

# 2016-2017

## STUDENT & PARENT HANDBOOK



# WEST CENTRAL HIGH SCHOOL

West Central School District #235

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Revised May, 2016

**Welcome to West Central High School.**

**On behalf of the faculty and staff of WCHS, I would like to welcome you to the 2016/2017 school year. As we begin our journey into a new school year, our focus will be to continue to provide an active and engaging learning environment that will meet the needs of each student and prepare them for success in the future.**

**I feel privileged to have the opportunity to work alongside West Central's stakeholders - our students, staff, parents and community- to ensure a climate that promotes a culture of achievement and a productive learning environment.**

**I would encourage you to become familiar with the contents of this handbook, and I look forward to serving you and your student throughout the coming year. Please contact me directly with any questions, concerns, or ideas. I welcome your input; my door is always open.**

**Sincerely,**

**Ben Rees  
Principal, West Central High School  
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# HANDBOOK And Code of Conduct

## **Preface**

The purpose of this document is to define the disciplinary policies and procedures as well as relevant information necessary for the orderly functioning for West Central High School. It is structured to help promote student progress as well as in interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

## **Philosophy**

We believe children are individuals who possess unique needs and potential. The primary goal of West Central School District #235 is to provide a safe and successful experience for each student and to provide the best learning environment for all students. No single method of discipline is effective or appropriate for every student. Discipline is defined as controlled behavior. Good discipline is the responsibility of the students, parents, and school system. It is the responsibility of the parents and school to teach self-discipline. Self-discipline is the acceptance of responsibility on the part of the student for his/her own actions and is the appreciation of the rights of others. Self-discipline is important to the community, as well as to the school. One of the functions of the school system is to oversee and direct disciplinary matters. These decisions are based upon constitutional guidelines.

## **Forward**

The rules and regulations set forth in this handbook are not a substitute for Illinois or United States' laws, nor are they restrictive in regard to the discretion of the Board of Education and administration. In any discipline case that is not specifically covered in the following sections, the principal or the superintendent will use their discretion to determine the level of the offense and the proper interventions to follow.

In case of conflict or uncertainty, the policies of the Board of Education, state laws or regulations, and Federal laws and regulations – including those specified under the Federal NO CHILD LEFT BEHIND ACT (NCLB) – will take precedence over any policies or procedures listed in this handbook.

## **Parental Involvement**

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.

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,;
- (c) opportunities for 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; and by participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

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.

### **Code of Conduct Duration, Notification, and Acknowledgments**

This entire Code of Conduct Handbook will remain in effect for the entire 2016-2017 school year unless there is a program change. Only minor modifications may be made during said time without notification or approval from the Board of Education.

The building principal or designees will inform the students of the contents of the Student Code of Conduct. Written acknowledgment from the parents or guardians relative to the receipt of the Code of Conduct will be required. This data will be on file in the principal's office or in the office of the principal's designee.

Every student attending West Central High School will be provided annually with a copy of the Code of Conduct.

### **Teacher Qualifications**

Parents may request information about qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school's district office.

### **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.

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.



## I. GENERAL INFORMATION

**A. School Day and Property** - The school day begins at 8:15 a.m. and ends at 3:09 p.m. Students are not to be in the building before 7:45 a.m. unless specifically requested and directly supervised by a teacher. Teachers are not required to be present for supervision until 7:45 a.m. Students are not to be in the building after 3:30 p.m. unless specifically requested to stay and directly supervised by a staff member.

**B. Closed Campus** - West Central High School has a closed campus. Students are not to leave the school grounds between 7:45 a.m. and 3:09 p.m. for any reason without permission. Signing out does not mean that a student is excused. Students who must leave during the school day, and have permission, are to sign out in the office. Once a student arrives at school, they are not allowed to leave campus or loiter in the parking lots. The parking lot is off limits during the day, including the lunch period. The elementary building is also a restricted area. High school students found to be in the elementary sections of the campus without proper permission will be subject to disciplinary action.

**C. Release of Names/Addresses** - The school will release names and addresses of a student to military and college recruiters upon the student's request. Parents may have their son's/daughter's name removed from the list by instructing the Guidance Office in writing.

**D. Announcements** - Announcements will be made over the PA/phone system during first period of the school day. Students requesting announcements for a club or organization should write their announcement out, have the sponsoring teacher sign it for approval, then take the announcement to the office by 3:25 p.m. the school day before the announcement is to be made. Written copies of the day's announcements will be delivered to each classroom at the beginning of the day through a staff email. Teachers will provide a convenient place to post the day's announcements so that students may check them if necessary throughout the day.

**E. Close of School** - If school is unexpectedly closed for any reason, announcements will be given over local radio stations. In addition, a connect education phone call will go out to all individuals with a connect education account. Information about school closings is also available on the District Web Site – [www.wc235.k12.il.us](http://www.wc235.k12.il.us).

**F. Emergency Procedures for Inclement Weather** - We will put announcements on the following radio/TV stations through the Connect Ed phone notification system:

WMOI-WRAM FM 97.7 or AM 1330	Monmouth
WRMJ FM 102.3	Aledo
KBUR 1490 AM	Burlington
KBKB 101.7 FM	Burlington
KAYP 89.9 FM	Burlington
KGRS FM 107.3 or AM 1490	Burlington
WGIL AM 1400	Galesburg
KKMI & KDMG FM 93.5 or AM 103.1	Burlington
WIUM FM 91.3	Macomb
FM 94.9	Galesburg
KWQC TV 6	KLJB TV Fox 18
WHBF TV 4	WQAD TV 8

**G. Illness or Injury at School** - Students must have permission to sign out before leaving the School building. Personnel in the office will make the decision to send a student to the nurse or to send the student home.

**H. Lockers and Locks** - Each student will be assigned a locker. Students are not permitted to switch lockers. Lockers should be locked at all times. We suggest that students do not bring valuable items or sizeable amounts of cash to school. Attempts are made to safeguard all property at the school, but the school will not assume any liability for lost or stolen articles. If it is necessary to bring items of value to the school, they may be left in the office.

