

# Western Community Unit School District #12

2022-2023 Student/Parent Handbook

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**SECTION 13 - DISTRICT FORMS, WAIVERS, AND RELEASES**

**WESTERN CUSD #12 DISTRICT OFFICE**

Mr. Darin Powell.....	District Superintendent
Mrs. Kelsi Neese.....	District Administrative Assistant
	Finance, Human Resources, Payroll, District Treasurer
Mrs. Teresa Schulz.....	District Administrative Assistant
	Executive, Finance, BOE Recording Secretary
Mrs. Brooke Tisinger.....	District Administrative Assistant

**WESTERN ELEMENTARY ADMINISTRATIVE STAFF**

Mrs. Connie Thomas.....	Principal
Miss Terri Lehr.....	Administrative Assistant

**WESTERN ELEMENTARY FACULTY**

Mrs. Rachelle Dippel.....	Kindergarten
Mrs. Misty Stephens.....	Kindergarten
Mrs. Heather Musholt.....	Kindergarten
Mrs. Susan Stout.....	1 <sup>st</sup> Grade
Mrs. Samantha Borden.....	1 <sup>st</sup> Grade
Miss Macey James.....	1 <sup>st</sup> Grade
Mrs. Delanie Renoud.....	2 <sup>nd</sup> Grade
Mrs. Claire Walch.....	2 <sup>nd</sup> Grade
Mrs. Lanae Maloney.....	3 <sup>rd</sup> Grade
Mrs. Allie Walch.....	3 <sup>rd</sup> Grade
Mrs. Kiki Askew.....	4 <sup>th</sup> Grade
Mr. Jeff Fessler.....	4 <sup>th</sup> Grade
Mrs. Cassie Steinkamp.....	5 <sup>th</sup> Grade
Mrs. Nikki Blewett.....	5 <sup>th</sup> Grade
Mrs. Rebecca Washington.....	Music
Mrs. Joanna Puterbaugh.....	Music
Mrs. Lisha Fee/Mrs. Penny Garner.....	Physical Education
Miss Layne Gregory.....	Art
Mrs. Leslie Duncan.....	Special Education
Mrs. Sheree Greenwood.....	Special Education
Mrs. Tammy Smith.....	Special Education Coordinator
Mrs. Ellen Archambo.....	Reading Recovery and Literacy
Mrs. Lynn Rakers.....	RtI Coordinator
Mrs. Callie Bushmeyer.....	RtI
Mrs. Krissi Banks.....	Para-Professional
Mrs. Polly Watkins.....	Para-Professional
Mrs. Jane Ralph.....	Para-Professional
Miss Lora Batchelor.....	Para-Professional

**WESTERN PRE-K FACULTY**

Mrs. Eileen Malone.....	Pre-K and 0-3 District Parent Coordinator
Mrs. Madison Martin.....	0-3 Parent Educator
Mrs. Kyla Harpole.....	0-3 Parent Educator
Mrs. Katie Jansen.....	0-3 Parent Educator
Mrs. Kelsey Duncan.....	Pre-K
Mrs. Jennifer Lee.....	Pre-K
Mrs. Chevi Koeller.....	Pre-K
Mrs. Nancy Schwartz.....	Pre-K Para-Professional
Ms. Janet Main.....	Pre-K Para-Professional
Miss Christina Paszkiet.....	Pre-K Para-Professional
Mrs. Barbi Hamilton.....	Pre-K Para-Professional

**WESTERN ELEMENTARY/HIGH SCHOOL SUPPORT STAFF**

Mrs. Stefanie Rennecker.....	Guidance Counselor, K-5
Mrs. Brandilee Winget.....	Guidance Counselor, 9-12
Miss Anna Hechler.....	K-12 Instructional Technology Teacher Leader
Mr. Justin Martin.....	Technology
Mr. Darren Funk.....	Technology
Mrs. Michelle Rennecker.....	Social Worker
Mrs. Rachel Lacey.....	School Psychologist
Mrs. Amy Lister.....	Nurse
Mrs. Alicia Smith.....	Library
Mrs. Ashley Long.....	Speech & Language Pathologist
Mr. John Skirvin.....	District Transportation Coordinator/Maintenance
Mr. Braden Collins.....	District Athletic Director
Mrs. Michelle Driscoll.....	Cafeteria
Mrs. Cobie McQuay.....	Cafeteria
Mrs. Brianne Wible.....	Cafeteria
Mr. Steve Hayden.....	Custodian
Mr. Mike Snyder.....	Custodian
Mr. Mike Swartz.....	Custodian
Mr. Dylan Swartz.....	Custodian

**WESTERN JUNIOR HIGH ADMINISTRATIVE STAFF**

Mrs. Caitlin Munguia.....	Principal
Mrs. Alexis Kennedy.....	Administrative Assistant

**WESTERN JUNIOR HIGH FACULTY**

Mrs. Kirsten Guthrie.....	Special Education
Mrs. Sara Gilbert.....	Special Education
Mrs. Tammy Smith.....	Special Education Coordinator
Mr. Rusty Monroe.....	Math
Mrs. Kimberly Koeller.....	Reading/Writing
Miss Sarah Hilligoss.....	Social Studies
Mrs. Barbara O'Dear.....	Science
Miss Shea O'Brien.....	Language Arts
Miss Layne Gregory.....	Art
Mrs. Rebecca Washington.....	Band
Mrs. Joanna Puterbaugh.....	Chorus
Mrs. Karen Robbins.....	Physical Education
Mrs. Rowena Waddell.....	RtI
Miss Lisa Hively.....	Para-Professional
Mrs. Riesha Franks.....	Para-Professional

**WESTERN JUNIOR HIGH SCHOOL SUPPORT STAFF**

Mrs. Ashley Long.....	Speech & Language Pathologist
Mrs. Michelle Rennecker.....	Social Worker
Mrs. Rachel Lacey.....	School Psychologist
Mrs. Amy Lister.....	Nurse
Mrs. Chris Simonson.....	Counselor
Mr. Braden Collins.....	District Athletic Director
Mrs. Chris Kroencke.....	Head Cook
Mrs. Susan Swartz.....	Assistant Cook
Mrs. Rosie Mathes.....	Custodian
Mrs. Daisy Rennecker.....	Custodian

**WESTERN HIGH SCHOOL ADMINISTRATIVE STAFF**

Mrs. Dana Rigg ..... WHS Principal  
Mrs. Taylor Baker ..... Administrative Assistant

**WESTERN HIGH SCHOOL FACULTY**

Mrs. Gwendolyn Reese ..... English  
Mr. Glenn Kummerow ..... English  
Mr. Michael Pruden ..... Mathematics  
Mrs. Nancy Jane Grimes ..... Mathematics  
Mrs. Rachel Poor ..... Science  
Miss Julianna Holman ..... Science  
Mr. Matt Etzler ..... History  
Mrs. Ali Otker ..... History  
Mrs. Ruth Kummerow ..... Spanish  
Mr. William Schaffer ..... Business/Driver Ed  
Mrs. Ashley Long ..... Speech & Language Pathologist  
Mrs. Tammy Smith ..... Special Education Coordinator  
Miss Ronni Holschlag ..... Special Education  
Miss Layne Gregory ..... Art  
Mrs. Rebecca Washington ..... Band  
Mrs. Joanna Puterbaugh ..... Chorus  
Mr. Curtis Stout ..... Health/Physical Education  
Mrs. Alicia Smith ..... Library  
Mrs. Emma Hendricks ..... Para-professional  
Ms. April Smith ..... Para-professional

**School District Philosophy, Vision, and Mission**

**Philosophy**

The Western School District, in an active partnership with parents and community, is dedicated to promoting excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible decision-makers, productive citizens and lifelong learners. The Western School District is committed to developing and using a visionary and innovative curriculum, a knowledgeable and dedicated staff, and sound fiscal and management practices.

**Vision**

Western students will engage in learning to become contributing citizens of the community.

**Mission**

Our mission at Western is to achieve high expectations together by engaging families and communities and holding everyone to a high standard of learning.

**Citizenship**

We believe citizenship can be enhanced by effective communication and will improve our community, faculty, and student satisfaction.

