

**New Berlin High School
Student Handbook
#Pretzelpride**



NBHS Loyalty Song

**We're Loyal to you N.B. High
And for your honor we will try.
We know that you will strive for victory tonight
And glory will be in sight.
Oh orange and blue we stand for you.
And to these colors we will be true.
So let us fight on, fight on, fight to win this game for N.B. High.
F-I-G-H-T Fight! Fight! Fight!**

**We're loyal to you N.B. High
And for your honor we will try.
We know that you will strive for victory tonight.
And glory will be in sight.
Oh orange and blue we stand for you.
And to these colors we will be true.
So let us fight on, fight on, fight to win this game for N.B. High.**

This 2025-26 student planner belongs to:

Name: _____

This handbook is subject to change due to any new laws passed by the General Assembly. The online version of the handbook will be the most updated for parents and students to review. The handbook can be revised at any time throughout the school year.

Introduction

Welcome to New Berlin High School where invaluable academic, extra-curricular and social experiences will help shape the rest of your life. Our goal is to help provide a solid foundation for learning while providing opportunities for you to learn and grow toward being the best you can be in all facets of your school life. Our faculty aims to use technology and proven teaching strategies to provide meaningful and interesting experiences that you will always remember.

To assist you, the handbook was developed by the Board of Education, Staff, Students, Administration, and Community members to provide school rules, regulations, procedures, and important information. You will find that the rules and regulations that govern our lives at school make it possible for all of us to live, learn, and work together.

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. The principal may establish additional rules, and regulations. Such rules and regulations will be consistent with those established by the Board of Education and the Superintendent of Schools. A student handbook will be distributed to the student and/or parent/guardians within 15 days of the beginning of the school year or the student's enrollment. The school handbook may be amended during the school year without notice. Our school will be what we make it. Be proud of it. Take good care of it. Become part of it. We have the power to determine our successes or failures. Pretzel Pride means being your best and giving your best effort all of the time.

Every student is responsible for knowing and abiding by the policies contained in the school handbook.

If you have questions, please contact the Principal within 15 school days of receipt of this handbook. The provisions of this handbook are not considered to be irrevocable and can be modified and supplemented as needed by the school. **Athletes and students involved in extracurricular activities will be held to additional standards as stated in the Extra Curricular Handbook and as determined by individual coaches and sponsors. Students participating in sports and Extra Curricular activities will be responsible for knowing and abiding by the policies contained in the Extra Curricular Handbook and set forth by coaches and sponsors.**

Best wishes for a great year!

Mrs. Hattie Llewellyn – Principal

Mr. Dillon Binkley, District Athletic and Activities Director

Mr. Joe Viola, Director of Student Services

If you need to share any information that threatens your safety or the safety of others, please contact the following resources: the [National Suicide Prevention Lifeline \(988\)](#), the [Crisis Text Line](#), and either the [Safe2Help Illinois](#) helpline or a local suicide prevention hotline.



Call: 1-844-4-SAFE-IL Text: Safe2 Safe2HelpIL.com

*A confidential way to share any information that threatens
your safety or the safety of others.*



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DAILY SCHEDULE

New Berlin High School opens for the day at **7:15 AM** for zero hour students and at 7:50 for all students. High School students should report to the Cafeteria if they are eating breakfast. High School students not eating breakfast should report to the Dome. At 8:05 AM students will be released to their locker and should make their way to their first hour classroom. High School students should report to their first hour classroom by 8:15 am.

Period	Tardy Bell	Start	Finish
0		7:20	8:05
1	8:14	8:15	9:00
2	9:03	9:04	9:49
3	9:52	9:53	10:38
4A	10:41	10:42	11:27
HS Lunch		11:30	12:00
JH 5	11:29	11:30	12:15
HS 5	12:03	12:04	12:49
JH Lunch		12:19	12:49
6	12:52	12:53	1:38
7	1:41	1:42	2:27
8	2:30	2:31	Bus: 3:05/3:16
Bus Departure			3:10
Teacher Dismissal			3:31
2:20 Dismissal			
0		7:25	8:05
1	8:14	8:15	8:57
2	9:00	9:01	9:38
3	9:41	9:42	10:19
4	10:22	10:23	11:00
HS Lunch		11:04	11:34
JH Period 5	11:03	11:04	11:41
JH Lunch		11:45	12:15
HS 5	11:37	11:38	12:15
6	12:18	12:19	12:56
7	12:15	1:00	1:37
8	1:40	1:41	Bus: 2:05/2:16
Bus Departure			2:10
Teacher Dismissal			3:31
11:40 Dismissal			
0		7:40	8:05
1	8:14	8:15	8:42
2	8:44	8:45	9:07
3	9:09	9:10	9:32
4	9:34	9:35	9:57
5	9:59	10:00	10:22
6	10:24	10:25	10:47
7	10:49	10:50	11:12
8	11:14	11:15	Bus: 11:30/11:40
Bus Departure			11:35
Teacher Dismissal			3:31

DAILY SCHEDULE

1:00 Dismissal			
Period	Tardy Bell	Start	Finish
Zero Hour		7:20	8:05
1	8:14	8:15	8:45
2	8:48	8:49	9:19
3	9:22	9:23	9:53
4	9:56	9:57	10:27
HS Lunch		10:31	11:01
HS Period 5	11:04	11:05	11:35
JH Period 5	10:30	10:31	11:01
JH Lunch		11:05	11:35
6	11:38	11:39	12:09
7	12:12	12:13	12:43
Bus Riders do not report to Advisory		Bus Departs - 12:47	
8	12:46	12:47	1:00
Teacher Dismissal			3:31

25.26 NBHS Events Calendar

Aug 11, 12, 13	Teacher Institute (No Student Attendance)
Aug 14	Opening Day - 1st Student Attendance Day 2:21 Dismissal; BOE Meeting 6PM @NBEL
Aug 15	2:21 Dismissal
Aug 19-22	Fall Benchmark Testing
Sep 1	Labor Day (No School)
Sep 4	1PM Dismissal - Teacher Professional Development
Sep 12	11:40 Dismissal SIP Inservice; Q1 MidTerm
Sep 19	Fall Picture Day
Sep 24 & 25	2:21 Dismissal - Parent Teacher Conferences
Sep 26	Not in Attendance
Sep 28-Oct 5	HOCO 25 Spirit Week
Sep 28	HOCO25 Parade @ 1PM; Powderpuff Football @ 3PM; Alumni VB to follow
Oct 2	1 PM Dismissal-Teacher Professional Development
Oct 3	HOCO25 Pep Rally/Q1 Midterm/ HOCO 25 Football Tailgate Party @ 4PM and Game @ 7PM
Oct 4	HOCO25 Dance, 7 pm-10pm
Oct 10	End of Q1
Oct 13	Columbus Day (No School)
Oct 16	BOE Meeting 6PM @ NBEL
Oct 23	1 PM Dismissal -Teacher Professional Development
Oct TBA	PSAT/NMSQT Testing for Juniors
Nov 10	Veteran's Day Assembly 9AM Pretzel Arena
Nov 11	Veteran's Day (No School)
Nov 13	Career Day
Nov 14	ASVAB Testing (Juniors); 11:40 Dismissal - School Improvement In-Service; Q2 Midterm
Nov 17	BOE Meeting 6PM
Nov 21	Fall Retake Day/Senior Composite Pics//Club Pictures
Nov 24-26	Winter Benchmark Testing - iReady and Panorama
Nov 25	2:21 Dismissal - Thanksgiving Break
Nov 26-28	Thanksgiving Break (No School)
Dec 9	1PM Dismissal - Teacher Professional Development
Dec 18	HS Odd Final Exams HS Dismisses at 2:21 Bus Riders @3:10
Dec 19	HS Even Final Exams Dismiss @ 2:21/End of Q2/S1
Dec 22-Jan 2	Not In Attendance (Christmas Break)
Jan 5	Teacher Institute (No Student Attendance)
Jan 6	Semester 2/Q3 Begins - Students return
Jan 15	1 PM Dismissal - Teacher Professional Development
Jan 19	Martin Luther King Jr. Day (No School)
Jan 22	BOE Meeting 6PM
Jan 29	1 PM Dismissal - Teacher Professional Development
Feb 6	Q3 MidTerm
Feb 13	11:45 Dismissal - School Improvement In-Service
Feb 16	President's Day (No School)
Feb 19	BOE Meeting 6 PM NBEL
Feb 25	1 PM Dismissal - Teacher Professional Development
Feb 26	Key Club Blood Drive in Dome; NHS Induction Ceremony 7PM
Mar 12	1 PM Dismissal - Teachers Professional Development
Mar 13	End of Quarter 3
Mar 19	BOE Meeting 6PM @ NBEL
Mar 24	Quarter 4 Midterm
Mar 30-Apr 3	Spring Break- Not in Attendance
April 21-24	Grades 9-11 State Testing Day; Grade 12 College Visit Day
May 1	11:45 Dismissal School Improvement-In-Service
May 2	Prom, 7 PM-10PM Post Prom-11 PM-1:00 AM
May 4-6	Spring Benchmark Testing
May 4-8	Staff Appreciation Week/Senior Send Off Week
May 7	Golden Honors 8 PM Pretzel Arena
May 8	Emergency Day #1
May 11	Senior Check-out/Locker clean out/Last Day for Seniors to attend CACC
May 12	Seniors Exams
May 14 or 15 (ED 2)	HS Graduation Practice and Senior Walk/BBQ
May 15	Emergency Day #2
May 17	HS Graduation 2 PM Pretzel Arena
May 21	HS Final Exams-Odd; BOE Meeting 6PM @ NBEL
May 22	HS Final Exams -Even /Student Check-Out/2:21 Dismissal/Q4/S2 Ends
May 26-28	Emergency Days 3-5

Chapter 1: Introductory Information and General Notices

1.00 Pandemic Preparedness: Management and Recovery

School Operations During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

- All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
- Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
- Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
- All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
- Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
- During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
- School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
- Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
- During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
- In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
- Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
- Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

PRESS 4:180, Pandemic Preparedness; Management; and Recovery.

1.20 Student/Parent Handbook Acknowledgement and Pledge

Electronic access to the Student/Parent Handbook and School Board policies on student behavior are available at [NBCUSD #16 Board Policy Manual](#). The Student/Parent Handbook and School District policies may be amended during the year. Such changes are available on the School District website or in the school office. All students and parents will be provided with a copy of an acknowledgement and pledge to sign and return to the high school office by the 5th day of school. A copy of this acknowledgement and pledge is included on the last page of this handbook. Failure to return this acknowledgement and pledge will not relieve a student from being responsible for knowing or complying with School and School District rules, policies and procedures.

1.30 General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the [Board Policy Manual Link](#) or at the Board office, located at 600 N. Cedar, New Berlin, IL.

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

Stephanie Neuman, President	Jenny Mann, Secretary	Josh Beard, Member
Bill Marr, Vice President	Abby Griffith, Member	Board member contact information is available HERE
Jason Arndt, Member	Jerry Bishoff, Member	

Contacting the High School

Address: 300 E. Ellis Street, New Berlin, IL, 62670.

Office hours 8:00 am – 4:00 pm (Summer Hours may vary)

(P) 217-488-6012. (F) 217-488-3207.

Website: [New Berlin High School](#)

Email Contact Information: [Staff Directory](#)

Follow us on Social Media: [NB School Social Media Information](#)

Student Rights and Responsibilities

The School Board, in support of the aims of public education, believes that the behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline is one of the ultimate goals of education.

Citizenship and Moral Responsibilities

1. Students shall respect constitutional authority.
2. Citizenship in a democracy requires respect for the rights of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies and to profit by the educational experiences provided will be given opportunities to do so and will be assisted in achieving scholastic success to the limit of individual ability.

Rights

1. To attend school.
2. To express opinions respectfully verbally or in writing.
3. To expect that the school is a safe place.
4. To be represented, when appropriate, by an active student government selected by free school elections.

Responsibilities

1. To become informed of and adhere to reasonable rules and regulations.
2. To respect the rights and individuality of other students and school administrators and faculty.
3. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, safety, and is free from distraction.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from disobedience or misconduct of behavior that disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

1.40 Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

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

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

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Cross-Reference: PRESS 8:30, *Visitors to and Conduct on School Property*

1.50 Equal Educational Opportunities and Sex Equity **MSH Update 7.2025**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mrs. Llewellyn 217-488-6012 ext 1130.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Cross-Reference: PRESS 7:10, *Equal Educational Opportunities* PRESS 2:260, *Uniform Grievance Procedure*

1.60 Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

1.70 School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the

classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross-Reference: PRESS 6:250, *Community Resource Persons and Volunteers*

1.80 Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other types of an emergency occurs during the day, please listen to local media stations for possible early dismissal information. A phone call will be placed through our automated School Reach System alerting parents and guardians of any emergency school closing. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

Activities When Schools Are Closed

All home activities will be canceled if the school is closed for inclement weather or safety conditions. Please note that occasional exceptions may occur if conditions improve, or if the event is a County/State tournament. Listen to local radio stations, visit the school website and an announcement regarding any information for activities will be sent through our automated School Reach system.

Cross-Reference: PRESS 4:170, *Safety*

1.100 Video & Audio Monitoring Systems

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

Cross-Reference: PRESS 4:110, *Transportation*

1.110 Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Special Education Services

The Sangamon Area Special Education Cooperative provides services to eligible students in District 16. To access information regarding these services please contact the building principal. The Sangamon Area Special Education office can be reached at 217-786-3250. Behavioral management guidelines are established and available. Contact the high school principal for additional information. The district's Policy for Behavioral Interventions for Students with Disabilities is available upon request at the high school office.

Cross-Reference: PRESS 8:70, *Accommodating Individuals with Disabilities*

1.120 Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 217-488-6012 ext. 1130.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Cross-Reference: PRESS 7:285, *Food Allergy Management Program*

1.130 Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

1.140 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Cross-Reference: PRESS 7:290, *Suicide and Depression Awareness and Prevention*

1.150 Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

- a. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
- b. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
- c. Access to a power source for a breast pump or any other equipment used to express breast milk.
- d. Access to a place to store expressed breast milk safely.
- e. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child, or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
- f. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

Cross-Reference: PRESS 7:10-AP2, *Administrative Procedure – Accommodating Breastfeeding Students*

1.170 Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Cross-Reference: PRESS 7:160; *Student Appearance*

1.180 Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse

Physical signs:

- [Sexually transmitted infections \(STIs\)](#) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics

- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization

- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Cross-Reference: PRESS 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; PRESS 5:120-AP2, *Employee Conduct Standards*; PRESS 5:120-AP2,E, *Expectations and Guidelines for Employee-Student Boundaries*

1.185 Faith's Law Notification

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Cross-Reference: PRESS 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; PRESS 5:120-AP2, *Employee Conduct Standards*

1.190 Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Cross-Reference: PRESS 7:285, *Anaphylaxis Prevention, Response, and Management Program*; PRESS 7:285-AP, *Administrative Procedure – Anaphylaxis Prevention, Response, and Management Program*

1.200 Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

1.210 Free and Reduced-Price Food Services; (updated 6.4.24 as per MSH Update)

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food

services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches or \$20.00. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Cross Reference: <i>PRESS 4:130-E, Exhibit – Free and Reduced-Price Food Services; Meal Charge Notifications</i>

Chapter Two: Attendance, Promotion, and Graduation

2.00 Procedures for Arriving and Leaving School

New Berlin High School opens for students taking a zero hour class at 7:15 AM. The building opens for all students at 7:45 am. High School students should report to the Cafeteria if they are eating breakfast. High School students not eating breakfast should report to the Dome and will be seated in the bleachers on the west side. At 8:05 AM High School students will be released to the high school and should make their way to their first hour classroom. At 8:14 AM the first period tardy warning bell will sound. High School students should report to their first hour classroom by 8:15 AM.

Students may not leave school for any reason unless permission is obtained from the principal. Contact must be made with a parent or a responsible adult before a student is allowed to sign out and leave the school. A student becoming ill at school must obtain an approved pass to see the nurse. A student leaving school without obtaining the necessary permission will receive an unexcused absence regardless of the reason. When a student leaves during the school day the nurse or principal's office must be notified in order to receive an excused absence. A student who goes out to their vehicle during the school day could receive a disciplinary referral for leaving school without permission unless they have obtained permission to sign out and have a parking lot pass from the office.

