

## INTRODUCTION

Dear Students & Parents:

It is the goal of the Board of Education, Administration, Faculty & Staff of New Simpson Hill District #32 to give students the best possible education we can as a basis for continued education and future success. Within that framework, this parent/student handbook has been developed. We encourage you to become familiar with the contents and partner with us in this common endeavor.

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe school, its current practices, procedures, rules, regulations and codes of conduct. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

Rebecca Yandell

Laren Evetts

| 2025-2026 New Simpson Hill Extensions |     |                |     |
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## **New Simpson Hill Mission Statement**

The mission of New Simpson Hill Consolidated District #32 shall be to share with our learning community the responsibility of providing a safe, nurturing environment that fosters positive self-esteem, honesty, manners and respect, and to prepare our youth to become respectable, responsible and productive citizens. The students of the district will learn to recognize the diversity among all people. The district will develop in its students the skills necessary to become creative and critical thinkers, skills in communication and problem solving, as well as the skills necessary to be successful in the technological society in which we live. While recognizing differences in learning styles, abilities, and goals, the district will provide students with a rich, varied experience that challenges each student to reach their maximum potential intellectually, socially, emotionally, and physically. New Simpson Hill will encourage students to take personal responsibility for their own learning and develop into lifelong learners.

Adopted by the NSH Board

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## **NEW SIMPSON HILL BOARD OF EDUCATION MEMBERS**

Cody Baity, Ryan Hill, Vince Hoffard,  
Faye Mize, Mark Ross, Barry Treat, Paul Widowski

## **NEW SIMPSON HILL FACULTY AND STAFF** (PHONE: 658-8536) (FAX: 658-5034 and 658-4130)

|                             |   |
|-----------------------------|---|
| <i>Superintendent:</i>      | <i>Ms. Rebecca Yandell</i>              |
| <i>Principal:</i>           | <i>Mr. Laren Evetts</i>                 |
| <i>Dean of Instruction:</i> | <i>Ms. Anderson</i>                     |
| <i>Bookkeeper:</i>          | <i>Ms. Racheal Huckelberry</i>          |
| <i>Admin. Assistant:</i>    | <i>Ms. Kim Hogan, Ms. Carla Johnson</i> |

### Teachers

|                        |                               |
|------------------------|-------------------------------|
| <i>Ms. Palmer</i>      | <i>Pre-School</i>             |
| <i>Ms. Sanders</i>     | <i>Kindergarten</i>           |
| <i>Ms. Ford</i>        | <i>Kindergarten</i>           |
| <i>Ms. Mize</i>        | <i>First Grade</i>            |
| <i>Ms. Waters</i>      | <i>Second Grade</i>           |
| <i>Ms. Huckelberry</i> | <i>Third Grade</i>            |
| <i>Mr. Borders</i>     | <i>Fourth Grade</i>           |
| <i>Ms. Fritch</i>      | <i>Fifth Grade</i>            |
| <i>Ms. Schmidt</i>     | <i>Sixth Grade</i>            |
| <i>Ms. King</i>        | <i>Seventh Grade</i>          |
| <i>Ms. Tripp</i>       | <i>Eighth Grade</i>           |
| <i>Ms. Dailey</i>      | <i>Reading Specialist</i>     |
| <i>Mr. Plate</i>       | <i>Music/ Band/ Computers</i> |
| <i>Ms. Rodgers</i>     | <i>Student Advocate</i>       |
| <i>Ms. Goddard</i>     | <i>Social Work</i>            |
| <i>Ms. McPheron</i>    | <i>Special Education</i>      |
| <i>Ms. DeNeal</i>      | <i>Speech &amp; Language</i>  |
| <i>Ms. Wright</i>      | <i>Special Education</i>      |

### Educational Support Personnel

|                      |  |
|----------------------|--|
| <i>Pre-K Aide:</i>   | <i>Ms. Bloodworth</i>  |
| <i>Teacher Aide:</i> | <i>Ms. Hawkins, Ms. Kerley, Ms. Miller, Ms. Schell, Ms. Warren</i> |
| <i>Librarian:</i>    | <i>Ms. Walker</i>  |
| <i>Cook:</i>         | <i>Ms. Chance</i>  |
| <i>Cook:</i>         | <i>Ms. Hill</i>  |
| <i>Custodian:</i>    | <i>Mr. Dalton, Mr. Meier</i>                                       |
| <i>Bus Drivers:</i>  | <i>Ms. Bouras, Ms. Hill, Mr. Schell, and Mr. Zaranti</i>           |
| <i>Nurse:</i>        | <i>Ms. Philpott</i>  |

## 2025 ~ NEW SIMPSON HILL CALENDAR ~ 2026

|                              |   |
|------------------------------|---|
| July 31, 2025                | Registration, 9:00 A.M. – 6:00 P.M.   |
| August 11, 2025              | Institute Day – Staff Meeting   |
| August 12, 2025              | Institute Day – Staff Meeting   |
| August 12, 2025              | Open House, 4:00 P.M. - 6:00 P.M.   |
| August 13, 2025              | First Day of Student Attendance, Dismiss 11:45 A.M.   |
| August 14-15, 2025           | 2:15 P.M. Dismissal   |
| September 1, 2025            | Labor Day - No School   |
| September 12, 2025           | In-service Day, Dismiss 11:45 A.M.  |
| October 9, 2025              | In-service Day, Dismiss 11:45 A.M.  |
| October 10, 2025             | No School - Fall Break  |
| October 13, 2025             | Columbus Day - No School  |
| October 17, 2025             | End of 1st Quarter  |
| October 21, 2025             | Parent/Teacher Conferences 3:15 P.M. - 6:00 P.M.  |
| October 23, 2025             | Parent/Teacher Conferences 3:15 P.M. - 6:00 P.M.  |
| November 7, 2025             | Veterans Day Music Program, 1:00 P.M.   |
| November 11, 2025            | Veterans Day – No School  |
| November 21, 2025            | Non-Attendance Day  |
| November 25, 2025            | 2:15 P.M. Dismissal for Thanksgiving Break  |
| November 26 - 28, 2025       | Thanksgiving Break - No School  |
| December 15, 2025            | Christmas Music Program, 7:00 P.M.  |
| December 19, 2025            | 2:15 P.M. Dismissal for Christmas Break   |
| December 19, 2025            | End of 2nd Quarter  |
| Dec. 22, 2025 – Jan. 5, 2025 | Christmas Break for Students  |
| January 5, 2026              | Teacher Institute – Staff Meeting   |
| January 6, 2026              | Students Return to School   |
| January 19, 2026             | Martin Luther King's Birthday - No School   |
| February 13, 2026            | In-service Day – Dismiss 11:45 A.M.   |
| February 16, 2026            | Presidents Day – Non-attendance day   |
| March 2, 2026                | Casimir Pulaski Day - No School   |
| March 13, 2026               | End of 3rd Quarter  |
| March 20, 2026               | In-service Day – Dismiss 11:45 A.M.   |
| April 2, 2026                | 2:15 Dismissal  |
| April 3, 2026                | Good Friday – No School   |
| April 6 – April 10, 2026     | Spring Break – No School  |
| April 13, 2026               | Students Return from Spring Break   |
| April 21, 2026               | Spring Music Program  |
| May 18, 2025                 | 8th Grade Graduation  |
| May 22, 2026                 | End of 4th Quarter or “To Be Determined based on used emergency days”   |
| May 22, 2026                 | Dismiss @ 2:15 Last scheduled day of school if no emergency days are used (to be adjusted according to use of emergency. days & remaining institute days) |
| May 25, 2026                 | Memorial Day – No School  |
| May 26, 2026                 | Teacher Institute – Staff Meeting- (tentative-based on emergency days used)   |
| June 1, 2026                 | Last day of school for students if 5 or more emergency days are used  |

**Progress Reports:** September 11, November 14, February 6, April 17  
**Report Cards:** October 21 & 23, January 7, March 18, End of School

|   |
|---|
| <b>General Information and Notification</b> |
|---|

**STUDENT FEES**

|                                     |                      |                    |
|-------------------------------------|----------------------|--------------------|
| <i>Student Insurance</i>            | Available at no cost |                    |
| <i>Registration Fees</i>            |                      | \$25.00            |
| <i>Lunch</i>                        | Adult                | \$ 3.50            |
|                                     | Student              | Free – CEP Program |
|                                     | Extra Milk           | \$ .40             |
| <i>Breakfast</i>                    | Adult                | \$ 1.40            |
|                                     | Student              | Free – CEP Program |
| <i>Lockers</i>                      |                      | \$ 2.00            |
| <i>Caps &amp; Gowns (8th grade)</i> |                      | \$35.00            |

Students whose parents are unable to afford student fees may receive a waiver of fees, including lock rental, required class field trips, and other class related materials/supplies. However, students are not exempt for charges for lost and or damaged books, locks, materials, supplies, and other school equipment. A student is eligible for a fee waiver if the student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.

**Qualifications:** The student or the student’s family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children), the student’s parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line, 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.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Pursuant to the Hunger-Free Students’ 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.

## **REGISTRATION**

Registration is usually held in July prior to the beginning of the new school year. A child must be 5 years of age on or before September 1<sup>st</sup> of the school year to enter Kindergarten.

Illinois school law dictates that students must attend the school district where their legal parents/guardians live (some exceptions may apply). Parents/ guardians must be prepared to prove to a district official that they are living within the district boundaries by presenting copies of at least 3 forms of proof of residency. District officials may ask for additional evidence. The administration may interview the parents of transfer students to determine the status of residency. Any person who knowingly enrolls or attempts to enroll in the schools of a school district, on a tuition free basis, a pupil known by that person to be a nonresident of the district shall be guilty of a class C misdemeanor.

