The unauthorized breaking of password, codes, program entry and changing of information contained in the computer hard drive or network server.  
Policy: No one should enter into the computer hard drive or network server without proper authorization. No programs should be altered or deleted without proper authorization.  
Discipline: Two to ten day in-school suspension with possible initiation of an expulsion hearing

### **UNAUTHORIZED EMAIL USE**

Problem:	Misuse or abuse of the Internet, the exposure of computers to viruses, the downloading of materials and the interference, destruction or alteration of any programs or database established in the school's computers are prohibited.
Policy:	Students are not to use school computers for personal email. Email may be used by students at school under the direction of a teacher. In which cases the teacher will set up a class email address for all students in the class to use.
Discipline:	<u>First offense</u> - One detention, notification of parents. <u>Second offense</u> - Suspension and revoking of Internet privileges. <u>Third offense</u> - 10 day suspension and Board of Education hearing.

### **UNAUTHORIZED INTERNET USE**

Problem:	Illegal and unauthorized use of the Internet resulting in a violation of a signed Authorization of Internet Access Form.
Policy:	Student use of the Internet should be in compliance with the Authorization of Internet Access Form.
Discipline:	Student will lose right to access the Internet and will serve a detention or suspension depending on the severity of the violation. Principal's discretion as to the number of days.

### **UNAUTHORIZED PRESENCE ON CAMPUS**

Problem:	The illegal and unauthorized presence on campus.
Policy:	Students who have been suspended or expelled from school are prohibited from being on school property, attending authorized activities, both home and away, and riding the school buses during the term of their suspension or expulsion.
Discipline:	Additional suspension, possible initiation of

an expulsion hearing, and possible criminal charges.

#### **UNAUTHORIZED ITEMS**

**Problem:** Possession of noisemakers, chains, cigarette lighters, water shooting devices, laser pointers, or any other items that divert attention from the education process are not to be on school property. These items will be confiscated and turned in to the office. If there is reasonable grounds that the student may have violated school rules, school officials have the right to search a student's book bag, locker, car, etc.

#### **VANDALISM**

**Problem:** Defacement of public and private property.  
**Policy:** Vandalism of public and private property is prohibited on school property, at authorized activities, and on the school buses. Gang or cult related graffiti, symbols and messages on public and private property is prohibited.  
**Discipline:** Principal's discretion as to a parent conference and restitution; detentions or suspensions; possible initiation of expulsion hearings, and possible criminal charges.

#### **VULGARITY**

**Problem:** Use of vulgarity during school hours.  
**Policy:** The direct or implied use of vulgarity either by verbal expression, written expression or by gestures is expressly prohibited.  
**Discipline:** First offense - Detentions or suspension depending upon the intent and severity of the vulgarity.  
Second and succeeding offenses: Suspension -principal's discretion as to number of days.

#### **LIBRARY RULES**

The school library is open to anyone enrolled in New Athens Community Unit School, the faculty, and administrative personnel. Library hours are from 8:20 a.m. to 3:15 p.m. on each day that school is in session.

Books are checked out for a two week period and may be renewed for one

additional two week period.

Students must realize that they are responsible for the material they check out from the library and that they have an obligation to return the material. Students will pay for material not returned.

The following rules will be followed when using the library facilities:

1. Students must have a pass to enter the library during scheduled class time and need to sign in whenever they arrive. Passes are not necessary before or after school or during lunch time.
2. If you need help, ask the librarian.
3. All library materials must be checked out before leaving.
4. Students must come prepared with all materials necessary.

Failure to abide by the rules will result in the following:

First offense - Warning

Second offense- Student will be moved to an isolated area.

Third offense - Student will be removed from the library for anywhere from one period to nine weeks.

#### **PASSES**

All restroom passes and corridor passes will be contained in the new Parent-Student-Teacher Handbook student organizer. Handbooks must be carried by the students from class to class. Students may not be passed from room to room or to the restroom without the handbook pass signed by a teacher or administrator. Lost handbooks will have to be replaced at \$7.00 for the student to be allowed to leave class.

Office help and teacher's aide may not write passes for other students.

If a student is in an academic class, he must remain in that class all period, unless he can give the teacher a viable reason to be dismissed.

Students are reminded that when they are scheduled into a class, they are to remain there all period. Passes will only be issued out of a class in cases of emergency. The teacher's discretion will prevail in decisions of what is an emergency.