*We will measure growth by conducting community, faculty, and student satisfaction surveys.*

**Achievement**

We believe achievement can be enhanced by relevant curriculum and will improve our academic progress.

*We will measure growth by conducting Measures of Academic Progress (MAP).*

**Respect**

We believe respect can be enhanced by collaborative dialogue and will improve our school culture.

*We will measure growth by conducting school culture surveys and interviews.*

**Engagement**

We believe engagement can be enhanced by interactive learning and will improve our learning environment.

*We will measure growth by conducting walk through self-assessments.*

### General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ([www.westerncusd12.org](http://www.westerncusd12.org)) or at the Board office, located at: 401 McDonough St, Barry, IL 62312

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

Mr. Tyler Patterson	President	tpatterson@westerncusd12.org
Mr. Lorc Weir	Vice President	lweir@westerncusd12.org
Mr. James Broeckling	Secretary	jbroeckling@westerncusd12.org
Mr. Brian Nation	Member	bnation@westerncusd12.org
Mr. Jeff Neese	Member	jneese@westerncusd12.org
Mrs. Kelsey Schaffer	Member	kschaffer@westerncusd12.org
Mr. Jacob Walch	Member	jswalch@westerncusd12.org

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

Mr. Darin Powell	Superintendent
Mrs. Connie Thomas	Elementary Principal/Assistant Superintendent
Mrs. Caitlin Munguia	Junior High Principal
Mrs. Dana Rigg	High School Principal
Mr. Braden Collins	Athletic Director
Mr. John Skirvin	Transportation Director

The school is located and may be contacted at:

Western Elementary School 401 McDonough Street Barry, IL 62312 217.335.2323	Western Jr. High School 300 Chaney Street Kinderhook, IL 62345 217.432.8324	Western High School 401 McDonough St. Barry, IL 62312 217.335.2323
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### Visitors

All visitors, including parents and siblings, are required to enter through the main door of the building and proceed immediately to the main office. At the Kinderhook facility, this entrance is located at 300 Chaney Street. At the Barry facility, the Western High School entrance is located on the west side of the building at 401 McDonough Street and Western Elementary School entrance is located on the east side of the building at the intersection of Front Street and Perry Street. Visitors should identify themselves and inform office personnel of their reason for being at school. Student visitors must have a pre-arranged approval to attend Western CUSD 12 classes.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

Cross-reference:

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

### Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

with a sex equity or equal opportunity concern should contact: Superintendent of Western CUSD 12 at 401 McDonough Street, Barry, IL 62312.

Cross-Reference:

PRESS 7:10, *Equal Educational Opportunities*

PRESS 2:260, *Uniform Grievance Procedure*

### Animals on School Property

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

### School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office and at the end of this handbook. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross-Reference:

PRESS 6:250, *Community Resource Persons and Volunteers*

### Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed.

### Treats & Snacks (K-8)

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought, prepackaged in individual servings, and peanut/peanut butter free. No homemade treats or snacks are allowed at school. Treats and snacks must require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

### Emergency School Closings

In cases of bad weather, school closings and delayed start will be announced using the Remind electronic contact system. The delayed start day begins two hours after the normal school day and ends at regular time. If inclement weather or another emergency occurs during the day, information will be relayed as soon as possible using the Remind contact system. Please listen to local media stations to be advised of school closings or early dismissals. Local television stations include: WGEM TV (Channel 10) [www.wgem.com](http://www.wgem.com) and KHQA TV (Channel 7) [www.khqa.com](http://www.khqa.com). Local radio stations include WBBA (AM 1580 and FM 97.5), KGRC Hannibal (FM 92.9), WTAD Quincy (AM 930), WGEM Quincy (AM 1440). This information will also be available on the district's website, [www.westerncusd12.org](http://www.westerncusd12.org). Please do not call the school or Unit Office for this information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

Cross-Reference:

PRESS 4:170, *Safety*

### Video & Audio Monitoring Systems

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

If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel or if otherwise deemed appropriate by the administration.

Cross-Reference:

PRESS 4:110, *Transportation*

#### Accommodating Individuals with Disabilities

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

Cross Reference:

PRESS 8:70, *Accommodating Individuals with Disabilities*

#### Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 217-335-2323 or 217-432-8324.

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

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

Cross Reference:

PRESS 7:285, *Food Allergy Management Program*

#### Care of Students with Diabetes

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

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

For further information, please contact the Building Principal.

Cross Reference: 1:130

#### Complaint or Grievance Procedure

If a student or family has a complaint or grievance involving implementation of district policies or actions of district employees, the following steps should be taken, in the order given, to address the complaint/grievance with the appropriate personnel. Steps must be completed in the following order. It is not necessary to complete all steps if a satisfactory resolution is reached.

1. Discuss complaint/grievance with district employee involved.
2. Further discussion with building principal.
3. Referral to Western CUSD 12 Superintendent.
4. Present complaint/grievance before the Western CUSD 12 Board of Education.

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#### Attendance

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

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

#### Student Absences

There are two types of absences: excused and unexcused. Excused absences include: personal illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused.

In the event of any absence, the student's parent or guardian is required to either call the school at 217-335-7060 (WES) 217-432-8324 (WJHS) or 217-335-2323 (WHS) or send a remind message or email to the building administrative assistant by 9:00 a.m. to explain the reason for the absence. If the school has not been notified by 9:00 a.m. on the day of a student's absence, an automated remind message will be sent to the parent/guardian to inquire why the student is not at school. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

As of January, 2012, the attendance procedures for Western CUSD 12 have been changed and approved by the Board of Education due to changes in Illinois state law regarding truancy. Students with 9 or more unexcused absences within 180 enrollment days are considered chronically truant.

In response to this change in the law, the Pike County Regional Office of Education will now, according to law, contact parents with truancy notices at 4, 7, and 9 days of unexcused absences. Should at any point the Pike County Truancy Officer contact you it is a state matter not controlled by the school district; therefore, questions concerning those matters can only be addressed by the Pike County Regional Office of Education.

In an effort to support Illinois state truancy policy and prevent chronic truancy, Western School District's parents/guardians/students are now required to submit to their child's office a doctor's medical excuse on the 5<sup>th</sup> unexcused absence and for each absence that occurs after the 5<sup>th</sup> in order for the absence to be excused. A doctor's medical excuse must be turned in to your child's office within 5 school days.

Excused absences will be allowed credit for missed schoolwork. In order for an absence to be excused, communication with your child's office or a doctor's medical excuse is required.

Examples of excused absences may include, but are not limited to, the following:

- Illness or injury
- Serious illness or death in the family
- Medical or dental appointment
- Unavoidable accident or emergency
- Official school trips
- Religious holiday
- Court appearance
- Sent home by office or school nurse
- Mental health day

Seniors may be excused two days to job shadow if not attending college. This must be set up through the Guidance Office.

#### Mental Health Days

With respect to the exceptions to the compulsory attendance requirement, providing absence for cause by illness shall include the mental or behavioral health of a student for up to 5 days for which the child need not provide a medical note, in which case the child shall be given the opportunity to make up any school work missed during the mental or behavioral health absence.

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In order for a mental health day to be used, communication to your child's office is **required**. These absences will be documented by the School Counselor. Students will have a verbal check-in with the school counselor after using 1 day of mental health absence. Students will have a verbal check-in with the school counselor and be connected to resources if needed after using 2 mental health days consecutively. Students will have a formal meeting, in which parents/guardians may be required to attend, with the school counselor and be connected to resources after 3 or more mental health days are used consecutively.

**Unexcused absences** will not be allowed credit for missed schoolwork. Examples of unexcused absences may include, but are not limited to, the following:

- Lack of ride to school
- Missing the school bus
- Oversleeping
- Participating in non-school sponsored activities
- Personal business
- Private vehicle breakdown or failure to start
- Truancy
- Five tardies= one unexcused day

Pre-arranged excused absences must be approved by the superintendent or superintendent's designee/building principal. Pre-arranged absence forms are available in the school offices and are due to the office at least 3 days prior to the absence.