At the time of registration, parents/ guardians will be asked to complete a parent consent form to communicate to the school regarding emergency care, over-the-counter medications, field trip consent, and vision/hearing testing.

## **PARENT PICK-UPS, PARENT DROP-OFFS, PARKING**

**7:30 A.M. – 8:05 A.M.** Parents should drop off and pick up students at the Southeast staircase (water tower side of the school). Parents may enter the building at this door also if they have office business to conduct, but they must first go directly to the principal's office. The parents of pre-kindergarten students will be allowed to escort their student to the classroom if necessary. The large, south parking lot should be used.

**After 8:05 A.M.** Parents must enter the building on the Northeast side (red canopy facing the Tunnel Hill blacktop) and go directly to the principal's office. All other doors will be locked. Parents may park in the parking lot directly east of the school but should not block the bus lane between 2:15 P.M. and 3:15 P.M. The office staff will notify the classroom and teacher via the intercom system.

## **All Call System/Text Messaging**

New Simpson Hill utilizes an all call system that distributes a recorded message and/or text messaging from the school to all parents for information in regard to announcements, snow days, other days with inclement weather, cancellations, and other general information that pertains to the school.

## **STUDENT ATTENDANCE POLICY**

The New Simpson Hill District #32 Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Illinois School Code and District Policy. **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).

Students are expected to attend every class. The school has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes.



When you make school attendance a priority, you help your child get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating from high school. When students are here 95% or more of the school year, their grades, reading levels, and math skills will improve—even among those students who are struggling in school. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future. But when kids are absent for an average of just two days of school per month—even when the absences are excused— it can have a negative impact.

By figuring out the reasons for your child’s absences—whether they’re physical or emotional—and taking advantage of support services—such as free tutoring, student mentoring and after school activities—you can help set your child on the path to success.

**In case of any absence, it is the responsibility of the parent/guardian to notify the school and provide a reason for the absence(s).**

- If the parent/guardian does not contact the school to report the absence, the school will attempt to contact by phone to inform the parent of the absence.
- The parent/guardian will be made aware of the student’s attendance and school district policy/regulations.

**Mental Health Excused Absence:** PA 102-321 (effective August 6, 2021) permits students to have up to 5 excused absences for the mental or behavioral health of the child for which the child need not provide a medical note. The child shall be given the opportunity to make up any school work missed during the mental or behavioral health absence and, after the second mental health day used, may be referred to the appropriate school support personnel.

**Excusable absences include:**

- Illness of the student (a physician’s statement will be requested for 3 consecutive absences or overall absences in excess of nine for the year)
- Days of religious observance (a written note from the parent must be submitted at least 5 days in advance of the absence)
- Death in the family
- Doctor and dental appointments (notes will be required for them to be marked as excused--parents are encouraged to make appointments outside of school hours)
- Court appearances (a note from the court is required upon return)
- A student will be excused for up to 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. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment.
- A student and the student’s parent/guardian are responsible for obtaining assignments from the student’s teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.
- Other absences to be considered at discretion of administration on an individual basis.

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

In the case of pre-planned absences, the principal has the authority to grant excused absences for the following types of pre-planned requests. Please notify the school prior to scheduling a pre-planned absence.

- College visit (documentation required)
- Career education visit (documentation required)
- Although not recommended, Family trips/Vacation
- Participation in regional and/or national contests or special awards not endorsed by the IESA or IHSA.

All work from a pre-planned absence must be requested in advance and must be completed the day of the return to school. The administration has the authority to deny a student's request for a pre-planned absence. The student's attendance pattern, academic performance, and/or behavior history as documented by referrals to the principal's office will provide the basis for the decision.

No student will be eligible for an excused absence if the request for a pre-planned absence covers the final week of the semester.

All other absences not listed above, or pre-approved by the building administrator, will be considered unexcused.

Attendance patterns for all students will be monitored. The principal and/or staff will take appropriate action to investigate absences that are not excusable. The following procedures will be implemented once a student is absent.

**For any student absence:**

- If the school is not notified in advance or on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school.
- If a note or call is not received within 48 hours of the absence, the absence will be marked unexcused and will remain as unexcused.
- The school will require documentation (i.e., physician, counselor, dentist, obituary, etc.) explaining the reason for the student's absence after 3 consecutive days of absence. All assignments missed due to excused absences are expected to be made up unless noted otherwise.

**After Five (5) days of absences:**

- The school will send a letter of concern, which will include the attendance policy/regulations and information regarding the student's absences.
- Possible conference call between school administration and parent/guardian regarding student's attendance.
- Referral to appropriate school-based teams may be made.

- The student's attendance patterns will be identified and discussed.
- Develop or revise plans to improve attendance.
- If absences continue, parents will be informed of possible referrals to outside agencies.

The school will maintain the following documentation and/or data.

- Document the dates of letters, policies, and regulations that are sent to parent
- Document phone calls and parental responses
- Document conference dates and parental responses
- Document attendance plans and any revisions
- Maintain student attendance records

The district's inadvertent failure to comply with any procedure set forth in this regulation, including but not limited to the notice provisions, will not protect the student from the consequences for excessive absence as provided in this policy.

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 5% or more (9 or more days) of the prior 180 regular school days without valid cause (unexcused absences) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

- Step 1- Referral to the Regional Office of Education #21 Partners Against Chronic Truancy Intervention Team
- Step 2- Meeting with School Personnel and Truancy Interventionist at the School
- Step 3- A Truancy Review Board meeting with School Personnel, Truancy Interventionist and States Attorney's Office.
- Step 4- Petition will be filed with the States Attorney's Office and Parent/Student will have to appear in Court.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law and may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a monetary fine. **Students in grades 7th-12th are subject to juvenile action.**

#### **Late Arrival:**

If the student will be arriving late to school, it is the parent's/guardian's responsibility to notify the School Attendance Office. The call must be made prior to the student's arrival. If the reason for the late arrival is not a valid reason the student will receive an unexcused tardy on their record. Three unexcused tardies may count towards one full day unexcused absence.

#### **Communication**

We, at New Simpson Hill, encourage parents to play an active part in their child(ren)'s education. Parents are encouraged to visit and contact our school as much as possible. Newsletters are sent

home with the students at least monthly to ensure that you know what is going on in our district. Your child(ren)'s progress and records are available for your inspection at any available time.

### **Discrimination and Equity**

It is the policy of New Simpson Hill that no person shall be subjected to discrimination on the basis of color, race, national origin, sex or disability in any program or activity supported by school District #32 funds. Further information may be received by request on Title IX Complaint & Grievance procedure from the Administration. New Simpson Hill is an equal opportunity employer. Allegations of harassment or discrimination should be reported to the building principal or district superintendent.

### **Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence**

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, Rebecca Philpott.

### **Education of Homeless Children**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation. For more information contact the N.S.H. Homeless Liaison., Kim Hogan at 658-8536.

### **Inclement Weather**

If the weather is such that it is necessary to cancel school, the announcement will be made as early as possible by all 3 local television stations (Channels 3, 6, 12), surrounding radio stations, and through the all call School Reach system. Please do not call the school or administration. The district may implement an e-learning day in the event school is cancelled due to inclement weather. Parents will be notified through the all call system in the event of an e-learning day.

### **Insurance**

Student insurance is available at a no charge through WCSIT. Extended day insurance is optional and will be made available for purchase. Students wishing to participate in any athletic programs are required to have insurance, either school or family. If a student is injured at school or at a school function that requires outside medical attention, the parent/guardian of the student should inform the principal as soon as possible following the injury.

### **Sex Offender Information/Violent Offender Information**

Several laws have been recently passed that are designed to increase protection of children from sex offenders while they are on school grounds. In cases where a child sex offender is also a parent or guardian of a child at the school, the sex offender must still notify the school, an administrator should meet the parent/guardian at a certain door at a certain time to escort him or her, and the administrator should have the parent/guardian within his/her sight at all times during the event.

Public Acts 94-158 and 94-170 both amend 720 ILCS 5/11-9.3 to restrict the reasons a child sex offender may be present at a school where the offender's child attends. Under the new law, a parent or guardian who is also a child sex offender is only allowed to be at his or her child's school to (1) attend a school conference to discuss the child's academic or social progress, (2) participate in special education-related evaluation or placement of the child, or (3) attend a school conference regarding the child's retention or promotion. The offender is still required to notify the principal of the school of his/her presence and must be directly supervised while on school grounds. This change will not affect the offender's right to be present on school grounds used as a polling place for the purpose of voting, but will prohibit the offender from attending any on-campus extra-curricular or graduation events in which the offender's child may participate.

Public Act 94-004 requires that schools notify parents annually that information about sex offenders is available on the Illinois State Police website [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor). Additional information may be obtained by contacting the Johnson County Sheriff's office. You may find information regarding Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at [www.isp.state.il.us/cmvo](http://www.isp.state.il.us/cmvo).

This is a notice to parents and guardians of the availability of the Illinois State Board of Education's *Sexual Abuse Response and Prevention Resource Guide*, [www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf](http://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf)

### **Professional and Appropriate Conduct**

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for

appropriate school employee-student conduct, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors to include, at a minimum, *sexual misconduct*. *Sexual misconduct* is (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.
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to:
  - a. Transporting a student
  - b. Taking or possessing a photo or video of a student
  - c. Meeting with a student or contacting a student outside the employee's professional role
  - d. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
4. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting; and
5. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies.

#### Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

### Ethics and Gift Ban

Board of Education policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

### Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with Section 22-5 of the School Code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

### Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

### Student Records

All school records pertaining to students are considered confidential. Such confidentiality is for the sole protection of the student and/or his parents, and therefore can be waived only by the student and/or his parents or guardian.