Tardy to School

Students arriving at school or to class after the 8:15 bell must sign in with the attendance clerk in the high school office to obtain a pass to class.

Tardy to Class

There is a four (4) minute passing time between each academic period. If a student is more than 10 minutes late to class, that student must present a signed pass to be admitted. Students must be in class when the bell rings or they

will be assigned a tardy by that classroom teacher. Students are expected to bring all necessary materials to class with them. If a student is unprepared for class and needs to return to their locker after the bell rings, a teacher may assign a tardy as a consequence, or write a referral for being unprepared for class.

Consequences for Tardiness

Tardies are cumulative for all classes and will accrue on a semester basis only.

1st Offense: 6th tardy for the semester = 1 hour detention ~~and loss of cell phone privileges for semester~~

2nd Offense: 9th tardy for the semester = Saturday detention

3rd Offense: 12th tardy for the semester = 1 day ISS suspension

4th Offense and additional offenses: Students that are chronically tardy to school may be required to serve after school detention each day they are tardy to school/class. The tardy policy is based on a semester. Students will have a clean slate at the beginning of a new semester.

2.00 Closed Campus

New Berlin High School is a closed campus. This means that students may not leave school property without permission from a parent during the school day, (8:00 a.m. to 3:21 p.m.).

2.10 Attendance

Successful achievement in school activities is related to a good attendance record. It is the expectation of the school that students will be in attendance every school day. Absences from school must be in accordance with the rules set forth in this section.

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

2.20 Student Absences: School Procedures **MSH Update 7.2025**

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

Students are much more likely to succeed in academics if they have consistent school attendance.

If a student is absent, it is the responsibility of the parent/guardian to call Mrs. Peecher, Jr/Sr HS Attendance Secretary, at 217-488-6012 ext by 8 AM to report the student's absence. Any student absent from school without a call from a parent will be contacted before 10 AM to confirm the student's absence and reason for the absence. Student absences will be designated as excused, excused and exempt from truancy reporting, or unexcused as outlined in the table below. Student Absences will be limited to 4 days verified by a parent in addition to 5 days for Mental Health as per the Illinois School Code. After the fourth absence, a doctor's note or legal document (from court, etc.) will be required. If at any time during the entire school year, a student is absent more than 4 days, a doctor's note will be required for any absence to be considered excused. The doctor's note must state that the student was unable to attend school and give exact times when the student was seen in the doctor's office or it will **not** be considered an excused absence. After the 4 days, all absences are considered unexcused without verification from a doctor or legal document. The Illinois State Board of Education considers any student that is absent over 9 days - excused or unexcused - as a chronically absent student.

Excused/Parent Request - Up to 4 Days
<ul style="list-style-type: none"> • Illness - personal or family • Doctor appointments accompanied by a doctor's note within 48 hours of returning to school. Students will be excused for the specific time of the appointment and travel time. • Attendance at a funeral for someone that is not an immediate family member. • Getting Driver's Licence - 2 Periods • Getting Driver's License and Taking Test @ DMV - 4 Periods
Excused as per School Code and Exempt from Truancy Reporting
<ul style="list-style-type: none"> • Mental/Behavioral Health (5) - not allowed to participate in after school activities • Attendance at a verified medical or therapeutic appointment (including a victim services provider) • Observance of a religious holiday or event not provided by the school calendar - parent must provide written notice 5 calendar days prior to the absence. • Attending a Civic Event • Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election • 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings • Attending a military honors funeral to sound TAPS • For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.
Excused as per CUSD #16 School Board and Exempt from Truancy Reporting
<ul style="list-style-type: none"> • Prearranged Absences based on administrative approval. • Illness of 3 Consecutive Days verified by a doctor's note stating the dates of absence within 48 hours of the students return to school. • Career/College Days 2 for Juniors and 2 for Seniors pending approval by principal and DOSS - for visits to colleges, vocational schools, testing, armed forces recruiting, etc. • Death in the Immediate Family and attendance at the funeral of the family member. • Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety • The building administrator may excuse a student for additional days relative to military leave or deployment. • Situations beyond the control of the student as determined by administration • Attendance at a school field trip pending eligibility • Injury/illness at school and sent home by the school nurse. Severe illness or injury which causes a student to be absent for an extended period, may be counted as one day at the principal's discretion.
Unexcused Parental approval to miss school does not necessarily mean that the school will approve the absence.
<ul style="list-style-type: none"> • Any parent request over the allotted 4 days that does not fall into the exempt category • Any Mental Health Day over the allotted 5 days • Any Planned Absence Day over the allotted 5 Days • Any doctor appointments occurring over the 4 days that are not accompanied by a doctor's note within 48 hours of the student returning to school • Any religious holiday taken without 5 days written notice by the parent. • Oversleeping, missing the bus, and/or parental tardiness. • Car trouble or repair • Skip Day - Any student participating in such an outing will be subject to the consequences of unexcused absences
<p>Students who are excused from school are expected to check Google Classroom to complete the work during the absence. They will be given a reasonable timeframe to make up missed homework and classwork assignments (1 day per day of absence). Students who are unexcused from school cannot make up missing assessments, assignments, or activities for credit. There will be no additional preparation time given for work or exams due on the day of their return.</p> <p>Pre-Arranged Absences: It is the responsibility of students to present the Pre-Arranged Absence Form to appropriate faculty members and obtain classroom work. Faculty members must be given at least 48 hours' notice to provide the student work.. Work is due when students return to school. Additional time will be provided for the student to complete work that was not provided by the teacher prior to the absence.</p>

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

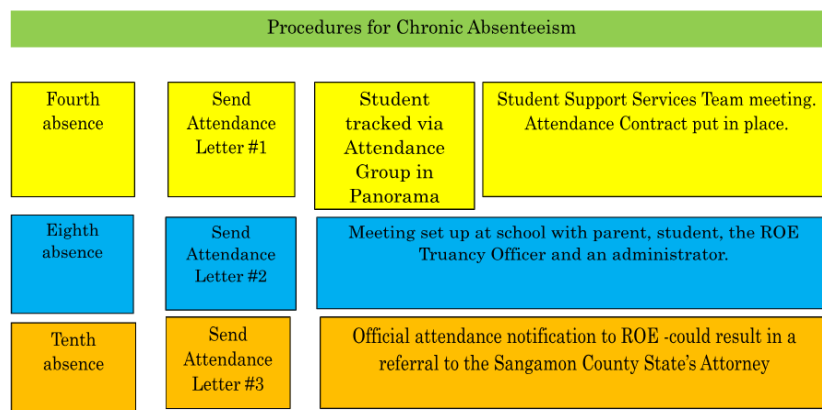
State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/ guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and sharing of information about existing community services.



Cross Reference: PRESS 7:70, *Attendance and Truancy*

2.30 Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference: PRESS 7:80, *Release Time for Religious Instruction/Observation*

2.40 Make-Up Work

Excused Absences: A student that is absent from school will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. It is the responsibility of the student to obtain the missed assignments by emailing their teacher, or accessing their teacher's planbook link from the high school webpage. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. Failure to meet the deadline for turning in make-up work will result in loss of credit as determined by the grading policy for assessing late work. Parents/students are responsible for finding a valid courier for any materials that need to be picked up from the office.

For suspensions: A student that is suspended from school will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. All missed work must be turned in the day the student returns from the suspension. All tests/quizzes must be taken the day the student returns from the suspension. Failure to meet the deadline for turning in missing work will result in loss of credit as determined by the grading policy for assessing late work. During the suspension, it is the responsibility of the student to obtain assignments by emailing their teacher, or accessing their teacher's planbook link from the high school webpage. Parents/students are responsible for finding a valid courier for any materials that need to be picked up from the office.

Unexcused Absences: a student with an unexcused absence from school will be required to complete all missed work, including quizzes and tests; however they will not receive credit for the missing assignment. Upon returning to school the student will be assigned to a supervised alternative location to complete all missing work so that they have an opportunity to learn the missed material.

2.50 Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Cross Reference: PRESS 7:70, <i>Attendance and Truancy</i>

2.60 Grading & Promotion:

All students will attend on full time status. There will be no part time students at New Berlin High School. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance.

High School Eligibility

High School students participating in extra-curricular activities must meet all I.H.S.A. standards in order to participate.

In addition to those standards, New Berlin High School also requires that participants must be passing all subjects. In order to be eligible to play sports for the following semester, students must pass 7 classes each semester. If a student is declared ineligible for any three weeks during the season, he/she may be dismissed from the team by the head coach/sponsor. These standards shall be extended to managers, statisticians, and support people as well. When an in-season student athlete is determined to be ineligible, a letter will be sent to the parents from the principal notifying them of the class (es) in which the student is failing.

Report Cards

Grades will be posted for all students on a weekly basis to family access. Any person(s) who do not have access to electronic grading via family access may request in writing that weekly grades of D or F be mailed home a hard copy. Report cards are posted to Skyward and made available to students and parents via Family Access at the end of each nine week grading period.

Averaging Semester Grades

Semester grades are the only grades placed on a student's permanent record. Credit is granted only for semester grades. Semester grades are determined by averaging the two nine week's grades and the semester exam grade. Each nine week's grade counts 2/5ths of the semester grade, with the final exam counting 1/5th of the semester grade. For questions regarding grades, please contact the classroom teacher.

Semester Tests/Final Exams

All high school students are required to take semester tests. Failure to take a semester exam, unexcused, will result in a failing grade for the semester exam grade. Students are expected to remain in a final exam for the entire class period. Leaving the exam without permission will result in a failing grade for the exam. Final exams may not be taken early.

Class Failure Policy

Any student who fails either semester of a required year-long class will not be permitted to enroll in the next level of that particular subject until the first course is successfully completed. Summer school credit for failed courses will be accepted, provided approval from the principal is obtained. Exceptions to this policy may be granted by the principal after consultation with the school counselor and the teacher(s) involved.

Schedule Changes

Schedule changes may be made during the last three days of the semester in December for 2nd semester or during the first three class days of the semester. When class changes are made, the student must obtain permission from

the teacher(s) involved and the Director of Student Services. After three days, only the Director of Student Services, a change in a student's IEP, or the principal may authorize a class change. There will be very few changes approved by the Director of Student Services or principal after the three day limit. Any class dropped after the first three days will be recorded as a failure for the semester.

Driver's Education-Classroom Attendance/Passing Policy

Students are required to have thirty hours of Driver's Education classroom instruction. Students are allowed to miss two class periods during the quarter that they are enrolled in Driver's Education. State statute does not differentiate between excused and unexcused absences for the purpose of drivers training. **If a student fails the class they will not be re enrolled for one calendar year.** Students will be given two opportunities to pass the classroom portion of Driver's Education at New Berlin High School. In the event a student does not pass the classroom portion twice the student must pursue Driver's Education through a private source. Any student who receives an A or B in the class is eligible to take the driving test with a certified instructor during the behind the wheel phase.

Driver's Education-Behind the Wheel Attendance/Passing Policy

Students are required to have six hours behind the wheel driving time with a certified instructor. Students will be given two opportunities to pass the behind the wheel portion of Driver's Education at New Berlin High School. In the event a student does not pass the behind the wheel portion twice the student must pursue Driver's Education training through a private source. Students are expected to be in attendance for their scheduled behind the wheel time. Students should arrive ten minutes prior to their scheduled drive time and should contact the instructor prior to their scheduled drive time in the case of illness. Students who fail to show up or contact the instructor prior to their scheduled drive time will be suspended from driving for one month for the first offense. A second offense will result in the student being removed from the program.

Transfer Students

Students new to the district will be placed by grade level and in classes based upon the former public school's permanent records or by placement testing. Transfer students are subject to benchmark testing to determine if there is a need for intervention upon entering New Berlin Schools. All transfer students are expected to meet our academic standards in order to be promoted to the next grade and must meet all NBHS Graduation Requirements to receive a diploma.. Students enrolling from a homeschool program are subject to benchmark testing to determine grade level placement.

2.65 Grading Scale and Class Ranking System

NBHS Grade Scale

A	92 - 100	B+	88 - 89	C+	78 - 79	D+	68 - 69	F	0 - 59
A-	90 - 91	B	82 - 87	C	72 - 77	D	62 - 67		
		B-	80 - 81	C-	70 - 71	D-	60 - 61		

Class rank, grade point average and honor roll scale:

A	4.00	B+	3.34	C+	2.34	D+	1.34	F	0.00
A-	3.67	B	3.00	C	2.00	D	1.00		
		B-	2.67	C-	1.67	D-	0.67		

Honor Roll

The honor roll consists of students who attain at least a 3.0 grade point average:

High Honors-	3.75 & Above
Honor Roll-	3.25 to 3.74
Honorable Mention-	3.00 to 3.24

2.70 Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Students that do not have homework completed will be issued a Failure to Complete Homework Referral at the teacher's discretion, and will be provided the opportunity to complete the assignment for credit during homework detention that could be served during lunch, advisory, or after school, depending on the frequency and the number of missing assignments a student has. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (1 day for each day of absence).

2.75 Grading Policy for Assessing Late Work

If a student is given a referral for not completing their homework, the following procedures will be in place and will be communicated on the homework referral:

- The name of the missing assignment.
- A homework detention will be issued as outlined below. At the end of homework detention, the student will turn in the assignment to the homework detention supervisor. The students' teacher will grade what was completed and submitted. If a student does not turn an assignment in at the end of homework detention, the student may receive a zero for the assignment, unless permission to turn it in before the next class session has been given by the teacher.
- If the detention is not served due to an excused absence, the student may receive a zero if the assignment is not turned in to the teacher at the beginning of the next class session the student is in attendance for. The homework detention will still have to be served if the assignment is already turned in.

Any late work, missing assignments, test retakes will not be accepted after the grading period ends unless the missing work follows an excused absence. In which case, the student will receive an Incomplete for the course grade until the work is submitted. Incomplete grades are due two weeks after the quarter ends.

Homework Detentions are cumulative for all classes and will accrue on a semester basis only. The following consequences are put into place following cumulative homework detentions.

- 1st Offense:** 3rd homework detention for the semester = 1 hour detention
2nd Offense: 6th homework detention for the semester = Saturday detention
3rd Offense: 9th homework detention for the semester = 1 day ISS suspension

Capital Area Career Center (CACC) Student Homework Detentions

Due to early bus departure to CACC, CACC students will serve two homework lunch detentions on consecutive days for incomplete homework. Students will turn in their homework to their homework detention supervisor.

Cross Reference: PRESS 6:280, *Grading & Promotion*

2.80 Exemption from Physical Education Requirement

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

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. **State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.**

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course: The time of year when the student's participation ceases; and the student's class schedule.

Cross Reference: PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*; PRESS 7:260, *Exemption from Physical Education*

2.90 Credit for Alternative Courses and Programs and Course Substitutions

Credit for Non-District Experiences

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

1. Distance learning course, including correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.

6. Work-related training at manufacturing facilities or agencies in a Tech Prep program.

7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded.

Students are responsible for

- (1) Students assume responsibility for any fees, tuition, supplies, and other expenses
- (2) providing documents or transcripts that demonstrate successful completion of the experience, and
- (3) taking a proficiency examination, if requested.

The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Credit Recovery

A student may take one credit (two courses) per summer or at SCLA in the after-school credit recovery program. A student may request additional Credit Recovery courses through the principal's recommendation and approval of the Board of Education. A summer school course will only be allowed if the student previously failed the course at New Berlin High School. Two units of credit may be counted toward the requirements for a student's high school graduation. Driver's education not taken in CUSD #16 will not count as one of these correspondence courses. Online and correspondence courses will not count towards a student's GPA. A student planning to graduate in three years with plans to enroll in college may take an additional two units of credit through an online or correspondence course upon approval of the Board of Education. **Final grades for summer school courses are due one week prior to the start of the Fall Semester. Due date for completion of correspondence work for seniors is one week prior to the date of graduation.**

Proficiency Credit

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

Advanced Placement Computer Science

The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Accelerated Placement

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

For each student who exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- a. A student who exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b. A student who exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.