Examples of prearranged excused absences may include, but are not limited to, the following:

- College visits
- Vacations (Limit of 5 days)- Students with 5 or more unexcused absences will not be allowed vacation days
- Leadership Academies

Please contact the building principal for further clarification, if needed.

For seniors to be considered for late arrival/early release, they can have no more than 7 unexcused absences or 17 total absences (including mental health, excused, and unexcused) the previous school year.

Cross-reference:  
PRESS 7:70, *Attendance and Truancy*

#### **Tardiness**

All students are expected to be in their classroom seats or in the morning assembly by at the start of the school day. Students must also be on time after change of classes and after their lunch/recess break. Please do not inconvenience others or waste class time by arriving late to class. Students who are more than 5 minutes late must sign in at the school office and receive a pass to enter class.

#### **WJHS/WHS Tardy Policy**

WJHS and WHS allow three minutes of passing time between each class. With this amount of time, no student should be tardy to class without a valid cause. If a student comes to class unprepared and does not have all class materials and supplies, and needs to go back to their locker, they will be considered tardy. Detentions and suspensions will be issued for cumulative tardies in each quarter.

#### **Release Time for Religious Instruction/Observance**

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

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

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

#### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 3% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00. Cases of truancy will be referred to:

Pike County Truancy Officer  
Regional Office of Education  
PO Box 243  
Pittsfield, IL 62363  
Phone: 217-285-6714  
website: [www.wc4.org](http://www.wc4.org)

Cross-references:  
PRESS 7:70, *Attendance and Truancy*

#### **Grading & Promotion**

Mid-term progress reports are issued to students or mailed to parents/guardians at the middle of each nine (9) week session. School report cards are issued to students on a quarterly basis. Final grades are based on a yearly cumulative average. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

#### **Western Elementary Promotion & Retention Policy**

Students in grades 3-5 must receive a passing grade in Reading and Math in order to be promoted to the next grade (average of all 4 quarters). At Semester, any student who is in jeopardy of being retained will receive a letter stating a meeting can be set up with teachers, administration and parents to develop an Academic Success Plan.

#### **Western Junior High Promotion & Retention Policy**

Students must be passing (A to D-) 3 of 4 Core Classes (Math, Science, Social Studies, ELA), 2 of which must be Math and ELA in the Final Grade (Average of All 4 Quarters). At Semester, any student who is in jeopardy of being retained will have an Intervention Meeting, where teachers, administration and parents will develop an Academic Success Plan. If a student is retained, the Intervention team could decide, but is not required, to offer the option of Summer Edgenuity Course Recovery, in which students would be required to satisfactorily complete the online course.

#### **Home School**

Students entering the district from home school must take an enrollment test at the districts discretion to determine grade level placement.

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

#### **Homework**

Homework is used as a way for students to practice skills and concepts they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Homework will be consistent with the educational goals

as set forth in the curriculum for the students' grade while taking into account students' abilities and needs.

The following principles will form the basis for constructing homework assignments:

- Homework assignments will have a clear purpose with clear instructions about what is being asked of the students and how to accomplish the assigned work.
- Grading and feedback will be available as soon as possible.
- Homework will never be assigned as a means of punishment.
- Communication between students, teachers and parents regarding homework assignment difficulty and completion time is encouraged. Please see the district website for communication procedures and contact information for each teacher.
- If a student is in attendance any part of the day, all assignments due that day must be turned in.
- All previously assigned assignments/homework/schoolwork are due on the due date. Work will be accepted for 50% credit for high school students and 75% credit for junior high students up until the date of the assessment. Dates of assessments will be clearly communicated to the students by the teacher. Assignments/homework/schoolwork will not be accepted after the date of the assessment for credit.

Building principals will be responsible for ensuring consistency within grade levels with respect to credit given for homework including homework turned in late. Credit for late work will be addressed in each course syllabus.

#### Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work. **A doctor's medical excuse must be turned in within five school days after the absence in order to be excused and academic credit given for make-up work.**

#### Cheating/Plagiarism Policy

On the first offense, the student will be required to redo the assignment and will lose 50% of the points on that assignment. If two students are involved in cheating, one copying and one allowing another to copy; both students will receive the same consequences. A referral will be submitted to the office and remain on the student's permanent record. Any further offense will result in the student earning a zero for the assignment. A referral will be submitted to administration and further consequences will be decided upon by the administration. Cheating/plagiarism offenses are cumulative and are not limited to one class. If a student cheats in any class, any subsequent cheating/plagiarism offense will result in a zero in any class. Example: If a student cheated/plagiarized in English class in September, and then cheats/plagiarizes in History class in February, the history assignment will receive a zero.

Cross-reference:  
PRESS 7:70, *Attendance and Truancy*

#### Exemption from Physical Education Requirement

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

1. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
2. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
3. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

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

#### Credit for Alternative Courses and Programs, and Course Substitutions

##### Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation. (This has been added)

##### Credit for Proficiency

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

##### Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

##### Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

##### Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

##### College Courses

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior in good academic standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's guidance counselor and the building principal; and
4. The student assumes responsibility for all fees.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.



#### Dual Credit Courses

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

#### Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The building principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

#### Military Service

The board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

#### Youth Apprenticeship Vocational Education Program (Tech Prep)

Students participating in the Youth Apprenticeship Vocational Education Program (Tech Prep) may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

#### Vocational Academy

Students enrolled in the Quincy Area Vocational Technical Center earn credit toward graduation as provided in the Institute's design.

#### Substitutions for Courses

- A. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:
1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
  2. The student's parent/guardian request and approve the substitution in writing on forms provided by the district.

#### Cross Reference:

PRESS 6.310, *Credit for Alternative Courses and Programs, and Courses*

Cross-reference: PRESS 6.310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

#### Home and Hospital Instruction

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

Contact the appropriate building principal to make arrangements for the home/hospital instruction. For information on home or hospital instruction, contact:

Pike County Truancy Officer  
PO Box 243  
Pittsfield, IL 62363  
Phone: 217-285-6714  
Website: [www.wc4.org](http://www.wc4.org)

#### Cross Reference:

PRESS 6.150, *Home and Hospital Instruction*

#### Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to the beginning of the student's seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony: (i.e. announcements, cap and gown rental, graduation practices, etc.)

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the senior counselor prior to the beginning of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

#### Cross Reference:

PRESS 6.300, *Graduation Requirements*

#### High School Graduation Requirements

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

1. Completing all District graduation requirements.
2. All students are required to complete 25 credits to graduate.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Taking designated state testing.
5. Earning twenty (20) hours of community service, with 5 hours being completed by end of the school year in each year of high school.

#### Students Entering the 9th Grade in the 2019-2020 School Year

- (1) Four years of English which include Language Arts and writing practice.
- (2) Three consecutive years (Freshman, Sophomore, Junior Years) of Mathematics, one of which must be Algebra I and one of which must include Geometry content.
- (3) Three consecutive years (Freshman, Sophomore, Junior Years) of Science, one of which must be a Physical Science and one must be Biology.
- (4) Three years of Social Studies, of which at least one year must be History of the United States, at least half of one year must be Civics, and one year must be Modern World History.
- (5) Four years of Physical Education.
- (6) Two years chosen from (A) Music, (B) Art, (C) Foreign Language, (D) Business, (E) Approved Elective.
- (7) One half year of Consumer Education
- (8) One half year of Computer Literacy
- (9) One half year of Health, which must include CPR training.
- (10) Beginning with the 2021 graduating class, one year of foreign language will be required.

#### Graduation Requirements

1. A student must take five classes each term to be a student at WHS.
2. A student must have all school bills and accounts paid in full.
3. A student must purchase a district-approved cap and gown.
4. A student must meet all graduation requirements in order to participate in the graduation ceremony.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program.

#### Cross Reference:

PRESS 6.300, *Graduation Requirements*

#### Final Exams

All students in grades 9-12 will take semester tests. A second semester senior who is carrying an A average (≥94%) two weeks prior to graduation is excused from taking the final exam in that

particular class. In addition, a second semester senior who meets or exceeds on two MAP tests, one of which MUST be the Spring MAP and is carrying at least a B average (87%) two weeks prior to graduation is excused from taking the final exam in that particular class.

