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# WESTERN



# 2009-2010

## High School Student Handbook

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<b>TABLE OF CONTENTS</b>
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<b>Table of Contents</b> .....	1
Absence Procedures, General Guideline & Make-Up Work .....	18-21
Accident Insurance, Students.....	36
Administrative Personnel.....	8
Affection, Display of .....	39
Agricultural Classes on Campus .....	24
Attendance Incentive - Seniors .....	22
Attendance Policy .....	18-22
Attendance Loss of Credit .....	14
Backpacks, Bags, and Purses Not Allowed in Class.....	28
Building Use Request .....	38
Bus Conduct, Rules for Riders.....	50-52
Bus Discipline and Removal.....	51
Cafeteria, Breakfast and Lunch Program.....	26
Calendar of Events.....	4
Cases NOT Covered by Specific Rules .....	8
Cell Phones/Electronics Check-IN REQUIRED.....	28
Cheating.....	14
Class Sponsored Activities .....	40
Classroom Expectations.....	40-41
Clearance Sheet - Each Semester.....	16-17
Community Service Requirement.....	10-11
Complaint or Grievance Procedures .....	8
Compliance Statement .....	7
Computer, Electronic Information Resources Contract .....	32-33
Computer, Acceptable Use Policy .....	31
Counselor Services .....	31-32
Credit, Granting of.....	13
Daily Schedules, Class Meetings.....	52-53
Daily Schedules, Early Release, Staff Development Afternoons .....	52-53
Daily Schedules, Half Day.....	52-53
Daily Schedules, Regular Day .....	52-53
Directory Information .....	34
Disciplinary Code of Conduct.....	42
Discipline, Level 1- Level 4.....	43-47
Distribution of NON-SCHOOL Literature .....	31
Dress Code.....	26-27
Driving and Parking Privileges, Policies and Fines .....	28-29
Dual Enrollment Credit.....	15
Emergency Policy .....	39
Faculty, High School Personnel.....	8-9
Field Trip Eligibility .....	35

Grade Point Averages & Class Rank .....	17
Grading System.....	12-13
Graduation Requirements .....	10
Graduation, Early Graduation Requirement .....	17
Hall Passes, Required.....	36
Harassment, Discrimination.....	39
Honor Roll .....	13
Honor's Recognition.....	11-12
Library .....	36-37
Lockers .....	37
Loitering .....	37
Lost and Found .....	28
Lunch, Closed Campus .....	25
Medication, at School .....	38
Open Lunch, Juniors & Seniors Only .....	26
Open Lunch, Safety Policy - Exiting and entering the building.....	26
Phone Usage - Incoming & Outgoing.....	27
Phone, Cell Phones Prohibited During School .....	28
Physical Exams .....	37
Property, Care of School.....	28
Responsibilities, Areas of .....	5-7
Retaking Classes .....	16
Schedule Changes .....	15-16
Searches, Students and Personal Effects .....	48-50
Senior Trip .....	35-36
Sexual Harassment Policy and Procedures .....	47-49
Skateboards, Rollerblades and Bicycles .....	30
Student Exit Outcomes .....	5
Student Handbook.....	31
Student Records, Destruction of Temporary.....	7
Student Records, Release and Access of Information.....	34
Student Routes, walking to classes .....	23
Support Staff.....	9
Tardy Discipline & Consequences.....	22-23
Tardy Policy.....	22
Testing, Semester.....	13
Textbooks and Rental .....	31
Transportation to School Activities .....	30
Video Presentations, Approval .....	50
Visitors.....	40

**NOTE:** Finals occur at the end of **each** trimester. A Student must pass (70%) all district required class finals before advancing to next level of course work.

**WESTERN HIGH SCHOOL**  
**“Home of the Wildcats”**



**2009**

**2010**

This year holds many opportunities for your personal and academic growth. We look forward to providing the educational services that will help you develop into a competitive employee after high school or college graduation, a well-informed voter, and a responsible member of society.

Western High School provides an outstanding learning environment which is enriched by on-going curriculum improvements and a caring staff. It is our intention to continue to explore ways to refine our academic atmosphere in order to enhance student learning. We are proud of our students and the contributions of our staff.

You will be happy with this year’s progress if you consistently bring a sincere effort to class. Enjoy and respect our facility and your opportunities. We look forward to getting to know you better.

**MISSION STATEMENT**

*Our mission is to challenge all students with educational experiences which enable them to become literate, responsible, productive citizens and to create an environment which fosters high expectations, a positive self-image, and a belief in the value of learning.*

**PROVISO**

The provisions in this handbook are not to be considered as irrevocable, contractual commitments between the school and the student. Rather, the provisions reflect the current status of rules, practices, and procedures as currently practiced and are subject to change without prior notification. Board policies are available to the public at the District Office.

WESTERN HIGH SCHOOL CALENDAR  
2009-2010 School Term

The following calendar only reflects holidays, testing and special events.  
For a comprehensive district calendar please visit [www.westerncusd12.org](http://www.westerncusd12.org)

Aug. 17 ....Teacher Institute—NSD  
Aug. 18 ....Teacher Institute---NSD

**Aug. 19 First Trimester Begins**

Aug. 25 ....Open House-6:30-8:00 PM  
Sept. 7 ....No School-Labor Day  
Sept. 17 ....PLAN Test  
Sept. 18 ....½ day-SIP  
Sept. 24 ....Explore test

**Sept. 25....1<sup>st</sup> Tri-Midterm**

Oct. 2, 3, 4Barry Apple Fest

**Parent/Teacher Conferences**

Oct. 8.....No School: PTC  
Oct. 9.....No school: PTC

Oct. 12.....No School: Columbus Day  
Oct. 14.....PSAT Test  
Oct. 15.....Pike Co. College & Career Day  
Oct. 22.....PLAN Test  
Oct. 29.....Explore Test  
Oct. 30.....½ day attendance; SIP  
Nov. 11 ....No School: Veterans Day  
Nov. 12-13 .....HS Finals (1<sup>st</sup> Tri)  
**Nov. 13 ....End of 1<sup>st</sup> Trimester**

**Nov. 16 ....2<sup>nd</sup> Trimester Begins**

Nov. 25 ....No School: Teacher Institute  
Nov. 26 ....No School: Thanksgiving  
Nov. 27 ....No School: Fall break  
Dec. 21 .....No School: Winter Break  
Dec. 22 .....No School: Winter Break  
Dec. 23 .....No School: Winter Break

Dec. 24 .... No School: Winter Break  
Dec. 25 .... No School: Christmas  
Dec. 28 .... No School: Winter Break  
Dec. 29 .... No School: Winter Break  
Dec. 30 .... No School: Winter Break  
Dec. 31 .... No School: Winter Break  
Jan. 1 ..... No School: New Year's Day

**Jan. 4..... Classes resume**

**Jan. 8..... 2<sup>nd</sup> Trimester Midterm**

Jan. 18 ..... No School:  
*Martin Luther King Jr. Day*  
Feb. 11 ..... ½ day attendance; SIP  
Feb. 12 ..... No school:  
*Lincoln's Birthday*

Feb. 25-26 ..... HS Finals (2<sup>nd</sup> Tri)

**Feb. 26 .... End of 2<sup>nd</sup> trimester**

Mar. 1 ..... No School:  
*Casmir Pulaski Day*

**Mar. 2 ..... 3<sup>rd</sup> Trimester Begins**

Mar. 31 .... ½ day attendance; SIP  
April 1 .... ½ day: Teacher Institute  
April 2 .... No School: Spring Break  
April 5 .... No School: Spring Break  
April 6 .... No School: Spring Break  
April 13 ... 3<sup>rd</sup> Trimester Midterm  
April 28 ... PSAE Test II—Juniors  
May 24-25 ..... HS Finals (3<sup>rd</sup> Tri)

**\*May 25.. End of 3<sup>rd</sup> Trimester**

May 31 .... No School: Memorial Day  
\*\*June 2 .. Last day of attendance  
\*=-Last day without emergency days.  
\*\*=-Last day if 5 emergency days used.

<b>STUDENT EXIT OUTCOMES</b>
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**Effective Communicators who:**

- Possess interpersonal and teamwork skills that ensure success in work, social, and family settings.
- Exhibit proficiency in the language skills of reading, writing, listening, and speaking.

**Future Oriented Thinkers who:**

- Effectively utilize and apply technology.
- Locate, manage, and use informational and technological resources.

**Responsible Citizens who:**

- Respect and accept the multi-cultural nature of our global society.
- Practice responsible decision-making in regards to socioeconomic, environmental, and political issues.
- Contribute their time, energy, and talents to the stability of the family and the welfare of the community.
- Exercise personal and social responsibility in dealing with the issues of health, wellness, and leisure time activities.

**Problem Solvers who:**

- Have the ability to recognize and define a problem, identify possible strategies and alternatives, implement and complete a plan of action, assess their progress, and adjust their actions accordingly.
- Critically and creatively apply high level thinking skills in independent and collaborative situations.

**Self-Directed Learners who:**

- Have acquired skills essential to achieve success in future employment or educational settings.
- Create positive visions for themselves and their future, and set priorities and achievable goals.
- Possess the desire to learn over a lifetime.

**Creative Individuals who:**

- Participate in the arts or engage in original expression.

<b>AREAS OF RESPONSIBILITY</b>
--------------------------------

1. School personnel, certified and non-certified, shall be responsible for proper and adequate control of students. They shall consider it their duty to warn or report students in accordance with school policies and regulations at any time it becomes necessary.
2. Parents are expected to cooperate with school personnel in matters of discipline and to participate in conferences regarding the behavior of their children. As stipulated by the Board of Education, parents shall be held responsible for the willful misbehavior of their children.

### **TEACHER RESPONSIBILITIES**

1. The teaching staff shall include regular teachers, special teachers, substitute teachers, and part-time teachers.
2. Teachers shall be responsible for the care, discipline, and instruction of their pupils during the prescribed school day and for any additional time they may be placed in a role of responsibility by the administration.
3. Hallway traffic is supervised by the teachers.
4. Teachers will ask students to show passes if they find students in the halls while classes are in session.
5. Any teacher of the school has the authority to exercise discipline over any or all pupils of the school, either inside the school building, on the school grounds, or at any school function.
6. Teachers have the right to remove a student from their rooms if the student is disrupting the education process of others. The teacher, upon removal, will consult with the principal, who will have the final authority in the discipline matter.

### **PARENT/GUARDIAN RESPONSIBILITIES**

1. Parents must notify the office orally or in writing by that they were aware of their child's absence for the child to secure a permit to re-enter class.
2. **Parents must notify the school by 8:30 AM of their child's absence.** If not, the school will attempt to call the parent.
3. Parents are urged to restrict sign-outs (exceptions may include doctor appointments, funerals, and court appearances).
4. Parents are encouraged to help provide children with positive attitudes about themselves and to help develop an environment which encourages learning by setting high expectations and support.
5. "Any person who induces any child to be absent from school unlawfully, or who knowingly employs or harbors, while school is in session, any child absent unlawfully from school for three consecutive school days is guilty of a Class C Misdemeanor."
6. Parents are responsible for any acts of vandalism or damage to school property by the student. This rule will be enforced by the Board of Education.

### **STUDENT RESPONSIBILITIES**

1. Parents will notify the office orally or in writing that they were aware of their child's absence for the child to secure a permit to re-enter class.
2. Students are responsible for following school rules. Be respectful of teachers, administrators, and other school employees, and conduct yourself in a manner which will not obstruct the teaching process or prevent other students from benefiting from school attendance.

3. Students will attend all classes regularly and punctually, leaving during the school day only when necessary and with permission.
4. Students will maintain high personal standards of courtesy and decency.
5. Students will maintain personal cleanliness and be dressed neatly and in good taste in compliance with the established dress code.
6. Students will avoid any behavior that is detrimental to them or other students. The student must refrain from engaging in conduct that violates the provisions of the Code of Conduct. These rules apply to off-school premises such as sporting events, field trips going or coming.
7. Students must have on file a signed Internet contract.