1. Food or opened beverage containers are not to be kept in a locker unless it is the daily lunch, in which case any leftovers are to be disposed of daily.
2. Lockers are school property, and school officials may search lockers at any time with or without the student's knowledge or consent. Students should have no expectations of privacy concerning locker contents. Law enforcement officials who wish to search lockers shall possess a valid search warrant. Any losses or vandalism should be reported to the office immediately.
3. Pictures, etc. are not to be hung on the outside of a locker unless it has been provided by a sponsor/coach for purposes of recognizing a team/club member.
4. Students are responsible for the cost of repair for any damage to their assigned lockers.

**I. Standardized Testing** - Students and parents/guardians should be aware that students will take standardized tests throughout 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:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.
8. Encourage students to take the prep-classes offered by the school.

## **II. RIGHTS AND RESPONSIBILITIES**

### **A. Students Have the Right**

1. To be treated with respect and kindness: Belittling/harassing comments will not be tolerated.
2. To be themselves: No one will treat them unfairly due to looks, abilities, or gender.
3. To be safe: No one will threaten them, bully them, or damage their property.
4. To be heard: Opinions will be considered from every student who wishes to express an idea.
5. To learn about themselves: They are free to express their feelings and opinions without being criticized.

The legal rights afforded students are not exactly the same as those afforded citizens within the mainstream of society.

Since the school, by law, acts in place of the parent, it has greater latitude than the government in dealing with students. There are areas where student rights are guaranteed. Examples of this would be free speech, if it does not create “material or substantial distraction,” due process, as appropriate, and the right to be free from discrimination—be it race, religion, or sex, as provided by law.

There are also areas where student rights are not provided. Examples of this would include locker privacy, guaranteed confidentiality between student and teacher, and censorship of student publications according to State and Federal Laws.

All these rights will be afforded to students with the understanding that student responsibilities must also be exercised.

**B. Students’ Responsibilities** - Freedom and responsibility are mutual and inseparable: Freedom for all of us depends on responsibility by each of us. To secure and expand our liberties, therefore, we accept these responsibilities as individual members of a free society:

1. To be fully responsible for our own actions and for the consequences of those actions: Freedom to choose carries with it the responsibility for our choices.
2. To respect the faculty, staff, and administration of the school in word and action.
3. To respect the rights and beliefs of others: In a free society, diversity flourishes. Honor individual differences. Courtesy and consideration toward others are measures of a civilized society. We should treat others as we want to be treated.
4. To give sympathy, understanding and help to others: Listen and let others be heard. Be tolerant, allow others to learn and express their ideas. As we hope others will help us when we are in need, we should help others when they are in need.
5. To respect and obey the laws: Laws are mutually accepted rules by which, together, we maintain a free society. Liberty itself is built on a foundation of law. That foundation provides an orderly process for changing laws. It also depends on our obeying laws once they have been freely adopted.
6. To respect the property of others, both private and public: No one has a right to what is not his or hers. The right to enjoy what is ours depends on our respecting the right of others to enjoy what is theirs.

**C. Legal Authorization** - Educational employees should maintain discipline in the schools, including school grounds that are owned or leased by the Board and used for school purposes and activities. The responsibility of school personnel to maintain discipline shall extend to activities connected with all school programs, including athletic and extracurricular activities, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

Nothing in this Section affects the power of the Board to establish a policy on discipline. The policy so established must provide that a teacher may use reasonable force as needed to maintain safety for the other students, school personnel or persons, or for self-defense or the defense of property, including the removal of a student from the classroom for disruptive behavior, and must provide due process to students. This policy does not include slapping, paddling, or prolonged maintenance of students in physically painful positions, nor does it include the intentional infliction of bodily harm.

The Administration may make and enforce reasonable rules of conduct and sportsmanship for athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that adequate notice of the violation is given such person. A meeting with administration may be held as appropriate.

**D. Compliance with Illinois School Code** - The Board of Education is given the power to expel pupils guilty of gross disobedience or misconduct, and no action shall lie against them for such expulsion.

Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board, or a hearing officer appointed by it, at such meeting shall state the time, place and purpose of the meeting. The Board, or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If the Board appoints a hearing officer, he/she shall report to the Board a written summary of the evidence heard at the meeting and the Board may take such action thereon as it finds appropriate.

The Board of Education has the power by regulation to authorize the administration of the school district to suspend pupils guilty of gross disobedience or misconduct and no action shall lie against them for such suspension. The suspension period shall not exceed ten (10) school days.

**E. Due Process** - The Constitution of the State of Illinois states, "A fundamental goal of the People of the State is the educational development of all persons to the limits of their capabilities." Fundamental due process consists of students being informed of the accusations against them and being given an opportunity to respond prior to disciplinary action being taken. The formality of the due process afforded a student depends upon the nature of the accusation and the severity of the consequence that could follow. Minor infractions (such as simple classroom misconduct, tardiness, etc.) require minimal due process. Due process is afforded to guarantee that the accused person has a chance to present a defense.

Offenses recommended for expulsion may require a higher and more formal level of due process.

**F. Complaints and Grievances** - It is the goal of West Central High School and the School District to resolve students', parents', and guardians' complaints and grievances at the lowest level. Complaints and grievances should be presented for resolution to the appropriate teacher or other licensed employee rather than the administration. If the teachers cannot resolve the complaint, please address the concern to the principal within ten days. If the principal cannot resolve the concern, the superintendent can be asked to resolve the conflict within ten days after speaking with the principal.

**G. Homework** - Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level.

**H. 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.

**I. 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 take 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.

**J. Review of School Records** - School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses “directory” type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents’ names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. 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.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. 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; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:  
 Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue. SW  
 Washington, D.C. 20202-4605

**K. 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.

**L. 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:

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

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

**M. 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.

**N. Search and Seizure** - To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School 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 administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials.