- c. A student who exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students. District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Vocational or Technical Education; Registered Apprenticeship Program

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

- The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
- The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Capital Area Career Center (CACC) and Other Cooperative Classes

Attending C.A.C.C. or any other cooperative school is a privilege that requires certain responsibilities. Students attending any of these extended educational opportunities will be expected to follow the rules and regulations set forth in the Student Handbook. Additional requirements include:

1. A student must be registered as a student at New Berlin to meet course registration requirements.
2. Students must submit completed application materials to the Director of Student Services by the designated deadline. Selection will be based on the number of positions available and the quality of candidates.
3. Students may not drive a vehicle to any cooperative school without a parent request and prior approval from the regular school principal. An approved student driver must not take student riders to CACC.
4. **All students are required to ride the bus to and from CACC. Students violating this rule will be given consequences under the heading of insubordination.** Riding the bus or driving to a cooperative school is a privilege. Students causing problems riding the bus or student driver infractions may cause that student to lose his/her opportunity to continue attending the cooperative school. Students who drive to CACC without permission will be required to return to NBHS immediately and take unexcused absences from CACC.
 - **The following exceptions are made for a student that may need to drive to CACC**
 - Driving due to a scheduled doctor appointment during CACC time. (Verification of the appointment must be submitted the following day to the office. If no doctor's note is submitted, the student will serve an In School Suspension for violating the CACC Transportation Policy.
 - Driving to a work assignment through CACC (approved once completed waiver paperwork is on file). Only that student may be in the vehicle going to and from CACC
 - Driving as a necessary part of their course work (taking their vehicle in to work on it for class) - requires paperwork from the CACC instructor and signatures from parents and admin. Only that student may be in the vehicle going to and from CACC
 - Driving to return to New Berlin to leave early for Athletics (approved once completed waiver paperwork is signed). If a student is driving other athletes, Athletic Release and Waiver paperwork must be signed by the parents of all students being transported, AD, and Building Principal.
5. Unexcused absences (truancy) at either the regular or cooperative school are serious offenses. Excessive unexcused absences will cause a student to be dropped from the roll at the cooperative school at the semester.
6. Students must be in attendance at NBHS by 8:15 am to attend CACC in the afternoon, or present a valid excuse for being absent. Students without a valid excuse for absence after 8:15 am will not be allowed to attend CACC and will remain in DSR for the afternoon. A student cannot be absent from NBHS and attend CACC.
7. On early dismissal days or when there are class schedule changes at New Berlin High School, C.A.C.C. and other cooperative school students will not be released early without parent permission. These students will be assigned to a classroom until the normal release time.
8. Students are not allowed to attend CACC while serving a suspension at New Berlin High School.
9. Students attending CACC are responsible for following and knowing all rules and policies of CUSD #16 and CACC.
10. **Students must maintain passing grades in his/her courses, or re-enrollment in full time courses at NBHS will occur the following semester.**

CACC Violation: This includes any infractions in traveling to and from CACC or skipping afternoon classes at CACC. Violations will result in loss of the early dismissal sign out privilege from New Berlin High School.

1st Offense: Saturday detention

2nd Offense: 1-day suspension

3rd Offense: 2-day suspension

4th Offense: 3-day suspension with potential removal from the CACC programs

Lincoln Land Community College Course Enrollment for High School Seniors:

To be eligible for release to take college coursework during the afternoon of a student's senior year, the following criteria must be met:

1. Students must complete an Application to Enroll in College Coursework available from the Director of Student Services.
2. Students must maintain appropriate attendance as per State Code.
3. Students must have Senior status credits, be on-target for graduation, with his/her class.
4. Student must have a cumulative GPA of 3.0 at the end of the 6th semester
5. Students must have the approval of both the Director of Student Services and Principal.
6. Students must enroll, and remain enrolled, in two (2) individually **credited** courses totaling 6 hours at the college level.
7. Student must complete, and submit on time, all forms required by CUSD #16.
8. Students will be responsible for immediately reporting any class failures or change of status at the college level, to the DOSS and/or principal.

To remain eligible for the early release to attend college courses the following criteria must be maintained:

1. The student must successfully remain enrolled in two individual (2) courses at the college level and provide proof of registration to the DOSS.
2. The student must sign a release allowing the DOSS to contact the college about the student's enrollment status.
3. The student must maintain passing grades in his/her college courses.

The District has the right to impose consequences on those who fail to meet the expectations above. The consequences may include: suspensions, re-enrollment in courses at New Berlin High School, requirement to make up all missed assignments from CUSD #16.

Dual Credit Courses

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

Cross Reference: PRESS 6:135, <i>Accelerated Placement Program</i> , PRESS 6:135-AP, <i>Accelerated Placement Program Procedures</i> PRESS 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i>
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2.100 Home and Hospital Instruction MSH Update 7.2025

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

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

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
 - b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence

organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact: The building principal at 217-488-6012 ext. 1130.

Cross Reference: PRESS 6:150, *Home and Hospital Instruction*

2.110 Early Graduation Policy

Students who have successfully completed requirements as established by the Unit #16 Board of Education may apply to graduate at mid-term of their senior year by completing the application available from the DOSS. These students must prove one of the intentions below in order to apply:

1. Spring semester enrollment at a post-secondary institution on a full-time basis. Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.
2. January enlistment in the military.
3. Other extenuating circumstances as approved by the administration and Director Of Student Services of CUSD #16.

Students who meet these qualifications must apply by September 1. If a student wants to graduate a year early, they must apply for early graduation by May 1st of the year before. (For example, a Sophomore student wants to graduate at the end of their Junior year). When graduating early, the student breaks all ties with the school and all privileges associated with being a student are forfeited, including the senior class trip. Students who graduate early may attend the junior-senior prom and after-prom as a guest if asked by a New Berlin High School student. Early graduates must also take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

Cross Reference: PRESS 6:300, *Graduation Requirements*

2.120 Requirements for Graduation

The Director of Student Services is available to help students plan schedules and answer questions regarding requirements for graduation and college entrance. Each student is ultimately responsible for knowing and meeting credit requirements for graduation and for his/her chosen post-secondary institution.

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

1. Completing all District graduation requirements** as presented below.
2. Completing all courses described below, as determined by when the student entered the 9th grade.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Completing all required state testing as per the School Code.
5. Acquiring 26 credits in the following areas:

English	4 Credits
Physical Education	4 Credits - Including Health and Driver's Education
Mathematics	3 Credits
Science	3 Credits
Social Studies	3 Credits Must include Civics
Consumer Education	.50 Credit –Ag Business may be substituted
Electives*	8.5*

*One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f) For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

**These requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program. Students must be enrolled in physical education courses for every semester enrolled at New Berlin. According to Illinois School Code, students may be waived from physical education class according to the guidelines set forth in Handbook Policy 2.80.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

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

(1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

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

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

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

Cross Reference: PRESS 6:300, *Graduation Requirements*

Participation in Graduation

To participate in baccalaureate and commencement exercises, all graduates must notify the high school office by January 31. Arrangements must be made for cap and gown purchasing and attendance at graduation rehearsal. Failure to meet these deadlines will result in not being allowed to participate. Any senior with credit or course deficiencies will not participate in graduation exercises. Participation in the graduation ceremony may be denied, on an individual basis, at the discretion of the school administration. Students must pay all dues and fees owed to the school and return all uniforms, equipment, or other school items before they will be allowed to practice for and participate in graduation. Students are required to practice for graduation unless they have a valid and prearranged permission to be absent from the principal.

Graduation GPA Designations

Students who have earned the privilege of participating in the graduation ceremony will be recognized for their academic achievement according to the following GPA Designations:

Summa Cum Laude: 3.9-4.0

Magna Cum Laude: 3.75-3.89

Cum Laude: 3.5-3.749

2.130 Complaints about Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Cross Reference: PRESS 6:260, Complaints About Curriculum, Instructional Materials, and Programs; PRESS 6:260-AP-E, Exhibit – Curriculum Objection Form

Chapter 3: Student Fees and Meal Costs

NBCUSD#16 Fee Schedule - [FY 26 School Fees](#)

3.10 Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular or extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities. Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

- The student currently lives in a household that meets the same income guidelines, with the same limits based on the household size, that are used for the federal free meals programs;
- The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

- The student is homeless, as defined by the McKinney-Vento Homeless Assistance Act.

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

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

The building principal will notify the parent/guardian promptly if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 217-488-6012 ext 1130.

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

Fines for loss or damage to school property are waived for students who meet certain eligibility requirements.

Cross Reference: PRESS 4:110, *Transportation* PRESS 4:140, *Waiver of Student Fees*, PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*, PRESS 4:140-E1, *Application for Fee Waivers*, PRESS 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

Debts to School

Students and parents are responsible for any debts owed to the school, including school organizations. Initial (non-threatening) letters will be sent by individual teachers or the high school office. Additional requests from the office will require immediate response from the debtor, with possible notification to our collection agency. All debts must be paid prior to behind the wheel driving in driver's education and graduation ceremonies.

Registration/Course Fees

HS Registration Fee is \$130.00. There are a number of general elective and credit recovery courses that have a fee assessed to them. A copy of the related fees is available in the high school office. Students are required to have a PE uniform. PE uniforms are included in fees that are waived when a student qualifies for free lunch. The school will purchase a PE uniform one time for a high school student. If it is lost or needs to be replaced the parent is responsible for purchasing any additional shorts or shirts throughout the student's high school career.

Locks/Lockers

Hall lockers will be assigned to all students. Students must use the lockers assigned to them, and are not permitted to put their belongings in lockers that they are not assigned to. Open food and drink containers or anything of value should never be left in a locker for an extended period of time. **The school will assume no responsibility for any items that are lost or stolen.** Bags, backpacks, purses, and other carrier items should be left in lockers during the school day. Lockers are the property of the school district and the school administration has the right to make general inspections or searches for specific items at any time. ~~If a student chooses to secure their locker, locks are available to rent for \$5.00 in the high school office. If a personal lock is placed on a locker, the key or combination must be turned into the high school office or it will be cut off. PE locks are provided by the school yearly at no charge. PE Lockers/Locks are shared by students. Students will be charged a replacement fee of \$5.50 for any school lock that is lost or damaged.~~

Parking Fees

Students are required to pay \$30.00, complete a parking application, submit auto insurance verification, and a copy of their driver's license to the office to receive a parking permit to park on school grounds in the student parking lot during the school day. Vehicles that are on school grounds without a parking permit will be towed at the student/parent's expense. Families that have multiple vehicles that could be driven to school may list other vehicles on the parking permit. Click here for the [NBHS Student Parking Application](#) (Must use their secure email account).

Textbooks

In most cases, textbooks are rented from the school. It is the student's responsibility to keep his/her books in good condition and free of marks. If books are not returned or not returned in good shape, the student will be expected to pay for the cost of replacing the book.

Chromebook/Electronic Charges

Chromebook Full Replacement (broken or lost) \$275, Chromebook Screen \$50, Chromebook Charger \$35, Chromebook Bag \$20

3.15 Vandalism MSH Update 7.2025

The school district will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

Cross Reference: PRESS 7:170, *Vandalism*

3.20 School Lunch Program/Costs

High School students must eat lunch in the cafeteria. Food is not to be eaten in classrooms, gym or hallways. School breakfast and lunch will be served daily. Breakfast is served from 8:00 - 8:20 a.m. Meals should be paid for in advance either by check made payable to CUSD #16 or through Family Access . *All family members may be included on a single check, even if they attend different attendance centers.* The cost of breakfast is \$1.75 and the cost of lunch is \$3.35. Each student will be given a lunch card/ ID which can be scanned by the computer. 9, 10, 11 & 12th grade students will be responsible for their lunch card. Students who fail to present their lunch card will be required to go to the end of the lunch line. Account information is posted on Family Access. In addition, a courtesy call through School Reach will be made as well as an email reminder when the student's account balance reaches \$1.00. If the balance remains negative, the parent or guardian will receive a letter in the mail from the Cafeteria Office. Please keep your student's lunch account up to date! Free lunch and reduced lunches are available by application to those families who meet the Federal guidelines. The forms must be completed annually and are available through Family Access. The forms are to be filled out completely before returning them to the school office. If you have any questions regarding your child's lunch balances or any questions concerning the cafeteria, please contact the Food Service Director at (217) 488-6012 ext. 1351.

Cross Reference: PRESS 4:130, *Free and Reduced-Price Food Services*

Chapter 4: Transportation and Parking

4.10 Bus Transportation

The driver is in charge of all students on the bus with authority similar to the authority of a teacher in the classroom. The right of students to ride the bus is related to their good behavior and observance of rules and regulations.

Safety demands complete cooperation. It is the duty of the driver to notify the transportation director and principal, in writing, when students do not conduct themselves properly on the bus. The school administrator may then forbid such students the privilege of riding the bus. In addition to the rules listed below, all rules, regulations, and consequences listed elsewhere in this handbook apply to riding on a school bus.

The district provides bus transportation to and from school for all students. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

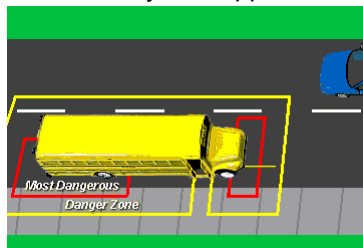
A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student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

Each District #16 School Bus is equipped with a camera, which makes a video and audio record of each student's behavior. The purpose of this monitoring is to limit misbehavior on each bus and provide safer bus transportation. Should a student problem occur on a bus, the transportation director and/or the principal or his/her designee, may review the film record to determine the cause of the problem. Due to privacy issues of all students, only authorized school personnel shall view tapes.

School Bus Safety Rules

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

- Only regularly scheduled bus passengers are permitted to ride the bus. Students must ride the bus to which they are assigned.
- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact the Transportation Director at: 217-488-6012 ext 2353.

Additional resources for bus safety:

National Highway Traffic Safety Administration - School Bus Safety

https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html

U.S. Department of Transportation - School Bus Safety Campaign Material

www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material

National Safety Council - Tips for a Safe Ride

www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus

State Police - School Bus Safety

<https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf>

State Board of Education - School Bus Safety What Parents Should Know

www.isbe.net/Documents/bus_safety_parents.pdf

Cross Reference: PRESS 4:110-AP3, *Administrative Procedure – School Bus Safety Rules*

Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.

6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

Cross Reference: PRESS 4:110, *Transportation*, PRESS 7:220, *Bus Conduct*, PRESS 4:170-AP3, *School Bus Safety Rules*, PRESS 7:220, *Bus Conduct*. PRESS 7:220-AP, *Electronic Recordings on School Buses*

4.20 Driving/Parking Regulations

Students driving motor vehicles to school must possess a valid driver's license. All traffic laws and posted speed limits must be observed. The parking area in front of the main entrance of the school, beside and across from the Lutheran Church is reserved for staff and visitors only. No student parking is allowed in this area.

Students are to park in Student Lot C. The assignment of parking areas will go to seniors first and then to juniors, sophomores, and if room permits, freshmen. Any student not following these rules will not be allowed to drive his/her car to school and park on school grounds. Once a student's car is parked at the beginning of the school day, it is to remain in the assigned parking space until dismissal time. Students are not allowed to go to their cars or the parking lot without permission from the principal's office. The parking lots and student cars are off limits during the school day. Those students who leave school without permission during the school day will lose parking privileges and will be subject to other handbook regulations. Students are not to ride in, drive, or sit in any motor vehicle during closed campus. Students who violate this rule or engage in any unsafe act, or have accidents in a motor vehicle will be subject to the following consequences:

First Violation-warning; possible loss of privilege to park on school property for 1 quarter

Second Violation - loss of privilege to park on school property for 1 quarter

Third Violation - loss of privilege to park on school property for the remainder of the year

All students shall be required to park in an orderly manner. The roadway to and from the bus garage must be kept clear at all times. Any student vehicle parked inappropriately or in any other area during school hours may be towed away at the student's expense. Traffic laws and safety rules must be observed while driving on school property. Please remember that driving to school is a privilege, which may be revoked.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. Students who use vehicles for transportation to and from school are expected to comply with the regulations below. Pupils should realize that their parents or guardians are responsible for damages that may result from driving on and parking on school property.