The permanent record file is retained by the District after the child leaves. This information is for the District's use and as a service to former students. The permanent records are interpreted to include the student's name and address, birth date and place, gender, name and address of parents/guardians, academic transcript, identifier number assigned and used by the SIS (Student Information System), attendance record, health record, and record of release of permanent record.

The temporary records are interpreted to include record of release of temporary record information, state assessment scores administered in the elementary grade levels, home language survey form, serious infractions (i.e. drugs, weapons, bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction, information provided under Section 8.6 of the Abused and Neglected Child Reporting Act, biometric information that is collected, health-related information, and accident reports. The temporary file may be destroyed five years after the child has left school.

Security for these records shall be the responsibility of the building principal where the student is in attendance, or the Superintendent of Schools in the case of students who have left the school district by moving to another district or permanently withdrawing, and of students attending classes out of the district.

Access to records by the parents and/or students, and all other persons shall be according to the rules and regulations to govern school student records based on the Illinois School Student Record Act of 1975 and any subsequent rules and regulations developed by the Illinois State Board of Education. (P.A. 83-1013 IL Freedom of Information Act)

The Family Educational Rights and Privacy Act (FERPA) requires sending parents a notice to inform them of their right to:

1. inspect the student's education records;
2. request amendments to those records if they are believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
3. consent to disclosures of personally identifiable information contained in the student's records (except to the extent that the law allows disclosure without consent) and
4. file a complaint with the U.S. Department of Education if they feel that the district is not complying with the FERPA law.

The records of the school concerning an individual student shall be used for the promotion of the student's welfare. Student records shall be made available to an outside person or agency only under the following conditions:

1. A "release of information" request is received by school officials duly signed by a parent of the student, or legal guardian, or by a student of legal age.
2. A "request for information" is received by school officials in the form of a specific request from the court or a court order. Only information requested should be provided.
3. A "request for transcript" is received by school officials from a receiving school. Only information such as grades, attendance records, and group test scores should be included. Psychological reports and health reports cannot be released without having been specified in the signed "release of information" request as per #1 above.



### **Visitors**

Any visitor or parent must come to Door A (Principal's Office) and proceed immediately to the school office before going to any other designated area on the school premises. Due to safety concerns, parents are not to go to the classrooms but instead should report to the principal's office for student or teacher contact. Approved visitors must take a tag identifying themselves as guests and place the tag to their outer clothing in a clearly visible location. Visitors are expected to abide by all school rules during their time on school property. All visitors must return to the main office and sign out before leaving the school.

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| <b>Student Conduct</b> |
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### **Philosophy**

It is the belief of the Board of Education, Administration and Staff of New Simpson Hill School that parents of students in the district expect teachers and administrators to have and enforce reasonable rules of conduct. We also believe, as we think parents do, that these rules should be taught and reinforced for the purpose of helping to establish and maintain the best possible environment (in the total school setting) for maximum student achievement.

### **General Discipline Authority**

Because the Board of Education is entrusted with protecting the safety, health and welfare of the students, staff and property of the School District, it may be necessary at times to discipline students whose conduct affects the well-being of the schools. In accordance with constitutional due process and statutory requirements, the Board of Education may suspend or expel students in cases of gross disobedience or misconduct that occurs on or off campus, including such conduct that occurs on school buses, at bus stops, and while students are traveling to or from school or school bus stops; at school sponsored events and activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. Only the Board of Education may determine to expel a student from school or from the school bus. The Superintendent and/or Principal may suspend students from school or the school bus for up to ten (10) school days.

In the event a student engages in any misconduct off-campus and such conduct results in a material and/or substantial disruption to the school district, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation consistent with the established disciplinary rules and procedures.

Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administrators of the district. Disciplinary measures other than suspension or expulsion shall be determined by the administration and established in general regulations governing student discipline.

### **Goal**

The primary goal of this discipline policy is to reinforce positive student behavior and establish criteria for correcting negative behavior.

All teachers will establish and teach reasonable rules of conduct to be followed in their classes. These rules will outline the general expectations from students and the possible penalties for failing to follow set rules. In addition, teachers may make additional rules as deemed necessary throughout the school year in order to maintain an appropriate classroom environment.

The building principal will establish and disseminate reasonable rules of conduct to be followed throughout the school premises and at all school related or school sponsored events. In addition, the principal may make additional rules as deemed necessary throughout the school term in order to maintain an appropriate learning environment.

Students are to address teachers and all other employees as Miss., Mrs., and Mr. and in no case by just their first name.

Each student is expected to show courtesy and respect to all teachers. This behavior must be extended to other school employees such as secretaries, cooks, drivers, and custodians as well.

Student safety is the number-one priority at New Simpson Hill. In an effort to discourage unsafe activity, students will be strictly disciplined when they are engaged in activities or actions during school hours that are deemed unsafe for themselves or others.

The Johnson County Sheriff's Department has established the following e-mail address for the passing of confidential information regarding criminal activity to the agency: **tips2sheriff@hotmail.com**

Students should show respect for themselves, respect for others, and respect for property. Students should take pride in their school and its appearance. Lockers are provided for student belongings and receptacles are provided for trash. Students should not litter the hallways, rooms, or school grounds.

Students must obtain permission from the administration for a visitor to attend school.

During winter months students are to enter the building each morning through their designated door and go directly to the gym and remain there until the bell rings. The teacher on duty will determine whether students remain inside or go outside prior to the first bell.

Students shall use the bathroom, if necessary, at the beginning of morning recess and then go directly to the area where the recess is being held. During noon recess students should go to the bathroom prior to going to lunch and/or immediately after leaving the lunchroom. Otherwise, students shall remain in the play area at all times except in emergency situations.

The students of New Simpson Hill School are expected to conduct themselves in an orderly manner at all school events. The student conduct at extra-curricular events is to be the same as during the school day. Any student who violates such rules may be denied admission to school events the remainder of the year. Students attending ballgames may not leave the building until the event is concluded.

All students who exhibit unacceptable behavior at any ballgame will not be permitted attendance at the next game and may result in suspension from attendance at ballgames for the remainder of the season. Only cheerleaders, ball players, chaperones and other team personnel may ride the bus to away games unless otherwise approved by the principal. These students should know departure and arrival times prior to leaving school the day of the game.

### **Students Rights and Responsibilities**

New Simpson Hill students are guaranteed certain basic rights, which requires responsible student action. These include:

- The right to free inquiry & constructive expression
- The right to due process
- The right to freedom of association
- The right to freedom from discrimination
- The right to equal educational opportunities
- The responsibility to maintain an attitude of respect for staff, fellow students, & public property
- The responsibility to conduct themselves in a manner which best represents our school.

Other specific rules regarding student rights and responsibilities are stipulated within this Parent/Student handbook.

### **Student and Family Privacy Rights**

#### **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 as identified in Board of Education policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

#### **Surveys Created by a Third Party**

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(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section 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.

#### **Survey Requesting Personal Information**

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the 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. Behavior or attitudes about sex.

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(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

### **Harassment & Teen Dating Violence Prohibited**

#### **Harassment Prohibited**

No person, including a school or school district employee or 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**

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.

#### **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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: [www.cdc.gov/injury/features/dating-violence/index.html](http://www.cdc.gov/injury/features/dating-violence/index.html). Also, see **Appendix E**.

#### Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Building Principal. A student may choose to report to an employee of the student's same gender.

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, 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.

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| <b>General Rules and Regulations</b> |
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#### Dress Requirements

New Simpson Hill District #32 takes the position of moderation and modesty in student dress. We maintain that the student dress is the responsibility of both the school and home. As the district has the responsibility for the welfare of all students, we require that students be reasonable in their choice of school wear. The following is not allowed at New Simpson Hill:

1. Tank tops, halter tops, tube tops, crop tops, clothing with bare midriffs, and clothing with bare backs or spaghetti straps. Clothing must fully cover the back and abdomen.
2. See-through clothing that includes but not limited to mesh, sheer, and jeans, shorts or pants with holes above mid-thigh.
3. Hats or caps worn inside (includes all head coverings)
4. Mini-skirts
5. Short shorts (must cover up to mid-thigh)
6. Clothing advertising alcoholic beverages, tobacco products, or any type of gambling, this also includes backpacks etc.
7. Clothing with inappropriate language or symbols
8. Clothing that may show disrespect to anyone by his or her sex, age, or nationality
9. Any type of clothing, piercings, hair coloring, makeup, tattoos (includes drawn-on), or clothing accessory that is a distraction in the classroom as determined by the teacher and administration
10. Any type of body piercing that is a distraction in the classroom
11. Sun glasses unless required by a doctor
12. Chains worn as a clothing accessory

Alternative clothing may be given to students who do not comply with these dress requirements. Parents may be notified if dress is deemed inappropriate.

### **Electronics, Cell Phones, & Other Devices**

Using or possessing electronic signaling and cellular radio-telecommunication devices are prohibited unless authorized and approved by the building principal after a parent or guardian makes a request. Electronic signaling devices include electronic watches that have the ability to communicate, pocket and electronic paging devices. Laser pointers or other objects deemed to cause danger or distraction are strictly prohibited. Students are strongly advised not to bring cellular phones to school and or school functions. If authorized and approved by the building principal, the possession and use of cell phones are subject to the following rules:

1. Electronic devices (cell phones, etc.) must be kept in the student's locker during the regular school day.
2. Electronic devices must be turned OFF during the regular school day unless otherwise given permission by school personnel to use during an emergency situation.
3. Electronic devices must be turned OFF during after school activities such as basketball, baseball, softball, and track practices, etc. unless otherwise given permission to use the cell phone by school personnel.
4. Electronic devices may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
5. Electronic devices may not be used to take pictures or use text messaging during the instructional day, while on a bus route, field trip, or during a school sponsored extra-curricular trip unless otherwise given permission by authorized school personnel.