<b>STATEMENT OF COMPLIANCE</b>
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Western Community Unit Schools does not discriminate on the basis of race, color, religion, gender, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency in any of its programs or activities. The following office has been designated to handle inquiries regarding the nondiscrimination policies:

Western Community Unit School No. 12  
401 McDonough Street  
Barry, IL 62312  
(217) 335-2323

<b>STUDENT RECORDS - DESTRUCTION OF TEMPORARY RECORDS</b>
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Western Community Unit District #12 annually reviews all student records. This school district keeps student information such as grades, classes taken and graduation date for not less than 60 years. Other information such as disciplinary actions, test scores and IEP information is retained for five (5) years. Parents of students and students who graduate or leave school are hereby notified that if they wish a copy of any "temporary" information before it is deleted/destroyed, they must make that request to: Western Community Unit District #12, 401 McDonough, Barry, IL 62312, within 5 (5) years of graduation or departure from school. Temporary records will be destroyed five (5) years following graduation or departure from school.

*This handbook was compiled in part by a teacher committee, district administrators, and board members. If you see concerns, please notify the superintendent's office.*

**CASES NOT COVERED BY SPECIFIC RULES**

It is understood that these rules are not all-inclusive. The administration shall take such action as is necessary to ensure proper discipline and orderly conduct in the school. Action may be taken with respect to any offense which interferes with the learning climate or impairs the well-being of the school, regardless of the existence or nonexistence of a rule covering an offense. All rules and regulations are governed by the Western Board of Education and are a part of School Board Policy.

**COMPLAINT OR GRIEVANCE PROCEDURES**

If a student or family feels that they have been wronged or discriminated against due to the policies of the district or actions of the district employees they should:

1. Discuss the complaint first with the principal who will then direct you in the next step of the grievance.
2. If the complaint is not settled to your satisfaction you will be referred to the superintendent of the Western Community School District.
3. If the complaint is not settled to your satisfaction you will be referred to the Western Community Board of Education.

**HIGH SCHOOL FACULTY AND STAFF**

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**WESTERN HIGH SCHOOL ADMINISTRATION**

Mr. Rodger Hannel .....Superintendent  
 Mr. Gregory Lesan.....Principal/Assistant Superintendent  
 Mr. Marty Hull.....Assistant Principal/Athletic Director

**WESTERN COUNSELING / WELLNESS STAFF**

<i>Guidance Counselor</i>	<i>Psychologist</i>	<i>Nurse</i>
Mrs. Camille Donaldson .....	High School Guidance Counselor	
Mr. Kenwood Foster .....	School Social Worker	
Mrs. Valerie Neisen .....	School Psychologist	
Mrs. Ruth Anne Liehr .....	School Nurse	

**WESTERN HIGH SCHOOL FACULTY**

Ms. Christina Norbut .....English  
Mrs. Ami Sonethongkham .....English  
Mrs. Jeanne Mack ..... Mathematics  
Ms. Lynnel Smith ..... Mathematics  
Ms. Brandi Eichhorn..... Science  
Mr. Steve Schultz..... Science  
Mr. Kevin Buckert ..... History  
Mrs. Ali Oitker..... History  
Ms. Ruth Hulford ..... Spanish  
Mrs. Janice McCleary .....Business  
Mrs. Mary Barnes ..... Agriculture  
Mrs. Laura West .....Special Education Coordinator & Speech/Language  
Mrs. Cindy Conkright ..... Special Education  
Mrs. Mary Smoot..... Special Education  
Mr. Neil Russell..... Special Education  
Mrs. Linda Davis .....Art  
Mrs. Ruthie Jolly..... Family & Consumer Science  
Mr. Jeff Riley ..... Band  
Ms. Jessie Kirchner ..... Choir & Band  
Mr. Tim Bowman ..... Driver Education Health & Physical Education  
Mr. Kevin Downham ..... Physical Education  
Ms. Belinda Yelliott..... Physical Education  
Mr. Bill Waters ..... Librarian

**WESTERN SUPPORT STAFF**

Mrs. Debbie Rennecker ..... Administrative Assistant  
Mrs. Randa Gorton .....Principal & Assistant Principal’s Secretary  
Mrs. Kristi Johnson .....State Attendance Records & Lunch Accounts  
Mrs. Jana Call ..... Para-Professional  
Mrs. Debbie Lohnes .....District Bookkeeper  
Mrs. Linda Syrclle ..... Technology Coordinator  
Mr. Ronnie Oitker ..... Transportation Coordinator  
Mrs. Pam Williams ..... Head Cook, Cafeteria  
Mrs. Paulette Stapleton ..... Assistant Cook, Cafeteria  
Mrs. Tressia Fox ..... Cafeteria  
Mrs. Rosie Worley ..... Custodial-Day Shift & Cafeteria  
Mr. Larry Darnell..... Maintenance & Custodial Supervisor  
Mr. Steve Hayden .....Custodial-Night Shift  
Mr. Tim Kuntz .....Custodial-Night Shift

## GRADUATION REQUIREMENTS

1. A **minimum** of 27.5 units of academic credits, accumulated in grades 9-12, is required for graduation. Students must pass on all **required** classes.

### REQUIRED COURSES ARE AS FOLLOWS

<b>English</b> .....	4 Units
<b>English I,II,III,IV</b>	
<b>Mathematics</b> .....	3 Units
<b>1 unit of Algebra &amp; 1 unit of Geometry concepts</b>	
<b>Science</b> .....	3 Units
<b>Physical Science &amp; Biology required. 1 science Ag may be used</b>	
<b>Social Science</b> .....	3 Units
<b>1 Unit US Hist., ½ Unit American Gov. &amp; ½ Unit Illinois Hist.</b>	
<b>Physical Education</b> .....	4 Units
<b>Electives</b> .....	2 Units
<b>Consumer Education</b> .....	1/2 Unit
<b>Computer Literacy</b> .....	1/2 Unit
<b>Health</b> .....	1/2 Unit

## COMMUNITY SERVICE REQUIREMENTS

2. **Students must accumulate eighteen (18) hours of community service (4.5 per year) by their senior year to graduate.** Students may only earn up to 4.5 community service credit hours per year.
3. Students must take five classes each term.
4. A student must have paid his or her school bills and returned or accounted for books and other school material or diploma will be withheld.
5. A graduating senior must attend graduation rehearsal and have purchased a cap and gown in order to participate in commencement ceremonies. No senior may participate in the graduation ceremony unless approved for graduation by the principal. Participation in the graduation ceremony is a privilege and can be lost due to behavior issues.

**HONORS AT GRADUATION FOR CLASS OF 2010** - One Valedictorian and one Salutatorian for each class from each of the former WP/BR school district's boundaries in May 2007.

**ATTENTION: Semester exit exams will be given for all required classes.** Students are required to pass each exit exam. **If a student does not earn at least a 70% on the semester test** they will be required to repeat all or part of that class.

**SPECIAL ELECTIVES:** Fine Arts, Foreign Language, Business or Agriculture. BSAA Horticulture, & plant & animal science **count as science credit.**

## HONOR'S RECOGNITION

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### **HONOR GRADUATES**

Starting with the Class of 2011-Students who have met all graduation requirements and have earned a cumulative G.P.A. of 3.7 or higher following the spring term of their graduation year will be designated "Honor Graduates." Honor graduates are comprised of **Summa Cum Laude (G.P.A. 3.9 or above)** and **Magna Cum Laude (G.P.A. 3.7 - 3.899)**. No rounding of GPA's will be allowed to meet honor graduate status. Honor graduate students will be acknowledged in the graduation program.

### **SENIOR SCHOLARS**

**Starting in 2011:** WHS honors and values high academic achievement at its graduation ceremony. At the end of the second term of their senior year, students will have their cumulative GPA and ACT scores calculated into a TOP 10 list. As in all other GPA calculations, there will be no rounding of GPA or points. These students will be individually honored at the graduation ceremony and articles of their accomplishments will be submitted to the local media.

**Note:** To be eligible for "Honor Graduate" or "Senior Scholar" status, a student must be enrolled at WHS for two consecutive years prior to graduation.

### **GRADE CLASSIFICATION**

Class of 2008, 2009, and 2010: Students will be classified according to semester credits earned:

<b><u>Former school in May 2007</u></b>	<b><u>West Pike</u></b>	<b><u>Barry</u></b>
Freshmen	Under 6	Under 7
Sophomore	6-11	7-14
Junior	12-17	14-21
Senior	18+	21 +

**CLASS OF 2011**

Students will be classified according to semester **1/2 credits:**

**1 Unit= Two Half Credits.**

Freshmen	Under 13	=	(0-6.5 credit units)
Sophomore	13-25	=	(6.5-12.5 credit units)
Junior	26-38	=	(13-19 credit units)
Senior	39+	=	(19.5-22.5 credit units)

Students are classified at the beginning of each year. An appointment to review credits/requirements may be made with the principal and guidance counselor

**GRADING SYSTEM**

**\*GRADING SCALE**

High school students are graded on trimester marking periods. **Student's must receive a grade of "70%"** or better to receive credit toward graduation.

Scholarship is evaluated in terms of letter grades:

A .....	100 - 97	B-.....	88 - 87	D+.....	76 -75
A-.....	96 - 94	C+.....	86 - 84	D.....	74 -72
B+.....	93 - 92	C.....	83 - 80	D-.....	71 -70
B.....	91 - 89	C-.....	79 - 77	F.....	69 - 0

\* *June 13, 2009, BOE adopted grading system*—Students' mastery of Illinois State Learning benchmarks under the No Child Left Behind Act.

**\*INC-Incomplete - Must be completed within a two-week period.** It is the responsibility of the student to arrange with the teacher for make up work.

**GRADE POINT AVERAGE**

**GRADE POINT AVERAGES:** Calculated each semester for juniors and seniors. Freshmen and sophomores are calculated at the end of their year. Class rank is determined by averaging semester grades for all classes. The following point scale calculates grade point averages:

A.....	4.00
B.....	3.00
C.....	2.00
D.....	1.00
F.....	0.00

### WEIGHTED GRADING SCALE

The following weighted classes have been approved by the Board of Education when taught by Western faculty: Anatomy and Physiology, BSAA, Calculus, College Algebra, College Statistics, Chemistry II, Physics, and Spanish III. Grade Point earned in these classes will be as follows:

A.....	5.00
B.....	4.00
C.....	3.00

**Classes which grades fall below “C” will no longer be weighted.** Point values for D and lower will be the same as all other non-weighted classes.

### FINALS

**All 9-12 grade students will take semester test.** A third tri-semester senior year student with fewer than 3 days absent and a C- or above may be exempt from semester exams. **See attendance incentive-third term senior only.**

### HONOR ROLL

Honor roll is calculated after each term. A 3.00, average will achieve recognition on the honor roll. No “D” or “F” grades may be received in that card marking for this recognition. Students earning all “A’s” will be given special recognition.

### GRANTING OF CREDIT

Western High School will grant credit toward the high school diploma for work completed in any of the following categories:

1. Courses taken at Western High School
2. Courses taken Junior/Senior year at Quincy Technical School
3. Approved virtual high school courses
4. Approved dual credit programs
5. Other courses taken with the prior approval of the principal.

**\*No credit will be given for courses taken in middle school.**

Classes **not listed** on the Western high School schedule will be counted toward graduation credit ONLY if approved by the Western Board of Education upon recommendation of the superintendent.

**The following courses will NOT count in the Grade Point Average.** This will include, but not limited to:

1. Teacher aids
2. Work-study beyond two (2) trimesters
3. Classes not pre-approved by administration such as Off college campus classes, and Internet college classes.