#### **Students**

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

#### **Seizure of Property**

If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. Such evidence may be transferred to law enforcement authorities Notification Regarding Student Accounts or Profiles on Social Networking Websites. State law requires the District to notify students and their parents/guardians that School authorities may require a student or his or her parents to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy. **\*Also would add to Computer and Internet Terms and Conditions\***

**O. 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.

### III. ATTENDANCE

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Whenever students are absent, they miss valuable information and opportunities. The missed educational opportunity can never be entirely made up. Absences are noted on transcripts which are sent to colleges and employers. Employers and colleges note excessive absences negatively as do committees that award scholarships. It is the feeling of the Board of Education, administration, and teaching staff that students should not be absent unless it is absolutely necessary.

**A. Notification of Absences** - Parents/Guardians must notify the high school office before 8:00 a.m. EACH morning the student is absent and give a reason for the absence. If the parent does not notify/call the school, the office will attempt to call the parents/guardians after 8:30 a.m. to check on the student.

If we do not make contact, the student has two days to clear the unexcused absence. Any unexcused absence not cleared after two (2) school days will permanently become an unexcused absence, and the penalties for an unexcused absence will apply.

A pass must be picked up in the office prior to the beginning of the school day upon returning to school before the student goes to first hour. This pass, obtained with an acceptable parent note or contact, will admit the student to classes with "excused" status for the absence.

Monthly attendance reports will be sent home for excused and unexcused absences for students that have missed 5% of accumulated attendance days. A conference may be requested by the principal.

A student who has unexcused absences for 5% or more of the last 180 attendance days will be referred to the Regional Office of Education for intervention services.

## B. Absences

**Excused:** Students may receive an excused absence for the following reasons:

- |                                 |  |                               |
|---------------------------------|--|-------------------------------|
| A. Illness of the student,      | B. Doctor/Dentist Appointment                                  | C. Verified Court Appearance, |
| D. Funeral,                     | E. Family Emergency,   | F. Death in the family,       |
| G. Prearranged family vacation, |  | H. Quarantine,                |
| I. Religious holiday,           | J. Written requests approved in advance by the administration, |                               |
| K. College visits               | L. Observance of a religious holiday                           |                               |

One college visit day will be allowed to a student as a junior and two as a senior. These days must be approved in advance by the guidance counselor and the building Principal.

Students who must be absent for a dental or medical appointment must bring back an appointment card certifying the appointment was kept and a written request or a phone call from their parent or guardian must be on file prior to the absence. Students may not leave for appointments with another student even with a parental note except with siblings.

Other excused absences will be granted only if, in the opinion of the Principal, they appear justified.

If a student's absence is excused as described above, or if a student is suspended from school, he/she will be permitted to make up all missing work, including homework and tests, for equivalent academic credit if completed within the same number of days in which they were absent from school. Students who are unexcused from school will not be allowed to make up missed work.

Parental notes or calls, while helpful, do not, by themselves, make absences or tardies acceptable. That is, parents cannot "excuse" their children from the requirement to attend school and individual classes.

**Unexcused:** Unexcused absences are detrimental to the learning process and are highly discouraged. Absences correlate more than any other factor with school failure or poor school performance. In order to encourage attendance, penalties for unexcused absences will be issued whenever they occur. **Students receive zero credit for any work missed during an unexcused absence.** In addition, students will be required to take quarterly exams in any class which is missed on an unexcused basis.

Missing school without justification or permission from school authorities, yet with the permission and knowledge of the student's parent or guardian is considered an unexcused absence.

Examples of unexcused absences:

- |   |                               |                    |
|---|-------------------------------|--------------------|
| A. Staying at home without being ill                        | B. Going to the bank          | C. Shopping        |
| D. Family excursions or vacations which are not prearranged |                               |                    |
| E. Haircuts/beauty appointments                             | F. Undefined personal reasons | G. Babysitting     |
| H. Birthdays  | I. Oversleeping               | J. Missing the bus |
| K. Car trouble  | L. Senior pictures            |                    |
| M. Other reasons by the decision of the administration.     |                               |                    |

Any action taken by a student to remove a reported unexcused absence must be taken within two (2) days of the absence occurring. It is the responsibility of the student to clear unexcused absences in a timely manner.

**Excessive Absences-** At 5 absences a warning letter will be sent to parents or guardians concerning truancy concerns. After 10 absences (either excused or unexcused) a Doctor's note or administration approval is in order for the student to be considered excused. Students must present proof from a doctor within 2 school days upon returning. At 10 absences, the office will inform parents or guardians will result in the ROE/Truancy officer being notified.



**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.

**Home and Hospital Instruction** - A student who is absent 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.

**C. Absences, Suspensions & Extra-curricular Participation**-Students who are absent without excuses, absent due to an illness, or serving an out-of-school suspension may not attend or participate in extra curricular evening activities that occur on the same day. A student who is absent in the morning but who returns to school by 12:30 p.m. may attend or participate in an extra curricular activity on the same day. Students must have 150 instructional minutes to count as a half day for eligibility.

**D. Semester Tests & Senior exemption incentives- ALL FRESHMAN, SOPHOMORES, AND JUNIORS MUST TAKE SEMESTER EXAMS.**

**SENIORS:** Any Seniors who receives a GOLD, SILVER, or BRONZE AWARD on their State Testing performance, and have no more than 2 absences per quarter **or have not received an In-School Suspension or Out of School Suspension may opt out of taking semester exams.**

*Gold winners*

- *Opt out of their second semester exams,*
- *1<sup>st</sup> semester parking pass,*
- *Front of the line cafeteria pass for the school year,*

*Silver winners*

- *Opt out of their second semester exams,*
- *1<sup>st</sup> Quarter parking pass, and*
- *Front of the line cafeteria pass for 1<sup>st</sup> semester,*

*Bronze winners*

- *Opt out of their second semester exams,*
- *Front of the line cafeteria pass for 1<sup>st</sup> semester.*

**Also seniors who are passing all of their classes and have four or fewer excused absences for the school year and haven't received an In-School Suspension or Out of School Suspension may opt out of semester exams.**

**PARCC Incentives:** If a student receives a Proficient or Excellent score on either ELA or Math they will receive the following:

- *Opt out of their second semester exams*
- *Full year parking pass*
- *Front of the line cafeteria pass for the school year*

Students are expected to be on time for all exams. Students who miss exams without a valid excuse will receive a zero for any missed exams. Exams may not be taken earlier than the school-scheduled date, unless arranged differently by the teacher.