Electronic study aides may be used during the school day if: A) the use of the device is provided in the student's IEP, or B) permission is received from a building administrator. Examples of

electronic devices that are used as study aids include tape recorders, palm pilots and laptop computers. Hand held electronic games, CD players, MP3 players, AM/FM radios and cellular telephones are not considered to be study aides.

For the first offense in failure to follow the above rules, school personnel will give a verbal warning to the student and record the incident in TeacherEase. Additional violations of the rules may result in applying any one or a combination of the consequences as outlined in the *Discipline* section below.

The school district is not responsible for the loss or theft of any electronic device brought to school, taken on an extra-curricular event, field trip, or bus route.

### **Locker Rules**

1. No weapons.
2. No alcoholic beverages, drugs, look-alike drugs, or tobacco products.
3. No controlled substances or prescription drugs.
4. No noise-makers, firecrackers, explosives, flammables or other harmful items.
5. No other items which are prohibited by school policy.
6. No material prohibited by federal, state, or local law.
7. All locks must be school issued.

The times that lockers may be accessed are as follows: before school, between classes, lunch, after lunch, end of day homeroom.

Lockers are the property of New Simpson Hill District #32 and are provided for student convenience. The school cannot assure that they are a safe place to keep valuables and the student should have no expectation of privacy. Periodically, the administration will exercise its right to search lockers as a way of enforcing the above listed rules. The school retains ownership and control of student lockers and all school property.

### **Playground Rules (PK-4)**

**Swings:** Students must sit in the swings; only one child should be in a swing at a time; students must only swing back and forth rather than twisting or side swinging; students will not be allowed to throw the swings over the bar to make them higher; students are not allowed to climb on the swing structure; students are not allowed to jump out of the swings.

**Slide:** Students must climb the ladder in single file and shall go down the slide as soon as they reach the top; they should slide on their seats only; they should not look down from the top of the slide; students are not allowed to climb up the slide section or up the slide structure; balls or other objects may not be taken on the slide.

**Basketball:** Students will take turns and share the basketballs; students will not slam-dunk; students will not hang on the rim; students will not kick the basketballs.

**Vertical Ladder:** Students will not swing on the ladder; only one person at a time is allowed on the ladder; students may climb and slide on the parallel bars on this structure.

**Horizontal Ladder:** Students may not stand up on the top of the ladder; if a child is sitting on the top, another child cannot swing from the bottom.

**Ball Diamond:** Students will not climb on the fence; students will stay out of the dugouts; students are not to play in the dirt on the infield without supervisor permission; students must get permission before entering the ball field.

**General Playground Rules:** Students will not throw rocks; students will stay in the playground boundaries; students will not play on the stairs or beside them; students will stay away from the playground equipment if there is water or mud under it; students will not climb trees; students will not dig in the rocks; students will not play rough; students will line up quietly.

### **General Rules**

Students are not allowed to:

1. Fight.
2. Bring pets without special permission from the administration.
3. Throw objects of any kind.
4. Chew gum.
5. Stay after school unless direct supervision of a teacher or sponsor.
6. Have food outside the cafeteria.
7. Enter buildings before 7:30 A.M. except with administrative approval
8. Have tobacco, alcohol, drugs, vaping, or look-alike drugs of any type on school premises or at school-sponsored activities.
9. Bring toys, games, tape and CD players, etc. unless told to do so.
10. Have any unlawful weapons including guns, knives, or other devices on school premises or at school-sponsored activities.
11. Have electronic signaling and cellular devices including laser pointers (unless authorized and approved by the building principal).

\*Students who have good cause to be in the hallways during class time will be expected to have permission or be supervised by a teacher and remain quiet.

### **Transportation Rules**

New Simpson Hill District #32 will establish bus routes with designated pick-up points that are not more than 1.5 miles from the student's home. The district will be careful to meet its duty to protect the safety of the students when establishing bus routes and pick-up points. Buses will not run on unimproved roads, roads with inappropriate clearance, or travel to areas with inappropriate turn-around space. It is not the school's responsibility to resurface roads, clear roadways, or create bus turn-around locations. New Simpson Hill will not pick up or drop off any students outside district boundaries unless one or more of the following is met: A student's IEP dictates alternative transportation, homeless criteria is met, or alternative school setting is needed. Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote a safe environment for students and employees when transportation is provided for any school related activity.

**"Don't lose your riding privilege!"**

### **Follow these bus-riding rules!!!**

1. Be courteous, use no profane language.
2. Do not eat or drink on the bus.



3. Keep the bus clean.
4. Cooperate with the driver.
5. Do not be destructive.
6. Stay in your seat.
7. Keep head, hands, and feet inside the bus.
8. Bus driver is authorized to assign seats and make other rules as necessary.
9. Waiting for or riding the bus is a school activity. Any and all misbehavior during this period will be subject to the same disciplinary procedure as previously stated.

### **Penalties**

1. First offense: warning or 1-3 days bus suspension
2. Second offense: 2-5 days bus suspension
3. Third offense: 3-10 days bus suspension

Suspensions will depend upon the seriousness of rules infraction. Upon reaching 15 days of accumulated suspensions, a student may be suspended for the remainder of the school year from bus riding. Any student that is suspended from the bus and who do not have alternative transportation to school will be given an opportunity to make up all missed work for equivalent academic credit. It shall be the responsibility of the students' parent or guardian to notify the school that the student does not have alternate transportation.

### **Transportation to School Activities**

All students participating in sports or other school-sponsored activities will be expected to ride the school bus to the games or inter-school contests.

Permission may be granted for students to ride with their parents if the sponsor is notified. Students are expected to return from games the same way they go. Students may secure permission, however, to ride from inter-school contests with their parents, but the parents must personally contact the coach, teacher, or principal.

Misbehavior by a student on the bus to away activities may result in suspension of riding the bus to other activities for a prescribed amount of time.

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| <b>Discipline Policy</b> |
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### **Discipline Procedures**

It is the belief of District No. 32 that the main focus on discipline should be as an approach to problem solving. This includes preventative measures as well as appropriate reminders of punishment when rules are broken at school or at school-sponsored events. Failure to follow general rules, gross disobedience-misconduct, acts of destructive nature (public or private properties), acts such as stealing, lying, fighting, vulgar language, possession of alcohol, possession of drugs, possession of look-alike drugs, and disrespect to authority would result in applying any one or a combination of the following:

1. Warning.
2. Loss of privilege.
3. Filing of a disciplinary incident report in the office when the teacher desires a record for future documentation.
4. Removal from class for that class period.
5. Notification of parents.
6. Notification of parents of the child who is unruly or who is of a negative behavior.
7. In-school or after-school detention – will result in the loss of extra curricular activities for the day of the consequence and/or duration of the consequence.
8. Compensation by:
  - a. Replacing broken or damaged object.
  - b. Paying for the broken or damaged object.
9. Suspension.
10. Expulsion.
11. Notification of proper police officials if offense is of a felonist nature.
12. Referral for counseling
13. Placement in an Alternative Education Program

When a student has been verbally or physically aggressive with a staff member, the student will be removed from the classroom and sent to the Principal's Office. The student will be subject to discipline consistent with state law.

Note: All students are guaranteed the right of due process in discipline cases.

⇒ Please see **Appendix F** for more information regarding discipline procedures for grades 5-8.

### **Aggressive Behavior**

New Simpson Hill District #32 has an anti-bullying procedure to comply with House Bill 0645. For students who demonstrate a continued pattern of aggressive behaviors such as repeatedly starting fights or continually bullying other students, the following early intervention courses of action will be taken. Case by case circumstances will be considered. Courses of action may begin and be repeated at any of the steps below:

1. A conference will be held with the student, an administrator, and other involved personnel to discuss the consequences of the student's actions. Parents/ guardians may be notified depending on the severity of the violation. Appropriate discipline will be administered which could include suspensions, expulsions, or placement in a safe-school environment.
2. A conference will be held with the student. Parents/ guardians will be contacted. A formal conference may be held with the student, an administrator, and the parents/guardians. Appropriate discipline will be administered which could include suspensions, expulsions, or placement in a safe-school environment.
3. A conference will be held to discuss the student's behavior. The conference will include the student, an administrator, the parents/guardians, and other local resource personnel.

Appropriate discipline will be administered which could include suspensions, expulsions, or placement in a safe-school environment.

The school will seek permission to involve counseling through local service agencies and may involve other local resource personnel. Appropriate discipline will be administered which could include suspensions, expulsions, or placement in a safe-school environment. 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.

### **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 goals at New Simpson Hill.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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 New Simpson Hill School District if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

### **Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)**<sup>1</sup>

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

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

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

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

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

#### Bullying Prevention and Response Plan

1. New Simpson Hill School District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has

information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Principal: Laren Evetts

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Address

95 Tunnel Hill Rd, Tunnel Hill, IL 62972

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Email

levetts@newsimpsonhill.com

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Telephone : 658-8536 ext. 101

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

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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

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

*We encourage students and parents to notify the district office of any incidents regarding bullying immediately.*

### **Off Campus Computer Use/Social Networking**

Using a home-based or off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or school rules. The administration may request or require a student to provide a password or other account information in order to gain access to the student's account or profile on a social networking website if there is reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy. Should such misuse be determined, the parent(s) will be notified and the students may receive disciplinary consequences appropriate for the frequency and severity of the violation.