Parking Expectations

There are now three lots for parking on campus:

- **Parking Lot A - Staff Only Parking** - Located on the west side of the building by the bus garage.
 - **Parking Lot B - Visitor Only Parking** - Located in the front of the building by the main entrance.
 - **Parking Lot C - Student Parking** - Located on the east side of the building by the baseball & softball fields.
1. Upon arriving at school, students are to park in an assigned spot in Parking Lot C. Vehicles are to be vacated until school is dismissed or special permission is granted by the principal to leave in the vehicle.
 2. Vehicles must be parked properly within the assigned spot, and must be driven under the speed limit of 10 miles per hour. Driving in a reckless manner is prohibited. Violators of this regulation will be denied permission to operate a motor vehicle on school property and will be subject to disciplinary action.
 3. Vehicles parked outside of designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense.
 4. Students who wish to park on campus must park in the designated lot. Failure to park in the designated area may result in disciplinary consequences or loss of parking privileges. The lot located by the junior and senior high office entries are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.
 5. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.
 6. Students who leave campus without permission will be subject to the loss of parking privileges.

For the safety of all students, the school administration has the right to take appropriate measures to provide for the safe travel and/or transportation of students to and from school, immediately before or after the school day. Therefore, the administration may take disciplinary action upon receipt of reports of unsafe or reckless driving, involving students entering or leaving campus, or within the general vicinity of the school campus. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Chapter 5: Health and Safety

Wellness Policy

The Board of Education of Community Unit School District #16 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. Furthermore, the Board recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity.

Emergency Information

It is necessary that there is current emergency information on file for each child. This information is of great value to the child in the event he or she becomes ill or is injured at school. This information is included on the CUSD #16 registration form. **This information must include emergency phone numbers.**

Illness at School

Illness or injury at school may require that a student returns home. If this is the case, parents will be contacted by school authorities to explain the circumstances. The parents should then make timely arrangements for getting the student home. In case the parents cannot be reached, the school will only contact the person or persons listed on the student's registration form. Parents are to give this information to the school when they register. It is imperative that the student's emergency card be kept updated. If you know of any reason for a change, please notify the office. Students will not be excused from school for the illness unless school authorities have contacted the parent for the student to be picked up. In the event the student has contacted the parent due to illness, and has not gone through the school nurse or office staff, the absence will be counted as unexcused when the student signs out.

Illness at Home

If your child has a fever, please keep them home until they have been fever free for 24 hours without fever reducers. If they have been vomiting or have diarrhea, they should also remain at home until they have been retaining food and without diarrhea for 24 hours. Please stress to your child the importance of good hand washing to prevent the spread of germs.

Accidents

Every accident in the school building, on the school grounds, or at any event sponsored by the school must be reported immediately to the adult in charge. Accident reports are available in the office. The school will make every effort to inform the parents of any accident or illness occurring at school that may need care of observation at home; and, for safety reasons, no student will be sent home unless a responsible adult is contacted and arrangements made.

Child Abuse

State law requires that all suspected child abuse be reported to the proper governmental agency. School employees are Mandated Reporters

Medical PE Exclusion

Illinois students are required to take part in P.E. Class on a daily basis. A student may be exempt from some or all physical activities when the appropriate excuses are submitted to the school by a parent/guardian (for one day only) or by a person licensed under the Medical Practice Act (for periods of more than 1 day). Alternative activities and/or units of instruction will be provided for students who are unable to participate

5.10 Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and up-to-date immunizations prior to:

1. Entering kindergarten or the first grade;

2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or an Illinois school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempt from the above requirements:

1. On medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. On religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Eye examination requirement if the student's parent/guardian completes the State of Illinois Eye Exam Waiver or
4. Dental examination requirement if the student's parent/guardian completes the State of Illinois Dental Exam Waiver.

Cross Reference: PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

Vision and Hearing Screening

CUSD#16 students will be screened annually in the required grades as stated in Section 675.110 of the Title 77 Illinois Administrative Code. Screening is not a substitute for a complete examination by a doctor. Students are not required to undergo screening (vision or hearing) if a physician signs a report indicating that a complete examination, eye and vision/ear and audiological evaluation, has been administered within the previous 12 months. Parents or legal guardians of a student may object to screening for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objection must be presented to the local school authority.

5.20 Student Medication

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

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

Self-Administration of Medication

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

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

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

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

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

Administration of Medical Cannabis

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

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication.

This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

Cross Reference: PRESS 7:270, *Administering Medicines to Students*; PRESS 7:270-AP, *Dispensing Medication*; PRESS 7:270-E, *School Medication Authorization*

NBHS Medication Procedures

1. Medications are administered at school in accordance with the Recommended Practices and Procedures Manual from the Illinois State Board of Education. Administering medications at school is discouraged. However, some pupils with long-term chronic illness or disability may require medication during the day. Only in exceptional cases in which failure to take medication could jeopardize the child's health and/or education, should medication be administered at school. **All medications** that are brought to school must be sent to the nurse's office upon arrival. This medication will be stored in a locked cabinet. It is recommended that medications be delivered to the school by the parent.
2. All medications given at school, prescription and over the counter medication and supplements (which include essential oils), must be prescribed by a licensed prescriber. The medication must be brought to school in the original most up-to-date container as dispensed by the pharmacy or in the original over the counter packaging. No medication in "baggies" will be accepted. The CUSD#16 "Authorization For Administration of Prescription Medication" form must be completed by both the parent and the physician. Any change in the dosage or administration must have written authorization from the prescriber.
3. The morning doses of medications should be given at home.
4. The school reserves the right to have the time of medication administration at school adjusted to meet the schedule and availability of the nurse.
5. Questions concerning medications will be referred to your physician.

6. Self-managed and emergency medications will be evaluated individually by the school nurse (i.e. asthma inhalers, epi-pens, and medication to manage diabetes). It is recommended that spare medications and supplies be kept in the nurse's office for emergency use.
7. CUSD #16 Medication and Health Forms are available on the website, in either school office or in the nurse's office.
8. The school not only has the right, but also the responsibility to refuse to administer any medication at school if properly qualified individuals are not available.
9. The school will ascertain from the parent and/or the physician the necessity for administering medication during school hours and will retain the discretion to reject requests that do not meet the medication guidelines. **Medication sent to school without proper documentation will NOT be given.**
10. Noon medication is not routinely given at school on early dismissals @ 11:45 or on field trips.

5.30 Student Counseling Services: Guidance & Social Work

The school provides a guidance and social work counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions. Contact the high school principal if you feel your child is in need of these services.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

The district social workers specialize in providing social and emotional support to students. They can work directly with students either one-on-one or in a group setting. They are also able to help connect students and their families with outside services and resources as needed.

Cross-References: PRESS 6:270, *Guidance and Counseling Program*

5.40 Safety Drill Procedures and Conduct

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

Cross-References: PRESS 4:170, *Safety*; PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program*

5.50 Communicable Diseases

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

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

Cross-References: PRESS 7:280, *Communicable and Chronic Infectious Disease*; PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

5.60 Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross-References: PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

5.70 Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

Cross-References: PRESS 4:190, Targeted School Violence Prevention Program

5.80 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence MSH Update 7.2025

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Article 26A Resource Person School Social Worker	Nondiscrimination Coordinator Director of Student Services	Title IX Coordinator Athletics and Activities Director
Complaint Managers NBHS Building Principal	Complaint Managers NBHJ Building Principal	

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Cross-References: PRESS 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*; PRESS 7:255-A1, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*; PRESS 7:255, A2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*

Chapter 6: Discipline and Student Conduct

Promoting Positive Behavior

An orderly school environment is essential for a safe school and student achievement.. Rules and procedures are designed to create a sense of security among students. The New Berlin Senior High School staff and administration adhere to clear behavior expectations for high school students that will maintain an orderly educational environment. We will implement PBIS (Positive Behavior Intervention Supports) for all students in order to ensure a safe learning environment and to promote positive choices/decision-making. Positive Behavior will be recognized and rewarded through weekly, quarterly, and semester incentives. Students who follow school-wide expectations: **Be Ready! Be Responsible! Be Respectful!** will be recognized using the following Rewards/Incentives:

- **Weekly Extra Recognition** Students that demonstrate going the extra mile with universal expectations in all settings of the building will receive a certificate and incentive prizes during lunch.
- **Quarterly Incentives** - Get Out of Here Passes, PBIS Party Participation, and other incentives.

6.10 General Building Conduct/Expectations

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering and not put back on until you are out of the building.
- Students must have backpacks and all personal belongings **locked** in their lockers, **including cell phones**. Athletic equipment, and band instruments must be stored in the designated areas and not on top of the locker shelving.
- Students must have a properly completed pass through eHallpass to be in the hallway during class time. Students will submit the eHallpass for the teacher to approve.
- Cell phone use is not permitted in the classroom. When a student leaves a class on a pass, they are not permitted to use their cell phones in the hallways during class time, unless permission has been granted by a staff member.
- Students must demonstrate appropriate hallway behavior at all times: keep the flow of student traffic moving, keep your hands to yourself, keep your voice to an appropriate volume, use respectful language, and walk at a steady pace.
- Drink containers that are filled with water **ONLY** are permitted in the classrooms, lockers, and in the hallways. All other beverages are not permitted in classrooms, hallways, or lockers and should be consumed in the cafeteria. Students will throw away any containers not containing water **ONLY** before entering the main hallways.
- Open food items are only permitted in the cafeteria and must be consumed before leaving the cafeteria. Students will throw away any open food items before leaving the cafeteria. Open food items are not permitted in the hallways, lockers, or classrooms.

Hallway/Passing to Class Expectations

Students change class at the end of each period. Cooperation and courtesy are expected during passing periods. Students have a four (4) minute passing time. The teacher, not the bell, dismisses students. To assist in getting to class on time, students should use the most direct route possible, keep to the right, walk at all times, keep noise to a minimum, and keep hands and feet to themselves.

Library Media Center Expectations/Conduct

The Library Media Center, and its materials and resources, exists primarily for the purpose of student-use. Students are encouraged to make full use of the facility for all their information needs. If there is some item that you feel the LMC might need in its collection, let the Library Media Specialist know. To ensure that our Library Media Center is and will remain available for all students to use, patrons of the LMC must abide by the following rules intended to

protect everyone's rights and privileges. Violators of these rules will be subject to detention.

1. Students coming from class must SIGN-IN and present the Media Center Supervisor with a PASS from his or her classroom teacher.
2. Books may be charged out for THREE (3) WEEKS and must be returned by the date due or a fine of 10¢ per day will be assessed.
3. Students with unpaid fines or overdue books may be prohibited from charging out any other resources.
4. Student behavior in the LMC shall be regulated as it is in any classroom.

6.20 School Dress Code

Dress for Success

We are committed to preparing students for success after high school – whatever their post-secondary plans may include. Part of that preparation includes the understanding of the importance of context as they begin navigating the world. Choosing the right attire for different contexts is an important life skill. The “Dress for Success Norms” encourages students to keep their focus on learning, maintain age-appropriate expectations, and express their individuality in an appropriate manner. We are committed to provide an environment that allows students to feel comfortable while expressing their individuality. The New Berlin staff will take great strides to ensure that these straightforward Dress for Success Norms apply equally to both male and female students. We strive to enforce these rules respectfully and without judgment. We appreciate and expect parent and student cooperation in our efforts to make our Dress for Success Norms and their enforcement fair, balanced, and gender-neutral. If there is any doubt about dress and appearance, the building principal will make the final decision.

Dress for Success - What to Wear

All students must follow these norms at school and all school-sponsored events. This includes, but is not limited to, school activities, field trips, and school-sponsored after-school programs.

- Students are expected to dress appropriately for school, wearing clothing that is well-suited for the school environment.
- Clothing will completely cover the torso, including top of chest, and backside in non-see-through materials, covering all undergarments.
- Shirts of any kind must have straps over each shoulder that cover undergarments.
- The length of shorts or skirts must be appropriate for the school environment.
- Safety is paramount. Appropriate footwear (sneakers, boots, sandals, etc.) must be worn at all times. State law specifies that safety glasses must be worn in shops and labs when working with machinery and/or chemicals.

What Not to Wear

- Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Words or messages that are so offensive to any individual or group as to create an immediate reaction disruptive to the orderly operation of the school or school activities are prohibited.
- Headcover of any type: caps, hats, hoods, or bandanas.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Pierced jewelry that presents a safety hazard, spiked apparel, spike accessories, animal collars, or chains that can be used as weapons are prohibited.
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages or names, illegal drugs, drug paraphernalia, tobacco ads, sexual innuendo, profane language, vulgar statements, gang or satanic symbols, hate messages, death, suicide, violent behavior, or other inappropriate images.
- Thick/bulky jackets, coats, or other types of outdoor apparel such as sunglasses are not allowed to be worn in the building except when arriving or leaving; they are to remain in the students' lockers at all times.
- Clothing that reveals undergarments through rips, holes, tears, or that is poorly fitting/sagging is not permitted to be worn at school.

Consequences for Dress Code Violations

NBHS staff will address non-compliance with the Dress for Success Norms in a respectful and professional manner; our intent is not to shame individual students for their wardrobe choices. We would expect that no student should need to be asked more than once, in one year, to adjust their attire to meet the norms. If a student needs to be asked more than once it becomes an issue of disrespect/insubordination rather than an issue about dress.

1st Offense: Warning Student will be asked to change clothes. The student will remain in the office or DSR until a parent can bring in a change of clothes.

2nd Offense: Detention and student will be asked to change clothes. The student will remain in the office or DSR until a parent can bring in a change of clothes.

3rd Offense: Saturday Detention and student will be asked to change clothes. The student will remain in the office or DSR until a parent can bring in a change of clothes.

Cross-References: PRESS 7:160, *Student Appearance*

6.30 Student Conduct **MSH Update 7.2025**

When and Where Conduct Rules Apply

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

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

Disciplinary Infractions and Consequences

Appropriate disciplinary action will be taken when students do not follow expectations for conduct. School rules apply at all school activities, even when they occur outside the regular school day or away from school grounds including any type of school sponsored trip (See Chapter 9). The principal shall take into consideration the age of the student and the discipline history when determining consequences. The principal may determine a more stringent consequence after considering all the circumstances of a situation. Copies of all School District policies on student behavior are available online through the School District's website, in the student agenda, or in the school office. Student misconduct falls into one of 3 categories: MINOR, MAJOR or GROSS Misconduct. Progressive Discipline Steps are designed to discourage students from making decisions that negatively impact themselves and others and are set up to respond to student misbehavior on a graduated basis based on both frequency and severity. Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

Responses to MINOR MISCONDUCT

Classroom Interventions

Each teacher will have a list of classroom rules, which will be presented, posted, and distributed the first week of each Semester, then reviewed throughout the school year. This rule list serves as a Step #1 initiative.

1. Rule Presentation and Posting
2. Verbal Warning
3. Proximity Control
4. Selected Seating
5. Accommodate Assignments/Homework Detention
6. Ignoring Misbehavior/Redirecting
7. Logical Consequences
8. Modeling Appropriate Behavior

When student behavior becomes so disruptive that the learning environment is jeopardized, intervention beyond a warning is required, or is significant to the extent that the action violates specific stated expectations of student behavior, the teacher will submit a disciplinary report to the office. When the teacher submits a disciplinary referral, an email notification to the parent will automatically generate from the Skyward Student Management System.

Examples of MINOR MISCONDUCT

1. Late to class
2. Talking in class
3. Unprepared for class/ did not bring class materials
4. Dress code violation
5. Refusal to work/head down/sleeping in class
6. Disruptive to Classroom/School Setting (to Teachers or other Students)
7. Disrespectful to Teachers or other Students
8. Possession or Use of Electronic Device or Pager
9. Disorderly conduct
10. Homework not completed less than 3 times
11. Inappropriate Public Display of Affection: There shall not be any inappropriate display of affection at school or

school-sponsored activities. The only acceptable display of affection is holding hands.

12. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

13. Inappropriate behavior in the hallway

Examples of MAJOR MISCONDUCT

1. Being absent without a recognized excuse.
2. Homework not completed more than 3 times.
3. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
4. Engaging in academic dishonesty, including cheating, or wrongfully giving or receiving help during an academic examination.
5. Use of inappropriate language that is obscene or abusive (written or verbal).
6. Out of bounds - students must stay in the gym or cafeteria during lunchtime, before school until 8:10. Students are not allowed in the building or on school grounds from 3:25 pm until 7:50 am unless under direct faculty supervision.
7. Leaving class without permission.
8. Insubordination/Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

Examples of GROSS MISCONDUCT

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the

intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Engaging in academic dishonesty, including intentionally plagiarizing, altering report cards, or wrongfully obtaining test copies or scores.
7. Forgery - This includes false representation of any kind or misrepresentation of the truth. Examples: misrepresenting a parent's signature, teacher's signature, other adult or student signature, or voice mail.
8. Possession of school forms (wrongful procurement or possession of a test, test key, office forms, etc.)
9. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
11. Engaging in teen dating violence.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Extortion - Obtaining or attempting to obtain something by force, threats, or intimidation.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being involved with any public school fraternity, sorority, or secret society.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
22. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of

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

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions.

The list below of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following options:

Minor Misconduct	Major Misconduct	Gross Misconduct
<ul style="list-style-type: none"> • Notifying parents/guardians. • Verbal reprimand. • Disciplinary conference. • Withholding of privileges. • Temporary removal from the classroom. • Return of property or restitution for lost, stolen or damaged property. • Detention – homework, after-school, or Saturday - provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.) • Directed Study Room/Alternative Classroom Setting - # of days based upon the severity of misconduct 	<ul style="list-style-type: none"> • Notifying parents/guardians. • Disciplinary conference. • Withholding of privileges. • Temporary removal from the classroom. • Return of property or restitution for lost, stolen or damaged property. • Directed Study Room/Alternative Classroom Setting - # of days based upon the severity of misconduct • Detention – homework, after-school, or Saturday - provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.) • Community Service • Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules. • Suspension of bus riding privileges. • Participation in Restorative 	<ul style="list-style-type: none"> • Notifying parents/guardians. • Return of property or restitution for lost, stolen or damaged property. • Directed Study Room/Alternative Classroom Setting - # of days based upon the severity of misconduct • Community service. • Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules. • Suspension of bus riding privileges • Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds. • Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds. • Transfer to an alternative program if the student is

	Justice Curriculum	<p>expelled or otherwise qualifies for transfer under State law.</p> <ul style="list-style-type: none"> • Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies. • Participation in Restorative Justice Curriculum • Participation in Re-Engagement
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CORRECTIVE MEASURES

WARNING

When appropriate, staff will give a verbal warning to a student the first time an inappropriate behavior occurs indicating to the student that a reoccurrence of the behavior will result in the issue of a detention.

OFFICE REFERRALS

An office referral is a notice from the teacher that the action is so disruptive as to require teacher intervention beyond a warning to stop and is significant to the extent that the action violates specific stated expectations as outlined in the section titled “Disciplinary Actions”. An Office Referral may include the student being sent from the room to the office in order for the teacher to maintain an appropriate learning environment. Consequences will be given according to the handbook policies.

Parental notification for disciplinary action will also be made by mail and, when possible, by email/phone. Depending on the severity of the offense, parent conferences may be requested. Law enforcement authorities may be notified in all incidents where criminal activity is indicated. Restitution will be required in cases where property is damaged or missing.

SEVERE CLAUSE

Staff will issue an immediate disciplinary report to the office for any student who exhibits behavior of a totally unacceptable and disruptive nature to the learning environment. Consequences as per the handbook will be applied. Parental notification for disciplinary action will also be made by mail and, when possible, by email/phone. Depending on the severity of the offense, parent conferences may be requested. Law enforcement authorities may be notified in all incidents where criminal activity is indicated. Restitution will be required in cases where property is damaged or missing.

HOMEWORK/LUNCH DETENTION

Students serving a detention for incomplete homework will turn in their completed homework at the end of each detention session. The detention supervisor will then put the completed homework in the designated teachers mailbox. The work the student completes in detention is what will be counted by their teacher. If a student does not turn in any work at the end of the detention session, the student may receive a zero for the assignment.

DETENTION

Parents must be notified before a student serves detention. If the student rides a bus, the student and parent shall be given one-day advance notice of the detention. Detention is offered on Tuesday, Wednesday, Thursday, and Saturday. Weekday evening detentions will begin at 3:30 PM and conclude at 4:30 PM. Saturday detentions will be served from 8:00 to 10:00 AM.

Students in detention are responsible for their own transportation. If a scheduled detention of any type is not served, or if the student is tardy to detention, it doubles. If a student fails to serve a rescheduled detention, he/she will be assigned to DSR for at least 1 day. Unless otherwise noted, any second or subsequent offense will result in a higher consequence level as deemed appropriate by school administration. Violations of some expected behaviors will result in the potential loss of privileges. Students may appeal the assignment of detention with a verbal or written request to the principal. Appeals should be held from 8:10 to 8:25 AM or from 3:20 to 3:45 PM on school days and made within 2 days of receiving the notice. **An automated email will be sent to parents when Office Referrals are written.**

GUIDELINES FOR DETENTION:

1. Detentions may be issued to students in accordance with our disciplinary guidelines. Students will be assigned to the next scheduled Tuesday, Wednesday, Thursday or Saturday detention and will be notified of the date and place.
2. Students are to arrive at detentions on time. Students arriving late will have additional time assigned and will be turned away.
3. For detentions lasting more than one hour students will have a restroom break lasting 5 minutes between each hour.
4. Students must bring school assignments and school books with them. No magazines will be allowed. No drawing or doodling will be permitted. Students must be actively engaged in schoolwork.
5. No talking is allowed.
6. Students may not sleep or put their heads down on their desks.
7. No candy, food or drinks are allowed.
8. Students will have assigned seating.
9. If the guidelines are not followed, students will be warned once. Problems after that will result in dismissal from that detention session with additional consequences.
10. Students who miss Saturday detentions or who are removed from Saturday detentions will receive an in-school suspension.
11. Students are to be picked up promptly after detention. Students are responsible to make arrangements for rides home ahead of time and should not expect to use the school phone for obtaining rides.
12. No electronic devices or cellular telephones may be utilized during detention.
13. Only students assigned to detention will be allowed.

EXCLUSION FROM CLASS

Teachers have the authority to exclude from class students who are disruptive, discourteous, disrespectful, or who interfere with the educational process. Students may be excluded from class for one (1) day per incident. Failure to report to the office shall be considered insubordination and appropriate disciplinary action shall be taken. Students who are removed from class will receive zeroes for grades taken during that time.

DIRECTED STUDY ROOM

Students placed in Directed Study Room (formerly known as in-school suspension) will report to the office in the morning. Students will be segregated from the student population for the entirety of the school day. Students will be allowed to make up homework and quizzes/tests. Students on in-school suspension will not be allowed to participate in extracurricular activities for the day they are on in-school detention. This would be considered an unexcused absence from extracurricular activities.

SUSPENSION – OUT OF SCHOOL

Students placed on out-of-school suspension must not appear on school property, nor attend any school activity in which CUSD #16 is participating, until the suspension has been completed. Students will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. **Out-of-school suspensions will be counted as unexcused absences. Students will receive full credit for assignments turned in upon the first day back from suspension.** Failure to abide by the above rules will cause additional out-of-school suspension time to be assigned. Repeated suspensions may result in a recommendation for expulsion. Parents will be notified of out-of-school suspensions by telephone or by mail.

If you would like to discuss or appeal any aspect of suspension with the principal, Director of Student Services, or teachers please schedule a conference by contacting the principal. If the appeal is not satisfactory, the Illinois State School Code, Chapter 122 Section 10-22.6, provides for parents/guardians or suspended students an opportunity to appear before the school board for a review of the suspension. Please contact the district secretary to appeal an out-of-school suspension in order to appear before the Board of Education.

EXPULSION

Expulsion is the total separation of a student from school. This action must be made by the Board of Education. Expulsion is the final alternative in attempting to correct a problem. Parents will be notified of the procedure and their rights in expulsion proceedings. Expulsion may be justified in any of the following:

- a. A single serious violation of a school rule.
- b. The continuous violation of established school rules, interference with the educational process, or disregard for authority.
- c. The endangerment of the health, safety, or welfare of students, faculty, or other school personnel.
- d. Any of the episodes listed in other sections of the handbook that would call for expulsion.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be

successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Isolated Time Out, Time Out and Physical Restraint

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

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Weapons Prohibition

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

- A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Cross-References: PRESS 7:190, *Student Discipline*; PRESS 7:190-AP2, *Gang Activity Prohibited*

6.40 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate.

Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased,

or used by the school district or school if the bullying causes a substantial disruption to the educational process or the orderly operation of a school.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

Reporting procedures concerning claims of "bullying" are as follows:

1. Students who believe in good faith that they are a victim of bullying or harassment are encouraged to report, orally or in writing, such conduct to any member of the school staff the student feels comfortable talking with or report to the Principal's Office. Submit a report electronically using the [Incident Reporting Form](#)
2. Any school personnel who observes bullying or harassing conduct or who acquires information, even anonymously, about actual or threatened bullying directed toward a student shall report such conduct to the building Principal. School personnel shall take reasonable immediate action to prevent imminent harm to a student who is subject to observed bullying or harassing conduct.
3. The building Principal, or his/her designee, shall promptly investigate and address reports of bullying and/or harassment. The Superintendent shall be promptly informed of any such reports and investigations. All investigations shall be concluded within 10 school days with a written report to the Superintendent. As circumstances deem appropriate, Parents of a student who is a victim of such conduct or who is the perpetrator of such conduct shall be reasonably informed of any investigation and/or discipline or interventions imposed. Any such communications with Parent shall be consistent with student privacy rights as allowed by law and reasonable given the totality of the circumstances surrounding any incident or report of bullying/harassment.
4. Interventions used to address bullying and/or harassment behavior may include, but shall not be limited to, school social work services, restorative measures, social-emotional skill building, and school psychological services as appropriate to address specific acts and circumstances of bullying/harassment complaints.
5. No one reporting or supplying information about acts of bullying/harassment shall be retaliated against or punished.
6. Annually, the Superintendent shall direct all students, their parents and school personnel shall be informed of the District Policy on bullying/harassment and this Prevention Plan.
7. This Prevention Plan shall be posted on the District's website and evaluated by the Board of Education every two years. The Board evaluation shall assess the outcomes and effectiveness of this Prevention Plan based upon data that shall include, but not be limited to, the following:
 - Frequency of victimization;
 - Identification of areas at school where bullying/harassing conduct occurs;

- Types of bullying/harassing behaviors/acts committed;
 - Intervention/restorative measures employed;
 - Student/parent/staff surveys on school safety.
8. The Principal, or his/her designee, shall maintain a written record of all reports of bullying/harassing behavior received. This record shall include:
- Names of the perpetrator(s) and victim(s);
 - The frequency of victimization;
 - Student, staff, and family observations/reports of bullying and other safety concerns;
 - The location of alleged incidents in order to identify any bullying “hot spots”;
 - The type of bullying; and,
 - Whether there was bystander participation.

Anonymous reports are also accepted by phone call or in writing to:

Nondiscrimination Coordinator:	Complaint Manager:
High School Director of Student Services	High School Principal
300 Ellis Street	300 Ellis Street
New Berlin, IL 62670	New Berlin, IL 62670
217-488-6012 ext 222	217-488-6012 ext 225

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term “bullying incident” includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Cross-references: PRESS 7:20, *Harassment of Students Prohibited*, PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*, PRESS 7:190, *Student Discipline*, PRESS 2:260, *Uniform Grievance Procedure*

6.42 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited MSH Update 7.2025

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure. Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Cross Reference: PRESS 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.</i>
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6.45 Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

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

Sexual Harassment Prohibited (Title IX)

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

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Teen Dating Violence Prohibited

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

Making a Report or Complaint

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

Nondiscrimination Coordinator: Director of Student Services	Complaint Managers: High School and/or Junior High Principal	Title IX Coordinator: Athletic Director
300 Ellis Street	300 Ellis Street	300 Ellis Street
New Berlin, IL 62670	New Berlin, IL 62670	New Berlin, IL 62670
217-488-6012 ext 1110	217-488-6012 ext 1130 or 1140	217-488-6012 ext 1710

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Cross-References: PRESS 7:20, Harassment of Students Prohibited, PRESS 7:185, Teen Dating Violence Prohibited
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6.50 Cafeteria Conduct/Expectations

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria, get their lunch, and shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location.

Students shall follow all cafeteria rules during lunch.

- Students shall wait to be dismissed from the cafeteria/dome by the supervisor.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students are to remain in the cafeteria, dome, or hallway adjacent to the cafeteria until dismissed by the lunch supervisor.

6.60 Field Trips – Conduct/Eligibility

Field trips are a privilege for students. Trips may be for the day, or may include an overnight stay. The taking of trips by students is contingent upon demonstration of appropriate behavior and passing all classes at New Berlin schools. If a student receives an out-of-school suspension during the academic year when such a trip is scheduled, the student may be denied the privilege of participating in the trip. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. All work that will be missed on the day of the field trip must be turned in prior to attending the field trip, unless otherwise arranged by a classroom teacher. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Senior Trip Conduct/Eligibility

In order to participate in an approved senior trip, a student must have senior academic standing and meet the following eligibility requirements:

- **Attendance:** No attendance letter on record. Early graduates may not participate.
- **Academics:** Currently passing all classes, including any class in any term of the senior year.
- **Fees:** All debts to the school and to the class must be paid prior to signing up for the trip.
- **Discipline:** No out of school suspension during senior year.

Students deficient in meeting these requirements will be denied the privilege of participating in the trip. All handbook rules apply while the student is on the trip. Should a student violate a policy deemed serious by the sponsor, the student's parents will be contacted and required to return the student home at parent's expense. Students attending the Senior Class Trip must have a parent permission slip and medical release form signed prior to the trip to participate. Emergency numbers must be made available. Second year seniors will be expected to pay the full individual portion of the senior trip minus the credits earned in the senior year. Senior Trips will be taken to Chicago or St. Louis, unless a proposal of another destination is made by Senior Class Officers to the Principal and/or the Board of Education for approval by the November Board Meeting.

Cross-References: PRESS 6:240, *Field Trips* PRESS 6:240-AP, *Field Trip Guidelines*

6.70 Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Cross-References: PRESS 7:140, *Search and Seizure*; PRESS 7:190-AP7,E1 *Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websites*

6.80 Student Use of Electronic Devices

The use of personal electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using any personal electronic devices, except as provided herein. An electronic device includes, but

is not limited to, the following: cell phone, smart watch, headphones/earbuds,, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. During instructional time, which includes time out of the classroom on a pass to another location, electronic devices must be kept silenced and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. **Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, during passing periods, and during the student's lunch period.** Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Non-Compliance with Electronic Device Policy

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

1st Offense – The device will be confiscated by school personnel. A detention will be assigned. The student will receive the device back at the end of the day in the school office.

2nd Offense – The device will be confiscated. A Saturday detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.

3rd and subsequent offenses – The device will be confiscated. An in school suspension will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the remainder of the school year. If the student is found in possession of the device, the student will face consequences for insubordination.

Cross-References: PRESS 7:190-AP5, <i>Student Handbook, Electronic Devices</i>

Appeal Process

When a student is disciplined, according to the terms of this policy, parents/guardians will be notified about the disciplinary action. Students and their parents/guardians are entitled to an appeal of disciplinary action. Such appeals should be directed to the Principal.

Chapter 7: Internet, Technology, and Publications

7.10 Acceptable Use of the District's Electronic Networks

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

Terms and Conditions

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

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

Acceptable Use

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

Privileges

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

Unacceptable Use

The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

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

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

Network Etiquette

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

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

No Warranties

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

Indemnification

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

Security

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

Vandalism

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

Telephone Charges

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

Copyright Web Publishing Rules

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

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

Use of Email

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

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

Internet Safety

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

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

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access. Classroom internet usage is monitored through GoGuardian

Computer/Internet Usage Agreement

All students using any computer housed within NBHS must have on file a computer usage agreement signed by both the student and his/her parent or guardian. There are no exceptions. Each student and parent, by signing the Computer Usage Agreement, agrees to its expectations for student behavior with all computer equipment and software.