## CHEATING

**Cheating is dishonest.** Each student is expected to do his/her own work. In the event a teacher discovers cheating, **the teacher** will follow these steps:

1. The assignment and/or test will result in a zero score.
2. The assignment/test cannot be made up.
3. The student shall be notified and reprimanded.
4. The Principal and the parents shall be notified of the situation.

Cheating may result in the **possible** loss of credit in that particular class. The consequences will be determined by the **Teacher and Principal** according to the frequency and seriousness of the cheating.

### EXAMPLES OF CHEATING ARE:

1. Copying another student's work.
2. Working with others on projects that are meant to be completed individually.
3. Not giving proper citation for work created by someone else.
4. Looking at or copying another student's homework, test, or quiz answers.
5. Allowing another student to look/copy answers from your test, quiz, or work.
6. Using any method to obtain/receive test or quiz or homework answers.
7. Taking a test or quiz in part or in whole to use and/or give to others.
8. Taking papers from another student, publication, or off the Internet and/or another student's computer files.
9. Using any materials without explicit permission from a teacher that are solely intended for faculty use only. This includes instructional items such as books; notes; answer keys; etc. accidentally handed out to students. The student has an ethical obligation to return these items immediately. Failure to do so could result in the loss of grades for all items related to the material.

### ABSENCES—How this can affect credit

**On a student's eighth (8th) absence** from any classes (excused or unexcused), the student will be required to achieve at least a **C (77%) cumulative grade for that class**. If the student does not attain a 77 % for any class in which they have accumulated eight (8) absences (excused OR unexcused) **the student will receive no credit for the course and will be immediately re-enrolled for that course the next available semester.** Students who accumulate **more than a total of twelve (12) absences** (absolute maximum of excused or a combination of excused/unexcused) **will lose credit for those classes.** Please be aware that BOTH excused AND unexcused are counted towards a student's total days of absences for each class. "Excused" absences **only** allow students to receive credit for missed homework.

*See Pages 18-22 for more details and exemptions*

## DUAL ENROLLMENT

### **Dual-Credit Classes**

All classes for Dual credit must receive written administrative approval **prior** to enrollment. **Accredited college classes** will account for ½ high school credit for every three (3) credit hours of class. College classes can be substituted for required classes provided the curriculum is as rigorous as or even greater than the high school required class.

**\*Western CUSD #12 will not be responsible for any tuition cost for** college classes taken outside of the school day, in place of an available high school class. However, it is still possible to receive dual credit. *See your High School Counselor for more information.*

*\*Under this policy, the parent/guardian must pay for the tuition. Failure to pay the initial tuition by the parent/guardian could cause the student to be dropped from the college course. No high school credit or reimbursement will occur if a student withdraws or is dropped from a course. Students must be enrolled in available high school class in order to maintain the district's required 5 classes per trimester. Western CUSD #12 will not be responsible for the cost of books, supplies, or any subsequent cost of travel.*

## SCHEDULE CHANGES

**A student has three (3) class days after the start of the course to drop or add a course.** Classes dropped after the official change period will be with an "F" unless administrative approval is given. Students who drop classes must retain full-time student status. Students are expected to carefully select their classes based upon prerequisites, graduation requirements, & areas of interest.

### **Schedule Changes: STUDENTS MUST FOLLOW THESE STEPS:**

**Students: (forms obtained only from your counselor)**

1. Pick up a request for schedule change or class drop form.
2. Make an appointment with the school counselor concerning your class needs.
3. A replacement class/schedule change must be possible before any changes may be considered. *Only your counselor can design this request.*
4. **To seek permission, students must write a valid reason for the change.**
5. AFTER Filling out the form the student will obtain written permission from their parent/guardian *(18 and above are not exempt)*.
6. The completed form is then returned to the guidance office.
7. The Counselor will **first** inform the student's teacher of the request **before** permission is officially granted.

*SCHEDULE CHANGES CONTINUED from previous page*

8. The teacher will sign the form, if agreed, and a completed copy will be given to the principal before the drop/change can be officially made.

**Note:** Parent approval is not mandatory; however, parents will be notified. Students may be assigned classes based on their selected alternatives. In order to assist in reducing the number of requested “want” changes, schedule changes will be accommodated only if they meet one of the following reasons:

1. Incomplete schedules
2. Inappropriate academic placement
3. Improper grade level placement
4. Vocational/technical program adjustment
5. Approval of independent study

<b>RETAKING A CLASS</b>
-------------------------

**Students may request to retake a WHS class for credit.** If the original grade in the class is a B or greater (87% <), BOTH the original grade AND the grade earned in retaking the class will appear on the student’s transcript. If the original grade is a C or lower (86% >), then only the grade earned when retaking the class will be given credit. ***In this case, the student will be less one ½ credit in their quest to complete 27.5 credits at graduation.*** A student may only retake the same class one time, but may do this up to a total of five times with five different classes over the course of their high school career.

**NOTE: A student who fails a required class** will be automatically re-enrolled in that class when it becomes available. *(See under Graduation Requirements)* All students must carry at least five (5) classes per term **or they will be dropped from school for the remainder of the term. Any exception to this would require approval of the principal.**

<b>CLEARANCE SHEET</b>
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**A trimester completed clearance sheet is required of every 9-12 student at the end of each trimester.** The clearance sheet is to ensure that each student has complied with their end-of-semester and end of year responsibilities.

**Clearance Sheet responsibilities include:**

1. Turning in all books, calculators, gym locks, and other school supplies to each of their academic teachers.
2. Turning in all athletic uniforms and/or other equipment to the coaches of sports in which they have participated.
3. Turning in all library books and paying all fines.
4. Paying all charges with the office and cafeteria.

***CLEARANCE SHEET continued from previous page***

5. Cleaning and cleaning out assigned lockers

- An individual's report card can be withheld until clearance is given.
- The above will be monitored by the school personnel in charge.
- A senior will receive a blank diploma if this requirement is pending.

<b>GRADE POINT AVERAGES AND RANK IN CLASS</b>
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**GUIDELINES**

1. Grade point averages will be computed for use as one element of the college application process.
2. Rank in class information will be provided by Western High School for those colleges and universities that require it as a part of their admission process.
3. In computing grade point averages, all courses that are applicable toward graduation will be included. Only courses with traditional marks (A, B, C, D, and F) will be included.
4. In computing rank in class, ALL students at a given grade level will be included. For graduation honors, all semesters grade point averages will be used to determine rank in class of seniors.
5. Cumulative grade point averages and rank in class will be computed and verified at the end of the twelfth grade.
6. Transcript recipients, students, and parents will be informed of the methods used to compute grade point averages.
7. Grade point average or rank in class information will be released only (a) to appropriate school personnel, (b) at the request or consent of the legal guardian parent or the student, and (c) in response to formal legal processes.

<b>EARLY GRADUATION REQUIREMENTS/PROCEDURES</b>
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Language regarding early graduation requirements and procedures will be as per the current Western Board of Education Policy. Please inquire in the guidance office. Individual cases must be presented to the principal first. Please contact the office to request a hearing date and time.

## ATTENDANCE POLICY

### COMPULSORY SCHOOL AGE ATTENDANCE - Illinois State Law

Whoever has custody or control of any child between the ages of seven and seventeen years, shall cause such child to attend some public school in the district where the child resides the entire time it is in session during the regular school term, except as provided in Section 10-19:1; provided that the following children shall not be required to attend the public schools.

1. Any child attending a private school.
2. Any child who is physically or mentally unable to attend school; such disability being certified by the county.
3. Any child necessarily and lawfully employed according to the provisions of the law regulating child labor may be excused by the Regional Office of Education.
4. Any child over 12 and less than 14 years of age, while in attendance at confirmation classes.

### GENERAL ATTENDANCE GUIDELINES

Because we believe that regular school attendance is an asset to the learning process, the following attendance guidelines and procedures have been established.

1. Students are required to attend all of their scheduled classes.
2. Students will be allowed up to seven (7) absences in each class period during a term. Parents will be notified by letter on the student's fifth (5th) and sixth (6th) absences. ***Not receiving this letter does not exempt a student from this policy.***

Students who accumulate more than a total of twelve (12) absences (absolute maximum of excused or a combination of excused/unexcused) will lose credit for those classes. Students will not be withdrawn from those classes unless there are resultant behavior problems. Extenuating circumstances of a medical nature (such as a serious or extended illness or injury), upon receipt of **documentation** from the doctor in charge, will be considered. **Medical excuses must be turned in within one week of the date(s) of the absence(s).** This documentation must contain a diagnosis of the illness and the specific dates that the student could not be in school. Details may be obtained from the student's counselor or the assistant principal/principal. On a student's eighth (8th) absence from any classes, the student will be required to achieve at least a **C (77%) cumulative grade for those classes**. If the student does not attain a 77 % for any class in which they have accumulated eight (8) absences (excused OR unexcused) **the student will receive no credit for the course and will be immediately re-enrolled for that course the next available semester.**

*ATTENDANCE POLICY CONTINUED from previous page*

**Absences not calculated in the twelve (12) absence procedure include:**

- A. Suspensions imposed by a school administrator.
- B. School-related absences such as field trips.
- C. Absences due to a death in the immediate family.
- D. Absences due to medically documented chronic illness or medically documented extended sickness/hospital stay beyond the family's control.

These four types of absences do not count as either excused or unexcused absences in determining whether a student will lose credit in a class for excessive absenteeism. Administration will make determinations on students' credit.

**FOR HOMEWORK MAKE-UP PURPOSES ONLY:** *An absence* will be excused if the absence is due to illness or death in the family or if the student and their parents have made prior arrangements by completing a pre-approved absence form at least two weeks prior to the absence. *Forms are available in the High School Office.* **ALL absences count towards total missed days.**

**NOTE:** A pre-approved absence for reasons of importance other than those mentioned above must be requested **before** the absence occurs.

- 4. **PERSONAL BUSINESS:** must be scheduled outside the school day including dental and medical appointments. If such arrangements are not possible, students must obtain a slip from the dentist or doctor verifying their appointment in order to be excused for homework. **However, the absence will count against attendance days for that class.**
- 5. **SPECIAL TRIPS OR FAMILY VACATIONS:** should be planned during vacation periods and weekends so that the school program can proceed without unnecessary interruption. If parents/guardians choose to take their student out of scheduled school programs, they need to realize that they are placing the student at an academic disadvantage. **These absences will count towards daily attendance absence totals.**
- 6. **LEAVING CAMPUS DURING SCHOOL HOURS:** If, at any time during the day, a student finds it is necessary to leave the campus, the student must obtain permission from office personnel **and** their custodial parent or guardian. After permission is obtained the student will enter his or her name and destination on the principal's office sign-out sheet. **LEAVING SCHOOL PROPERTY WITHOUT AUTHORIZATION**

## ***ATTENDANCE POLICY CONTINUED from previous page***

*will result in disciplinary action. Students are not to leave school property during or between classes.*

7. Students will not be released during school hours to take or transport other students to or from an activity without prior office and parental permission.
8. **Students must maintain five (5) classes** to remain in school or be dropped for the term.

### **SCHOOL-RELATED ABSENCES**

School-related absences are defined as field trips, student council meetings, guidance office appointments, class meetings, National Honor Society meetings, religious holidays, college visitations (2), athletic events, school band/choir performances, FFA scheduled events and various other school related functions.

School related student meetings can be held during lunch, before or after school, or on required class meeting days. College visits will not be granted the day before or after school vacation days or during a college scheduled school vacation break.

### **GENERAL ABSENCE PROCEDURES**

1. A parent or legal guardian must call the high school attendance office by **8:30 AM** at 335-2323 to report their child absent on the day or days absence occurs to have the absence(s) considered to be made excused. **This must be done in compliance with Illinois State Mandate Attendance Laws.**
2. If a parent or guardian is unable to call due to hours of employment, a note must be provided on the day the student returns to school with a contact phone number.
3. A student-parent-administrator conference may be requested in cases of excessive student absences and/or tardiness.
4. Absences resulting from a long-term, doctor diagnosed, illness will be evaluated on an individual basis.
5. The Truant Officer will be contacted concerning those students who are younger than 16 and have attendance problems.
6. Unexcused absences will be considered **truant**. The Student will receive a letter grade of "F" for the affected hour/s or not be allowed to make up any work done in the affected classes.