### **Weapons**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school

shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/241).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

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

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

### **Alcohol/Drugs/Tobacco**

Possession, use, and/or transfer of any drug, look-alike drugs, including inhalants, controlled substance, tobacco, vaping products or alcohol are prohibited on school grounds or property. This includes all school events or activities or other property that the school board or school authorizes or permits. Students who use or possess the above may be suspended and/or expelled based upon the limits of the law and the discretion of the Board of Education. Students found in possession of tobacco or vaping devices and/or vaping paraphernalia or vaping on school property will upon first offense receive the school designated anti-vaping curriculum (i.e. My Life, My Quit Program or Breathe for Change). The curriculum will be delivered over multiple sessions within the school day(s).

### **Suspension/Expulsion**

The School Board shall have the power to suspend or by regulation to authorize the Superintendent or Principal of the District to suspend pupils guilty of gross disobedience or misconduct...for a period not to exceed ten (10) school days pending review by the School Board or a hearing officer appointed by it. The Board may expel a student for a definite period of time not to exceed 2 school years, as determined on a case-by-case basis. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### **Reasonable Force/Restraint**

New Simpson Hill employees may use reasonable force/restraint to insure the safety of the students and other staff members. The district's Restraint Time Out Plan (TRO) is on the district website.

### **Search and Seizure**

In order to maintain order 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 the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Superintendent or 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. 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 District's student conduct rules. When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

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

### **Seizure of Property**

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

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|--------------------------|
| <b>School Activities</b> |
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### **Assemblies**

There will be two types of assemblies: The all-school assembly and the special group assembly. Both types provide valuable educational experiences. The all-school assemblies bring together the entire student body while the groups offer the membership of various classes, clubs, and student organizations the opportunities of meeting together.

These assemblies offer excellent opportunities for student performances, student elections, special experience, and inspiration. When well planned, they result in an increased feeling of unity and pride in our school and student body. The behavior of students at any assembly should be the same as that found in the classroom. In many instances there will be visitors present at these assemblies



who will take with them a lasting impression of the school based on the student behavior. Regardless of the type of program, courtesy demands that the student body be respectful.

### **School Parties**

For grades PK-4, Christmas, and Valentine's Day are the only holidays when homerooms have parties. Grades 5-8 will have a Christmas party only. Conducting these parties is left at the discretion of each homeroom teacher.

Students receiving flowers, balloons, bouquets, gifts, etc. must pick them up in the office at the end of the school day. Due to safety concerns and limited space, students will not be able to transport these items on buses.

### **Lunch Program**

The cafeteria has met state regulations for a type "A" lunch and is checked periodically to see that the type "A" lunch requirements are being met. This includes a plate lunch and 1/2 pint of milk. We encourage our students to eat in our cafeteria. However, if a child so desires, he/she may bring a sack lunch from home. Milk can be purchased to go with this sack lunch. Water from the water fountain is available for those students who prefer water. All students are required to go to the cafeteria and will remain there until class is dismissed. Students who qualify may receive free or reduced breakfast or lunches.

Only children who have written permission on file, in the office of the principal, may go home for lunch. All other children must eat in the cafeteria.

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|------------------------------------|
| <b>Extra Curricular Activities</b> |
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### **Athletics**

Participation in sports and extra-curricular activities at N.S.H. is a privilege and not a guaranteed right. Any student desiring to participate in any athletic program or cheerleading squad is required to have insurance. Members of athletic teams must also have a necessary physician's certificate showing them to be physically able **prior to practice and participation.** Student athletes and their guardian(s) must sign acknowledgement of receiving the concussion policy.

New Simpson Hill allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

To participate in extra-curricular activities, students must maintain a 2.0 average in the core curriculum (Social Studies, English, Science, Reading, & Math) and may not be failing more than one class. There will be an expense for shoes & socks if you become a cheerleader.

Fans - Any fan that must be ejected from any athletic event of N.S.H. (includes away games) shall be barred from attendance of that same sport and all other sport related activities of the same sport for the remainder of the school year. A fan may file a written appeal with the superintendent within 10 days of the ejection. The fan will remain barred from attendance until the appeal is reviewed and ruled upon by the Board at the next regularly scheduled board meeting following receipt of the letter of appeal.

Players - Athletes who display flagrant unsportsmanlike conduct of the nature listed below shall be disciplined in one of the following ways:

1. Ejection from contest - an immediate one (1) game suspension. Also, possible dismissal from the team at the discretion of the athletic director and coach.
2. Unsportsmanlike technical foul - disciplined at the discretion of the athletic director and coach.

### **Athletics-Concussion**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

#### **Symptoms may include one or more of the following:**

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>● Headaches</li> <li>● “Pressure in head”</li> <li>● Nausea or vomiting</li> <li>● Neck pain</li> <li>● Balance problems or dizziness</li> <li>● Blurred, double, or fuzzy vision</li> <li>● Sensitivity to light or noise</li> <li>● Feeling sluggish or slowed down</li> <li>● Feeling foggy or groggy</li> <li>● Drowsiness</li> <li>● Change in sleep patterns</li> </ul> | <ul style="list-style-type: none"> <li>● Amnesia</li> <li>● “Don’t feel right”</li> <li>● Fatigue or low energy</li> <li>● Sadness</li> <li>● Nervousness or anxiety</li> <li>● Irritability</li> <li>● More emotional</li> <li>● Confusion</li> <li>● Concentration or memory problems (forgetting game plays)</li> <li>● Repeating the same question/comment</li> </ul> |
|--|---|

#### **Signs observed by teammates, parents and coaches include:**

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>*Appears dazed</li> <li>*Vacant facial expression</li> <li>*Confused about assignment</li> <li>*Forgets plays</li> </ul> | <ul style="list-style-type: none"> <li>*Slurred Speech</li> <li>*Shows behavior or personality changes</li> <li>*Can’t recall events prior to hit</li> <li>*Can’t recall events after hit</li> </ul> |
|---|--|

|  |  |
|--|--|
| *Is unsure of game, score, or opponent     | *Seizures or convulsions               |
| *Moves clumsily or displays incoordination | *Any change in behavior or personality |
| *Answers questions slowly                  | *Loses consciousness                   |

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. Athletes will be required to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. And when in doubt, the athlete sits out. For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/ConcussionInYouthSports/>

### **Attendance and Extra-curricular Activities**

If a student wishes to participate in or attend an extra-curricular event on a day when school is in session, he/she must be in attendance during the last half of the school day except in instances when the student's absence is "excused" for reasons other than illness (such as funeral, emergency illness or injury in the family, or other bona fide excused absence). The student or his/her parents are required to notify the school in advance of the absence, in order to determine the student's eligibility to participate in or attend extra-curricular activities that same date. If the absence is considered "unexcused" or if the school is not notified in advance, the student will not be permitted to participate in or attend the extra-curricular event that same date.

A student may attend or participate in an extra-curricular activity on a non-school day immediately following a school day on which he/she was absent only if the absence is "excused." Once again, the student or his/her parents have the responsibility to contact the school in advance of the absence in order to determine "excused" or "unexcused" status. If the absence is determined to be "unexcused," or if the school is not notified in advance, the student may not attend or participate. Extra-curricular activities held two or more days after the most recent day of school would not be affected by absence from school.

|                               |
|-------------------------------|
| <b>Curriculum Information</b> |
|-------------------------------|

### **Letter Grades and the Numerical Values**

|    |            |                                       |                               |
|----|------------|---------------------------------------|-------------------------------|
| A+ | (98 - 100) | Superior Work                         | <b><u>Honors</u></b>          |
| A  | (93 - 97)  | Excellent Work                        | 4.76 - 5.00 High Honors       |
| A- | (90 - 92)  |                                       | 4.50 - 4.75 Honors            |
| B+ | (88 - 89)  | Above Average Work                    | 4.00 - 4.49 Honorable Mention |
| B  | (83 - 87)  |                                       |                               |
| B- | (80 - 82)  |                                       |                               |
| C+ | (78 - 79)  | Average Work                          |                               |
| C  | (73 - 77)  |                                       |                               |
| C- | (70 - 72)  |                                       |                               |
| D+ | (68 - 69)  | Below Average Work, but still passing |                               |
| D  | (63 - 67)  |                                       |                               |
| D- | (60 - 62)  |                                       |                               |
| E  | (0 - 59)   | Failing                               |                               |

### **Report Card and Grading Systems**

Reports are issued to parents at the end of each nine-week period. A progress report is made near the midpoint of the period and communicated to all parents. Reasons for failing work are noted, if any, and the parents are asked to encourage the students to improve the areas in which he/she is deficient.

### **Reporting Periods**

| <u>Period</u> | <u>Begins</u> | <u>Progress Reports</u> | <u>Ends</u> | <u>Report Cards</u> |
|---------------|---------------|-------------------------|-------------|---------------------|
| 1             | 8/13/25       | 9/11/25                 | 10/17/25    | 10/21/25 & 10/23/25 |
| 2             | 10/20/25      | 11/14/25                | 12/19/25    | 1/7/26              |
| 3             | 1/6/26        | 2/6/26                  | 3/13/26     | 3/18/26             |
| 4             | 3/16/26       | 4/17/26                 | 5/22/26*    | End of school*      |

\* 8<sup>th</sup> Grade 4<sup>th</sup> Quarter grading period will end 5 days prior to graduation.

\* May be adjusted depending on use of emergency days.

### **Promotion**

K - 4th Grade: Students must pass a minimum of two (2) of the four (4) core subjects (Reading, Math, English, Spelling) and maintain at least a 2.0 grade point average to be considered passing.

5th - 8th Grade: In order to be promoted, a student must maintain an overall 2.0 average in the five core subjects which are Reading, Math, Science, English, and Social Studies.

It is the policy of NSH to promote students to the next higher-grade level for academic performance and not for age or social reasons.