A student who qualifies as “exempt” from a quarter tests may choose to take the test, but that test will only improve the student’s overall grade in the class.

Students are not to be tardy during semester exams. Students who are unavoidably late will only be allowed the allotted time to complete their exam. Any work not completed by the end of the examination period will be counted off on the final grade. If a student misses an exam due to illness, he/she must provide a written Doctor’s Excuse. Semester exams must be made up before the teacher leaves for the semester/summer. When absolutely necessary, an incomplete may be given until the exam can be completed.

**E. Tardiness** – Students are tardy when they are not physically present in the classroom at the time the bell rings. Being tardy to class interrupts both the tardy student’s education and the education of the other students in the class. Tardiness also hinders the ability of the teacher to present the necessary material for the learning process. The classroom teacher will initially handle tardiness. The office will handle repeated tardiness.

Students late to first hour are to report to the office, sign in, and have a pass issued to them before they continue to their first hour class. Failure to do so will result in disciplinary action.

Tardies will be compiled daily by the office.

Tardies to school, showing up after the bell to start school will be compiled by the Quarter. All students will get 2 tardies to school each quarter. On the third tardy to school of the quarter the student will receive a warning and a phone call will be made to the student’s parents/guardians. On the fourth tardy to school of the quarter the student will be assigned a lunch detention. On the fifth tardy to school of the quarter the student will be assigned a before/after school detention. On the sixth tardy to school for the quarter the student will be assigned a before/after school detention and a lunch detention. For all tardies to school after the sixth for the remainder of the quarter the student will be assigned an In-school Suspension.

When students are late for classes during the school day the following consequences will be imposed. If a student received 2 tardies or more in the same day the students will receive a before/after school detention. If a student receives 4 tardies or more in the same day the student will receive an In-school suspension.

When a student is tardy to the same class 2 times or more in the same week the student will receive a lunch detention. If a student is tardy to the same class 4 times for more in the same week the student will receive an In-school detention.

**F. Withdrawal or Transfer from School** - The counselor should be informed of plans to withdraw from school or to transfer to another school as soon as possible. Proper clearance through the Principal’s office is necessary before records will be released. It is the student’s responsibility to return books and materials and checkout properly in the office.

**G. Truancy** - 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.

## IV. GENERAL INFORMATION

### A. Dress Code

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.

**The administration and staff shall be able to determine the appropriateness for dress and be the final authority of what is acceptable at West Central High School. It is best to dress modestly.**

- All items of clothing and shoes must be proper fitting.
- Clothing may not have large rips or holes that expose skin above mid-thigh and or below the neckline (anything over 2 inches in height or length).
- Clothing that advertises or promotes the use of any alcohol, tobacco, and/or illegal drugs or is sexually suggestive or insulting in wording, symbol, or metaphor cannot be worn at school.
- Hats and other forms of head covering should be removed and placed in the student's locker before the first tardy bell rings.
- All shirts and blouses must cover midriff.
- Spaghetti straps, off the shoulder tops, halter tops and tube tops are not permitted. Regardless of gender the 2" rule applies for students' tops to be considered "coverage" of shoulder area.
- Clothing which allows undergarments to be seen is not allowed.
- Skirts/dresses/shorts must be mid-thigh or longer

Students will be required to change clothing if they are wearing inappropriate clothing. If the student does not have a change of clothes, parents will be notified to bring a change of clothes to the school or the student will be sent home.

Students are not permitted to wear sunglasses in the school building. Sunglasses must be left in the locker if brought to school.

Students are not permitted to wear caps, kerchiefs, or hats in the school building. Caps, kerchiefs or hats must be left in the locker if brought to school.

### B. Back-Pack Policy

Back-packs, book bags, gym bags or purses of any kind are not allowed in classrooms during the school day. They may be brought to school but must be placed in the lockers during the school day.

### C. Physical Education

Students participating in P.E. class are required to wear athletic shorts and plain T-shirts. PE students will change their clothes to go to class and not wear PE clothes to class. No tank tops or shirts without a hem in sleeves or waist. Students should have a separate pair of shoes for use on the gym floor. These items may be purchased at a store of the parents' choice. Clothes should be taken home and laundered weekly.

#### 1. No Dress Policy for P.E. Classes

- a. Students will be allowed two "no dresses" per semester.
- b. On the third "no dresses," teacher will notify parents.
- c. On the fourth and all other "no dresses," a detention will be assigned and teacher will notify parents.

A note from a physician will be honored for the amount of time that is designated by that practitioner. A student will not be allowed back to Physical Education class any earlier than the time period on the note unless a second note from the physician shortens the original set time. During the absent period an alternative activity will be provided. For the students who cannot participate in any movement, score keeping, time keeping, or another activity will be assigned. If able, the student will participate in walking or time on the exercise bike.

**D. Outerwear** - These items are to be left in student lockers. They are not to be taken to classrooms.

**E. Beverages** - The pop machines are never to be on during the school day (7:45 a.m. to 3:25 p.m.). No open beverages are allowed outside the school cafeteria at anytime.

**F. Hall Passes** - Students must have a teacher's written permission to be in the hall during class time, with an official WCHS corridor pass and they must be able to show their pass upon request. Presence in the hallway without a pass may result in a detention

**G. Communication/ Electronic Devices =:** Students are prohibited from using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during class time.

Cell phones are allowed to be used before and after school. However, during the school day phones must be turned off and put away unless given consent/permission to use during class by staff for use on schoolwork. At any time, staff may confiscate cell phones based on the "see it, take it" clause. Students who violate the cell phone policy will have the following consequences:

1. **First Offense**- Student will receive an office detention.
2. **Second Offense**- Student will receive two office detentions.
3. **Third and Additional Offenses**- Cell phone will be confiscated by an administrator. Parent must pick up cell phone after school. In-school suspension assigned.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft, or damage to any electronic device brought to school.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

If a student is suspected of having inappropriate pictures or video on their phone on school property, legal authorities will be contacted. If a student disables a phone to interfere with the investigation of an accusation involving cell phone use and refuses to restore it to working order, they will be charged with insubordination. The above circumstances would not be violations of school policy if permission were granted by school officials. School property is defined as all property under the direction and control of the school district. This policy will be in effect from the first bell in the morning until the student is dismissed from school for the day.