### **ABSENCES AND MAKE-UP WORK**

1. **Excused absences** that are NOT school-related or pre-approved have **one day** after returning for every day absent in which to turn in the work that was missed. An exception is a student who is absent only on the day prior

*ABSENCES AND MAKE-UP WORK Continued from previous page*

to or the day of a test. A teacher may use his/her discretion as to whether to grant the two days in which to make up the test.

2. **Work missed for school-related and pre-approved absences will be completed and turned in prior to the absence or immediately upon return to class.** It will be the student's responsibility to seek clarification from each affected teacher before the school-related or pre-approved absence occurs.
3. All coursework must be completed within five (5) days of the end of a term for work to be counted toward the final grade.

**It is the sole responsibility of the parent and student to know when homework is due after an absence.**

<b>ADVANCED EXCUSES</b>
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Parent(s) or guardian requesting the student to be excused must make the request by phone or in person at least two (2) weeks in advance. *Please note, that ALL absences (excused or unexcused) fall under the WCUSD attendance policy mandate, Page 8, 20-22*

**The following reasons may cause the request to be denied:**

1. If, in the judgment of the administration and the teacher, the length of the absence will jeopardize the student's grade.
2. Poor attendance record for that term or past terms.

**If the student makes a decision to leave after the request has been denied, all classes missed will be considered as unexcused and follow the unexcused policy for homework.**

**No advanced excuse** will be approved by administration during **scheduled semester exams** except for extreme circumstances.

<b>ILLNESS OR INJURY</b>
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**ILLNESS:** Students who become ill during the school day must report to the office. *See Page 20, #6*

**INJURY:** If a student is injured, the supervising or witnessing staff member or teacher must immediately report the accident to the office and seek help. When possible, parents will be notified before securing medical aid. The staff member will complete a report to the Principal and fill out a **WCUSD accident form**.

*Student's or parents witnessing an injury or illness must report the incident immediately to the nearest administrative office. Never attempt to treat the student yourself.*

### SENIOR ATTENDANCE INCENTIVE - THIRD TRIMESTER

Seniors with a grade of C (77%) **or above, three (3) or less** absences, and no major discipline infractions for the spring semester will not be required to take the final exam... The following are non-exempt third trimester for this incentive:

1. **Medically approved absences and extended sick day absences.**
2. **Detentions: Two or more.**
3. **Tardy: Six (cumulative) or more total.**
4. **ISS or OSS automatically excludes this incentive.**

A senior not required to take the exam may do so to try to better his/her grade. It will not be averaged if it does not help the grade. The teacher and principal together will make the determination on any student in question.

### TARDY DISCIPLINE POLICY—NEW for 2010

1. A student is considered tardy if he/she is not in his/her classroom at the **conclusion** of the second bell.
2. **During first hour**, a student entering the school building late who will arrive late **no less than 5 actual minutes to class** will go directly to their first hour class. The student will be counted tardy at the classroom.
3. If a \*student plans to be late to school due to an appointment with a court hearing, dentist, or doctor, parents must notify the school office in order for that tardy to be excused. A valid note is acceptable to excuse a student's tardiness/truancy. **\*18 or older will still need parent approval**
4. If you are detained by a teacher in a previous class, **YOU MUST** get a pass from that teacher to be admitted to the next class.

### TARDY CONSEQUENCES

Under the new teacher guided PBIS standards (*Positive Behavior Intervention Strategies*) **TARDIES ARE CUMULATIVE**. Each tardy will count towards a student's total. A student's total tardies will be calculated each day. Tardy records start new each semester, but past excesses will affect PBIS incentives.

**NOTE:** In addition, every **SIX total tardy(s) will count as ONE absence** and will be totaled toward cumulative attendance days.

*A student who is TARDY to school/classes will serve as follows:*

- 1<sup>st</sup> TARDY** .... Teacher issues warning, SDS input  
**2<sup>nd</sup> TARDY** .... Teacher issues 2nd warning, SDS input  
**3<sup>rd</sup> TARDY**..... Attendance Office notifies Assistant Principal: Assistant principal issues warning and calls home.

*TARDY CONSEQUENCES continued from previous page*

**4<sup>th</sup> TARDY**.....Assistant principal issues two closed lunches and calls home.  
Lunch eaten in lunch detention room.

**5<sup>th</sup> TARDY**.....Assistant principal schedules an immediate in person conference with student and parent. Closed lunch for one week. Lunches eaten in lunch detention room for one week.

**6<sup>th</sup> TARDY and BEYOND** – Assistant principal will begin with 30 minute detention notices or ASWP (*After School Work Program*). Each tardy will increase by 30 minute increments. A student obtaining ten (12) total tardies will be assigned to Saturday Detention, extended ASWP or ISS. Once a student obtains 12 tardies additional tardies will serve at these levels.

**Students may earn back days or remove tardies** by being in full attendance and on time for two weeks without any late homework, including grades of 77% or higher on all work and tests and no discipline issues. This will earn a student removed tardies. The number removed will be determined by the PBIS committee.

**NOTE: Driving/riding privileges will be revoked for chronic 1st hour tardies.**

Consequences are not limited to recommendations and further more restrictive remediation may be applied by administration. Teachers have the responsibility to be in the hall between classes and instruct students to be on time and to give students suggestions on how to avoid late arrival. **Teachers may not allow added time for students to arrive to their particular class.**

**STUDENT ROUTES—Walking to Classes**

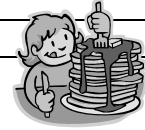


**WALKING TO AND FROM CLASSES: High School** Students may not use the elementary hallways, elementary ramp, or enter or exit using the MAIN elementary doors. Students who walk up front street may enter or exit the High School Section through the Large Gym entrance and travel through the small gym and up the stairs into the cafeteria side hallway. The breezeway between the gym and second story building cannot be used for passage until 8:05 AM.

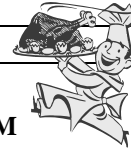
High School students are to be courteous to elementary students allowing them and their teachers “right of way” when traveling in the building. If you are late to a class due to this please see the assistant principal immediately.

## AGRICULTURAL CLASSES—ON CAMPUS

Students attending AGRICULTURAL CLASSES may walk through the parking lot to the AG building but may NOT walk between vehicles - *please walk around individual's automobiles*. All AG students must use the NORTH exit/entrance near the Large Gym. High School students may not pass through the elementary halls/section between classes or before/after school.



## CAFETERIA



### BREAKFAST PROGRAM & LUNCH PROGRAM

*Students may purchase a school lunch or bring a sack lunch from home. A salad bar or hot lunch selection is available.*

**FOOD MAY NOT BE EATEN OUTSIDE THE CAFETERIA.** However, Principal's Approval may be obtained for special occasions /circumstances.

**THE BREAKFAST PROGRAM IS OPEN BETWEEN 7:40-8:05 AM.**

**FREE AND REDUCED MEALS:** Free and reduced meals are available to qualified students. **Those who qualify can greatly benefit the school by applying for these direct to school state benefits.** These benefits lower the *CAFETERIA continued from previous page*

District's cost burden --- a great benefit for the district and those who qualify. Applications may be obtained in the office of the respective schools. Please help us by filling one out and submitting to the principal!

**THE LUNCH PROGRAM:** Please review your schedule for your lunch time.

**ENTRANCE:** Students entering the cafeteria must use the West Entrance. Running in the building to the lunch line is a safety concern and not permitted. Side door use and cutting in line is selfish, inconsiderate of others, and is not allowed. Students not following these requests will be sent to the end of the lunch line and/or sent to the office with their lunch.

**CLEAN-UP:** All trays, milk cartons, silverware, napkins, etc. are to be taken to the dishwashing counter by the student.

**TABLES:** Students are to clean up their table of all trash, trays, food and spills and are to keep the floors free of food or trash. If you spill or drop something please pick it up. **It's the courteous thing to do.**

**TRASH:** Milk Cartons, Napkins, Plastic Utensils, Disposable Trays and Wrappers, may be placed in the trash can.

*CAFETERIA CONTINUED from previous page*

**DISPOSABLE TRAYS:** On days a dishwasher is not available your food may be served on a disposable tray. Please **place your tray with food in the wastebasket** by the dishwashing counter. **Do not place these trays on the counter.**

**UTENSILS:** Place your tray to be cleaned at the dishwashing counter. All silverware must be placed in the provided water trays.

**FOOD: Food is NOT to be discarded** in the waste basket when using washable trays since a viable recycling/compost program is not currently in place.

**MICROWAVE:** There is a microwave available for student use.

Students may not be in the high school halls during the lunch period without permission from an administrator.

**REST ROOMS:** Use the restrooms only in the High School Hallway. Just ask the hall monitor (admin/teacher) for permission to enter the High School area.

**Students not taking open lunch must report to the cafeteria.** On most days, 10-15 minutes into the scheduled lunchtime, a supervisor may allow students to report to the small gymnasium for open gym time. Students may only be in the cafeteria or the gym with supervision. Proper gym shoes or socks must be worn. No one will be allowed in any other areas of the building during lunch without specific permission of an administrator—Restrooms in the high school wing are available. Gym restrooms/locker-rooms are not available during lunch.

**LOBBY:** The lobby area is restricted during lunch hours. Students may not be in the lobby with food except for special permission from the principal. However, Vending Machines are available for any student's use during their specific lunch hour. **Selection must be eaten in the cafeteria.** The Lobby may be used as a student gathering place (5) minutes before the bell rings or as a study area.

<b>OPEN LUNCH</b>
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**ALL STUDENTS in good standing** may **EARN** an open lunch period (no concerns in the areas of discipline, attendance, tardies, homework, failing grades or teacher/admin/business concerns). All students will be required to pass handbook knowledge quizzes as the first step in earning an open lunch.

**GRADES 9-10:** Open lunch will begin **AFTER LABOR DAY** and only **ON SPECIFIC DAYS** for grades 9-10. Students who **EARN** an open lunch will be

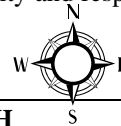
***OPEN LUNCH CONTINUED from previous page***

allowed, with parent permission, to go to local businesses within walking distance to purchase their lunch. Failure to pass handbook quizzes will deny a student's open lunch opportunity until those quizzes have been satisfactorily passed.

**GRADES: 11-12:** Open lunch will begin the first Monday of the first FULL WEEK of school for grades 11-12. A Junior or Senior may lose these privileges as stated above. Failure to pass handbook quizzes will deny a student's open lunch opportunity until those quizzes have been satisfactorily passed.

**EXPECTATIONS:** Students must follow the Western High School lunch schedule time frame. Students may not drive OR ride. Students are to keep the community free of trash and are not to walk through private homeowner's property to get to locations. ***All school rules apply including the use of prohibited items as detailed in your handbook (18 and older are NOT exempt)*** Students will be held accountable for actions that are considered disrespectful, disruptive, or destructive in nature to the surrounding community.

**OPEN LUNCH IS A PRIVILEGE** Western CUSD would like for students to **earn and keep**. Accept this freedom and responsibility with maturity and respect for the Western Community.



**EXITING AND ENTERING FOR OPEN LUNCH**

STUDENTS who have earned open lunch may only exit and enter the building during open lunch period times through the **WEST McDonough Street entrance doors next to the cafeteria**. Students not following this for the first time will lose open lunch for 5 days. Second time for 30 days, etc. **The rule complies with the Federal Safe Schools Act** in limiting entrance and exit areas.