## **Curriculum**

Programs in the following areas are offered to students of the district without discrimination due to sex, race, color, national origin or creed:

|  |                               |
|--|-------------------------------|
| Mathematics  | Title I                       |
| Science  | Consumer Education            |
| Language Arts (Reading, Language, Spelling, Writing) | Computer Education            |
| Social Sciences                                      | Fine Arts                     |
| Extra-curricular Activities                          | Physical Education and Health |

## **GPA Calculations**

A student's GPA is calculated using the core classes, Math, Science, Social Studies, Reading, and English. Classes are given a point value from 0 to 5 points, with 5 points for an A, 4 points for a B, 3 points for a C, 2 points for a D, and zero points for an F. These points are totaled then divided by the number of core classes, giving a GPA with the highest being 5.0. GPAs are rounded to the nearest thousandth, for example, 4.45695 would be 4.457. Quarterly GPAs are averaged together to calculate the cumulative GPA. For example, 5.0, 4.9, 5.0, 5.0 would be added together, then divided by the total number of quarters to calculate 4.975.

The grading system is as follows:

|               |   |          |                |
|---------------|---|----------|----------------|
| Excellent     | A | 90 - 100 | 5 grade points |
| Above Average | B | 89 - 90  | 4 grade points |
| Average       | C | 70 - 79  | 3 grade points |
| Below Average | D | 60 - 69  | 2 grade points |
| Failing       | F | Below 60 | 0 grade points |

## **Valedictorian**

The student(s) with the highest cumulative GPA for their 6th, 7th, and 8th grade years will be recognized at graduation as valedictorian(s). There can be multiple valedictorians. The students with the two highest numeric values will deliver the graduation speeches.

## **Salutatorian**

The student(s) with the second highest cumulative GPA for their 6th, 7th, and 8th grade year will be recognized at graduation as salutatorian(s). There can be multiple salutatorians.

## **7th Grade Marshals**

The two 7th grade students with the highest cumulative GPA in the core subjects during their 6th and 7th grade years will be selected as the 7th Grade Marshals for graduation. In the case of a tie, more students will be included.

## **7th Grade Ushers**

The four 7th grade students with the next highest GPA in the core subjects for the 6th and 7th grade year will be selected as the 7th Grade Ushers for graduation. In the case of a tie, more students will be included.

## **Music**

The community is proud of the New Simpson Hill Music Department. It gives favorable publicity for our school. Therefore, the conduct of the members is extremely important. As a participating member, you are expected to meet certain requirements and abide by certain rules.

### **Band/Chorus Requirements**

1. It is preferred that all band students participate in contest, either solo, ensemble, or both
2. Band/chorus members are required to attend all public performances, parades, concerts, programs, etc. unless previously excused by the music director. Failure to comply will result in the student's grade being lowered one letter and/or dismissal from band/chorus.
3. An unexcused absence will be recorded for forgotten music, instruments, and missing any scheduled rehearsal.
4. Three unexcused rehearsal absences will result in having the band members grade being reduced by one letter.
5. If a student drops band/chorus, he/she will not be allowed to rejoin during the same school year.
6. Band/chorus students will be able to drop at the end of each quarter. Band/chorus students dropping at any other time will result in a failing grade for that grading period.
7. Band/chorus students will be respectful to teachers, as well as fellow students. Failure to do so could result in a lower letter grade for that period, or dismissal from the organization.

## **Physical Education/Health**

No student should be on the gym floor at any time without non-marking gym shoes. The school prefers white-soled non-marking shoes. Students should not leave any valuables, watches, rings, money, etc. in dressing rooms during P.E. These things should be placed in lockers and kept locked. In accordance with Erin's Law, the health and/or character education curriculum will teach students age appropriate sexual abuse and assault awareness and prevention education. Parents will be notified 5 days before instruction.

## **Special Education**

Students who have special needs that cannot be met by the regular curriculum may be eligible for special education services. Based on individual need and psychological testing, students may be assigned to one of these areas: gifted, learning disabilities, EMH, etc. This can be arranged by contacting the principal's office. Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act, **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. Questions about the identification, assessment and placement of students should be directed to the Principal at 658-8536. Under House Bill 3586, school districts are required to provide all written material that will be considered by the IEP team – other than the components related to the educational and related service minutes proposed for the student and the student's educational placement – to the student's parent/guardian at least three (3) school days prior to the IEP eligibility meeting or IEP meeting. The District understands that the contents of these written materials are confidential. Also, under House Bill 3586, school districts must make related service logs that record the type of related services administered under a

child's IEP and the minutes of each type of related service that has been administered to the child. Please note that you have the right to request a copy of your child's related service logs at any time. If you would like to request the service logs, you may contact the Principal at (618)-658-8536.

### **School Library**

All the students have access to our library. Books are checked out to the students. When a book is checked out, it becomes the responsibility of the student. He/she must check the book back in on time. If the book is lost, the student is responsible for paying for the book.

### **Title I Parent Involvement**

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parental Involvement Compact: The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parental Involvement Compact: Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

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| <b>Every Student Succeeds Act Policies and Procedures</b> |
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### **School Accountability**

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards. The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

### **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. The unsafe school choice option is available to:

All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.

Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, which occurred on school grounds during regular school hours or during a school-sponsored event.

### **Highly Qualified**

In accordance with ESEA Section 111(h)(6), each Title I school must notify the parent of every student that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information includes the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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| <b>Emergency Procedures</b> |
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### **Drills**

Periodic drills will be held in the school. Each room will have the drill instructions posted on the wall. Students are to follow these instructions under the direction of the teacher in charge. A school lock down drill will be announced at least one week prior to the drill. A parent/guardian must give written permission for their child to be excluded from participating in the lock down drill if they desire. Drills include: fire drills, tornado drills, bus evacuation drills, earthquake drills and lock down drills.

### **Fire Alarms**

The law, in addition to school district punishment, may punish persons who falsely activate the fire alarm or emergency alarm systems. In view of the grave danger which exists if students become careless in their response to fire alarms, we feel justified in pressing charges against anyone who sets off the system falsely.

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| <b>TECHNOLOGY POLICY</b> |
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### **Section 1. Purpose of Technology Use**

Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, provide tremendous opportunities for enhancing, extending, and rethinking the learning process. This new capability, however, requires guidance for students and staff.

### **Section 2. The Opportunities and Risks of Technology Use**

The Board believes that the value of information and interaction that technology offers outweighs the hazards of its misuse. Making network access available, however, carries with it the potential that some network users will encounter sources that some consider controversial or inappropriate. Because information on networks is transitory and so diverse, the District cannot completely predict or control what users may or may not locate. Technology provides a conduit to



information. The users must be wary of the sources and content and be responsible in choosing information to be accessed. The user is responsible for:

- any information that may be lost, damaged, or unavailable due to technical, or other difficulties;
- the accuracy or suitability of any information that is retrieved through technology;
- breaches of confidentiality;
- any defamatory material;
- and understands the consequences that may come from failure to follow District Policy (procedures governing the use of technology).

### **Section 3. Privileges and Responsibilities**

Users may access technology only for educational purposes. Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced. Users will need to evaluate the validity of materials accessed through technology and cite their resources when appropriate.

The actions of users accessing networks through the District reflect on the School District; therefore, users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines.

#### **Users will:**

- be polite courteous and respectful and use language appropriate to school situations in any communication made through the district's computers/network.
- adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled "freeware" or "public domain").
- adhere to the licensing agreements governing the use of shareware.
- secure prior approval from a teacher or administrator before using email or other forms of direct electronic communication.
- note that e-mail is not guaranteed to be private (People who operate the system do have authorized access to mail, others also may have access).
- be responsible at all times for the proper use of their access privileges and for complying with all required system security identification codes, including not sharing such codes.
- take responsibility for any activities using technology that is borrowed by them or under their account or password.
- maintain the integrity of technological resources from potentially damaging messages, physical abuse, or computer viruses.
- respect the right of others to use equipment and therefore not use it for non-school activities.
- abide by the policies and procedures of networks and systems linked by technology.
- protect the privacy of other users and the integrity of the system by avoiding misuse of passwords, others' files, equipment, and programs.
- Immediately report any inappropriate content or technology use to a teacher or administrator.

**Users will not:**

- use the Internet to access, download, create, process, distribute, or display material that is offensive, obscene, objectionable, inappropriate, inflammatory, defamatory, or harmful to minors.
- harass other users.
- use the account of another user or misrepresent themselves or others.
- violate the rights of others, including their privacy.
- use the network for personal business or financial gain.
- vandalize or damage data, programs, technology hardware and/or software, and/or networks
- degrade or disrupt systems and/or equipment.
- spread computer viruses.
- gain unauthorized access to resources or entities or transmit any material in violation of any State or Federal law or regulation, or Board policy.
- violate copyright laws or use technology for illegal activities.
- post personal messages on bulletin boards or “listserves,” access or participate in online “chat rooms,” or reveal their names, personal address or phone number, or passwords of yourself or other users.

**Section 4. Disciplinary Actions**

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology may result in disciplinary action by staff, administration, and/or the Board of Education.

**Section 5. Confidentiality**

Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District. Also, the District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed; therefore, users cannot expect absolute privacy from District personnel as to their use of technology.

**Section 6. Additional Rules/Actions**

The Superintendent may establish regulations and guidelines, and shall take appropriate action to implement this Policy.

**CIPA Policy-640.01**

In December of 2000, Congress passed the Children’s Internet protection Act (CIPA). The act deals directly with Internet filtering requirements and the need for Internet safety policy initiatives. New Simpson Hill District #32 is required to maintain a policy in which the online activities of minors are controlled as an attempt to prevent the access of materials that would be harmful to minors.