Cross-reference:

#### **Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver from the office or can fill one out on Skyward Family Access. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, Driver Education Behind the Wheel fee, device fee, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 401 McDonough St. Barry, IL 62312 or by phone at 217-335-2323.

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

Cross-references:

PRESS 4:110, *Transportation*

PRESS 4:140, *Waiver of Student Fees*

PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*

PRESS 4:140-E1, *Application for Fee Waivers*

PRESS 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

#### **School Breakfast & Lunch Program**

Breakfast is served every school day from 7:30 a.m. to 8:00 a.m. Lunch is served every school day per building schedule.

Student breakfast and lunch prices, as well as School Breakfast & Lunch Policies can be found in building offices upon request.

Free or reduced price meals are available for qualifying students. For an application, contact the building Administrative Assistant or login to Skyward Family Access.

Cross Reference:

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

PRESS 4:130-E, *Free and Reduced-Price Food Services; Meal Charge Notifications*

#### **Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

Parents will be informed when their child is involved in inappropriate behavior on the bus that involves disciplinary action. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

#### **Bus Conduct**

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

(See *Bus Rules For Students Riding School Buses*)

#### **Prohibited Bus Conduct**

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. Prohibited student conduct as defined in the Student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

#### **Bus Discipline**

The bus driver may report students who refuse to follow the bus safety rules or maintain appropriate behavior to the school principal for disciplinary action. The following procedures will be used to discipline a bus rider:

#### **First Time Offenders:**

If a student refuses to follow the rules and/or the direction of the driver, the bus driver will give a warning to the student for this offense AND complete the first written offense report. The bus driver will complete the first written offense report AND give a copy to the Director of Transportation within 24 hours of the incident. A copy of the written offense report will be kept on file with the Director of Transportation. A copy of the report will be given to the school principal for disciplinary action AND sent home to the parent/guardian.

#### **Repeat Offenders or Gross Disobedience/Misconduct:**

If a student is guilty of gross disobedience, misconduct or repeats an offense after a written offense report or repeatedly refuses to follow the rules and/or the direction of the driver, the student may be denied transportation privileges at the discretion of the Director of Transportation or school principal. The student may be denied privileges as follows:

1. Suspended from the bus for one or more days up to five school days
2. Suspended from the bus for a period of five to ten school days.
3. A conduct hearing will be held in front of the Board of Education.  
The Board has the right to assign additional days of suspension up to 180 school days.

### **Bus Rules for Students Riding School Buses**

The bus driver has complete authority to ensure safe, clean, and respectful bus transportation by assigning seats and enforcing these rules:

1. Students wait at the designated bus stop at a safe distance back away from the road. Students must 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.
2. Students must be on time at the bus stop to show respect for the bus schedule and other students.
3. Students are to ride their assigned bus to and from school. If a student needs to ride a different bus, a note from the parent/guardian must be presented to the school office for permission and a bus pass will be issued. The bus pass must be presented to the bus driver.
4. Students are to stay seated except for entering and exiting the bus. Students are to board and leave the bus only at the regular assigned stop.
5. Students are to be seated as follows: High School in the back, Junior High School in the middle, and Elementary/Pre K in the front of the bus.
6. Students are to keep all parts of the body and all objects inside the bus.
7. Students are not allowed to have or consume food, drink, or candy on the bus. (Students are permitted to transport lunch.) Students are responsible for keeping the bus clean. Parents will be liable for any damage their student causes to the bus.
8. Students are to use a normal tone of voice for conversing in order to show respect for the other students and the driver. Any noise or activity that endangers others or distracts the driver's attention from driving the bus is strictly prohibited.
9. Students are not allowed to use electronic devices on the bus without permission from the teacher/sponsor, including but not limited to cell phones, headphones, radios, iPods, iPads, and laptops.
10. Students are to respect each other, as well as the driver, teacher, and sponsor on the bus. The general rules of school conduct are to be utilized and enforced while riding the bus. Students are to report instances of vandalism, profanity, threats, and safety violations to the driver.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and Audio Cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus and shared with law enforcement as deemed necessary or appropriate by the administration.

For questions regarding school transportation issues, contact:  
John Skirvin, Transportation Coordinator 217-577-5011

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

### **Parking**

Students may park their vehicles in the lot located on McDonough Street – the northwest parking lot between the hours of 7:30 am and 3:30 pm. Vehicles should be driven safely and must yield to pedestrians. Students caught driving recklessly in the parking lot will be subject to disciplinary action. All drivers on school property are expected to follow Illinois driving laws. Driving Laws will be enforced by the Western High School officials and/or the local or state law enforcement personnel.

The lots designated for school staff, personnel, and others designated by administration MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

Visitors may park in the east lot (between the gym and Ag building) at the Barry facility and in the designated visitor parking spots at the Kinderhook facility.

The school has one location available for school visitor parking on the east side of the building by the Elementary entrance. Those dropping off and picking up children may do so in the parking lot on the corner of the Front and Perry Street during the following hours: 7:30 am – 3:30 pm.

All student drivers must register EACH vehicle they drive or intend to drive. Forms are located on the school website. Registration is due the first week of school. Students must have permission from administration or a designated staff member to go to their vehicle during school hours. Loitering in vehicles or parking areas is prohibited.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles.

Students have no reasonable expectation of privacy in cars parked on school grounds. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

It is illegal to park vehicles in the bus lanes or fire lanes at ANY TIME. Violators may be ticketed and/or towed.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

### **Bicycles**

Bicycles may be parked in the bicycle racks located at the school. Bicycles should always be locked when unattended. Ride safely by observing the following practices:

- Obey all traffic signs and regulations.
- Stay to the right.
- Ride single file.
- Yield to motor vehicles and pedestrians.
- Signal your intentions.
- Do not ride near vehicles parked in the parking lot.

### **Pedestrians**

Students are expected to use sidewalks wherever available. Everyone should observe safety precautions and use crosswalks when crossing streets.

### **Immunization, Health, Eye and Dental Examinations**

#### **Physical Examinations**

All students entering Early Childhood Education (Pre-K), Kindergarten, 6th grade, 9th grade or transferring from out of state must submit a current physical exam and complete immunization record by the date listed below.

**Kindergarten: 9/7/2022**

**6th grade: 9/14/2022**

**9th grade: 9/21/2022**

**12th grade: 9/28/2022**

**Pre-K: 10/5/2022**

Children without physicals and immunizations will NOT be allowed continued attendance after set compliance date until the school nurse receives the completed records. NO appointment cards will be accepted for continued attendance. The required health examinations must include a diabetes screening (diabetes testing is not required). All state required components of the physical

must be met for physical to be accepted. Physicals must be recorded on the State of Illinois Certificate of Child Health Examination form (11/2015).

#### Lead Poisoning Screening

Screening for lead poisoning is required to have been done at least once between the ages of six months and six years of age. Children who have attended state approved licensed day care centers or preschool, including school district programs, have already been screened as a requirement to attend. Screening for lead poisoning for children six years of age and older will be at the discretion of the child's health care provider. THIS IS A REQUIREMENT OF THE LEAD POISONING ACT (410 ILCS 450) AND PUBLIC ACT 093-0104.

#### Immunizations

All students must present proof of having received immunization in accordance with the law and the rules and regulations of the Illinois Department of Public Health. Proof of immunization must be presented to the school authorities by the child's parent or legal guardian prior to or upon entrance to the school. The law requires us to exclude all students who do not meet the immunization requirements. (77 Ill. Adm Code 665)

#### Entering an Early Childhood Program

- Polio: 2 doses by 1 year of age. 1 additional dose by 2nd birthday.
- DTP/DTaP: 3 doses of DTP/DTaP by 1 year of age. 1 additional booster dose by 2nd birthday.
- Measles: 1 dose on/after the 1<sup>st</sup> birthday.
- Rubella: 1 dose on/after the 1<sup>st</sup> birthday.
- Mumps: 1 dose on/after the 1<sup>st</sup> birthday.
- Hepatitis B: 3 doses, the first 2 doses shall have been received no less than four weeks (28 days) apart. 3<sup>rd</sup> dose must have been administered on/after 6 months of age (168 days).
- Hib: Refer to the ACIP Hib series schedule for children 24-59 months. Children without series must have one dose after 15 months of age.
- Varicella (Chickenpox): 1 dose on/after the 1<sup>st</sup> birthday or proof of disease.
- Invasive Pneumococcal Disease (PVC): Refer to ACIP PCV series schedule for children 24-59 months. Children without series must have one dose after 24 months of age.