**DRESS CODE**

Student appearance and neatness are direct reflections upon our school and community. **Parents are to ensure** students are properly dressed for school. Students deemed improperly dressed by staff will be asked to change clothing at school or at home, be confined to the ISS room or other designated area for the school day, and/or issued detention and/or suspension. The Dress Code applies seven days a week, 24 hours a day to all school-sponsored events (home or away) or while on school property.

**DRESS CODE REQUIREMENTS: GENERAL GUIDELINES:**

1. **Shorts, Bicycle Pants, Skirts, and Dresses:** Shorts may be worn to school. **Excessively Short** shorts, skirts or dresses cannot be worn. *As a guide, shorts, skirts, and dresses should reach the end of the student's fingertips when standing straight.* Bicycle shorts are only suitable underneath clothing.
2. **Midriffs, tube tops, tank tops, spaghetti strap tops or halter-tops are not permitted.**
3. Bottom of blouse or shirt must come to top of pants, shorts, or slacks, or skirts when arms are raised.
4. **No visible skin between the shoulders and thighs.**
5. **No cut off or sleeveless t-shirts of any kind.**
6. **No HATS or CAPS worn or carried in the building:** Hats, caps and/or excessive head apparel are to be removed and left in student locker.
7. No vulgar, suggestive sayings, alcohol or tobacco advertising.
8. Sunglasses are not to be worn in the building.
9. Shoes must be worn at all times, closed toe shoes preferred.
10. Any student dress or hairstyle that may cause hygienic problems or distraction will not be permitted.
11. Pants with see-thru rips above the knee or ripped shirts will NOT be allowed **even if shorts are worn underneath your pants. These are unacceptable dress items.**
12. **Frayed pants** ARE allowed, but excessive fraying may be denied.
13. No **saggy pants** and/or **over sized baggy shirts.**
14. No clothing that exposes undergarments.
15. **Heavy/winter type** coats must remain in lockers.
16. **Purses**, including make-up content, combs and brushes **are not allowed in the classrooms or lunch room.** Keep these items secured in your locker.

**PHONE—Student Phone in Commons**



The commons phone is available for students with staff permission as follows:

1. Morning hours before the first bell rings (up until 8:05 AM)
2. During Assigned lunch time
3. After school hours
4. Emergency situations

Students may not receive non-emergency phone calls during school hours. The office will take a message and the student can call during the posted times. Students using Classroom phones will face disciplinary action. Exceptions will be emergency use with the teacher's pre-approved permission.



### CELL PHONES—NEW POLICY 2010

Cell phones and electronic devices brought to school are to be **checked in and checked out each day before entering OR exiting the main building. Cell Phones are not allowed in lockers or with the student during school hours. Turn cell phones off** and place in your assigned packet. Cell phone check out is not available during lunch hours. Please get permission to use the lobby phone if you need to call during lunch. Unchecked Cell phones, I-Pods, Games, etc will be confiscated, discipline issued and parents will be called to pick these items up. Continued infractions will increase the consequences. The district is NOT responsible for lost, stolen, misplaced, or damaged phones.

### BACKPACKS /BAGS/PURSES

**BACKPACKS—BAGS—PURSES MUST BE KEPT IN THE STUDENTS' LOCKERS throughout the school day and during school lunch—this includes open lunch.** Store Sports Bags in the team locker room. Students may not go to their vehicles without the principal's permission during school hours to retrieve items. **Non-compliance is subject to safe school procedures.**

### LOST AND FOUND

Lost and found items will be held at the main office. Go to the main office and the secretary will assist you. Any unclaimed items on the last day of final exams for each term will be disposed of or sent to a charitable organization. **NO ITEMS WILL BE SAVED.**



### CARE OF SCHOOL PROPERTY

The Western High School building and grounds have been consistently praised for their excellent maintenance. Students are expected to share in the task of maintaining the quality conditions of the school building and grounds.



### STUDENT DRIVING/PARKING LOT and FINES


1. All student drivers must register EVERY SINGLE vehicle they drive or intend to drive in the main office. Student operated vehicles may ONLY be parked in one of the 2 student designated gravel parking lots adjacent to McDonough Street. Students may NOT park on the street. Students who park outside student designated parking will be **warned/fined (\$15.00) the first time and will be towed at the student's expense after the initial warning—this is NOT by semester.** Continued failure to comply= loss of parking privileges and a very poor wallet.
2. **Students may not** go to their vehicles during school hours without permission by an administrator or a designated staff member.

***STUDENT DRIVING CONTINUED from previous page***

3. **Loitering** in vehicles or parking areas is prohibited. Park and come in.
4. **Driving Laws will be enforced** by the Western High School officials and/or the local or state law enforcement personnel. Students who violate the Motorized Vehicle Code are subject to all state driving laws.
5. Any student driving or riding in a car without permission will be **fined \$25.00** and/or assigned discipline.

**SEARCH AND SEIZURE:** Administration has the right to search vehicles parked on school property. A student's refusal to allow or cooperate with the search will result in an immediate referral to the police. In addition, vehicles parked on school property are subject to random "trained canine" searches.

**SAFETY REMINDERS on Western Campuses**

- Speed limit in a school zone is 15 mph on school days between 7 a.m. and 4 p.m. when children are present.
- **A school zone is a no passing zone.** 
- A driver must yield the right-of-way to a pedestrian in a marked or unmarked crosswalk.
- You must stop when a school bus is loading or unloading passengers & you must remain stopped while the signal arm is extended and lights are flashing.

**SOME IMPORTANT ILLINOIS TRAFFIC LAWS**

**HB508 Vehicle Homicide in School Crossing**

If a defendant commits reckless homicide upon a public thoroughfare where children pass going to and from school when a school crossing guard is performing official duties, the defendant is guilty of a Class 2 felony.



**SB665 School Bus Electronic Recording**

Exempts from an eavesdropping violation, an electronic recording made of the interior of a school bus while the school bus is being used to transport the students. Students and parents/guardians will be notified of the devices through their student handbooks.



**SB441/PA95-0302 Failure to Stop or Yield to Pedestrians**

Creates the new offense of Failure to Stop For or Yield the Right-of-Way to a Pedestrian in a crosswalk in a school zone. Provides that a first violation is a petty offense with a minimum fine of \$150, and a second or subsequent violation is a petty offense with a minimum fine of \$300.



**HB1475/PA95-0105 Passing a Stopped School Bus** Authorizes suspending a vehicle's registration for three (3) months if the owner claims he or she was not driving when the vehicle illegally passed a stopped school bus, and the owner does not identify the offending driver. If the owner of a vehicle that illegally passed a stopped school bus contends that another person was driving the vehicle at the time of the alleged violation, the State's Attorney or other designated person (rather than the State's Attorney or other authorized prosecutor) acting in response to a signed complaint, may require the owner to identify the driver in a written statement or deposition.



#### **TRANSPORTATION TO SCHOOL ACTIVITIES**

1. A detailed form, including a permit slip, should be filled out and signed by parents at the beginning of school. This permit, when returned, entitles the student to ride to and from all activities (including field trips) in school vehicles for the remainder of the school year.
2. All students participating in sports or other school-sponsored activities will be expected to ride the school bus TO and FROM the games or inter-school contests--exceptions may be made by the administration/AD.
3. Students may secure permission, however, to ride from inter-school activities with their parents' adult designee. An adult is defined as a person **at least twenty-one years** of age. **Parents must personally contact the coach or sponsor and send a written note.** (*See District Policy Handbook*). Should the privilege be abused, students can be eliminated from riding the bus or participating in the activity.
4. Automatic approval will be given to students who ride with faculty members to out-of-town games or activities. (*This type of transportation is used only when buses are not available.*)
5. Misbehavior by students on the bus to and from activities may result in suspension of riding the bus for a prescribed amount of time.

#### **BICYCLES/SKATEBOARDS/ROLLER BLADES**

**Skateboards, roller blades, scooters, and skate shoes, etc. cannot be on school grounds at anytime, 7 days a week/24 hours a day. Students may ride bicycles to school but must walk** their bicycles onto the school grounds. Bicycles cannot be ridden on sidewalks. Bicycles should be ridden on the right side of the street, and in single file. Bikes should be locked and must park in the provided bicycle racks. Any other personal wheeled transportation is not allowed without permission of administration.

## **GUIDANCE AND COUNSELING SERVICES**

Various guidance services are offered to students. The Counselor will see to students to discuss academic progress and future plans. Information concerning colleges, education, vocational opportunities, other advanced training schools, scholarships, loans, interpretation of test results, and employment opportunities is available for both students and parents in the guidance office.

Students wishing to discuss problems of a social or personal nature may choose or be assigned to talk with the counselor or school social worker. Students may make an appointment for these services. Parents wishing an opportunity to meet with members of the counseling staff may call the high school secretary at 335-2323 to set up an agreed upon time.

## **DISTRIBUTION OF LITERATURE**

All school and non-school publications must be approved by the building principal prior to distribution. **The school reserves the right to determine the appropriateness and the students' necessity to know/receive literature or material.** Time and place of distribution will be by administration, if approved.

## **TEXTBOOKS**

Textbooks are issued to all students. **Rental fees must be paid the first week of school.** Students are responsible for the care and usage of these books. Students will be assessed reasonable fines to pay for excessive damage or loss.

## **STUDENT HANDBOOK**

Every student must have a student handbook. The student handbook is required for admittance to every class except Physical Education. Damaged or lost handbooks will require the student to purchase another handbook for \$6.00. Handbooks must be kept in accordance with school codes. Administration and staff reserve the right to determine if a student's handbook is acceptable or requires replacement (which will be at the student's expense).

## **COMPUTER ACCEPTABLE USE POLICY**

1. Students are restricted to one e-mail log-in name. That name must be on record in the office.
2. Students may not use the browse function without authorization.
3. No programs may be loaded on the school computers unless given permission.
4. Students may not use DOS commands without permission.

**Consequences:**

**1<sup>st</sup> offense-** computer use lost for a trimester.

**2<sup>nd</sup> offense-** Computer use lost for the rest of the year.

\*Each student must have an internet contract on file in the office. It must be signed by the student, parent, and teacher to be valid. It will be sent home at the start of the school year.

5. A Western staff member must accompany all students while they are in the computer lab.
6. No eating or drinking in the lab.
7. No CD's or headphones to be used in the computer lab without teacher permission.
8. **Students may not come to the lab to play games.**
9. Students who fail to follow the lab rules will loss computer privilege for class period.
10. Students must come prepared to work on a class project.
11. Students must not damage computer equipment.

<b>ELECTRONIC INFORMATION RESOURCES CONTRACT</b>
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**Introduction:**

Electronic information resources are now available to qualifying students in our district. These resources include access to the Western Local Area Network and Internet Service through the Regional Office of Education, Hub 3. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

**Scope:**

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. Western Community Unit School District #12 has taken available precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the Western Community Unit School District #1.

**Purpose:**

In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to the strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, your responsibilities require efficient, ethical, and legal utilization of the network resources. Each student receiving an account will participate in a discussion with his/her sponsoring teacher regarding proper behavior and use of the network. The signature(s) on the computer contract is/are legally binding and

indicate(s) the party/parties who signed has/have read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by these terms.

### **TERMS AND CONDITIONS OF THIS CONTRACT**

**1. PRIVILEGES.** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources will result in the loss of computer services, disciplinary action, and/or referral to legal authorities. The Principal/Dean of Students will close an account if necessary. A faculty member has the right to request, for cause that the Principal deny, revoke, or suspend specific user accounts.

**2. ACCEPTABLE USE.** The use of an assigned account must be in support of education, business, and/or research within the educational goals and objectives of the Barry Community Unit School District #1. Each user is personally responsible for this provision at all times when using the electronic information service.

- Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
- Transmission of any material in violation of any United States or other states' organizations are prohibited. This includes, but is not limited to, copyrighted material.
- Threatening or obscene material including pornography, or material protected by trade secrets.
- Commercial activities by for-profit institutions are generally not acceptable.
- Use of product advertisement or political lobbying, including lobbying for student body effect, is prohibited.
- Time and bandwidth are costly. While accessing the Internet, **no games** may be played (e.g. MUD's).
- Illegal activities of any kind are forbidden.
- Do not reveal personal information, i.e., home address, phone numbers, password or social security number. This also applies to others' personal information or that of organizations. Photographs of students may be included in the World Wide Web documents provided no personal information is included.

**3. NETWORK ETIQUETTE.** Each account holder is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to, the following:

- Be polite. Never send, or encourage others to send, abusive messages.
- Use appropriate language. Remember that you are a representative of your school and district on a non-private system. You may be alone on a computer, but what you say and do can be viewed globally! Never use vulgar or any other inappropriate language.
- Use electronic e-mail appropriately. E-mail is not guaranteed to be private. Everyone on the system has access to mail. Messages relating to or in

support of illegal activities must be reported to the authorities.

- Students are not to download from the Internet unless they are given permission from a teacher.

**4. VANDALISM.** Vandalism is defined as any malicious attempt to harm or destroy property of another user or uploading, downloading, or the creation of computer viruses.

**5. SECURITY.** Security on any computer system is a high priority because there are multiple users.

**Do not use another individual's account or log on** to the system as the system's supervisor. If you identify a security problem, notify the system's supervisor. Do not demonstrate the problem to others.

**6. UPDATING.** If any information on your account changes, e.g., phone number, location, address, it is your responsibility to notify the system's supervisor.

**7. SERVICES.** The Western School District #12 makes no warranties of any kind, whether expressed or implied, of the service it is providing. Western School will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, miss deliveries, or service interruptions caused by your errors or omissions. Use of any information obtained via the information system is at your own risk. Western School District #12 specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

*Also, see Computer Policy under discipline.*

#### **DIRECTORY INFORMATION**

Information that will be designed, as directory information will include:

1. Identifying information: Name, address, gender, and grade level.
2. Academic awards, degrees, and honors.
3. Information in relation to school sponsored activities, organizations, and athletics.
4. Major Field's of study and period of attendance in the school.

Such information may be released to the general public, unless parent requests that any or all such information not be released on his/her child. Such a request should be made in writing to the high school administration.

All rights and privileges accorded to a parent under this act shall become exclusively those of the student upon his/her 18<sup>th</sup> birthday, graduation from secondary school, marriage, or entry into the military service, which ever occurs first.

#### **RELEASE AND ACCESS OF INFORMATION**

*Western High School will grant access to information contained in school student records to persons authorized or required by state or federal law provided that:*

1. Such person shall provide the school with appropriate identification and a copy of the statute authorizing such access.
2. The parent receives prior written notice of the nature and substance of the information to be released and opportunity to inspect, copy, and/or challenge such information.

*Western High School will grant access to or release of information from school records WITHOUT parental consent or notification:*

1. To an employee or an official of School District #12 or the State Board of Education who has a current demonstrable, education, or administrative interest in the student and the records are in furtherance of such interest.
2. To any person for the purpose of research, statistical reporting, or planning provided that such person has permission of the State Superintendent of Education and no student or parent can be identified from the information released.
3. Pursuant of a court order provided that the procedures outlined in IL.Ref Stats. 1975, CH. 122, Article 50-6 is observed.

Any release of information other than specified above requires the prior specific, dated, written consent of the parent designating the person, to whom such records may be released, the reason for the release and the specific records to be released. Parents and students should be aware that when they have made a request for records to be sent, that they have the right to inspect and copy such records, to challenge the contents of such records, and to limit any such consent to designated information within the records.

<b>ELIGIBILITY FOR FIELD TRIPS</b>
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Students must be in good behavioral standing in the group to attend any field trip. Students must attend field trips that are required for curriculum. Extra-curricular field trips additionally require students to be passing all classes in order to participate. The weekly eligibility list will be used to determine participation for extra-curricular trips. If a student is ineligible to attend a field trip, they must still attend school. Any fees such as book rent, fundraisers, library fines, activity fees, uniforms turned in, etc. must be paid in full before attending any field trip.

<b>SENIOR TRIP</b>
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The senior trip is a privilege for graduating seniors who satisfy all requirements established for participation. All senior class members may vote for one BOE approved option **no latter than September 30**. The option with the majority vote will be chosen. Options will be given at a special class meeting held by Senior Sponsors. **If an option is not selected by September 30 the Board Reserves the Right to suspend that year's senior trip. In addition, all changes to the agreed upon trip must be approved by the BOE no later than**

**60 days before departure. Individual** participation may be denied for disciplinary or other appropriate reasons. Students violating school rules or appropriate rules of conduct during the senior trip are subject to discipline. These include, among all others, rules pertaining to alcohol, drugs and weapons. In addition to other discipline, students engaging in misconduct during the senior trip may require parents to come and get their son/daughter and/or may prohibit participation in graduation ceremonies and events. Students and parents must sign a senior trip permission form, a medical form, an insurance form, and a code of conduct form in advance of the senior trip. The senior class is responsible for paying the substitute teacher pay for each of the senior class sponsors on school days of the senior trip. Two school staff (1 male and one female) for every 15 students and one administrator must attend. All cost associated with the trip must be paid by the class.

**Students eligible for the senior trip must:**

1. Pay a down payment (\$100) to confirm reservations by November 10.  
*SENIOR TRIP continued from previous page*
2. Have all school records cleared three days prior to the trip departure (this means detentions, fees, debts, fines, etc.).
3. Not have been truant during the senior year.
4. Not have been suspended, **out of school**, during the senior year.
5. Current with all homework/tests/projects.
6. Be classified as a full-time student.

**If a senior trip is not taken, monies raised will be distributed by Board directive to purchase memorial for school.**

**STUDENT ACCIDENT INSURANCE**

Since our school district is an eligible member of the Workers' Compensation Self-Insurance Trust (WCSIT), students' accident coverage will again be provided for each enrolled student. You will receive a brochure that describes this coverage provided at no cost to you through the school District's participation in WCSIT. This is a co-insurance that will pay after your regular family insurance pays.

**HALL PASSES**

All students must WEAR A WESTERN HALL PASS Lanyard approved by school administration whenever they leave a class. **YELLOW Library passes** will be submitted by the librarian for teachers to issue to students with specific times and purpose.

**LIBRARY**

Regular library books can be checked out for two weeks and renewed as necessary, but, must be returned or renewed at the end of each semester. Students are responsible for materials and will be billed for lost or damaged item replacements. Students must be accompanied by an instructor **OR** have a



YELLOW LIBRARY PASS signed by an instructor with time and date. When checking out materials, please list **FULL** name on clipboard. Student or faculty may request any item for interlibrary loan. Please allow 10 days to 3 weeks for materials to arrive from other libraries. Requests for books or information may be made online or in-person in the library.

#### **LOCKERS—Main and Gym**

- Lockers will be assigned at registration.
- Students must close and lock their locker door.
- **Open lockers will be fined \$1.00 for each incident.**  
*Lockers are NOT to be left open or unlocked at any time. DO NOT share Locker combinations.*
- Permanent items are not to be taped/glued/stuck/written on lockers.
- Magnets may be used by students to affix items
- Organizations must follow the same rules for lockers.

#### ***LOCKERS continued from previous page***

- Lockers, including physical education lockers, will be periodically checked without student notification.

The penalty for defacing school property or lockers can be found under various Code of Conduct Levels pp. 51-56

#### **PHYSICAL EXAMS**

Physical examinations are required of every entering freshman and students new to the district from out of state. Required students must have **diabetes screening** as part of their school physical. Students without examinations on file in the school office will not be permitted to attend classes until such exams are on file. **Please make sure immunization information is on the physical examination form.**

#### **LOITERING—*Just hangin' around***

Students not involved in school related activities must leave campus within 10 minutes at the close of the school day. Students may not be within visual site of school property. Go home and enjoy the rest of the day! If you want to hang around—join one of our sport or club activities—We would love to have you stay for those! Get involved—You don't want to grow up to be a "Loiterer" anyway.

#### **MEDICATION AT SCHOOL**

- Medication shall generally not be administered at school by district employees. *This policy includes common over-the-counter medications such as Tylenol and cough syrup.*

- Ask your physician to make every effort to prescribe medication as to be administered outside school hours.
- Please do all you can to not place the responsibility on the school.

*If for some reason this is not possible you must do the following:*

1. Complete a **Medication Authorization Form**.
2. No medication will be given to any student without a properly completed Medication Authorization Form.
3. The parent's and the physician's signature must be on this form.
4. The medication must be in the correct bottle with the student's name, the name and number of both the physician and pharmacy, and the proper dosage on the label.
5. Two bottles can be obtained from your pharmacist. Any changes in dosage must be accompanied with a new Medication Authorization Form.
6. The parent shall personally deliver the medication to be administered to the building NURSE along with appropriate forms.

**NOTE:** All medications, including over-the-counter products and prescription medicines, shall be stored in locked/supervised cabinets.

### BUILDING USE REQUEST FOR CLUBS/ORGANIZATIONS

School facilities are available for club use.

**Arrangements for use of these facilities should be made BY THE CLUB/ACTIVITY SPONSOR two weeks in advance by contacting the principal.** Please fill out a **BUILDING USE REQUEST FORM** and **submit this to the building principal to ensure availability.** All clubs require a staff member to sponsor and supervise club activities. A staff member must be present at all club meetings and functions. Constitutions and membership bylaws are available in principal's office.

All fund raising activities must be cleared and approved by the principal. Fill out a **FUNDRAISER REQUEST FORM** for approval.

### EMERGENCY POLICY



**FIRE—TORNADO—EARTHQUAKE—INTRUDER**

Emergency drills are scheduled throughout the year. All classrooms have an emergency exit map. If the fire alarm sounds, students are to follow the instructions of the teacher and proceed outside immediately using the designated route. Students are not to talk during these drills.

**TORNADO**

**A. Tornado Watch**

Upon notification of a tornado watch from authorized authorities, the following procedures will be followed:

1. Weather conditions will be closely monitored.
2. Normal student dismissal times and transportation operations will be followed.

**B. Tornado Warning**

Upon notification of a tornado warning from authorized authorities, the following procedures will be followed:

1. **To ensure their safety, students will remain in the buildings.**
2. Students will be taken by their teachers to the safest areas in the buildings.
3. **If the warning exceeds the normal school day, the students will remain in the buildings until the warning is lifted.**

**DISCRIMINATORY HARASSMENT**

Mistreatment of others based on race, ethnicity, religion, sex, creed, national origin, ancestry, age, hardship, disability, or other improper consideration is not acceptable and will be subject to disciplinary action. Students, parents, and staff are encouraged to bring to the attention of the Principal/Assistant Principal or Superintendent any instances believed to involve discriminatory harassment for investigation by an appropriate authority.

**DISPLAY OF AFFECTION**

Other than holding hands, no public display of affection will be tolerated while on school property. This includes home/away school functions. If this rule is ignored, students will find themselves serving the following:

**1<sup>st</sup> offense** - Couple will be verbally warned

**2<sup>nd</sup> offense** - Couple will be sent to the office for appropriate discipline by the assistant principal.

**VISITORS**

**All visitors at WHS must report and sign in at the main office.** If appropriate, they will receive a pass from office personnel if a prior appointment has been made and approved by school personnel. Student visitors are not allowed to attend WHS classes unless **pre-arranged** with the principal. During

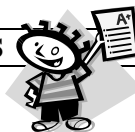
school hours, **all exterior doors to the building will be locked** with the exception of the main entrance to the building.