All District #32 computers shall utilize hardware and software that filters the user’s ability to gain access to inappropriate Internet material. The filtering will take place at the server level through the use of an additional security router that is capable of inspecting and denying access to

inappropriate content according to administrator-established criteria. This secondary router will also serve as a firewall to prevent hacker access to the district network and data. Users of district computers shall have no expectation of privacy. A daily log of visited Internet sites will be maintained and their appropriateness shall be reviewed periodically by the administration in order to monitor technology use in accordance with the district's CIPA and Acceptable Use Policies (AUP).

Inappropriate use of technology as outlined in the district's AUP may involve disciplinary action by the staff, administration, and/or Board of Education. The discipline may involve a minor's loss of the privilege to use district equipment.

Recognizing that no Internet filtering system is 100% effective, it shall be the responsibility of all staff to supervise and monitor usage of district computers. Computers shall be placed in locations that allow visual monitoring of their use. Students shall not be allowed to use computers without supervision. Use of E-mails, chat rooms and other similar services shall be strictly controlled and only allowed when a staff member determines that there is a beneficial educational application of this type of communication in a supervised classroom setting.

Unauthorized disclosure, use, and dissemination of personal information regarding minors shall be strictly prohibited.

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| <b>Management Plan Availability Notice</b> |
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New Simpson Hill Consolidated District #32 has complied with AHERA regulations concerning the development of an asbestos management plan for our buildings within the District. The Management Plan is available in its entirety to parents, teachers, employees and employee organizations upon request.

### **PEST MANAGEMENT POLICY**

In accordance with The Structural Pest Control Act (225 ILCS 235) administered by the Illinois Department of Public Health, it is the policy of New Simpson Hill District #32 to implement Integrated Pest Management procedures to control structural and landscape pests and minimize exposure of students, faculty, and staff to pesticides.

### **Pesticides**

It is the policy of New Simpson Hill District #32 to reduce exposure to pesticides in the school environment. Efforts will be made to:

- select the least hazardous methods and materials effective for control of targeted pests.
- use non-chemical prevention of pest populations using such methods as sanitation, exclusion, and cultural practices when possible.
- target pesticides to areas not contacted or accessible to the students, faculty, and staff.
- apply pesticides only "as needed" to correct verified problems.

## **Procedures**

- The New Simpson Hill District #32 Integrated Pest Management coordinators will be the principal and the custodians.
- New Simpson Hill District #32 will maintain records of pest management efforts in the principal's office (inspection, monitoring, applications).
- District staff will inform the administration of pest sightings.
- The district will maintain an ongoing effort to sample and assess pest populations.

Citizens may request in writing to the principal of New Simpson Hill District #32 if they would like to be notified 2 days in advance of a non-bait type pesticide application. Three (3) attempts will be made to call phone numbers listed in the request. In the cases of immediate danger, citizens making this request will be notified after the application (i.e. hornets, wasps, etc.).

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| <b>Medical Information</b> |
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## **Health, Immunization, Vision, and Dental Exams**

Physicals are required by statute of the Illinois School Code for every student entering PK, Kindergarten, Sixth, and for all out-of-state transfer students. Also, all students must meet the state immunization requirements prior to entering school each year. Vision Examinations are required for students entering Kindergarten. Any student not meeting the above mentioned minimum requirements by October 15 will not be allowed to attend school until these requirements are satisfied.

Dental exams are required for students entering grades K, 2, and 6.

Vision/ hearing screenings will be offered to students annually at the mandated grade levels.

## **Sickness at School**

When a student becomes sick at school, he/she will be sent to the office. If it is necessary to send the student home, parents will be contacted to pick up the student. See "Student Medication".

## **CPR/AED**

The district has posted videos on the website ([newsimpsonhill.com](http://newsimpsonhill.com)) that address the use of an AED (Automated External Defibrillator) and the use of CPR (Cardiopulmonary Resuscitation) and encourage parents to view the videos.

## **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 Board goals. The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program that advances the goals of increasing awareness and prevention of depression and suicide. This policy can also be found on the district website. Useful websites and contact information:

National Suicide Prevention Hotline: (988) or [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

Safe2Help Illinois Helpline: [www.safe2helpil.com/](http://www.safe2helpil.com/) or call (844)-4-SAFEIL or text SAFE2

## STUDENT MEDICATION

Parents are reminded that medication should be given to students at home whenever possible. Only medication prescribed by a doctor, which is essential for the student to remain in school, shall be given under the conditions outlined below and with the approval of the school administration. We recommend that the parents consult with their doctor to see if midday medication can be adjusted and given at another time at home. When a question arises regarding exceptions to these guidelines, the school administration shall be involved in the decision. Initial medication authorization may be given by the parent to the school principal or principal's designee by telephone, but must be followed by completion of the School Medication Authorization Form on the next page.

1. Prior to making medication available at school, the School Medication Authorization Form shall be completed by the parents. Authorization forms shall be updated every year and filed in the student's health record when medication is given on a long-term basis.
2. Medication shall be brought to school in a container with a current pharmacy label clearly marked with the student's name, doctor, the name of the medication, and pertinent instructions. Parents or students (with a note from parents) may pick up unused medication.
3. The only way over-the-counter medication, including aspirin, Tylenol, and cough drops can be given at school is with written parental permission or doctor's orders and in the correct over-the-counter container with the student's name and directions.
4. The parent or physician must report immediately any change in prescription dosage. Written documentation is required. The school principal will review the change and verify if necessary.
5. The consumption of the medication is to be supervised by the person designated by the principal. The school principal will interpret to school personnel and parents, if necessary, the need for observation of the student, the potential benefits, and possible reaction to the medication, or refusal to accept medication.
6. Students may bring in their own medication and take it directly to the office. Medications are kept in a locked area. Students should not have medication in their possession.
7. In all cases, the school retains the right of discretion to reject a request for administering medication to a student. At the school's discretion, a representative of the school may request a physician's signature authorizing a school employee to administer medication and a written release form from the parent giving permission for the school to exchange information with the child's physician prior to the administration of medication on school property.
8. Parents wishing to have their child carry asthma medication and/or epi-pen for self-administration must complete and return signed copies of the School Medication Authorization Form.

Appendix A  
**SCHOOL MEDICATION AUTHORIZATION FORM**

Student's Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_  
Emergency Phone \_\_\_\_\_

**TO BE COMPLETED BY STUDENT'S PHYSICIAN OR PARENT:**

Name of medication \_\_\_\_\_  
Duration of administration \_\_\_\_\_  
Type of illness or disease \_\_\_\_\_

MUST THIS MEDICATION BE ADMINISTERED DURING THE SCHOOL DAY IN ORDER  
TO ALLOW THE CHILD TO ATTEND SCHOOL OR TO ADDRESS THE STUDENT'S  
MEDICAL CONDITION? \_\_\_\_\_

Doctor's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Further Instruction Remarks: \_\_\_\_\_  
\_\_\_\_\_

I hereby confirm my primary responsibility to administer medication to my child; however, in the event that I am unable to do so, I hereby authorize New Simpson Hill District #32 and its designated agent in my behalf and stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the agent of NSH #32, lawfully prescribed medication in the manner described above. I ACKNOWLEDGE THAT IT MAY BE NECESSARY FOR THE ADMINISTRATION OF MEDICATION TO MY CHILD TO BE PERFORMED BY AN INDIVIDUAL OTHER THAN A SCHOOL NURSE OR HEALTH AIDE, AND SPECIFICALLY CONSENT TO SUCH PRACTICES. I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive any claims I might have against NSH #32, its employees and agents arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify NSH #32, its employees and agents, either jointly or separately, from and against any and all claims, damages, causes of action or attempts at administration of said medication.

\_\_\_\_\_  
Parent's Signature Date

=====

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Person obtaining permission  
by phone

\_\_\_\_\_  
Person granting permission by  
by phone

Appendix B  
TRUANCY AND CRIMINAL ACTIVITY LETTER

TO: Students, Parents, and Administration  
FROM: Johnson County State's Attorney, Tambra K. Cain

DATE: 4-19-2013

RE: TRUANCY, CRIMINAL ACTIVITY AND VIOLENCE IN OUR SCHOOLS

I am writing this letter regarding two serious issues that need to be addressed in our schools, truancy and criminal activity and/or violence.

TRUANCY – Truancy is when student who stays away from school without permission. Truancy continues to be a serious problem in our County as well as the rest of the nation. Truancy issues affect not only the future of our schools but the future of our children. The law is clear; a child must attend school every day that school is in session unless the school has approved a valid excuse.

A parent or legal guardian has the legal responsibility to assure that their child complies with all attendance requirements. If a child is found to be a chronic truant, a juvenile court case could be filed against the student and a criminal case against the parent/guardian. If criminal charges are filed against the parent, that parent could be fined up to \$500.00 plus court costs, and could be sentenced to 30 days in the county jail. Although it is my sincere hope that such drastic actions do not become necessary, truancy WILL NOT be tolerated by my office. Regular attendance in school is the first step toward a child's future.

CRIMINAL ACTIVITY AND VIOLENCE IN SCHOOLS – Criminal Activity and Violence especially among juveniles, in and around Johnson County Schools is an ongoing issue. The school administrators and I have agreed to work together to make sure that incidents of criminal activity and violence that effect the education and/or safety of our children be dealt with swiftly and effectively. Our schools should be a safe haven for our children, not a battle zone or a place to be feared.

In the event that you have any concerns about the issues outlined in this memo, please do not hesitate to contact my office or your local principal and/or superintendent.