#### Entering Kindergarten-12<sup>th</sup> Grade

- Polio: 4 doses series with the last dose administered on/after the 4th birthday.
- DTP/DTaP/Td: 4 or more doses of DTP/DTaP with the last dose being a booster received on/after the 4th birthday (K-1). 3 or more doses of DTP/DTaP or Td; with the last dose qualifying as a booster if received on/after the 4<sup>th</sup> birthday (2-12).
- Tdap: 1 dose of Tdap vaccine, regardless of the interval since the last DTaP, DTP or Td dose (6-12).
- Measles: 2 doses-1<sup>st</sup> dose must be on/after 1<sup>st</sup> birthday and the 2nd dose no less than 4 weeks (28 days) later.
- Rubella: 2 doses-1<sup>st</sup> dose must be on/after 1<sup>st</sup> birthday and the 2nd dose no less than 4 weeks (28 days) later.
- Mumps: 2 doses-1<sup>st</sup> dose must be on/after 1<sup>st</sup> birthday and the 2nd dose no less than 4 weeks (28 days) later.
- Hepatitis B: 3 doses administered at recommended intervals.
- Varicella (Chickenpox): 2 doses-1<sup>st</sup> dose on/after 1<sup>st</sup> birthday and the 2nd dose no less than 4 weeks (28 days) later or proof of the disease.
- Meningococcal Conjugate Vaccine: 6th-11th 1 dose of MCV; 1<sup>st</sup> dose received on/after the 11<sup>th</sup> birthday. 12<sup>th</sup> graders 2 doses of MCV; 2<sup>nd</sup> dose must be administered

on/after the 16<sup>th</sup> birthday. If the 1<sup>st</sup> dose is received at 16 years of age or older, only 1 dose is required.

Parents or guardians who object to health examination or immunizations on religious grounds must complete the **ILLINOIS CERTIFICATE OF RELIGIOUS EXEMPTION TO REQUIRED IMMUNIZATIONS AND/OR EXAMINATIONS FORM**. This form must be submitted to request religious exemption for any student enrolling to enter any public, charter, private or parochial preschool, kindergarten, elementary or secondary school on or after October 16, 2015. This form must be submitted at the same time all other health requirements are due per school policy. This form may NOT be used for personal or philosophical reasons. Illinois law does not allow for such exemptions. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

#### Dental Exams

Effective July 1, 2005 – Public Act 93-946 requires all Illinois children in **Kindergarten, 2nd, 6<sup>th</sup>, and 9<sup>th</sup> grade** to have an oral health exam. Each child shall present proof of exam by a dentist prior to **May 15** of the school year.

#### Vision Exams

Effective in 2008, Illinois law requires all children in kindergarten or enrolling for the first time must have an eye examination completed by a licensed ophthalmologist or optometrist on file at the school. Proof of examination must be on file by **October 15** of the current school year.

#### Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

#### Vision and Hearing Screenings

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening if a report of an eye examination within the last 12 months by an optometrist or ophthalmologist is on file at the school. The vision examination report must be completed and signed by the optometrist or ophthalmologist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

#### Cross Reference:

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

#### Asthma Protocol

Western CUSD #12 is formally requesting parent/guardians of a student with an asthma diagnosis to submit an Asthma Action Plan completed by student's health care provider to the Health Office. This plan is written and developed by a student's medical provider to help control the student's asthma and gives detailed instructions on how to treat Asthma symptoms. This request is stemming from Illinois Public Act 099-0843, which requires schools to request this information on all students with a diagnosis of Asthma. Illinois Public Act 099-0843 also required School Districts in Illinois to develop an "Asthma Episode Emergency Response Protocol," which are the

procedures to provide assistance to a student experiencing symptoms of wheezing, coughing, shortness of breath, chest tightness, or breathing difficulty. Western's adopted "Asthma Episode Emergency Response Protocol" is located on the district website. More information on Illinois Public Act 099-0843 is located on the Illinois General Assembly website.

#### Seizure Smart School Act

PA 101-0050: SEIZURE SMART SCHOOL ACT: Creates the Seizure Smart School Act. Requires the parent or guardian of a student with epilepsy who seeks assistance with epilepsy-related care in a school setting to submit a seizure action plan with the student's school. Effective January 1, 2020.

#### Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary to a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Medication Authorization Form." No school or district employee is allowed to administer to any student or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed school "Medication Authorization Form" is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure. A student may possess a epinephrine auto-injector (EpiPen®) and/or a asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

#### Medication at School

If a student must receive prescription or non-prescription medication at school, a "Medication Authorization Form" must be completed by both the licensed prescriber (physician, dentist, etc.) and the parent/guardian and the form **must** be on file at their school.

All medication must be **self-administered** by the student under supervision of the school nurse, other certified staff member, or Principal or designee.

**Students are not allowed to carry medication on their person or keep it in their classroom.** Exceptions will be allowed only with the approval of the building administrator and the school nurse. All medications will be kept in locked cabinet.

**Exceptions will be made to allow a student with asthma to carry their rescue inhaler, or a student with severe allergies to carry their Epi-pen per Illinois law, once the "parent agreement for child to carry emergency medication form" is on file at the school. This form is available upon request at each school.**

**Prescription medication** must be in the original package or appropriately labeled container. The container shall display:

- 1) Student's name;
- 2) Prescription number;
- 3) Medication name and dosage;
- 4) Administration route and/or other direction;
- 5) Dates to be taken;
- 6) Licensed prescriber's name; and
- 7) Pharmacy name, address, and phone number

**Non-prescription medication** must be in the original container with the label indicating the ingredients and the student's name affixed to the container.

**No medication will be provided by any school.** All requests for medication administration will expire at the end of the school year, unless ordered for a short term. If the parent/guardian does not pick up any unused medication, the school nurse shall dispose of the medication in the presence of a witness and both shall document the act.

#### Failure to Follow Medical Procedures

Failure to follow the procedures for self-administration of medication outlined in this section will be considered a disciplinary situation. This includes, but is not limited to, giving other students medications not prescribed for them or taking improper doses of medication. Violators will be subject to disciplinary action and may be reported to appropriate law enforcement agencies.

#### Procedures at Schools

If a student must have a medical procedure performed at school to protect their health and well-being, an "Authorized School Personnel to Perform a Medical Procedure" form must be on file at the school. The form must be filled out and signed by the health care provider and signed by the parent/guardian.

Reasonable accommodations will be made by Western CUSD 12 schools to insure a student receives a free and appropriate education in the least restrictive environment. In order to prevent educational interruption, procedures performed at school are limited to those requested by the parent and which the licensed health care prescriber (physician, dentist, podiatrist, physician's assistant, or advanced practice nurse) certifies cannot be scheduled outside school hours without risk to the health and safety of the student.

No district employee shall perform a medical procedure for any student or supervise a student performing their own medical procedure until a completed and signed "Request for Authorized School Personnel to Perform a Medical Procedure" form is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except school nurses, shall not be required to perform a medical procedure. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including performing a medical procedure.

#### Cross-References:

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

#### Communicable Diseases

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

For everyone's protection, sick children must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A **fever, vomiting, and/or diarrhea** within the last 24 hours
- A frequent or disruptive cough or other signs of an **acute respiratory infection**
- Any **contagious illness** such as "strep throat" that requires antibiotic therapy. Once a student has been **fever free and on antibiotics for at least 24 hours**, he/she may return to school.
- Any **undiagnosed skin rash**. A student with a rash may attend school upon presenting a **physician's note** stating the rash is not contagious.
- Pronounced **lethargy or fatigue** that interferes with participation in learning activities.