Each classroom will have a sign out-in sheet which students will sign prior to leaving and upon returning. Passes should be filled out completely. Students should be aware that they will be challenged, while in halls for a proper pass. Failure to produce a pass when asked for a pass by the principal and/or teacher will result in the student being assigned a detention.

#### **COURTESY**

1. In the classroom-wait to be recognized before speaking. Respect classroom rules of each teacher.
2. At assemblies-give courteous attention to performers or speakers. If applause is expressed, it should be expressed with courtesy.
3. In the halls-show good conduct in halls by not running or congregating in groups. Remember that classes are in session from 8:20 a.m. to 3:16 p.m.
4. Students are to address teacher as follows: Miss, Mrs., or Mr.

## **SPORTSMANSHIP**

1. Students always back their team with true school spirit and show respect for their school's reputation.
2. Students strive to maintain favorable relations with opposing teams and schools.
3. Students cooperate with the cheerleaders in pep sessions and at games.

## INDEX

Acceptable Instructional Material Policy	10
Accidents	10
Alcohol/Drugs, Possession of or Under the Influence	44
Announcements	10
Anonymity	45
Assemblies	45
Assembly Procedures	39
Athletic Eligibility Policy	25
Attendance Policy	35
Attendance Requirements for Extra-Curricular Activities	37
Attire	45-46
Auditing Courses	26
Business in Office	40
Cafeteria	10
Cell Phones & Other Electronic Devices	12
Cheating	46
Chromebook: Usage & Pledge	8-9
Classification of Students	26
Closed Campus	39
Counseling	13
Course Fees	11
Courtesy	60
Creating False Emergencies	46
Daily Course Load	26
Detentions	40
Directory Information	11
Dismissal of School	11
Disobedience, General	47
Disobedience, Gross	47
Display of Affection	47
Disruptive Behavior	43
Driver Education	26
Dual Enrollment Policy	26
Due Process	34
Early Dismissal	38
Early Graduation	27
Enrollment Procedure	28
Equal Educational Opportunities	12
Excused Absences	35
Expulsion	42
Fighting	48
Fire and Disaster Drills	12

Food in Unauthorized Areas	48
Gambling	48
Grade Point Average	28
Grading Scale	29
Graduation	30
Graduation Requirements	30
Harassment, General (Bullying)	49
Harassment, Sexual	49
Hazing	49
Headgear in Building	50
Homeroom	13
Honor Roll	30
IHSA Eligibility Rules	20-25
Illness at School	39
Individualized Instruction	33
Insurance Plan	13
Knives, Firearms, Other Dangerous Weapons, Possession of	51
Leaving Class Without Permission	50
Library Rules	59-60
Lockers and Locks	13
Lost and Found	14
Make Up Work After Excused Absences	36
McKinney-Vento Homeless Education Act	30
Medical Excuses From Class Participation	31
Medicine at School	14
Misconduct, General	50
Misconduct, Gross	50
Motor Vehicles	39
Motor Vehicles Moving Violations	39
N.A.H.S. Athletic Code	17
New Athens Eligibility Policy	25
Nurse	15
Office and Teacher Aides	15
Passes	60
Personal Hygiene	51
Personal Items	31
Phone Calls	15
Physical Examinations and Immunizations	15
Planned Absences	36
Procedures of Expulsion	42
Procedures of Suspension	41
Proficiency Examinations	31
Progress Reports	31
Prohibited Articles/Electronic Devices	52

Repeated Serious Violations	43
Schedule Changes	31
School Bus Transportation Rules & Regulations	15-16
School Calendar	6
School Property, Damage or Loss	53
School Sponsored Activities	40
Semester Examination Attendance Policy	32
Sign-in/Sign-out	39
Smoking and Use of Tobacco/E-Cigarettes	54
Sportsmanship	61
Stealing	54
Student Records	17
Student Rules and Regulations	34
Student Searches	55
Student Transportation for School Activities	17
Study Hints	33
Suspension	41
Suspension & Expulsion, Differences Between	42
Tardiness	37
Threats	56
Threats, Aggravated	56
Trespassing	57
Truancy	38
Unauthorized Areas	57
Unauthorized Computer Entry	57
Unauthorized Email Use	58
Unauthorized Internet Use	58
Unauthorized Presence on Campus	58
Unauthorized School Forms, Possession of	52
Unauthorized Items	59
Unexcused Absences	36
Vandalism	59
Vulgarity	59
Withdrawal From School	38