**Cyber Bullying** - Cyber bullying involving West Central students is prohibited. Cyber bullying is bullying through email, instant messaging, chat room exchanges, Web sites, or digital messages or images sent to a cell phone or personal digital assistant. Cyber bullying becomes a school issue when it disrupts the learning environment and can include problems caused by communications from home computer to home computer and cell phone to cell phone. It also becomes a school issue when it compromises the values of the school, becomes obscene or uses school-owned technology.

**Access to Student Social Networking Passwords and Websites** – School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activities on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, that student may be required to share the content that is reported in order to allow school officials to make a factual determination.

**Computer Threats**- 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.

**“Sexting”** - The term “Sexting” involves the transmission of inappropriate photos or information over cell phones or computers. Anyone, regardless of age, sending pictures of a naked minor or video of a naked minor, can be charged with child pornography. If a person receives and keeps a picture or video of a naked minor, they can be charged with possession of child pornography. Sending photos or videos of a naked minor electronically by computer or cell phone or possessing images of a naked minor, on a computer or cell phone is a felony offense. Any suspected violation of this policy will result in electronic equipment in question being confiscated and notification of law enforcement. If a student disables a phone to interfere with the investigation of an accusation involving cell phone use and refuses to restore it to working order, they will be charged with insubordination. The student will be suspended from attending school and school activities. “Sexting” or possession, distribution, and or attempts to obtain pornography of any type on school property are prohibited.

**H. Telephone Calls** - Emergency phone calls may be made in the office. The acceptable times to make phone calls are before school, during lunch (with permission from the office), and after school. The school phones are not for social purposes. Students who are late to class due to making a phone call in the office will not be excused.

**Reminder:** Any cell phone use is prohibited during school hours unless permission is granted by a school official.

**I. Social Activities** - Attendance at school social activities is a privilege.

Only students who attend the school may attend school-sponsored social activities, unless the principal or designee approves a student's guest in advance of the event.

All school rules, including the school's discipline code and dress code are in effect during school sponsored social activities.

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

Permission in writing must be secured from the principal before any activity is held. Social functions will be chaperoned by the faculty and the parents of students. Socially unacceptable behavior may cause the administration to revoke the student's privileges of school sponsored social activities. Further disciplinary actions may be taken according to the level of offense.

The Student Council (with the permission of the administration) is the unofficial coordinator of social activities and fundraisers for the school. All Student Council approved fundraisers must finally be approved by the building principal.

**J. Computer Usage** - We now have the ability to enhance education through the use of the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

1. An Internet Use Agreement will be provided to all students. In order for students to have access to the Internet they, along with their parents, must read, sign, and return to the school the Internet Use Agreement prior to Internet usage.

2. Misuse of the Internet or our computer system carries serious consequences. Loss of computer privileges will follow and a recommendation for expulsion as well as legal charges may ensue.

**K. Library Use and Procedures** - The library provides students with a quiet, attractive place to read or to engage in research. Students are encouraged to use the library in a mature, studious fashion. It is not a lounge. All rules and regulations set forth by the librarian will be strictly enforced. Misuse of the library will result in suspension from the library and further possible disciplinary action.

Students are to have permission of the classroom teacher to go to the library. If a study hall class goes to the library, the class is to go with the teacher. The library contains a collection of materials intended to help in the learning process. The library is a place in which students may find and use those materials. The materials include books, magazines, newspapers, audio-visual items, and computer/Internet usage.

In order that both the materials and the area can be as useful as possible to all students, some rules are necessary. It is assumed that students come to the library area to work quietly and constructively. Students who do not conduct themselves appropriately will be asked to leave. Disciplinary action may be taken when there is a breach of the rules. Students who come to the library must have a pass from their classroom teacher or the librarian. Only four students are allowed per table. Once a student enters the library, the student is not to leave without permission.

Reference books and magazines may be checked out for one night. Other books may be borrowed for two weeks and may then be renewed if another person has not requested them. Overdue book lists will be posted. No additional books may be checked out until an overdue book is returned. Books overdue for three weeks will be considered lost, and the students will be charged replacement cost of the book.

Materials are to be returned as soon as finished. This will lessen the chances of losing them and will make them available to others.

Students coming to the library during study halls must check in at the desk upon arrival and check out when departing.

**L. Book and Activity Fee** - The book rental fees, as determined by the Board of Education are payable at the beginning of the year. Students who withdraw will receive a refund of one-half the rental cost if withdrawal occurs during the first semester.

No refund will be given anytime thereafter. The Board of Education has adopted a policy that before the enrollment is considered complete for the next school term, the fees must be paid or proper arrangements made with the administration to delay payment. Book rental money and fees are due at the time of registration. According to board policy, families that qualify for free lunches are also eligible for a book fee waiver. Freshman physicals and dental check-up cards are also due at that time. Students rent textbooks for use during the school year. It is agreed that books must be returned in good condition.

The following extra charges shall be made at the end of the year.

Loss of book---purchase price  
 Marking the edge of book---minimum \$2.50, more if in ink  
 Unnecessary writing in book---minimum \$2.50  
 Damaged book---charge depends upon amount of damage.

**M. West Central High School Student Fees**

Registration	\$75.00
Driver's Education	\$150.00 plus \$20.00 to Secretary of State for permit
Lunch	\$2.15
Breakfast	\$1.30

**Elective High School Courses**

All Art Classes including Photography	\$25.00
*Accounting One	\$15.00
*Accounting Two	\$15.00
Orientation to Family and Consumer Science	\$20.00
Textiles & Designs I	\$20.00
Textiles & Designs II	\$20.00
Nutrition & Culinary I	\$25.00
Nutrition & Culinary II	\$25.00
Culinary Occupations I	\$35.00
Orientation to Industrial Arts	\$20.00
Drafting	\$10.00
Electricity	\$25.00
*Building Trades	\$25.00
*Advanced Building Trades	\$25.00
Welding	\$25.00
Woodworking	\$25.00
Advanced Woodworking	\$25.00

**\*Not offered during the 2016-17 school year**

**N. Grading Scale** - West Central High School has a uniform grading scale that is used in all classes and all departments of the school. These reasonable percentages allow students to be challenged to achieve high grades yet still give all students an attainable percentage for passing performance.