#### Cross-references:

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

### Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Live lice infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse, building principal or appropriate designee and the child is determined to be free of live head lice. After a child is sent home three times in a school year for live head lice, the student must return free of all live lice and nits (eggs) for re-entrance into the classroom for the remainder of the school year. If a student comes to school repeatedly with head lice the student will be excused when sent home the first three (3) times. On the fourth (4th) time the student is sent home with head lice the student will be given an unexcused absence. Any subsequent absence resulting from head lice will be unexcused. Infested children are prohibited from riding the bus to school to be checked for head lice

Cross-References:

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

### Guidance & Counseling

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member.

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parent(s)/guardian(s) with information.

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.  
23 Ill.Admin.Code §§1.420(q).

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:50 (School Wellness), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:250 (Student Support Services)

Cross-Reference:

PRESS 6:270, *Guidance and Counseling Program*

### Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.

Cross-References:

PRESS 4:170, *Safety*

### PRESS 4:170-AP1, Comprehensive Safety and Crisis Program

#### General Building Conduct

Students shall not arrive at school before 7:20 a.m. Junior High hours are 8:00 a.m.-3:00 p.m. and Elementary and High School hours are 8:15 a.m.-3:15 p.m. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall walk safely, respectfully, and quietly in the hallways. Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall respect school property. Students shall not write on walls, desks or deface or destroy school property. Chewing of gum is not permitted in the school building.
- Students shall move about safely on the school grounds. Skateboards are not permitted at school.

#### School Dress Code/Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Clothing showing excessive skin between the shoulders and thighs is inappropriate.
- Midrifts, tube tops, spaghetti strap tops or halter-tops are not permitted. Blouses or tops must be long enough to reach the top of waist and neckline must be high enough not to be disruptive.
- Modified clothing that is disruptive is not permitted. (i.e. t-shirts with large armholes, etc.)
- Clothing that exposes undergarments is unacceptable.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Shorts or skirts may not be shorter than the fingertips of the wearer when arms are extended and holes are not permitted.
- Holes/transparent fabric in pants must be below fingertips of wearer.
- Appropriate footwear must be worn at all times.
- Heavy/winter type coats, purses and bags must remain in lockers.
- Exposed chains on wallets or clothing are not allowed in school.
- Any staff member may make this determination or send a student to the office for an administrator to determine the appropriateness of appearance.
- If there is any doubt about dress and appearance, the building principal will make the final decision. Students wearing clothing that does not adhere to the dress code will be asked to change into school issued PE clothes for the remainder of the day or have appropriate clothes sent from home.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Cross Reference:

PRESS 7:160, *Student Appearance*

#### Student Discipline

##### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including but not limited to electronic cigarettes or e-cigarettes, JUUL's, etc.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.  
Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a bully club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smart phone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar electronic devices may be used if: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. See also CELL PHONES AND ANY OTHER ELECTRONIC SIGNALING DEVICES
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores. Examples of cheating include, but are not limited to the following:
  - a) Copying another student's work
  - b) Working with others on projects that are meant to be completed individually.
  - c) Not giving proper citation for work created by someone else
  - d) Looking at or copying another student's homework, test or quiz answers.
  - e) Allowing another student to look/copy answers from your test, quiz or work.
  - f) Using any method to obtain/receive test or quiz or homework answers.
  - g) Taking a test or quiz in part or in whole to use and/or give to others.
  - h) Taking papers from another student, publication, from the Internet and/or another student's computer files.
  - i) 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. If such items are 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.
10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from or to a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct through personal computers and social networking.
  11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
  12. Being absent without a recognized excuse.
  13. Being involved with any public school fraternity, sorority, or secret society.
  14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
  16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member or student; or (b) endanger the health or safety of students, staff, or school property.
  17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
  18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.
  19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

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

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member or student; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the District administration believes it is warranted including but not limited to conduct involving illegal drugs (controlled substances), "look-alikes," alcohol, weapons, or other conduct that may be in violation of local, state, or federal law.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student's parent/guardian has been notified.
12. Financial restitution.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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

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

Gang & Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity,

including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Disciplinary Code

**Level One Offense**

- **All conduct prejudicial to the good order of the school.**
- **Affection** - Public display of affection.
- **Bullying** - Same as Harassment
- **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 code.\*  
*\*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** - Harassment is any physical, mental or verbal abuse of a person because of his/her race, religion, age, gender, sexual orientation, disability, or individual traits and characteristics. Harassment is also conduct that creates physical injury and/or mental anguish to another person, with the intent to bother, scare, intimidate, harass or abuse him/her.
- **Internet**- Inappropriate use of the Internet
- **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\*

**Level ONE Disciplinary Action - Cumulative**

Offense ..... Up to ten (10) days detention or suspension

**Level Two Offenses**

- **All conduct prejudicial to the good order of the school.**
- **Alteration of school or student records** of any kind.
- **Bullying** - escalating behavior
- **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/Physical Contact**- 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 behavior
- **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 Offense if purposeful/directed.*

#### Level TWO Disciplinary Action – Cumulative

Offense .....Up to ten (10) days suspension. May include expulsion up to 180 school days.\*

#### Level Three 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-2nd party:** exposing another person's 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/Physical Contact**- 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 Offenses:** 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 harassment occurs when a person is subject to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature to such an extent that it creates an abusive environment. Sexual harassment may include touching, feeling, groping and/or repeated unpleasant, degrading and/or sexist remarks. Pornography displayed or emailed may also constitute sexual harassment.
- **Sexual misconduct**
- **Sexual 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

#### Level THREE Disciplinary Action

Offense .....Up to ten (10) days suspension. May include expulsion up to 180 school days.

#### 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.
- **Possession of items considered "weapons" under 18 U.S.C. 921.** includes the following:
  - **A "firearm" as defined under 18 U.S.C. 921**
  - **Items defined as a "weapon", includes but are not limited to:**
    - All knives, regardless of blade length
    - All guns, regardless of whether they are operable, and "look alike"
    - All clubs or objects represented to be weapons
    - A blackjack
    - A concealable weapon
    - An explosive weapon
    - A firearm silencer
    - A gas gun
    - Knuckles
    - A machine gun
    - A projectile weapon
    - A rifle
    - A shotgun
    - A spring gun
    - A switchblade knife
    - Chains, including wallet chains
    - Live bullets
    - Chinese stars
    - Clubs
    - Nightsticks
    - Num chucks
    - Lasers /Stun guns
    - Mace
    - Pepper spray
    - Items not listed above that are used in a threatening manner or used to cause injury.

#### Level FOUR Disciplinary Action

Offense .....Minimum ten (10) day suspension up to expulsion of not less than 180 school days (1 school year) and up to 360 school days (2 school years) with determination to be made in accordance with Illinois State Laws.

**\*SUSPENSION**

Students who disagree with the suspension, and desire a review hearing on action that has been taken, have the legal right to request a hearing by filing with the School Superintendent a written request within ten days of the written notice. A review hearing will then be scheduled within ten days or on a date mutually acceptable to all parties involved.

**\*EXPULSION**

In addition to imposing a long-term suspension, the Superintendent may recommend that the Board of Education expel 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.

Cross-references:  
PRESS 7:190, *Student Behavior*  
PRESS 7:190-AP2, *Gang Activity Prohibited*  
PRESS 7:200, *Suspension Procedures*  
PRESS 7:210, *Expulsion Procedures*

**Cell Phones and any Other Electronic Signaling Devices\***

Students may have cell phones/electronic devices at school under the following guidelines:

- Western Elementary and Western Junior High School students' cell phones must be silenced and stored out of sight in student lockers or book bags.
- Western High School students' cell phones must be silenced and stored out of sight prior to entering or after exiting the following restricted areas.
- Restricted areas include: classrooms, computer labs, music rooms, library, auditorium, gymnasium, locker rooms, restrooms, in-school suspension.

Any use of a cell phone or electronic device in restricted areas will result in disciplinary consequences. Violations include, but are not limited to, the following:

1. Checking the time,
2. An electronic device ringing or vibrating,
3. Text messaging (incoming or outgoing),
4. Use of camera/video features,
5. Use of calculator and/or internet features. Exceptions may only be granted by the supervising teacher for instructional purposes.