Students are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Abusive messages are prohibited.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal

activities are strictly forbidden. Typing e-mail messages in all capital letters is taken as shouting at someone and not condoned.

3. Do not reveal your personal address, phone numbers of students or colleagues, credit card numbers, bank account numbers, age, social security number, or physical location in an email message or on-line post without approval from a parent or teacher.
4. Note that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the network should be assumed to be private property. Because use is educationally-based, the system use is subject to district review at any time.
7. You should never respond to email messages that are threatening or obscene.
8. Never assume on-line users are who they say they are. The anonymity of the Net allows some users to cloak themselves in fictional personas.

The following are some examples of inappropriate conduct that may cause a student to lose the privilege of computer lab/computer usage at NBHS:

1. Placing unlawful information on a system
2. Using abusive or otherwise objectionable language in public or private messages
3. Sending messages that are likely to result in the loss of the recipient's work on systems
4. Sending a broadcast or chain letter messages to lists or individuals, or any other use which would congest the networks or otherwise interfere with the work of others
5. Attempting to sabotage the school network in any fashion through changing computer setup, wiring arrangement, hub settings, etc.
6. Downloading any type of information or posting any type of information over the Internet which is not required by a specific portion of a class assignment
7. Attempting to infect a computer or system with a virus, whether intentionally or unintentionally, by not following established virus checking procedures
8. Accessing and/or viewing information from the Internet which is not directly related to a class assignment and having been permitted by the classroom teacher or library staff
9. Violating the privacy of self or others on the net

Appropriate legal authorities will be contacted if there is any suspicion of illegal activity.

Consequences for violations:

1st Offense: Loss of all school computer privileges for 1 week

2nd Offense: Loss of all school computer privileges for 1 month

3rd Offense: Loss of all school computer privileges for 1 semester

Any criminal activity will be reported to the police and to appropriate Internet companies.

Cross Reference: PRESS 6:235, <i>Access to Electronic Networks</i>

7.20 Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;

- c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
 8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Posting of Signs

All signs posted by students must be approved by the building principal unless authorized by the sponsor of a school organization.

Photo Release/Permission

Parents must give permission for the school to release photos and video tape recordings to be displayed in local media broadcasts (newspapers, television, radios, and websites).

7.25 Guidelines for School-Sponsored Publications, Productions, and Websites

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School District, or an expression of Board policy.

Cross-References: PRESS 7:310, *Restrictions on Publications*; PRESS 7:315 *Restrictions on Publications; High Schools*; PRESS 7:310-AP, *Guidelines for Student Distribution of Non-School Sponsored Publications*

7.27 Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

- Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to material that is libelous, slanderous or

- obscene, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
- Is reasonably viewed as promoting illegal drug use; or
- Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

<p>Cross Reference: PRESS 7:315 <i>Restrictions on Publications; High Schools</i></p>
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7.40 Annual Notice to Parents About Educational Technology Vendors Under the Student Online Personal Protection Act (SOPPA)

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

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data. Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

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

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

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

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

7.50 Use of AI “Artificial Intelligence”

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence.

“Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Chapter 8: Search and Seizure

8.10 Search and Seizure

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

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

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

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

Student Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Chapter 9: Awards/Recognition, Clubs and Organizations, Student Extra-Curricular Activities and Athletics**9.00 Award/Recognition Opportunities**

NBHS will use the 6 Rs of the Jostens Renaissance Results Framework to improve attendance, achievement, school climate, and culture. We will build on the programs that we already have in place for recognizing and rewarding students. We are looking forward to adding more throughout the year as we see what works and what might need improved upon!

I. Prestigious Pretzel Program: The Prestigious Pretzel Program was developed and implemented to support those New Berlin High School students who demonstrate excellence in academic performance, attendance, and behavior. Incentives are earned each quarter or semester based upon the following criteria:

Prestigious Pretzel - Quarter Awards**Incentive #1 Semester Exam* AND Get Out of Here Coupon**

Zero Behavior Referrals, 95% Attendance Rate, and High Honor/Honor Roll (a GPA of 3.25 or higher).

Students meeting these criteria for a quarter will earn a Get Out of Here pass to sign out after 7th hour one day a week AND an exam exemption coupon**.

Incentive #2 Semester Exam Coupon*

Zero Behavior Referrals, 95% Attendance Rate, and have a GPA of 2.0-3.24 for the quarter will earn one semester exam exemption coupon**.

***Prestigious Pretzel Semester Exam Coupon Limit 2 Per Semester**

Exam exemption coupons are valid for a course in which the student has a C average or higher. **The exemption coupon cannot be used for a course in which the student has a D or F average.

State Assessment Coupon Incentive**Incentive #3 Meets or Exceeds on the ACT/preACTSecure10/preACTSecure9.**

Students will receive one semester exam coupon for a Meets or Exceeds Rating in one or more content areas on the Spring State Assessment for the fall semester of the next school year.

II. Golden Honors Awards: The Golden Honors Awards typify a combination of high academic achievement, character, leadership, and skill, and have as their objectives the encouragement and recognition of meaningful education and informed citizenship.

Subject Area	NBHS Awards	State/Local Awards	Scholarships
Agriculture and Engineering	WCIA Best in Class	National Merit Award	Knight of Columbus Scholarship
Family and Consumer Science	Athletic – Sangamo Conference All-Academic Team	Illinois State Scholar	Tiffany Brown Memorial Scholarship
Biological and Physical Sciences	National Honor Society	Jacksonville Rotary Scholar Athlete	NBEA Memorial Scholarship
English	Society for Academic Achievement	Sons/Daughters of the American Revolution Good Citizenship	Carla Wahl Memorial Scholarship
Spanish and Public Speaking	CACC Student of the Month/Year	US Army Reserve National Scholar Athlete	Damien Crews Scholarship
Mathematics	NBHS Student Council Student of the Month	NBHS/Abe Lincoln Region Illinois Principals Association Leadership Award	Madeline Finch Memorial Scholarship
Art	NBHS Student Council Student of the Year		McCullough-Delaney & Butler Funeral Home Scholarship
Instrumental Music	Most Improved Senior		Lincoln Land Foundation Scholarship
Physical Education	Senior Character Award		West Sangamon Public Library
Social Science	Outstanding Senior Boy and Girl		American Legion Auxiliary Scholarship
Vocal Music			Dorothy Lorene Osborne

9.10 Student Athletes and Participants in Extra Curricular Activities

Athletic Code of Conduct for Athletics and Extracurricular Activities

Athletes and students involved in extracurricular activities will be held to additional standards as stated in the Extra Curricular Handbook and as determined by individual coaches and sponsors. Students participating in sports and extra-curricular activities will be responsible for knowing and abiding by the policies contained in the Extra Curricular Handbook and set forth by coaches and sponsors.

Overview of Requirements

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity; including practice (All documents are available at www.pretzelathletics.com/forms). The easiest way to take care of this is to sign the signature sheet at the beginning of the school year. Signed forms run through one school year.

1. Current physical (within 395 days)
2. Proof of Insurance (fill out on Athletic Agreement Form)
3. Fees of \$60 per sport, \$240 family max
4. Athletic Agreement Form
 - a. Code of Conduct Signed Receipt
 - b. Concussion Information Signed
 - c. CUSD #16 Drug Testing Signed Consent (HS only)
 - d. IHSA Performance Enhancing Substances Signed Consent (HS only)

Philosophy

Overview

The athletic program at New Berlin High School provides a well-rounded variety of athletic activities for all students. It is our belief that athletic participation is one more valuable step in the educational process that helps students grow physically, emotionally, socially, and intellectually. Every student is encouraged to participate and share in the benefits. While coaches/sponsors may implement a "cut" procedure when numbers deem it necessary, the only other factors that may limit a student's participation are academic ineligibility, lack of dedication to the necessary hard work, or unwillingness to follow the rules.

This handbook has been made available to you because your son or daughter has indicated a desire to participate in interscholastic sports/activities at New Berlin Junior/Senior High School. This handbook applies to all extracurricular sports and activities that are not an extension of the classroom.

Parents need to be aware that when students elect to participate in extracurricular activities, they are accepting the responsibility to be self-disciplined. They must be willing to follow the rules, work hard both in season and out of season, and accept the coach's/sponsor's decisions. Student athletes and parent(s) must meet with the coach/sponsor at the beginning of each sport season in which the student athlete is participating. These meetings will cover such topics as the extracurricular handbook, specific rules of each coach, eligibility, cut procedures (if necessary), and the importance of being drug free.

Notification

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a right. In addition, the principal may establish certain written rules and regulations consistent with those established by the Board of Education and the Superintendent of Schools. The jurisdiction of the school for student conduct includes the following: on, or within sight of, school grounds before, or after school hours or any other time when the school is being used by a school group; off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school; traveling to or from school or a school activity, function or event; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purpose or and educational function.

Expectations

Participation in interscholastic athletics/activities at New Berlin is a privilege extended to all full-time students. Students are encouraged to participate as team members and as fans.

For many people in our community and most people in surrounding communities, the only contact they have with our school is through our student athletes, fans, and coaches. Thus, the image of the school and community is largely formed by the actions and attitudes displayed by our students, fans, and coaches at athletic contests. This applies not only on the playing field or court, but also in the locker rooms, hallways, and concession areas before, during, and after the game.

It is expected that members of the extracurricular programs be good citizens in school and in the community. A team member is constantly in the public eye and in a position of influence. Young children, community members, and other school personnel will observe the athlete, look to them for leadership, and expect them to set standards for others to follow. Self-discipline is essential in developing this high degree of social maturity.

Agreement

The extracurricular handbook rules and penalties for violating those rules will be communicated to each student by their coaches/sponsors. Each student and their parents will be required to sign an agreement stating their knowledge and acceptance of the extracurricular handbook. Athletes participating on co-op teams are subject to the extracurricular handbook of the host school.

Governing Bodies

There are five organizations that govern or control the New Berlin Athletic Programs.

New Berlin School District #16 Board of Education – Makes all local policies and rules regarding athletic participation; determines which sports will be offered; hires coaches.

Illinois High School Association – For all High School Athletics; makes all state-wide rules and policies regarding athletic and extracurricular participation; conducts state series leading to state champions in various sports.

Illinois Elementary School Association – For all Junior High Athletics; makes all state-wide rules and policies regarding athletic and extracurricular participation conducts state series leading to state champions in various sports.

Sangamo Conference – For High School Athletics; makes rules and policies that govern conference contests; organizes conference championships in scholastic bowl, football, volleyball, basketball, track, baseball and softball.

MSM Conference – For Junior High Athletics; makes rules and policies that govern conference contests; organizes conference championships in scholastic bowl, volleyball, basketball, track, baseball and softball.

Athletic Participation Opportunities

New Berlin High School offers 10 varsity sports/activities that are hosted by New Berlin. Students may earn varsity letters in six additional sports that are hosted by area schools. The New Berlin Community Unit School District #16 is involved in co-operative sports agreements with several local school districts. Districts in which CUSD#16 currently has an agreement with Franklin, Waverly, and Pleasant Plains, Auburn and Lutheran High. The purpose of the arrangement is to increase student participation opportunities at both schools at minimal costs to the respective boards of education.

Varsity Sports	Varsity Co-Op Agreements hosted by New Berlin	Varsity Co-Op Agreements hosted by other schools
Football Cheerleading Volleyball Competitive Cheerleading	Football	Boys Cross Country (hosted by Franklin)
Girls Track	Baseball	Girls Cross County (hosted by Franklin)
Boys Track	Softball	Boys Golf (hosted by Waverly)
Scholastic Bowl		Girls Golf (hosted by Waverly)
		Boys soccer (hosted by Lutheran)
		Girls Basketball (hosted by Waverly)
		Wrestling (hosted by Auburn)
		Girls Soccer (hosted by Plains)
		Bass Fishing (hosted by Waverly)

Tryouts

Students wishing to participate in extracurricular activities must be at the tryout for that sport of activity. Exceptions will be made for a student that is injured, with a doctor's note, at the time of tryouts. A student that is injured may try out at a time when the injury is healed. A student that is injured at the official tryout time must realize that a spot on the team will not be held for them. It is also possible, at the discretion of the coach, that the injured student that does

make the team may not be allowed to play for a period of time due to the missed practices. The number of days a student must attend for a tryout is left to the coach's discretion. However, this may not be less than one day. There will not be tryouts for individual students unless the child has been injured; exceptions must be approved by the building principal and athletic director.

General Eligibility Requirements

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

Overview of Requirements

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity; including practice (All documents are available at www.pretzelathletics.com/forms). The easiest way to take care of this is to sign the signature sheet at the beginning of the school year. Signed forms run through one school year.

1. Current physical (within 395 days)
2. Proof of Insurance (fill out on Athletic Agreement Form)
3. Fees of \$60 per sport, \$240 family max
4. Athletic Signature Sheet
 - a. Code of Conduct Signed Receipt
 - b. Concussion Information Signed
 - c. CUSD #16 Drug Testing Signed Consent (HS only)
 - d. IHSA Performance Enhancing Substances Signed Consent (HS only)

School Attendance

New Berlin Schools require that a student must be in school for the full school day before participating in any practice or activity. This means a student must be in attendance for all classes in order to participate in an athletic contest. If a student is not in school for the entire day, he/she cannot participate in practice or a game that night, unless one of the following conditions have been met and approved by the building principal and/or athletic director.

- a. Doctor's note or appointment
- b. Funeral
- c. Court appointment (verified)
- d. Other emergencies at the discretion of the principal

Students must be present at school on Friday for the entire day in order to participate in events on Saturday and Sunday. Students who are absent on Friday afternoon must have a medical release to participate in events over the weekend.

Physical Examination

A current physical completed within the last 395 days must be on file in the school office or presented to the coach before the student athlete may begin athletic practice. There are no exceptions.

Insurance

Students must have a proof of insurance waiver signed by the parent or guardian on file, along with a copy of the student's insurance card, in the school office or presented to the coach before the student athlete may begin athletic tryouts/practice or participate in open gyms.

Fees

Student athletes must pay all academic fees and the \$60 per sport athletic participation fee prior to participation. The district has set a maximum family athletic participation fee of \$240. Athletic fees will be refunded to those students that do not make the team. Athletic fees will also be refunded to those students before the 3rd day of practice or that become injured before the first contest. If a student quits the team after the 3rd day of practice, they will forfeit the athletic fee.

Academic Eligibility

In order to guarantee academic eligibility for athletic participation, New Berlin extracurricular participants must be passing ALL subjects. Grades will be checked weekly and will reflect the current semester average. If a student athlete is marked failing for any subject on the weekly check, then that student athlete will not be allowed to participate in athletics during the following week. Extracurricular ineligibility starts on the following Sunday and runs through the following Saturday. Extracurricular ineligibility does not necessarily preclude the participant from attendance at practice or games.

Grade reports are run weekly on Friday (or the last day of student attendance each week) by 10:00AM. It is the responsibility of the principal and the athletic director to determine eligibility on a week-by-week basis. Student athletes who are currently in season will receive an eligibility letter from the athletic director if the athlete has a F for any subject.

High School students participating in extra-curricular activities must also meet, in addition to all New Berlin requirements, all IHSA standards in order to participate. Junior High students participating in extra-curricular activities must also meet, in addition to all New Berlin requirements, all IESA standards in order to participate. In order to be eligible to participate in athletics and/or extracurricular activities for the following semester, students must pass seven classes from the previous semester. If a student fails to pass seven classes, they will be ineligible for the entirety of the next semester. **If a student is ineligible for any three weeks during the season, he/she may be dismissed from the team or squad by the head coach/sponsor.** These standards shall be extended to managers, statisticians, and support people as well. **JH Eligibility for Athletics and Extracurricular Activities (IESA 2.043)** For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly. Eligibility will be applied to the Sunday through Saturday following the week that was checked. Students must be passing each subject each week to be eligible. Grades shall be cumulative for the school's grading period.