A	94	-	100	C+	77	-	79	D-	65
A-	90	-	93	C	73	-	76	F	0 - 64
B+	87	-	89	C-	70	-	72		
B	83	-	86	D+	68	-	69		
B-	80	-	82	D	66	-	67		

### **O. High School Breakfast/Hot Lunch Policies –**

**Lunch Rules** - 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 shall immediately sit at a table. Students will be dismissed to get their lunches. Restroom use is permitted during the lunch hour. Locker trips over the lunch hour are not usually necessary unless the lunch supervisor grants permission. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

#### **Cafeteria Rules:**

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria, gym, or courtyard until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

West Central School District has a fully equipped cafeteria where students may eat hot lunch served by the school or eat sack lunches. Each student must return his/her tray to the kitchen with the utensils used. All paper waste should be placed in the garbage cans.

All food is to be eaten in the cafeteria only. Students are not to eat from another student's tray. Lunches must be prepaid weekly, bi-weekly, or monthly. Students may charge up to 5 lunches/breakfasts or up to \$8.00 before their name is added to the list of students who would be refused a meal unless they can pay for it (\$1.65 minimum). This list is available at the cashier, and each student's lunch ID remains on the list until lunches have been prepaid again. It is required that lunches be PREPAID. It is preferred that families pay by check and include the family ID number on the check.



Students must have permission from the lunch room monitor to leave the lunch room for any reason. Students are not to have food brought in, nor are individuals permitted to bring in food for others without first receiving permission from the administration.

Lunchtime is an opportunity to develop good social skills. Students will sit at tables in groups of their own choosing. Lunches will be served to tables of students in randomly dismissed order.

**P. Plagiarism/ Copying** – WCHS expects students to be academically honest in the work they do at school and at home. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination or on homework, and wrongfully obtaining test copies or scores is prohibited. Students presenting someone else's work as their own are guilty of plagiarism.

Plagiarism can result from copying and pasting information from computer sources into a paper with the student's own name on it, or plagiarism can be taking information from another's work and presented it as the student's own effort. In either case, the plagiarized assignment turned in is not an honest reflection of that student's work. The penalty for plagiarism is two-fold: (1) the student will not receive any credit for the assignment, and (2) the teacher will contact the parent with proof or evidence of plagiarism and explain the circumstances. Students may be given the opportunity to completely redo the assignment for reduced credit.

**Q. Skyward System** - Family Access is a computer program that allows parents and guardians to monitor student progress through the internet. Student attendance, grades, and discipline information, and emergency contact information is available for viewing. This system will allow you to verify that homework is being turned in and you will have a quick update on quiz/test scores. Each family is assigned a log-in, and the system is password protected. This system is free to parents/guardians. Please contact the office for additional information.

**R. Sex Offender and Notification** – 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.

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: <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: <http://www.isp.state.il.us/cmvo/>.

**S. Field Trips** - 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.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. 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, including academic progress;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

**T. Sex Education** - State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic, and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

**U. Parking** - Parking regulations are enforced from 7:00 a.m. until 4:00 p.m. on school days. Students who drive to school may park their cars in the east student parking lot located at the north end of the football grounds. All other lots are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration. All vehicles parked on WCHS property must display a current WCHS parking hang tag. Each student who registers a vehicle will receive one hang tag. **That hang tag must be properly displayed any time the vehicle is parked at school.** Registration and changes in registration of vehicles may be accomplished in the office. If a student uses a hang tag not registered to him/her, then that student may lose his/her parking privileges for the remainder of the school year. Additional disciplinary consequences may be appropriate.

**Note: It is the students' responsibility to pick up their hang tag from the office!**

The school does not assume responsibility or liability for damages or losses resulting from student use of a vehicle. The following rules and regulations apply if a student chooses to drive to the High School. Students must remember that parking at school is a privilege and not a right. The following have been developed to protect the student body and the public.

1. Parking in a fire lane, handicapped space, or restricted area such as front paved area without permission.
2. Students must park in a manner that does not deny others a parking space and only use one space
3. Spinning tires, throwing gravel, or "burning rubber."
4. Excessively loud mufflers or music
5. All accidents must be reported to the High School administration immediately
6. A vehicle must not be used while violating any school rule.
7. **Cars must be driven safely, slowly and in observance of all posted signs.**
8. **Students may not sit in their cars and/or loiter in the parking lot before or after school.**
9. Cars may not be parked on grass
10. Vehicles violating school parking regulations will be handled in the following manner:

**1st Offense:** WCHS warning will be issued

**2nd Offense:** A referral will be issued. Also, a possible loss of parking privileges

**3rd Offense:** Loss of parking privileges and may be towed at the owner's expense.

Any vehicle driven onto school property may be inspected by the principal or the principal's designee for the purpose of detecting the suspected presence of weapons, stolen objects, illegal, look alike or unauthorized drugs. This applies to both day and night activities.

For special purposes, selected students may be granted special temporary parking privileges with a colored Parking Pass for paved parking lot in the front of the school. This parking pass must be displayed on the dash, from the rearview mirror, or in the front window of the vehicle to keep the vehicle from being towed at the owner's expense.

**FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN THE LOSS OF PARKING**

**V. SAFE SCHOOLS** - West Central School District #235 is considered a Safe School Zone. Breaches of discipline which are also violations of the laws pertaining to Safe School Zones will be pursued through school disciplinary procedures and referred to legal authorities. Conviction under the Safe School laws may include enhanced legal penalties. Safe School Zones are in effect 24 hours a day, 365 days a year and include buses.