### CLASS SPONSORED ACTIVITIES

Each class from grades 9-12 earns money for class-sponsored activities. Each student is expected to participate in the fundraisers, money-making projects, or working at events. Sponsors keep a tally sheet on each student from sixth thru twelfth grade of the amount of money each student has earned towards class activities. If a student does not participate in the money-making/work projects that student can only be involved in class-related activities when equivalent payment is made to the class for the activity involved (i.e., prom, class trip). Under the following conditions a student will not be eligible to participate:

1. Student has not earned or paid the money necessary to be involved in the class trip/activity.
2. Student has on file, in the office, three or more disciplinary notices, such as in-school supervision and out-of-school suspension. Trips that are required by a teacher for a grade would not be under this restriction policy except for extreme circumstances. The count for disciplinary notices will start over each semester.

### CLASSROOM EXPECTATIONS



Following is a list of guidelines intended for all classes:

- Soft drinks and/or food are **NOT** permitted in classrooms by students.
- The wearing of coats and caps or hats will not be permitted in the building during school hours.
- Profanity/swearing will not be tolerated by anyone. District policies will be referred to according to student and staff handbooks.
- Students who do not complete assignments and/or do not participate in class will be considered a disciplinary problem.
- Students must WEAR a hall pass from their teacher in order to be out in the hallway during class time unless the entire class is in transition to another site.
- Students must check in phones and electronic devices.
- CD players, IPODS or listening devices are not to be brought to school.
- The wearing of distracting, indecent, or wholly inappropriate clothing in the classroom will not be acceptable. Students violating this directive will be sent home to change clothing.
- Music in the classroom will be at the discretion of the teacher.
- Students must sign out at the office when they leave the building.

- Respect for others in the building must be adhered to at all times. Students who do not show respect for others will be dealt with in a very serious manner.
- Students who are in in-school suspension will be expected to do their class work during this time. Students who are suspended out of school will not be given the opportunity to make up any work for a grade unless a request in writing is submitted to the principal. Any cost involved in providing this material must be paid for by the parent of the suspended student. Unexcused absences, such as suspensions, will result in zeros being given for missed homework in all affected classes.
- Daily announcements will be posted on the Internet. Students should check announcements for information that applies to them. Parents can find high school announcements at the Western High School web site.
- Students who are absent from school should have a parent/guardian excuse that absence within 24 hours or it will remain unexcused. UNEXCUSED absences receive zeros for those days.
- Teachers will also have individual procedures/expectations in their classrooms that apply to their students.
- Students are not allowed to use the building or AG-shop unless a faculty or staff member are present.

#### DISCIPLINARY PROCEDURES

The possible disciplinary procedures for a given violation are not listed in specific order of implementation and the list does not include all possible responses. The administration and staff reserve the right to use any of the procedures listed or other actions that are deemed appropriate. Parents will be notified of all detentions and in-school and out-of-school suspensions.

#### DISCIPLINARY CODE OF CONDUCT

**The following pages [41-47] list discipline problems and suggested consequences. This list is not inclusive. The administration reserves the right to determine what behavior is inappropriate and may act upon situations not specifically listed below. Administration may also execute a higher level**

**of suggested discipline action if merited by the circumstances. It is the hope of the Western School District to positively change negative student behavior. The faculty and administrations mission it to initiate positive interventions to encourage and support positive behavior.**

**Note:**

Students who are referred to the office multiple times will be given additional consequences up to and including a conduct hearing which may result in additional days of suspension up to 180 days. Students who frequently disrupt the classroom atmosphere may lose the right to earn credit in a class.



**Quotes on Positive Attitude**

**Zig Ziglar:**

When you choose to be pleasant and positive in the way you treat others, you have also chosen, in most cases, how you are going to be treated by others.

**Brian Tracy:**

Whatever is expressed is impressed. Whatever you say to yourself, with emotion, generates thoughts, ideas and behaviors consistent with those words.

## Level 1 - Disciplinary Code of Conduct

### Level One

#### Offenses

- **All conduct prejudicial to the good order of the school.**
- **Affection**--Public display of affection other than holding hands.
- **Bullying**—Same as Harassment, but not sexual in context
- **Buying, selling, or distributing** unauthorized items at school.
- **Cafeteria** rules, hallway, and school function violations(s)
- **Cellular phone or any non-academic electronic devices** during school hours including but not limited to CD's headphones, iPods (MP3's), DVD's etc. The district is not liable for damage, loss, or theft of device.
- **Cheating/Plagiarism**
- **Disrespect to students or adults**, including but not limited to: word, tone of voice, facial expression, written expression or gestures.
- **Disruptions**—Actions which interfere with the educational process.
- **Dress or appearance** in violation of the school's dress.\*  
*\*Hats or head apparel may not be worn except on "spirit" days.*
- **Driving/parking regulations**
- **Forgery** of parent signature or any individual's signature.
- **Gambling** for the purpose of exchanging money and/or something of value.
- **Harassment**—same as bullying, but not sexual in context.\*
- **Internet**—Inappropriate use of
- **Lighters, Matches** --possession or use
- **Lying**--false or inaccurate information-- Intentional  
*May be considered as a level 2 violation*
- **Obscene language or gestures**—Sexual or graphic in manner\*
- **Obscene writings** (words or drawings)\*  
*\* Items without serious literary, artistic, political or scientific value.*
- **Physical contact** or conduct (i.e. pushing, scuffling or horseplay).
- **Profanity**: Serious circumstances could result in a level 3
- **Refusal to follow staff directive or request.**
- **Tobacco or tobacco products**—possession or use
- **Truant**
- **Vulgarity**: Use of language that is disparaging or demeaning\*

<b>Level ONE Disciplinary Action—cumulative</b>
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1 <sup>st</sup> offense .....	Up to three (3) days detention or suspension
2 <sup>nd</sup> offense .....	Up to five (5) days detention or suspension
3 <sup>rd</sup> offense .....	Up to ten (10) days detention or suspension

**Level 2 - Disciplinary Code of Conduct**

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**Level Two**

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**Offenses**

- **All conduct prejudicial to the good order of the school.**
- **Alteration of school or student records** of any kind.
- **Bullying**--escalating
- **Disobedience/Insubordination**--Direct (flagrant disregard for authority).
- **Electronic Devices**—Inappropriate use of
- **Electronic Devices**—Unauthorized use of an electronic device
- **False Accusations** against students or staff
- **Fighting**—pushing/shoving but does not draw blood or incur injury.
- **Gang**—Displaying gang symbols or signs.
- **Gangs**—Membership in a secret society/or “club” which is prejudicial.
- **Harassment** or Bullying—escalating
- **Language**—Harassment towards race, religion, ethnic origin or gender.
- **Pictures**—Unauthorized pictures of school, staff, students or documents
- **Stolen Goods**—In possession of stolen property less than \$100.00.
- **Substances**—Possession/use of “over the counter” substances  
*(i.e., includes but not limited to non-prescription drugs).*
- **Technology**—Violation of the District’s “Acceptable Use Policy”.
- **Theft**
- **Threatening or intimidating** a student or staff member.
  - *Including gestures) and /or bullying: includes acts of extortion (threatening or intimidating a person for or with the intent obtaining money or anything of value from that person).*
  - Title IX referral may result. Level 3 if purposeful/directed

**Level TWO Disciplinary Action--cumulative**

1<sup>st</sup> offense ..... Up to ten (10) days suspension

2<sup>nd</sup> and subsequent offenses ..... Up to 180 days suspension

**NOTE:** Multiple violations may result in a committee on conduct hearing for addition days up to 180 days.

## Level 3 - Disciplinary Code of Conduct

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### Level Three

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#### Offenses

- **All conduct prejudicial to the good order of the school.**
- **Alcohol**—Possession, use or under the influence of
- **Ammunition casing**—Possession or display of
- **Counterfeit Money**—Possession, distribution or sale of counterfeit money
- **Discrimination** on the basis of race, sex, religion\* or any other characteristic protect by state of federal law.
- **Drug Paraphernalia**—i.e., items represented for use of Illegal substances
- **Drugs**—**Illegal drugs, prescription drugs, or controlled substances**
- **Entering a locker room or restroom of the “opposite gender”\*** includes pushing another person into a private setting of opposite gender. (May also result in a Title IX referral). (May be considered a level 4 violation if deemed serious enough by building administrator).
- **Exposure—2<sup>nd</sup> party:** exposing another persons privates/undergarments
- **Exposure**—exposing any private area of the body and/or undergarments
- **Extortion**—threatening/intimidating\* \*for the intent of obtaining tangibles
- **False Accusations against students or staff.** (May be considered a Level 4 )
- **False Alarm**—Setting off or purposely causing an alarm to sound
- **False Police Report**—filing a false police report (example: dialing 911)
- **Fighting** that draws blood or incurs injury.
- **Fireworks**—Possession or use of fireworks
- **Intimidation**—pressure, harassing, terrorizing. \*Including but not limited to: disparaging, demeaning, disrespectful, profane or threatening language or threatening gestures. This includes sexually suggestive and/or obscene language.
- **Language**—Explicit towards race, religion, ethnic origin or gender.
- **Multiple Offences:** multiple Level 1 or Level 2 offenses
- **Non-alcohol**—“non-alcoholic” malt beverages or representations of
- **Riotous Activity** (more than 2 students), represents fighting/causing a fight
- **Sexual harassment**
- **Sexual misconduct**

- **Sexually Comments**—about a student or staff \*
- **Stolen property**—in possession of greater than \$100.00
- **Substances**—“Over the Counter” Distribution, sale, or purchase of substances (including but not limited to non-prescription drugs)
- **Theft**— money or property (public or private) in excess of \$100.00
- **Threatening**-- the life of another person
- **Threatening**—Words or actions used to invite or cause a fight
- **Vandalism**—destruction/damage to public/private property\*  
Note: (restitution required) including but not limited to real or electronic.
- **Verbal assault**—to student or staff
- **Written abuse**--about a student or staff
- **Possession of items considered “weapons” under 18 U.S.C. 921.**
- Includes the following:

1. **A “firearm” as defined under 18 U.S.C. 921**

2. **Items defined as a “weapon”**

a. A blackjack
b. Concealable weapon
c. An explosive weapon
d. A firearm
e. A firearm silencer
f. A gas gun
g. A knife

h. Knuckles
i. A machine gun
j. A projectile weapon
k. A rifle
l. A shotgun
m. A spring gun or switchblade knife

3. **Items not included in the definitions under 1 and 2 herein as follows:**

a. All knives, regardless of blade length
b. Chains, <b>including wallet chains</b>
c. Live bullets
d. Chinese stars
e. Clubs
f. Nightsticks

g. Num chucks
h. Lasers /Stun guns
i. Mace
j. Pepper spray
k. All objects represented to be weapons
l. <b>All guns</b> , regardless of whether they are operable

4. Items not listed above that are used in a threatening manner or used to cause injury. (May be considered a level 4 violation if deemed serious enough)

<b><u>Level THREE Disciplinary Action--cumulative</u></b>	
1 <sup>st</sup> offense .....	Up to 180 days of suspension
Any subsequent Level 3 offenses.....	May lead to expulsion

#### **Level 4 - Disciplinary Code of Conduct**

##### **Level Four**

###### **Offenses**

- **All conduct prejudicial to the good order of the school.**
- **Acts of violence and /or endangerment** (i.e. assault and/or battery)
- **Act of arson**
- **Bomb scare**
- **Drugs:** Sale, and distribution or purchases of alcohol, “non-alcohol” malt beverages, illegal drugs, controlled substances, prescription drugs, or substance represented by the seller to be alcohol, “non-alcoholic” malt beverage, illegal drugs, controlled substance of prescription drugs.

###### **Level FOUR Disciplinary Action**

**1st offense** ..... Suspension of not less than one year (365 calendar days) or 180 school day or expulsion\*, with determination to be made in accordance with Illinois State Laws.

###### **\*EXPULSION**

In addition to imposing a long-term suspension, the Superintendent may recommend that the Board of Education permanently remove a student from the district. The Board of Education will conduct a hearing to determine whether the student should be expelled. The student and his/her parent/guardian will be notified in writing of the charges against the student; the time date and location of the hearing; and the student’s right to be represented by counsel, to call and cross-examine witnesses, and to present other evidence in the student’s defense.