Participation in a study group during a week of ineligibility, rather than practice, may be required by sponsors or coaches.

Physical Education

If a student does not participate in physical education during the school day because of a medically excused or an unexcused reason, that student will not be allowed to participate in any activity that evening unless released by a medical doctor.

Suspension

Students placed on out-of-school suspension or Directed Study Room (DSR) will not be eligible to participate in any practice or contest until the first day they re-enter school after successfully completing that suspension. If a student is suspended for one day on Monday, he/she may not participate Monday night, but may participate in a Tuesday evening contest after he/she has returned to school that same day.

If athletic practices or games are missed due to either the serving of detentions or internal/external suspensions, the absences will be considered unexcused and the individual coach's policy concerning unexcused absences for practices or games will be in effect.

Transportation

Transportation to and From Contests (and practices when applicable)

Students must travel to and from events on the bus or school-provided transportation. Students may be released to their parents at away events (at the coach's discretion) provided the following conditions are met:

- a. A parent must sign the permission sheet (sign-out) distributed by the coach or sponsor following the contest.
- b. When a student is going home with another student's parents or another specified adult the following applies:
 - a. The parent of the student not riding the bus must have granted written permission for their child to be with another specified parent or adult.
 - b. The parent or adult driving must sign the permission sheet and indicate the name of the player(s) who is riding with them.
 - i. Students violating this policy will be suspended from participating in 1 contest.
- c. The bus driver may not release a student to the student's parents. Release must be made by the coach or principal.
- d. Students are not allowed to go home with other students.
 - a. Students violating this policy will be suspended from participating in 1 contest.

Students who miss the bus and/or do not ride the bus to a practice, game, or event will not be allowed to participate. Very few exceptions apply. One such exception may be that a student and their family were attending a funeral.

Training Rules

Violation of Training Rules

The rules set forth in this Athletic Code are in effect throughout the calendar year 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 in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

The term "student athlete" will cover all extracurricular participants in regard to Training Rules and violations.

However, incidents involving students that are part of a club, activity, etc. that is not sponsored by the IHSA or IESA will be handled on a case by case basis. Clubs and activities not sponsored by the IHSA or IESA do not have a "contest season"; thus, punishment for violating Training Rules in these cases will be determined by the building principal and the sponsor of that club or activity.

Actions not appropriate can/will lead to disciplinary procedures. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. Student athletes will enter high school with a "clean slate." For high school students, random drug testing of up to 10% of participants/athletes may be conducted at any time.

1. **Drugs, Alcoholic Beverages, and/or Tobacco/Electronic Cigarettes** – Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, or distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, tobacco/electronic cigarette, controlled substance, look alike, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.
 - a. **1st offense** – 25% contest suspension (The student may practice during this period)
 - b. **2nd offense** – 1 calendar year. (The student will not compete in any NB athletic program during that time including practices, open gyms, and co-op activities)
 - c. **3rd offense** – Student will be suspended for the remainder of his/her high school career.

The suspension shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they must serve the full suspension in the next season.

2. **Association** – New Berlin student athletes shall not attend a party or other gathering and/or ride in a vehicle where alcohol and/or drugs are being consumed by minors.
 - a. **1st offense** – 1 contest suspension (The student may practice during this period)
 - b. **2nd offense** – 3 contest or 2 week suspension, whichever comes first (The student may practice during this period)
 - c. **3rd offense** – 1 calendar year (The student will not compete in any NB athletic program during that time including practices, open gyms, and co-op activities)
 - d. **4th offense** - Student will be suspended for the remainder of his/her high school career.

The suspension shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. *Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they must serve the full suspension in the next season.

3. **Unsportsmanlike Conduct or Other Unacceptable Behavior** – Behaviors that are contrary to the spirit of New Berlin Athletics, including but not limited to:
 - a. An unlawful or delinquent act is a violation of any civil or criminal statute, ordinance, regulation, or court order (except for minor traffic offenses) including, but not limited to theft, vandalism, destruction of property, fighting (on or off school property), etc.
 - b. Insubordination
 - c. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage
 - d. Any behavior which disrupts the appropriate conduct of a school program or activity
 - e. Hazing, bullying, or harassment of any kind

- f. Use of profanity
- g. Exhibition of bad sportsmanship
- h. Violation of any school rules

All offenses – the Building Principal, along with the Athletic Director and coach will decide the appropriate penalty for the athlete taking into consideration the seriousness of the offense, any harm or injury to person or property, the remorse of the student athlete and any other relevant factors. The consequence shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. *Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they must serve the full suspension in the next season.

4. Violation of Team/Activity Rules and Regulations

All offenses - Violations for these acts are at the coach's discretion. Team Rules and Regulations are approved by the athletic director and the CUSD16 School Board. Coaches may determine reasonable penalties for violations outside of the team rules and regulations with approval by the athletic director. The consequence shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. *Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they serve the full suspension in the next season.

Random Drug Test – for High School Students

Whenever a high school student athlete's test result indicates the presence of illegal drugs or banned substances, the following will occur. Refusal to participate in random drug testing will be treated as an admission of guilt.

- The building principal or athletic director, within 24 hours, will notify the parent/guardian of the positive test result. The athletic director may keep all test results for a period of up to four years or until graduation.
- If the parent/guardian or student wishes to contest the results, the vendor will arrange for the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at the expense of the parent/guardian or student. Such a request must be made to the building principal within five working days from the first notification of positive test results.

First Positive Result – The student will be given the option of:

1. Within 5 days of the positive result, the student must have an appointment with a Certified Chemical Dependency Counselor (or a counselor approved by the Board of Education) for a chemical dependency assessment and then follow the recommendations of the counselor. (If treatment is recommended, it must be with a Certified Chemical Dependency Counselor). The student must also submit to weekly urine testing for five weeks. The parent/guardian or student is responsible for all expenses. The student athlete will be required to attend practice. The student athlete will be suspended from competition for 25% of the season as described in the training rules violation or,
2. Denial of participation in interscholastic activities for the remainder of the current school year and the next school year.

Second Positive Result – The student will be given the option of:

1. If a student wishes to continue to participate in the program after a second "positive" test, the student must agree to a suspension of 1 calendar year. The student will be required to attend substance abuse counseling with a Certified Chemical Dependency Counselor (or a counselor approved by the Board of Education). Counseling must begin before the student will be allowed to return to competition even if the full suspension has been served.
2. Follow-up weekly testing will be performed prior to the athlete being declared eligible to participate after the 1 calendar year period of suspension. Proof of a negative test must be provided to administration at the parent's expense.
3. OR – denial of participation in interscholastic activities for the remainder of a student athlete's high school career.

Third Positive Result

1. A third "positive" test will result in automatic suspension from participation for the remainder of the student athlete's high school career.

Self-Admittance

An athlete or his/her parents may self-admit a substance abuse problem to an administrator. This is a one-time offer only and may not be used to avert a penalty that has been or will be discovered through “normal” occurrences, i.e. the police have already made an arrest or drug testing is about to take place. The athlete will retain full practice and playing privileges as long as the following conditions are met.

1. The admission of the said abuse is initiated by the athlete and is not made as a means of escaping disciplinary action. The athlete will give up playing privileges until drug testing (at parent/guardian or student expense) shows natural decay.
2. The athlete and parents are referred and begin to receive counseling at a recommended treatment center within two weeks of admission at the parent/guardian or student expense.
3. The athlete and parent/guardian consent to weekly urine drug testing at the parent/guardian or student expense for five weeks.

The athletic department will treat this with great confidentiality. While facing consequences for inappropriate behavior is a valuable lesson, New Berlin Schools is also very concerned with the development of all athletes well beyond their high school years. The self-admittance program is designed to offer the athletes and their parents a tool with which to foster good decision making throughout their life.

Honesty Clause

If, *from the beginning*, a student is forthcoming with the administrator investigating the potential code of conduct violation and does not present any false information, the principal has the option to reduce the penalty to 15% of the season (from 25%). The honesty clause only applies to a 1st offense. Any additional offenses will not have this option.

Counseling

If, within 5 days of the known violation, the student has an appointment with a Certified Chemical Dependency Counselor (or a counselor approved by the Board of Education) for a chemical dependency assessment and then follows the recommendations of the counselor, the principal can reduce the penalty to 15% of the season (from 25%). If the student does not follow the recommendations of the counselor, the full penalty will be reinstated.

Discovery

Violations of training rules must be made known to the school administration through

- a. A student/athlete admission to a rule violation, or
- b. An incident is reported in the media and is verified by law enforcement, or
- c. An incident is directly reported by law enforcement to the school, or
- d. An incident is witnessed and/or verified by school district officials, coaches, or teaching staff member, or
- e. A parent reporting their own child

Due Process and Appeal Process

Student athletes will be provided due process. The student athlete is entitled to be informed of the allegations against him/her. The principal shall render a written decision within one school day of the conclusion of the investigation. A student athlete and his/her parent(s) may appeal the building principal's decision to suspend, in writing, to the superintendent within two business days of the building principal's decision to suspend. A suspension may be deferred pending the outcome of an appeal at the discretion of the superintendent.

Procedures

Procedures for Dropping a Sport/Activity

1. The student must see their coach/sponsor and explain why they will no longer be participating in the sport/activity.
2. All uniforms and equipment must be returned.
3. All awards for the sport are forfeited.
4. The student athlete may not participate in another sport (including open gyms) until the season of the sport they dropped is over.

Injuries

It is our hope that injuries to student athletes never occur. No matter the extent of the injury, athletes must report the injury to the coach/sponsor and/or our certified athletic trainer immediately. If a parent is aware of any injuries, physical limitations or medical conditions of their child, they must notify the coach immediately. If the athlete sees a

doctor, he/she cannot participate until a doctor's release, in writing, has been issued. **A certified athletic trainer employed by the New Berlin School District is provided at school on a regular basis for games and practices.**

Uniforms

All athletic uniforms, game or practice, shall only be worn while participating. This includes cheerleaders as well. All uniforms and school equipment must be turned in to the coach immediately following the close of the season. If a uniform or equipment is lost, damaged, or not turned in, the athlete will be responsible for the replacement costs. Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Coaches Policies

Each coach or sponsor may supplement these rules with additional requirements. However, these must be in writing and approved by the athletic director and board of education prior to the beginning of the season. After approval, a copy of the rules must be given to participating athletes and parents.

Awards

To qualify for awards, an athlete must finish the season in good standing.

Lettering Requirements (HS)

In each interscholastic sport varsity letters, sophomore patches, numerals, and pins are awarded. The criterion which must be met to win a varsity letter is determined by each varsity coach prior to the start of each season. In addition to letters, sophomore patches, numerals, and pins some special awards are given in each sport. Each team will hold an awards night at the conclusion of each season. Letters, patches, numerals, pins, and special awards are usually given out at this time. Specifically students must meet the following criteria to letter earn a varsity letter:

Baseball: Play in ½ of the total innings of all varsity games

Basketball: Play in ½ of the total quarters of all varsity games

Cheerleading: Participate in ½ of total varsity contests

Football: Play in ½ of the total quarters of all varsity games

Softball: Play in ½ of the total innings of all varsity games

Track: Must accomplish one of the following: Score 15 points (can be adjusted if meets are canceled) and/or Score points in county, conference, or sectional meet and/or set a school record

Volleyball: Play in ½ of the total sets of all varsity games

Wrestling:

- Every freshman, sophomore, junior, or senior who completes a season for the first time receives numerals.
- Sophomores who complete a season receive a sport specific patch.
- If an athlete completes the season and meets the criteria for lettering in a varsity sport, he/she will receive a varsity letter (*one letter per student*), the pin of the sport for which he/she lettered, and a bar
- After receiving his/her first letter, the athlete will receive a bar for lettering, for every additional year that he/she letters in that sport.
- All seniors who complete the season will earn a varsity letter.

High School Special Awards

At the end of the school year, we also give special recognition to the Scholar Athlete of the Year and to the male and female Senior Athlete of the Year. To be eligible for the Scholar Athlete award a student must carry a 3.5 GPA or higher. To be eligible for the Senior Athlete of the Year award a student must have participated in six athletic seasons during his/her career and must participate in at least two sports during his/her senior year. The Senior Athlete of the Year award will be voted on by all coaches.

State Tournament Attendance Policy

New Berlin student athletes in a particular sport may be excused from school for no more than one day to attend the state tournament series in that sport. If a student athlete wishes to do this, he or she must bring a note ahead of time from his or her parents specifically stating this. The student athlete and their parents are completely responsible for all expenses, transportation, and liability. This is not a school sponsored activity, but may be an excused absence.

College Bound Athletes

All students, both general and special education, who are considering athletic competition at a Division I or II college institution, must meet the NCAA Clearinghouse requirements. Student athletes may access the NCAA website (www.ncaaclearinghouse.net). It is further recommended that a student athlete who might consider collegiate

athletics obtain an NCAA Clearinghouse form and speak to the guidance counselor no later than the end of his or her junior year.

Absences from Practices and/or games

Practices and/or games missed due to an academic requirement will be excused. There will be no penalty for this type of absence. Practices and/or games missed due to attendance at school approved but optional events will be treated as unexcused and will be acted upon at the discretion of the coach. Vacations and other such pre-arranged and school approved absences may result in limiting an athlete's participation. In general, if a player is at school, it is expected that the player attend practices and games, even if injured and able to attend.

To the Student Athlete

On the Field/Court

In athletic competition, a student athlete must not use profanity or illegal tactics. It is courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory. Officials in a game are there for the purpose of ensuring equity for both teams. It is our athletic tradition that student athletes talk to officials only in a tone of respect for the purpose of clarifying rules. Any behavior contrary to that which has been stated is a direct reflection on the school, team, and coaches, and will not be tolerated and is subject to discipline by the coach.

In the Classroom

In the academic area, a student athlete should strive to be a good student. Academic achievement for student athletes, as well as other students, must be the number one school priority. Therefore, student athletes must plan their schedules so they have sufficient time and energy for their studies. Student athletes also need to have a good attendance record.

On the Campus

The way we act and look on the campus is of great importance. Athletes should be leaders and worthy of respect from their classmates. Be a good role model.

Away from Campus

The successes that our athletic teams have achieved have led our athletes to participate as competitors or as spectators beyond the regular season. It is important that curfews, room assignments, and sportsmanlike behavior are observed at all times.

To the Parents of Student Athletes

Be positive with your student athlete. Let them know they are accomplishing something positive by simply being a part of the team. Encourage them to work hard, reach their potential and contribute to the team's efforts. Encourage and support your student athlete's efforts to follow the team rules and athletic code of conduct. Emphasize the importance of academics and understand the academic requirements necessary for participation in interscholastic athletic activities. Emphasize good sportsmanship with your student athlete. Win or lose, they must show respect for their opponents and demonstrate maturity necessary to show class. In addition, encourage your student athlete to respect the authority of the officials. Remember: Self-respect begins with self-control. Emphasizing the "team" must take precedence over the individual. The lessons learned through athletic competition are lessons for life. The skills learned are for leisure in the future. **Keep sports in perspective.**

Admission

Adults \$5

Students \$3

Senior Citizens \$3 (62+)

Family Athletic Passes are now issued through the Sports Boosters.

Fans and Spectator Expectations

1. Stand and remove headgear during the National Anthem
2. Cheer for our team rather than against their opponents
3. Maintain self-control at all times while conducting themselves as responsible citizens
4. Show respect for opponents in every way possible
5. Always be positive in support of our teams
6. Recognize and acknowledge good performances made by both teams
7. Respect officials and accept their decisions
8. Be humble and not boastful in victory and gracious and not bitter in defeat
9. Leave the site of an activity - including the parking lot - as soon as possible after activity is completed

Removal of Rowdy Spectators from School Events for Unsportsmanlike Conduct

Nothing prohibits a school district from immediately removing a spectator from a specific game or event for disobeying rules or causing a disruption.

According to the Illinois School Code (Section 5/24-24), a school district may adopt a code of conduct and expectations for fans and spectators (this document). Spectators who violate the code may be denied admission to school events for up to one year, provided that the individual receives 10 days written notice of the volatile behavior and has the right to a hearing before the school board, if so requested.