**A. Personal Search/ Search and Seizures** - To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. Students should have no expectation that their locker or its contents are their private property. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this section produces evidence that the student has violated or is violating either, the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities or law enforcement officials, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

**B. Cooperation with Law Enforcement Agencies** - The school has a dual responsibility in regard to its relationship with law enforcement agencies. The first responsibility is to honor the legal rights of police, especially that right to take direct, unhindered action in an emergency situation. Not to do so is a crime. The second responsibility is to take the place of the parents (*in loco parentis*) to insure that the student's rights are not violated. This most clearly comes into effect when a student is considered to be a suspect, is eighteen years of age or older, and is questioned on school grounds. In this case it is the duty of the school to have a school official present during the delivery of the Miranda Warning and the right to counsel and/or have the school official present during the questioning. However, the presence of a school official is not necessary during the questioning of a witness, associate, or victim.

When a visit is necessary, the police officer is to contact the building principal or designees immediately upon entering the school. In cooperation with law enforcement officials, the office will send for the student or students and the questioning will be conducted in a room secure from casual visitors or curious students. Any legal action taken for a specific offense is separate and in addition to school-based disciplinary action for that offense.

As a rule, individuals from outside the school district may not interview students. If an individual such as a law enforcement officer wishes to interview students, the request must come through the office. The office will attempt to contact parents whenever possible. In cases where a parent/guardian is not present, school administration may take the place of the parent/guardian *en loco parentis* to insure that the student's rights are not violated.

**C. Cooperation with Dept. of Children and Family Services** - School officials are not required to be present during an interview, but may be present under certain circumstances and the presence of the official is not viewed as a breach of confidentiality.

In the event that DCFS believes the child is in imminent danger, DCFS may take custody of the child without a court order.

Finally, if the child becomes a ward of DCFS, DCFS is entitled access to the school records concerning that child.

Staff members are mandated to report to the Child Abuse Hotline whenever there is a reasonable suspicion that a student has been abused or neglected. This call may be caused by bruises or burns on a student, or statements that a student may make to a member of the staff. Failure of a staff member to report a possible child abuse situation can lead to legal charges being filed against that member of the staff.

**D. Gangs, Satanic Cults, Hate Groups and Related Activities** - All gang or society recruitment, symbols and other related activities, which are disruptive to the educational climate, are prohibited. Consequences are covered under the various suspension and/or expulsion categories, depending on the severity.

Student involvement in gangs, satanic cults, hate groups, or related activities contrary to the educational purpose or process that occur on school grounds or at school-related events is strictly prohibited. This includes, but is not limited to, the display of paraphernalia, symbols or signs related to these groups. Students are prohibited from soliciting another student to become a member of such groups or engaging in activities of these groups such as requesting a student to pay for protection or inciting another student to act with physical violence on another person. Students are prohibited from distributing materials for such groups. Gang symbols on apparel, student property or school property will result in appropriate consequences.

**E. Hazing and Harassment** - An intentional, knowing, or reckless act directed against a student, by one person or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, holding office in, or maintaining membership in any student organization, is strictly prohibited.

**F. Vandalism** - School officials are responsible to aggressively pursue, with the aid of police, the apprehension and prosecution of vandals. Recovery of damages shall include all costs pertaining to the incident. Failure on the part of the student and/or parent or guardian to make restitution may result in further action.

**G. Prevention of and Response to Bullying, Intimidation, and Harassment** -

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program; or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Manager: Julia Burns

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

**H. Gambling** - Participation in games of chance or skill for money and/or things of value is considered inappropriate.

**I. Display of Affection** - Display of affection does not belong in school or school functions. Students will be advised if their display of affection is inappropriate, and parents may be contacted. Inappropriate affection includes, but is not limited to, close body contact (no visible space between bodies,) including facial contact. Holding hands is not considered to be inappropriate. Students who persist in inappropriate displays of affection may be subject to a parent/student/counselor/administrator conference as part of other disciplinary action.

**J. Work Permits** - The State of Illinois has established the following requirements for minors seeking employment. Students OVER 16 years of age must present: 1) a statement from their employer stating the type of work for which they are employed and (2) proof of age before a work permit is issued. Students UNDER 16 years of age must present: 1) a statement from their employer stating the type of work and hours for which they are being employed, (2) proof of age, (3) a statement from a physician stating they are physically able to perform the work, and (4) a statement from their parents giving then permission to work before the work permit is issued. No student under the age of 14 may receive a work permit.

**K. Visitors and Guest Permits** - All parents, guardians, and visitors are to report to the office when entering the school. No unauthorized person shall be permitted in the hallways, outside of the classroom doors, or on the campus, without the specific permission of the principal.

Parents are encouraged to visit classes as observers. Appointments for such visits are a courtesy to the teacher and will result in less disruption of the educational program. If a parent wishes to confer with the teacher, an appointment should be made for a time outside of school hours.

Children living outside the district or who are not of school age are not permitted, without permission from the principal, to visit classes. Students may not bring guests to school except as part of the school's educational program, without the specific permission of the principal. Any visitor in the building, without an approved pass, is trespassing and will be asked to leave. Students are not to have "lunch guests."

**L. Violating Criminal Law** – Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, and hazing is prohibited student conduct.

**M. Disruptive Behavior** – Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property is prohibited.

**N. 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.

**O. Safety Drill Procedures and Conduct** - Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

**P. Non-School-Sponsored Publications/Websites** - 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.

**Q. Sexual Harassment** - Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests asexual favors, and /or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denied or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment, or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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

**Making a Complaint, Enforcement** - Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student 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.

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

**S. Teen Dating Violence** – “Dating” or “dating relationships” means an ongoing social relationship of a romantic or intimate nature between 2 persons. “Dating” or “dating relationship” does not include a casual relationship or ordinary fraternization between 2 persons in a business or social context. “Teen Dating Violence” means either of the following

- 1) A pattern of behavior in which a person uses physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.
- 2) Behavior by which a person uses or threatens to use sexual violence against another person, where one or both persons are 13 to 19 years old.

Teen dating violence is unacceptable and is prohibited. All students have the right to a safe learning environment. Students are to notify school staff and or administration incidents of teen dating violence that takes place at the school, on school grounds, at school sponsored activities, or in vehicles used for school-provided transportation. West Central CUSD #235 will provide an age-appropriate education about teen dating violence for students in grades 7 through 12 to aid in the understanding and identifying of teen dating violence.