#### **SEXUAL HARASSMENT REPORTING PROCEDURES**

Those who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, or Complaint Managers. Students may choose to report to a person of the student’s same sex.

Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Nondiscrimination Coordinator, Complaint Managers, or Superintendent for appropriate action. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

**Nondiscrimination Coordinator**

Name: Rodger Hannel, Superintendent  
Address: Barry, IL 62312  
Telephone: 217-335-2323

**Complaint Managers:**

Name: Kenwood Foster, Social Worker  
Address: Barry, IL 62345  
Telephone: 217-335-2323

Name: Camille Donaldson, Counselor  
Address: Barry, IL 62312  
Telephone: 217-335-2323

**Building Principal:**

Name: Gregory Lesan, Principal  
Address: Barry, IL 62312  
Telephone: 217-335-2323

The Superintendent shall also use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks. Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

**LEGAL REF: Title IX of the Educational Amendments, 20 U.S.C. & 1681 et seq.**

34 C.F.R. Part 106; 105 ILCS 5/10-22.5 & 5/27-1; 23 Ill. Adm. Code & 200.10 et seq.  
Franklin v. Gwinnett Co. Public Schools, 112 S. CT.1028 (1992)

Staff and/or students who feel they have been harassed or who feel they have witnessed incidents of harassment are encouraged to contact the Equity Coordinator or any other staff member. Employees and students are advised all reports will be kept as confidential as possible and retaliation will not be tolerated. In all cases, and regardless of the individual remedial measures that have been undertaken, the administration representative to whom the complaint has been referred shall provide the Superintendent with a complete written report of each complaint. This report must be submitted within ten (10) days of

*TITLE IX CONTINUED from previous page*

the date the complaint was first filed with the administration representative. Such reports shall include at a minimum:

- \* The date of receipt of the complaint.
- \* Identification of the complaint.
- \* Identification of the party or parties and the actions complained of, including all relevant background facts and circumstances.
- \* A statement detailing the scope of the investigation that had been undertaken and the result thereof.
- \* A statement of corrective measures pursued, the date such measures were undertaken and the results achieved.
- \* Where possible, a written statement signed by the complainant detailing the conduct causing the complaint to be filed.

**SEXUAL HARASSMENT NOTIFICATION POLICY**

Notice of this policy will be circulated to all schools and departments of Community Unit School District #12 and incorporated into parent, teacher, and student handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held for teachers and students in all schools on an annual basis.

LEG.REF: Ill. Rev. Stat., ch. 68, para. 2-102 (1986).

U.S. Equal Employment Opportunity Commission

29 C.F.R., 1604. 11.

Title VII, Section 703-1604

**SEARCH AND SEIZURE**

The Board recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the district, in accordance with this policy.

**STUDENTS AND THEIR PERSONAL EFFECTS**

School authorities (certified employees) may search a student and/or the student's personal effects (purse, wallets, knapsacks, book bags, lunch boxes etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner which is reasonably related to the

***STUDENTS & THEIR PERSONAL EFFECTS continued from previous page***

objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

**When feasible, the search will 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 certified employee or administrator of the same sex.

Immediately following the search of a student, a written report shall be made by the school authority who conducted the search. The written report shall be submitted to the Principal, where appropriate, and forwarded to the Superintendent. The parent/guardian of a student searched in accordance with this policy shall be notified of the search as soon as possible. School authorities are authorized to conduct area-wide general administrative inspections of school property (searches of all student lockers) as a means of protecting the health, safety, or welfare of the district, its employees and students, without notice to or consent of the student and without a search warrant. Cars on school property are also subject to a search by school personnel.

**VIDEO PRESENTATIONS**

Throughout the year, classes will be viewing videos or films. These presentations are shown for academic or behavior award purposes and are connected with curricular studies or are rated “G” for award purposes. In order for the student to participate, a VIDEO PRESENTATIONS FORM must be signed by the parent/guardian and returned to the office. If a video of controversial nature is to be shown, an explanation of the content will be sent home to the parent on another permission form to be signed and returned.

**BUS CONDUCT**

**BUS RULES FOR STUDENTS RIDING SCHOOL BUSES**



1. The bus driver is in charge at all times and must be obeyed.
2. Stay seated at all times, except when loading and unloading. After boarding the bus, take the last unfilled seat toward the back of the bus. When seats are assigned, you must ride in your assigned seat.
3. Windows are for ventilation and visibility only. Your arms and head must never be extended, even partially, out a window. Shouting or throwing items out of windows is prohibited.
4. There is no eating/drinking on the bus—This is a STATE LAW—and students are responsible for keeping litter off the seats and floor.
5. Use a normal tone of voice for conversing.

6. Sitting backwards in a seat, pushing, shoving, slapping, throwing any item, and fighting are prohibited. Any activity that endangers others or distracts the driver's attention from driving the bus is strictly prohibited.
7. Respect the rights of other riders.
8. Report to the driver any instances of vandalism.
9. Board and leave the bus only at the regular assigned stop.
10. Only cross the road in front of the bus and at a distance of 10 feet from the front of the bus after a signal from the bus driver.
11. Wait only at designated bus stops and at a safe distance back from the road.
12. Ride only your assigned bus.
13. Be on time at the bus stop. Due to tight bus schedules, the bus driver cannot wait for you.
14. The general rules of School Conduct are in force while riding the bus.
15. Students are expected to ride their assigned bus to and from school. If, however, a student needs to ride a different bus, a note from home must be presented to the office.

<b>PROCEDURES FOR CORRECTIVE ACTION IN CASES OF MISBEHAVIOR ON SCHOOL BUSES</b>
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There are two procedures for corrective action. The determination of which procedure is used depends upon the seriousness of the misbehavior. In all cases, the driver reports the act of misbehavior and the Director of Transportation or school administrator determines the punishment to be administered. In the event that the punishment involves loss of riding privileges, such punishments will begin on the day following the reported misbehavior.

Note: Cases that require higher levels of discipline other than temporary removal from the bus or assigned seating must be reported to the assistant principal. **The Director of Transportation shall ensure that all witnesses or perpetrators are listed by name and grade and that a WRITTEN driver's report is presented to the assistant principal in supporting a speedy investigation. Should the assistant principal be unavailable the principal should be notified immediately concerning any incidents.**

**PROCEDURE - ROUTINE MISBEHAVIOR**

1. ***First Offense*** - The student will be given a report form to take home AND the driver will call the parent. This form must be returned to the bus driver on the following day, properly signed before the student may again ride the bus. One copy of the report form will be filed in the principal's office.
2. ***Second Offense*** - The student will be given a report form AND the driver will call home. **He/she may be denied bus transportation for a period of one day.** A school administrator will be notified of this action by the Director of Transportation.
3. ***Third Offense*** - A student may be denied transportation privileges at the discretion of the Director of Transportation or Administration for a period of up to three days. Parent(s) will be notified by the Director of Transportation.
4. ***Fourth Offense*** - A student may be denied transportation privileges at the discretion of the Director of Transportation or Administration for a period of up to two weeks. A conference will be held between the parent(s), Director of Transportation or Administration, and driver.

**PROCEDURE - SERIOUS MISBEHAVIOR**

1. ***First Offense*** - The Director of Transportation may suspend a student's riding privileges for up to three days.
2. ***Second Offense*** - A student may be denied transportation privileges at the discretion of the Director of Transportation for a period of up to two weeks. A conference will be held between the parent(s), Director of Transportation, and driver.
3. ***Third Offense*** - A student may be denied transportation privileges at the discretion of the Director of Transportation for the remainder of the school year. A conference will be held between the parent(s), Director of Transportation, and driver.

**OPENING OF 2009 SCHOOL YEAR**

<b><i>HIGH SCHOOL OPENING SCHEDULE AUG 20-AUG 28</i></b>			
<b>First Hour</b>	<b>8:10</b>	<b>-</b>	<b>9:20</b> ( <i>4minutes passing</i> )
<b>Second Hour</b>	<b>9:24</b>	<b>-</b>	<b>10:34</b> ( <i>4minutes passing</i> )
<b>Third Hour</b>	<b>10:38</b>	<b>-</b>	<b>11:48</b> ( <i>Zero minutes passing</i> )
<b>Lunch</b>	<b>11:48</b>	<b>-</b>	<b>12:18</b> ( <i>3 minutes passing</i> )
<b>Fourth Hour</b>	<b>12:21</b>	<b>-</b>	<b>1:31</b> ( <i>4 minutes passing</i> )
<b>Fifth Hour</b>	<b>1:35</b>	<b>-</b>	<b>2:45</b> ( <i>Dismiss for home</i> )

## WESTERN HIGH SCHOOL SCHEDULES

### TRIMESTER TIME SCHEDULES

(Subject to change)

SS=Study Skills Class

#### HIGH SCHOOL REGULAR SCHEDULE Begins Sept 1

<b>First Hour</b>	<b>8:10</b>	-	<b>9:18</b>	(5minutes passing)
<b>Second Hour</b>	<b>9:23</b>	-	<b>10:31</b>	(5minutes passing)
<b>Third Hour</b>	<b>10:36</b>	-	<b>11:44</b>	(Refer to Grade Level)
(11 <sup>th</sup> & 12 <sup>th</sup> ) Lunch	<b>11:44</b>	-	<b>12:14</b>	(3 minutes passing to SS)
(11 <sup>th</sup> & 12 <sup>th</sup> ) Study Skills	<b>12:17</b>	-	<b>12:37</b>	(3 minutes passing to 4 <sup>th</sup> )
(9 <sup>th</sup> & 10 <sup>th</sup> ) Study Skills	<b>11:47</b>	-	<b>12:07</b>	(3 minutes passing to SS)
(9 <sup>th</sup> & 10 <sup>th</sup> ) Lunch	<b>12:07</b>	-	<b>12:37</b>	(3 minutes passing to 4 <sup>th</sup> )
<b>Fourth Hour</b>	<b>12:40</b>	-	<b>1:48</b>	(4 minutes passing to 5th)
<b>Fifth Hour</b>	<b>1:52</b>	-	<b>3:00</b>	(Dismiss for home)

#### *Every Wednesday PLC Schedule*

##### \*HIGH SCHOOL EARLY RELEASE SCHEDULE

*\*Every Wednesday-- Professional Learning Community Teams (PLC)*

<b>First Hour</b>	<b>8:10</b>	-	<b>9:10</b>	(4minutes passing)
<b>Second Hour</b>	<b>9:14</b>	-	<b>10:14</b>	(4minutes passing)
<b>Third Hour</b>	<b>10:18</b>	-	<b>11:18</b>	(0 minutes passing)
<b>Lunch</b>	<b>11:18</b>	-	<b>11:48</b>	(3 minutes passing)
<b>Fourth Hour</b>	<b>11:51</b>	-	<b>12:51</b>	(4minutes passing)
<b>Fifth Hour</b>	<b>12:55</b>	-	<b>1:55</b>	

*High School Students released at 1:55*

*All District Teachers will meet in PLC Team Meetings 2:10-3:30*

Teachers are required to attend full PLC team planning.

**Conferences/practices/rehearsals may not be scheduled during these times.**

After school practices will begin at conclusion of workshop if sponsors so desire.

##### HIGH SCHOOL HALF DAY SCHEDULE

<b>First Hour</b>	<b>8:10</b>	-	<b>8:40</b>	(4 minutes passing)
<b>Second Hour</b>	<b>8:44</b>	-	<b>9:14</b>	(4 minutes passing)
<b>Third Hour</b>	<b>9:18</b>	-	<b>9:48</b>	(4 minutes passing)
<b>Fourth Hour</b>	<b>9:52</b>	-	<b>10:22</b>	(4 minutes passing)
<b>Fifth Hour</b>	<b>10:26</b>	-	<b>10:56</b>	(Dismiss for home)