Electronic devices are not allowed on the person in ISS. A storage location is provided students reporting to ISS with a cell phone or electronic device.

In the event of an emergency, students may ask permission to use the school phones to contact their parents/guardians. To help protect the instructional environment, parents are asked to relay messages via the attendance office rather than calling or text messaging their child during school hours (8:00 – 3:00).

Western faculty may grant permission for students to utilize cell phone for certain projects. If the teacher grants permission for cell phone usage during certain projects, the teacher may ask students to leave cell phones in the classroom when being excused from instructional time to use the restroom and/or visit offices on a pass. Use of cell phones during instructional time (bell-to-bell of a scheduled class period) is strictly prohibited.

When found in violation and asked to turn over the electronic device/cell phone, the student will comply without incident. If refusal or insubordination ensues, disciplinary consequences increase accordingly.

The use of camera or video features on all electronic devices is prohibited. Incidents involving improper use may result in consequences up to, and including, expulsion.

**1st Violation** – Phone confiscated, student picks up phone from the office at the end of the day. Teacher will notify the parent.

**2nd Violation** – Phone confiscated; parent/guardian responsible for picking phone up between 2:30 and 4:00 PM and detention may be assigned.

**3rd Violation** – Phone confiscated, meeting scheduled with the parent/guardian prior to the phone being released from school possession, and an in-school suspension may be assigned. Additional violations may result in revocation of all cell phone privileges due to continued noncompliance, and may include additional consequences, namely additional in-school, loss of other student privileges as determined by administration, or out-of-school suspension.

*\*Western will not be responsible for cell phones or other electronic devices brought on campus by students.*

**Bullying, Intimidation, Harassment, Sexual Harassment & Teen Dating Violence**

Bullying, intimidation, harassment, and sexual harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network, other school electronic equipment, or other electronic means including but not limited to electronic social networking. The school will protect students against retaliation for reporting incidents of bullying, intimidation, harassment, or sexual harassment and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguishing characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Cyberbullying at non-school-related locations or functions or from the use of a device that is not owned, leased, or used by a school district or school. Board policy prohibits cyber-bullying if it causes a substantial disruption to the education process or orderly operation of a school. The school is not required to monitor nonschool-related activities, functions, or programs. The school will investigate whether a reported act of bullying is within the permissible scope of the district's or school's jurisdiction and requires that the district or school provide the victim with information regarding services that are available within the district and community.

Harassment is any physical, mental or verbal abuse of a person because of his/her race, religion, age, gender, sexual orientation, disability, or individual traits and characteristics. Harassment is also conduct that creates physical injury and/or mental anguish to another person, with the intent to bother, scare, intimidate, harass or abuse him/her.

Sexual harassment occurs when a person is subject to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature to such an extent that it creates an abusive environment. Sexual harassment may include touching, feeling, groping and/or repeated unpleasant, degrading and/or sexist remarks. Pornography displayed or emailed may also constitute sexual harassment.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of

information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. 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.

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

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

**Non-discrimination Coordinator:**

Darin Powell  
401 McDonough Street  
Barry, IL 62312  
217-335-2323

**Complaint Managers:**

Mrs. Connie Thomas, WES Principal	Mrs. Caitlin Munguia, WJHS Principal
401 McDonough Street	300 Chaney Street
Barry, IL 62312	Kinderhook, IL 62345
217-335-2323	217-432-8324

**Cross-References:**

PRESS 7:20, *Harassment of Students Prohibited*  
PRESS 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*  
PRESS 7:185, *Teen Dating Violence Prohibited*  
PRESS, 7:190, *Student Behavior*  
PRESS 2:260, *Uniform Grievance Procedure*

**Cafeteria Rules**

- Students shall follow all cafeteria rules during lunch.
- Students may not leave campus during lunch, except with permission granted by administration or authorized staff.
- During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit down at a table.
- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom supervisors and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.

- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.
- Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

**Field Trips**

Field trips are permissible when the experience is an integral part of the District curricula and/or support state learning standards. Recreational class trips are permissible provided they do not interfere with the District's educational goals.

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

Any travel off campus for class field trips will use school provided transportation. Should you feel your child should not attend a field trip we ask that you contact the teacher or state so on the parent signature form before the day of the trip. Parents of students who do not have medical conditions or specific special needs on file with the district restricting the child from such trips cannot be accommodated at school during a planned field trip time. Please contact the principal if you have questions, or make arrangements for your child's care during the planned field trip times. Only children who are enrolled members of the class may attend grade level field trips.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students must attend field trips that are required for curriculum. Students may be prohibited from attending field trips for any of the following reasons:

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

If a student is ineligible to attend a field trip, they must still attend school.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District may pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition. Monies deposited may be forfeited.

**Cross-references:**

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

**Internet Acceptable Use**

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

**form must be signed before being granted network access. Forms are available in the school office.**

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

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- m. Using the network while access privileges are suspended or revoked; and
- n. Shall not be used for bullying, intimidating, harassment, or sexual harassment.

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

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

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

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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

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

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

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

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

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

Cross Reference:  
PRESS 6:235, *Access to Electronic Networks*

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

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is distributed in Kindergarten through eighth grade is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Cross Reference:

PRESS 7:310, *Restrictions on Publications*

#### Search and Seizure

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

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

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

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

#### Students Searches

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

#### Access to Student Social Networking Passwords & Websites

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

#### Questioning of Students Suspected of Committing Criminal Activity

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

#### Seizure of Property

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

Cross-reference:

PRESS 7:140, *Search and Seizure*

PRESS 7:190-AP7,E1, *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting*

#### IHSAA and IHSAA Athletic Rules & Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

**Please refer to the Western Athletic Handbook for the athletic rules and code of conduct for participants.**

Cross-References:

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

#### Attendance at School Dances

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as 6<sup>th</sup> – 8<sup>th</sup> grade for Western Junior High dances and between the ages of 9<sup>th</sup> grade and 20 years for Western High School dances. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Formal wear must be appropriate for occasion. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
5. Vandalize or steal;
6. Haze other students;
7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Cross-references:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*  
PRESS 7:240-API, *Code of Conduct for Extracurricular Activities*

#### Student Athletic Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. Student athletes and the student's parent/guardian must sign an acknowledgement for receiving the concussion policy found in the Extracurricular Handbook. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Cross Reference:

PRESS 7:305, *Student Athletic Concussions and Head Injuries*

#### Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

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

For further information, please contact the school nurse at 217-335-2323.

Cross Reference:

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

#### Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Cross Reference:

PRESS 7:230, *Misconduct by Students with Disabilities*

#### Exemption from Physical Education Requirement

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

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

Cross Reference:

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

#### Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of

high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Cross Reference:

PRESS 6:300, *Graduation Requirements*

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

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

For further information, please contact the school principal. Medicaid Parental Consent Written Notification Letter information is available at the end of this handbook.

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

PRESS 6:120-AP2, E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

**Student Privacy Protections**

**Surveys by Third Parties**

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

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

**Surveys Requesting Personal Information**

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

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

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

**Instructional Material**

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

Cross-References:

PRESS 7:15, *Student and Family Privacy Rights*

PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

**Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. School student records are confidential and information from them will not be released other than as provided by law and, specifically, the *Illinois School Student Records Act* (105 ILCS 10/1 et. seq.).

Student records are materials in any form (written or recorded) which may individually identify the student and are maintained by or for an educational institution or by an employee of a school.

“Student Permanent Record” is the minimum personal information necessary to a school in the education of the student and contained in a student record. Permanent records include:

- a) Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parents;
- b) Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations;
- c) Attendance record;
- d) Accident reports and health record;
- e) Record of release of permanent record information;
- f) Scores received on all State assessment tests administered at the high school level (i.e. grades 9 through 12) (see 105 ILCS 5/2-3.64(a));
- g) Honors and awards received; and
- h) Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

“Student Temporary Record” contains all records not required to be in the student permanent record, but which is of clear relevance to the education of the student and consists of the following:

- a) A record of release of temporary record information;
- b) Scores received on the State assessment tests administered in the elementary grade levels (i.e., kindergarten through grade 8);
- c) The completed home language survey;
- d) Information regarding serious infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction;
- e) Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act
- f) Any biometric information that is collected in accordance with Section 10-20.40 or 34-18.34 of the School Code;
- g) The temporary record may also include:
- h) Family background information;
- i) Intelligence test scores, group and individual;
- j) Aptitude test scores;
- k) Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;
- l) Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations;
- m) Honors and awards received;
- n) Teacher anecdotal records;
- o) Other disciplinary information;
- p) Special education files, including the report of the multidisciplinary staffing in which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;

- q) Any verified reports or information from non-educational persons, agencies or organizations; and
- r) Other verified information of clear relevance to the education of the student.