To promote sportsmanship, should any spectator be removed from any event (athletic and/or extracurricular activities) **that spectator will be ineligible to attend the next contest at that level of competition, and all other contests at any level in the interim.** This follows closely the by-laws for IESA (5.100) and IHSA (6.011 and 6.012) that states any coach or player that is removed shall be ineligible for the next contest.

- Ex – Ejection occurs during a varsity football contest. Spectator is ineligible through the next varsity football contest.

Parental Procedures for Registering a Concern

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in an athletic program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.

Communication You Should Expect From Your Child's Coach

1. Philosophy of the coach
2. Expectations the coach has for your child as well as all members on the squad including all team rules
3. Locations and times for all practices and contests
4. Team requirements, i.e. fees, special equipment
5. Procedures should your child be injured during participation
6. Teaching sportsmanship, ethics, good behavior and drug prevention

Communication Coaches Should Expect From Parents

1. Concern expressed directly to the coach. Athletes should be encouraged to make this step first
2. Notification of any schedule conflict well in advance
3. Specific concern in regard to a coach's philosophy and/or expectations
4. To be a positive role model at contests and practices

As your child becomes involved in the programs at New Berlin Schools he/she will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go the way you or your child wish. At these times, discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coach

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior
4. College options and recruiting

It is very difficult to accept your child not playing as much as you hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all student athletes involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those listed next, must be left to the discretion of the coach.

Issues Not Appropriate to Discuss with Coaches

1. Playing time
2. Team strategy
3. Play calling
4. Other student athletes

Communication with a coach is important. There are situations that may require a conference between coach and parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences become necessary, please call the coach to make the necessary arrangements.

Do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation. Please note that the parent, coach, and student athlete will be required to attend the meeting.
2. At this meeting the appropriate next step can be determined.

Research indicates a student involved in athletic activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this handbook makes you and your student athlete's experience with New Berlin Schools Extracurricular Activities an enjoyable experience.

Questions

If you have questions about the New Berlin Schools Athletic & Extracurricular Handbook or the programs in general, you may call the Athletic Director during regular school hours at 488-6012, ext. 224.

PRESS 6:190, Extracurricular and Co-Curricular Activities; PRESS 6:190-AP, Eligibility for Participation in Extracurricular Activities; PRESS 7:240, Conduct Code for Participants in Extracurricular Activities; PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities

Proof of Insurance

The school strongly recommends that parents provide some type of insurance. The school does not provide insurance coverage for student's personal property. All students who participate in interscholastic athletics must have insurance. Students will not be allowed to try out, practice or participate in contests until proof of insurance (and physical form) is on file.

Attendance at Extracurricular Activities

Students may attend all extra-curricular activities, athletic events, plays and music events with the following exceptions:

1. Unexcused absence from school the day of the activity.
2. Absence from school due to illness or taking a mental health day the day of the activity.
3. Serving an out of school suspension the day of the activity.
4. High school students may not attend junior high dances and parties.
5. Students leaving any extra-curricular activity will not be readmitted.

The administration has the right to remove any student who does not follow the handbook rules. Consequences for removal from an event may include exclusion from attending future extra-curricular events.

School Assemblies

Assemblies and meetings of various kinds will be held throughout the school year. Students should expect that seating will be assigned. Speakers and presenters should be treated in a respectful manner.

Class, Club/Organization Meetings

Students are highly encouraged to participate in extracurricular activities. Classes, clubs, and organizations can meet during Advisory any day of the week. To schedule a meeting for your group, send the date(s) that you will be meeting to the building secretary and the HS principal for approval. Once approved, it will be added to the NB Jr/SrHS Activities Google Calendar. Students are encouraged to participate in meetings. No unauthorized organizations will be recognized or allowed to assemble during the school day.

Extra-Curricular Clubs/Organizations

Extra-Curricular Activities include, but are not limited to:

Art Club	Drama/Musical	FCCLA	FFA	Key Club
Library Club	National Honor Society	Science Club	Spanish Club	SADD
Student Advocacy Leadership Team (SALTY Leadership Team)	Student Council	Yearbook		

Requirements for Holding Offices of Classes and Clubs

1. The election should be held in the spring of the school year. A secret ballot with a simple majority shall be used to determine the election.
2. Every candidate for office must attend a mandatory Leadership Seminar held by the school. Topics covered may include: Motivating your group, parliamentary procedure, commitment, limiting your involvement to maintain the ultimate leadership skills, team building, and leadership responsibility.
3. An NBHS student can be President of one class, Student Council, or club/organization, and can be an officer in other club/organizations.

4. Students who attend CACC or LLCC/College Now can be an officer of Student Council, class or a club/organization, **but must meet the expectations of the leadership position or you will be removed.** Said member must bring his/her lunch to lunch meetings and attend the advisory meetings to be a member in good standing.
5. Student Council officer candidates may be required to give a speech to the student body. This speech would give detailed information about the candidate and his/her plans for time in office.
6. A student seeking office must have maintained a C average for the prior semester and continue to maintain a C average during his/her term of office. A student who fails to maintain a C average after being elected to office has one nine week period to raise his/her grades to a C average. Failure to do so will result in removal from office. A class or club will have an election at their next meeting to elect a replacement if removal is necessary. (The Vice-President will serve as acting President until the next election is held.) Advisors shall check grades every nine weeks.
7. Advisors have the authority to remove an officer if the officer exhibits actions unbecoming of the office and/or fails to perform the duties of the office in an appropriate manner. Advisors may remove a member should participation or conduct be unacceptable. The Advisor will give the student a written warning and will consult with the principal before removing a student from office or from the club or organization.

Building and Grounds Use By Students during a Club/Organization Activity

If a student is involved in before or after-school activity, or an activity taking place on a day school is not in session, the student must report immediately to the area designated for that activity and must be supervised at all times by the sponsor of the activity.

Organization Projects/Fundraising/Events

Classes and organizations will be permitted **two** money making projects during the school year. Dates and types of projects must be approved by the appropriate sponsor, student council, and the principal before making definite plans. Hayrack rides will not be permitted. No person may advertise, distribute or sell any item while on school property that would result in personal gain for the individual. Fundraising is limited to those school clubs and organizations that have previous fundraising approval of the administration in writing.

9.20 School Dances and Court Rules

Dance Rules

All dances are for students currently enrolled at New Berlin High School and their guests, pending approval of the Dance Guest Permission Form. A guest must be "age appropriate," defined as in high school and not having turned the age of 21. Attendance at school-sponsored dances is a privilege. Coronation is open to the general public, however, those in attendance must leave immediately after the court dance. All students and their guests are expected to abide by the rules set forth in the NBHS Student Handbook, Chapter 6. Failure to do so will result in a request to leave the event, and the student's parent/guardian will be contacted immediately. Further disciplinary action may be imposed upon the student and their guest.

Court Rules

Homecoming and Prom Court: If a student is selected to be on the homecoming court their Freshman or Sophomore year they cannot be on court again until their senior year. If a student is selected to be on the homecoming court their junior or senior year, then they cannot be on the prom court the same year they were on the homecoming court. The court member must maintain a C average to compete and have no debts owed to a class or club.

Junior/Senior Prom

The junior/senior prom is open to juniors and seniors at New Berlin High School and their dates. A NBHS student is permitted to bring one guest and must accompany the guest that they signed up to bring to the dance. Any 9th or 10th grade student that is in attendance must complete the guest form and attend with the 11th or 12th grade student as their guest. Guests of New Berlin High School students will be required to leave at the same time as their date. Rules pertaining to dance behavior will be enforced. All juniors and seniors must pay class dues prior to attending Prom. Class dues will be determined for each class by the Class Sponsor(s) and the Class Officers of each class. Students attending After-Prom must remain in attendance at Prom until 10:15 PM, unless prior approval is granted by administration.

After-Prom

After-Prom is held following the junior/senior prom. The party is open to juniors, seniors and their dates and you do not have to attend prom in order to attend after-prom. Doors open at 12 am. Tickets must be purchased in advance and are not transferable under any circumstances. Anyone purchasing a ticket must arrive at the school by 12:30 a.m. or parents will be notified and students will not be admitted. To win major prizes, individuals must remain in attendance until the end. If a student needs to leave prior to the end of the event, it is permissible with a signed permission slip from parents. Guests of New Berlin High School students will be required to leave at the same time as their date. All of the listed rules and regulations apply to guests and early graduates as well as current students. Parents and students must sign a written agreement to the understanding and willingness to abide by the rules of

After Prom prior to attending.

Cross-References: PRESS 6:190, *Extracurricular and Co-Curricular Activities*; PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

9.30 Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Cross-References: PRESS 7:305, *Student Athlete Concussions and Head Injuries*

Chapter 10: Special Education

10.10 Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed., except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

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

For further information, please contact the building principal.

Cross-References: PRESS 6:120, *Education of Children with Disabilities* PRESS 6:120-AP1,E1 – Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights

10.20 Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Isolated Time Out, Time Out, and Physical Restraint

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

Cross-References: PRESS 7:190-AP4, *Administrative Procedure – Use of Isolated Time Out, Time Out, and Physical Restraint* PRESS 7:230, *Misconduct by Students with Disabilities*

10.30 Exemption From Physical Education Requirement

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

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,
2. The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Cross-References: PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*

10.40 Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Cross-References: PRESS 6:300, *Graduation Requirements*

10.50 Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

Cross-References: PRESS 6:120, *Education of Children with Disabilities*; PRESS 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

Related Service Logs

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

Cross-References: PRESS 7:340-AP1, *School Student Records*

10.70 PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians - New

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

Parents may also contact the District's SASSED Administrator for more information.

Chapter 11: Student Records and Privacy

11.10 Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.

5. The sale by students of products or services to raise funds for school-related or education-related activities.

6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards. A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Cross-References: PRESS 7:15, <i>Student and Family Privacy Rights</i> , PRESS 7:15-E, <i>Notification to Parents of Family Privacy Rights</i>

11.20 Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

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

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District includes all SAT scores on a student's academic transcript. If a student does not want their scores added they need to submit this request in writing to the Director of Student Services. If a student wants their ACT scores to be added to their academic transcript, they need to notify the Director of Student Services in writing. We do not add ACT scores to their academic transcript unless requested to do so.

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board;. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology

vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

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

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

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

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

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

Name

Address

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

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

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

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

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

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

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

Cross-References: PRESS 7:340, *Student Records*

Change of Student Information

Any change in the student's address, phone number or any other significant information should be reported promptly to the administrative office.

Student Temporary Records

According to the Illinois School Records Act, a student's temporary record may include Special Education files. The law requires notification of maintenance procedures and destruction schedules. Student's records shall be reviewed every four years or upon a student's change in attendance centers, whichever occurs first. Before any school student record is destroyed or information is deleted there from, the parent shall be given reasonable prior notice and given the opportunity to copy the record and information proposed to be destroyed or deleted.

Special education files that may be of continued assistance to the student, may after five years, be transferred to the custody of the parent or the student. The school district, under both federal and state law, is required to service special education students through the age 21. All temporary records should be maintained at least for that period of time but in no event longer than five years afterwards. Temporary records will be destroyed five years after the student's class graduates from high school.

Cross-References: PRESS 7:340, *Student Records*

11.30 Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Cross-References: PRESS 7:340, *Student Records*

11.40 Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Cross-References: PRESS 7:340-AP, *Student Records*

Chapter 12: Parental Right Notifications

12.20 Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- a) Encourage students to work hard and study throughout the year;
- b) Ensure students get a good night's sleep the night before exams;
- c) Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- d) Remind and emphasize for students the importance of good performance on standardized testing;
- e) Teach students the importance of honesty and ethics during the performance of these and other tests;
- f) Encourage students to relax on testing day.

ACT/preACT10 Secure/preACT9 Secure- The state required test given to students in grades 9-11. The results will show how well our school and district is doing in meeting the adopted Illinois Learning Standards, also known as the Common Core State Standards, for learning. Individual student results of the assessments will be reported to parents, and school results will appear on the district report card.

iReady Diagnostic Assessment: New Berlin High School uses the iReady Diagnostic Assessment to measure the math and reading progress of our 9-11th grade students. iReady data is used to monitor growth over time, particularly growth from year to year, and growth within a school year. These tests are used to determine course placement in intervention courses. Students placed in intensive reading and/or math have been determined to perform below

grade level and need extra support to perform at grade level.

ASVAB: The Armed Services Vocational Aptitude Battery (ASVAB) is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational success in the military. It is administered annually to more than one million military applicants, high school, and post-secondary students. New Berlin High School gives the ASVAB test to all Juniors in November, giving students the opportunity to meet College and Career Readiness Academic Indicators that otherwise not be attained.

Cross-References: PRESS 6:340, *Student Testing and Assessment Programs*

12.30 Homeless Child's Right to Education

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

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For assistance and support for homeless families, please contact the building principal and he/she will notify the district's Homeless Liaison.

Cross-References: PRESS 6:140, *Education of Homeless Children*, PRESS 6:140-AP, *Education of Homeless Children*

12.40 Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross-References: PRESS 6:60-AP, *Comprehensive Health Education Program*

PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

12.60 English Learners

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee. For questions related to this program or to express input in the school's English Learners program, contact the building principal at 217-488-6012.

Cross-References: 6:160, *English Language Learners*

12.70 School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Visitor's Permit

New Berlin High School invites parents of students to visit the school at any time. Conferences with staff members should be arranged ahead of time by telephone. All visitors, including parents, should report to the high school office if they wish to visit during the school day or pick up their children. All visitors will be asked to sign in at the Office. Students from other schools are welcome to visit New Berlin High School subject to the following guidelines:

1. A visitor's permit must be secured from the principal 24 hours in advance of the visit.
2. The New Berlin student bringing the visitor is responsible for the visitor's behavior.
3. No visitor may stay more than one day, unless special permission is obtained from the high school office.
4. If teachers are engaged in activities that would be disrupted by a visitor, the visitor must report to the high school

office.

5. No visitors will be allowed to disrupt or distract from the educational environment.
6. Should a visitor cause any problems, he/she will be asked to leave immediately and not be allowed to return.
7. Only students may visit New Berlin High School. Students from other schools who are under suspension or expulsion may not be visitors at the High School.
8. No visitors will be allowed during semester exams or on the days of early dismissal. Visitors will not be allowed during the last two weeks of a semester.

Cross-References: PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*, PRESS 8:95-E2, *Verification of School Visitation*

12.80 Asbestos Report/Pesticide Application Notice

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the US Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. Materials containing asbestos have been found in New Berlin High School. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel who recognize the dangers of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing materials are inspected and evaluated periodically and additional measures will be taken when needed to protect the health and building occupants. This information was distributed to all building occupants by:

Asbestos Program Coordinator:
Matt Brown, Maintenance Director
Community United School District #16
300 E Ellis St.
New Berlin, Illinois 62670

District 16 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event this is found to be necessary, the district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. To be added to the list, please contact the Superintendent's office at 217-488-2040.

Cross-References: PRESS 4:160-AP, *Environmental Quality of Buildings and Grounds*

12.90 Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross-References: PRESS 5:90, *Abused and Neglected Child Reporting*

12.100 Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

Cross-References: PRESS 4:170, *Safety*

12.105 Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Cross-References: PRESS 6:170-AP2, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act*

12.110 Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.

2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Cross-References: PRESS 4:175-AP1, Criminal Offender Notification Laws; Screening PRESS 4:175-AP1, E1, Exhibit – Informing Parents/Guardians About Offender Community Notification Laws
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12.130 Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- The teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- The teacher is teaching under emergency or other provisional status.
- The teacher is teaching in the field of discipline of the certification of the teacher.
- Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency: The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card: Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.pretzelpride.com

IV. Unsafe School Choice Option : The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100.

V. Student Privacy: Students have certain privacy protections under federal law. For additional information, see handbook procedure 12:105.

VII. English Learners: The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.

VIII. Homeless Students: For information on supports and services available to homeless students, see handbook procedure 12:30.

For further information on any of the above matters, please contact the building principal.

Cross Reference:

PRESS 6:170-AP2, <i>Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act</i>
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