Tambra K. Cain  
Johnson County State's Attorney

Appendix C  
NEW SIMPSON HILL C.D. NO. 32  
STUDENT ACCIDENT REPORT

**NAME** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_

**SEX:** Male \_\_\_\_\_ Female \_\_\_\_\_ **GRADE** \_\_\_\_\_

**DATE & TIME ACCIDENT/INJURY OCCURRED:** \_\_\_\_\_

**LOCATION OF ACCIDENT/INJURY:** \_\_\_\_\_

**DESCRIPTION OF INCIDENT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART OF BODY INJURED** \_\_\_\_\_

**DEGREE OF INJURY** \_\_\_\_\_

**TOTAL NUMBER OF DAYS LOST FROM SCHOOL** \_\_\_\_\_

**PERSON IN CHARGE WHEN ACCIDENT OCCURRED** \_\_\_\_\_

**IMMEDIATE ACTION TAKEN** \_\_\_\_\_

\_\_\_\_\_

**WAS A PARENT OR OTHER INDIVIDUAL NOTIFIED?** \_\_\_\_\_

**NAME OF PARENT OR INDIVIDUALS NOTIFIED** \_\_\_\_\_

\_\_\_\_\_

**WITNESSES** \_\_\_\_\_

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
                    Person filing report

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
                    Administrator



## Appendix D

### **Beta Club Guidelines**

Following the National Junior Beta Club guidelines, the New Simpson Hill Grade School Chapter of the Junior National Beta Club is open to any student performing at or above grade level.

Academic eligibility will be based on a grade point average (GPA) calculated from the five core subjects of Math, Social Studies, Science, Reading, and English. This overall average must be no less than a 4.5 on a 5.0 scale to get into Beta Club as a 6th, 7th, or 8th-grade student. The final opportunity to gain membership into the club will be following the second quarter Report Cards during a student's academic year.

Once students have joined the club, they must maintain a 4.5 GPA. If a member's grade point average drops below this mark at the end of the grading period, they will be put on "probationary status". The member will gain full membership access if their GPA has reached the 4.5 mark at the time of the Progress Report. If the member is still below the 4.5 GPA at this time, they will remain on "probation" until the end of the quarter, at which time they will either regain full membership access or will be removed from the Club.

Beta members are also expected to exhibit good character. If a member receives three detentions within a quarter, or if a student receives a suspension (in-school or out-of-school), they will be automatically removed from the Club. Beta members are required to complete ten community service hours and participate in at least two service projects during the year.

The Beta Club will compete each spring at the State Convention in Springfield, Illinois. Members must participate in at least one of the competitions to attend. The Club will also participate in the National Convention if we qualify. Eighth-grade members will automatically be invited to attend the National Convention and any lower-classmen who qualify at State will be invited to attend the National Convention with the Club as well. There is a fee for the Conventions to assist with the costs for registration, accommodations, and transportation.

The Club requires a one-time \$34.00 non-refundable initiation fee for the National Beta Club.

## Appendix E

### Teen Dating Violence - Parent Education

At New Simpson Hill, teen-dating violence is unacceptable. We are committed to providing our students with a school environment where they can learn free from worries about school violence. School Board policy, 719, Teen Dating Violence Prohibited, is a component of the District's anti-bullying program.

Research has shown that teen dating violence can form lifelong, unhealthy habits during young adults' formative years. Educating parents/guardians, students and staff about teen dating violence can help us identify incidents of teen dating violence at school or school-related activities. The Board's policy states that teen dating violence occurs whenever a student 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.

As required by the Illinois State Board of Education, students in grades 7-12, are to receive age-appropriate instruction on teen dating violence including its warning signs and prevention. School staff are also required to receive training on handling the signs and incidents of teen dating violence. They will proceed under our District's procedures for responding to bullying and school violence.

Below are some warning signs that your child may be involved in teen dating violence:

- Name-calling and put-downs. Does one individual in the relationship call the other person names? Does he or she use insults to put the other person down?
- Extreme Jealousy. Does one individual in the relationship act incredibly jealous when the other talks to peers? Does one person accuse the other of flirting even when it's innocent conversation?
- Making Excuses. Does one individual in the relationship make excuses for the other? Does he or she have to apologize for the other person's behavior?
- Canceling or changes plans. Does one individual cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
- Monitoring. Does one person call, text message, or check up on the other constantly? Does he or she demand to know the other person's plans or with whom the other person was with?
- Uncontrolled Anger. Have you seen one individual lose his or her temper? Does he or she throw things, or break things when angry? Does one person in the relationship worry a lot about upsetting the other?
- Isolation. Has one individual in the relationship given up spending time with friends? Has that individual stopped doing activities that used to be important?
- Dramatic Changes. Have either of the individuals in the relationship had appearance changes? Has he or she lost or gained weight? Have his or her grades dropped? Does he or she seem depressed?
- Injuries. Does one person in the relationship have unexplained injuries, or does he or she give explanations that don't make sense?
- Quick Progression. Did the relationship get seriously quickly?

These signs do not necessarily mean that your child is involved in teen dating violence, but, if present, talk to your child about teen dating violence. For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at:

[www.cdc.gov/ViolencePrevention/intimatepartnerviolence/teen\\_dating\\_violence.html](http://www.cdc.gov/ViolencePrevention/intimatepartnerviolence/teen_dating_violence.html)

## Appendix F

### Jr. High Behavior Expectations

At New Simpson Hill, we strive to maintain high academic and behavior expectations. Our goal is to provide our students with the best learning environment possible and better prepare them for the future.

#### **Forms of Discipline**

There are several types of discipline used at New Simpson Hill. These are listed in order of severity:

1. Verbal Warning
2. Written Reprimand (strike) recorded in TeacherEase
3. Lunch Detention recorded in TeacherEase
4. In-School Suspension
5. Exclusion from School Activities
6. Out of School Suspension
7. Expulsion

#### **Detentions**

Classroom teachers may assign strikes or they may also assign detentions for student behavioral problems depending on the frequency and severity of the behavior. When a student receives a strike, it will be entered into the TeacherEase *Behavior Log* so that parents will be notified of the problem. Once a student has received 3 strikes, they will serve a detention. Detentions may also be immediately assigned (without taking into account the number of strikes a student has) for disrupting instruction, repeated off-task behavior, disrespect to staff, disrespect for students, and *habitual* occurrences of being unprepared for class.

The 6th-8th grade students will serve their detentions during lunch recess. Students will go to the detention teacher's homeroom. They will need to bring homework, a book to read, or their Chromebook to work on RTI. Failure to be on time for the detention, skipping the detention, or failure to bring books/Chromebook to detention will result in additional disciplinary measures.

Students that continue to disrupt the learning of others during class time may be removed from the class and sent directly to the office along with a written office referral outlining the reason for removal. Upon removal from the classroom and once an investigation is completed by school administration, students may be assigned to in-school suspension where they may remain for the remainder of that day. They will also be assigned a detention to be served during their next lunch. The building principal may assign multiple days of lunch detentions or in school suspensions depending on the circumstances. Efforts will be made to meet with students and parents to correct the behavior and keep the student in class as much as possible.

## **Cell Phones & Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer, smart watch, or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and in the student's locker 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 504 plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

If a student is sick, they should report to the office and see the nurse and not contact their parents from their personal cell phone. This is a violation of the cell phone policy. Students are welcome to use the office phone to contact a parent as needed.

Consequences for cell phone violations:

*1st Offense:* Students will be asked to leave class immediately and put the device in their locker. Verbal warning is recorded in TeacherEase Behavior Log.

*2nd Offense:* Students will be asked to leave class immediately and put the device in their locker. Office referral is made, detention is assigned, and parents are notified.

*3rd Offense:* Students will be asked to leave class immediately and they will take their cell phone to the office. Students will be assigned in-school for 1 day. Additional cell phone violations will result in the student having in-school for each incident. Cell phone violations do NOT reset each semester.

## **Physical Aggression**

We make every effort to keep students and staff safe at New Simpson Hill School. Acts of physical aggression are taken very seriously and any student that chooses to engage in physical aggression with intent to harm may be suspended from school for up to 10 days and possible expulsion. Administration will make the final decision in regards to the length of time such privileges are lost.

## **Missing Assignments and Failing Grades**

Students will be required to attend ZAP (Zeros Aren't Permitted) for a low-class average and missing assignment, and there will be a 10 percentage point deduction per day. After an assignment has been missing for 5 days, the student will receive a zero on the assignment.

## **ZAP (Zeros Aren't Permitted) Program**

*7:30-8:00 a.m., Daily*

### **What is the purpose of ZAP?**

- Student Success - The ZAP program was designed as a preventative measure to support students who struggle to complete homework assignments or are at risk of falling behind.
- Our goal is to take a ***preventative approach*** to missing assignments, as opposed to using the detention system.
- ZAP is open to ***any*** junior high student who needs a quiet place to complete homework in the morning before school.

### **Who is required to attend ZAP?**

- Each week, the Principal will run the *Eligibility Report* in TeacherEase and send it to Jr. High Teachers on Monday mornings. Mr. Evetts and the Jr. High Teachers will notify students who are on the list. Students will be required to attend Tuesday through the following Monday if they have low grades and/or missing assignments.
- Any student with a D or an F will be required to attend ZAP for the week.
- Students are required to bring academic work to the ZAP room each day.
- No busy work or additional assignments will be given to students in ZAP.
- This time should be utilized to improve grades and study for upcoming tests.
- Any student with missing assignment(s) in any class will be required to attend ZAP until the assignment is completed.
- Students CAN work their way out of ZAP (growth mindset)
- When a student enters ZAP, they are allowed to exit if all assignments are completed and all class averages are above a D.

### **When and Where will ZAP be held?**

- ZAP will be held from *7:30-8:00 a.m. each day* in the conference room at the top of the steps.
- Breakfast will be “on a cart” for students who are in the ZAP room. Similar to a “working lunch”, this will be a “working breakfast.”