**Documents that Are Not School Student Records:**

"School student records" does not include writings or other recorded information maintained by an employee of a school or at the direction of the school for that person's "exclusive use" provided these "personal notes" are destroyed not later than the student's graduation or permanent withdrawal from school and that these writings are not disclosed except to a substitute and are not made a part of the student's school records.

"School student records" does not include information maintained by law enforcement professionals working in the school."

A masked record deleting any individually identifying student information does not constitute a school student record.

**Directory Information:**

The school and district routinely disclose "directory" type information without prior consent.

"Directory Information" includes the following:

- a) Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses;
- b) Academic awards, degrees, and honors;
- c) Information in relation to school-sponsored activities, organizations, and athletics; and
- d) Period of attendance in the school.

"Directory Information" may be released to the general public unless a parent requests that any or all such information not be released on his/her child. *Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.*

Military Recruiters will have equal access to directory information unless parents and students actively opt out in writing.

**Challenging the Content of a Student's Record:**

Parents and eligible students have a right to challenge any entry in the school student records *except for academic grades*. If the challenge is made at the time the student's school records are being forwarded to another school to which the student is transferring, then the parents or student shall not have the right to challenge references in those records to expulsions or out-of-school suspensions. Challenges to any other entry in the school student records can be made on the basis of:

- a) accuracy;
- b) relevance; or
- c) propriety.

The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entries to be challenged and the basis of the challenge. The procedure for handling a challenge shall be as follows:

- a) An initial informal conference with the parents or student within 15 school days of receipt of the request for a hearing.
- b) If the challenge is not resolved by the informal conference, formal procedures shall be initiated.
  - 1. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the school.
  - 2. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.

- 3. At the hearing, each party shall have the right to present evidence and to call witnesses, cross-examine witnesses, the right to counsel, the right to receive a written decision and the reasons therefore, and the right to appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board of Education.
- 4. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
- 5. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parents and the school district. It shall be based solely on the information presented at the hearing and shall be one of the following:
  - a) To retain the challenged contents of the student record;
  - b) To remove the challenged contents of the student record; or
  - c) To change, clarify, or add to the challenged contents of the student record.
- 6. Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school. Within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. Upon receipt of such documents, the Regional Superintendent shall examine the documents and record to determine whether the school district's proposed action in regard to the student's record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy, relevance, or propriety of any entry in special education records, the Regional Superintendent should seek advice from special education personnel:
  - a) who were not authors of the entry, and
  - b) whose special education skills are relevant to the subject(s) of the entry in question.
- 7. The school shall be responsible for implementing the decision of the Regional Superintendent.
- 8. Final decisions of the Regional Superintendent may be appealed to the circuit court of Pike County.

**Access to School Student Records**

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

- 1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**  
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$35



per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**  
Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**  
A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**  
Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.  
Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.  
Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian

can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**  
The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.**  
Throughout the school year, the District may release directory information regarding students, limited to:
  - Name
  - Address
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**  
Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:  
U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

Cross-reference:  
PRESS 7:340, *Student Records*  
PRESS 7:340-API, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*

#### Student Biometric Information

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

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

#### Requests from Military or Institutions of Higher Learning

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

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

#### Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- The teacher is teaching under emergency or other provisional status.
- The teacher is teaching in the field of discipline of the certification of the teacher.
- Paraprofessionals provide services to the student and, if so, their qualifications.

Cross-References:  
PRESS 5:190, *Teacher Qualifications*  
PRESS 5:190-E1, *Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*

#### Standardized Testing

Students and parents/guardians should be aware that students may take standardized tests during the school year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials, including number two pencils;

- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.
- Students may opt out of having their SAT scores entered on their transcript by contacting the Guidance Counselor.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

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

#### Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.westerncusd12.org](http://www.westerncusd12.org).

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

#### Homeless Child's Right to Education

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

Please contact the Social Worker at 217-335-2323 for additional information.

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

#### Sex Education Instruction

Parents/guardians will be notified before students start a sex education curriculum. A permission slip signed by the parent/guardian will be required before students are allowed to participate in a sex education class. Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene, or traditional courses in biology.

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

Cross-References:  
PRESS 6:60-AP, *Comprehensive Health Education Program*  
PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

#### K-8 Parental Involvement (Title I)

The school annually has a meeting for all Parents/Guardians, which takes place during the fall at Western Elementary School in Barry.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the

educational process. The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

Mr. Darin Powell, Superintendent .....Contact: 217-335-2323  
 Mrs. Connie Thomas, WES Principal .....Contact: 217-335-2323  
 Mrs. Caitlin Munguia, WHS Principal .....Contact: 217-432-8324  
 Mrs. Dana Rigg, WHS Principal .....Contact: 217-335-2323

The school provides Parents/Guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- (d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the Special Education Coordinator at 217-335-2323.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the Superintendent at 217-335-2323.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Cross-reference:  
 PRESS 6:170, *Title I Programs*

**English Language Learners**

The school will offer opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program the Superintendent at 217-335-2323.

Cross Reference:  
 6:160, *English Language Learners*  
 PRESS 6:170-AP2, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act*

**School Visitation Rights**

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

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

**Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact your student's office.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

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

**Mandated Reporters**

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

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

**Transfer to Another School**

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

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

**Sex Offender Notification Law**

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Cross-References:  
 PRESS 4:175-API, E1, Informing Parents/Guardians About Offender Community Notification Laws

**Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

[www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

You may find Frequently Asked Questions Concerning Sex Offenders at:

[www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

Cross Reference:  
 PRESS 4:170-E6, Informing Parents About Offender Community Notification Laws

**CPR & AED Video**

State law requires that all school districts post a hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) training video on its website. The law also requires the district to notify staff members and parents/guardians about the video. You are encouraged to view the video, which will take less than 15 minutes of your time at:

[www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx](http://www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx)

Cross Reference:  
 PRESS 4:170, Safety  
 PRESS 4:170-AP6, E1, School Staff AED Notification Letter

**NOTIFICATION TO THE PUBLIC CONCERNING  
 ASBESTOS WITHIN THE SCHOOL DISTRICT  
 2022-2023**

The following information is provided in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the District. This notification has the intent to inform workers, building occupants, and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours in each school in the district and at the district office.

Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building(s).

The District will continue its efforts to maintain all remaining asbestos containing materials in an intact state and undamaged condition.

School maintenance and custodial personnel have received the required asbestos awareness training.

**FACILITIES INCLUDED:**

Western Junior High School  
 Western High School/Western Elementary School

**Grading Scale**

90 - 100.....	A
80 - 89.....	B
70 - 79.....	C
60 - 69.....	D
59 and below .....	F

**Parent/Guardian Handbook Acknowledgement**

Please complete the following form for each student in your household and return to the office by Monday, August 22, 2022.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

I have received the Student/Parent Handbook electronically, understand it can be found for easy reference on the District website ([www.westerncusd12.org/handbook](http://www.westerncusd12.org/handbook)) and understand that it will be used for reference throughout the 2022-2023 school year for Western CUSD #12 rules and expectations.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

I am not able to receive and access the Handbook electronically. Thus, I request a printed copy of the Handbook.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**Student Handbook Acknowledgement**

I have received the Student/Parent Handbook and understand that it will be used for reference throughout the 2022-2023 year for Western CUSD 12 rules and expectations.

I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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**FOUR RIVERS SPECIAL EDUCATION DISTRICT**

936 West Michigan Avenue  
Jacksonville, Illinois 62650-3113  
Phone: (217) 245-7174 Fax: (217) 245-5533

**Medicaid Parental Consent Written Notification Letter**

Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR part 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