**T. Suicide and Depression Awareness and Prevention** – Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The School district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the district's policy, is posted on the school district website. Information can also be obtained from the school office.

## VI. SPECIAL EDUCATION SERVICES

All students are subject to disciplinary action. The appropriateness of disciplinary action concerning children with disabilities will be addressed in each student's Individualized Education Program and, if necessary, in a multidisciplinary conference.

The special education programs at West Central Community School District are designed to provide services to students who have learning or behavioral disabilities. Students with disabilities have individual educational programs that outline the type and amount of special education services provided. A referral procedure for procuring special education services is outlined and available at the school.



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 finished 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her school graduation class.

When a student with a disability reaches 18 years of age all educational rights transfer from the parent/guardian to the student, unless the school district is otherwise notified. The transfer of all special educational rights will occur unless the court has determined that the student is incompetent.

An explanation of procedural safeguards is available to parents/guardians of students with disabilities. A copy of these procedural safeguards is available in the special services office or the principal's office.

Upon graduation or permanent withdrawal of a disabled student, temporary school records containing special education information which may be of continued assistance to the student may after five years be transferred to the custody of the parent, or to the student (unless the student has been deemed incompetent by the court).

#### **A. Education of Children with Disabilities**

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. 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.

#### **B. Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. 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.

#### **C. 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:

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

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.

#### **D. Section 504**

A disabled student who has an impairment that substantially limits one or more major life activities, but does not qualify for special education services, may have a Section 504 plan developed to provide appropriate accommodations. The school has a Section 504 policy available for review in the special services office.

#### **E. English Language Learners**

The school offers 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.

### **VII. HEALTH**

**A. Accidents** - Accidents must be reported immediately to the teacher in charge of the area where the accident has occurred. In case of serious accident or illness, notify the office and every effort will be made to locate the student's parent or guardian. An ill student will not be released without parent/guardian notification.

**B. Eye Protection** - All students participating in any shop activities and certain science activities are required to wear approved eye protective apparel as mandated in the Illinois School Code. Non-compliance is considered a serious violation.

**C. Medical/Dental Exam** - Any new student entering an Illinois school for the first time is required to have a vision screening. Under Illinois State law, all ninth grade students are required to have medical and dental examinations. Freshman physicals and dental check-up cards are due at the beginning of the school year. Immunizations must also be kept current. Students who participate in athletics, including cheerleading and pompons/dance, are required to have a medical examination annually.

#### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by September 2 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by September 2, the student must present, by September 2, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

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

### **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.

**D. Medications** - Students are prohibited from having medications on their person or in their lockers. Parents shall complete any necessary forms that will allow students to receive medications. All medications are to be left in the nurse's office unless special circumstances warrant that they be kept in the principal's office. Medications will be administered according to physician's directions. Students may provide the school with a written note from their physician that will permit them to keep and use an inhaler as needed.

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take 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 "Student Medical 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 an epinephrine auto-injector (EpiPen®) and/or an 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.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetic Care Plan. For further information, see: [www.iasb.com/law/diabmats.cfm](http://www.iasb.com/law/diabmats.cfm), Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook Procedure 1.130-E1 (Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities).

## VIII. ATHLETIC CODE AND EXTRA-CURRICULAR POLICIES

The Board recognizes the necessity and validity of an athletic code whose purpose is to insure behavioral and academic excellence in students involved in extra-curricular activities. For rules that pertain to these students please refer to The Athletic Code and Extra-Curricular Policy.

**A. Extra-Curricular Activity Participation** - It is the practice of West Central High School to allow all students to participate in as many activities as are appropriate. Students and parents should confer and use proper judgment to assure that a student's time is not over-extended.

Each individual coach, sponsor, or teacher is allowed to set guidelines for the behavioral expectations, as well as attendance at practices, rehearsals, games and concerts. Students will be expected to dress appropriately whenever representing West Central High School.

Students should check in advance with their sponsors as to any conflicts that might arise. Please read the Athletic/Extra-Curricular Policy carefully.

**B. Eligibility For Extra-Curricular Activities** - Eligibility for participation in extra-curricular activities is dependent upon receiving passing grades and following the stipulations set forth in the Athletic/Extra-Curricular Handbook. West Central High School abides by all IHSA rules and jurisdictions.

**C. Cheerleaders and Dance Squad** - Cheerleaders and Dance Squad members shall meet the eligibility standards as set forth by the IHSA and West Central High School athletic policies. The members of each squad are to be responsible for the planning of pep assemblies and aiding in promoting the athletic program.

**D. Spectator Code** - Students attending extracurricular activities are to display good sportsmanship at all times. School rules are to be followed at all school related events, whether they are at home or away. Corrective measures may be taken by school personnel who witness district or school rules being broken. The failure to comply with the rules and regulations shall result in disciplinary action.

**E. Good Night Rule** - By attending any extra-curricular or night activity, students have expressed a desire to see that event to its conclusion. If students leave the building before the activity is over, students may not come back in.

**F. Off Campus Events** - Students at school sponsored, off campus events shall be governed by school district rules and regulation and are subject to the authority of school district officials. This also applies to students in transit to and from home and away events.

**G. Field Trips** - No student will be allowed to participate on a field trip unless written permission from parents or guardian has been received. Students, who are failing a class, may be denied permission from that teacher to participate. Sponsoring teacher may exclude a student from a field trip if the student has failed to meet pre-set criteria. Individual teacher's criteria will be provided to students at the beginning of each semester. School regulations are to be followed on a field trip at all times. Students are expected to ride on the bus to the activity and return on the bus.

A student who misses the bus will not participate in the destination event for that bus. Parental release is the same as stated under "Fan Bus." Any exceptions must have prior approval of the principal. Students may be denied participation for excessive referrals to the office for inappropriate behavior.

## IX. ORGANIZATIONS AND SENIOR INFORMATION

**A. Student Council** - The Student Council is an organization through which the students may express their opinions, and participate in the management of school enterprises. The Student Council promotes leadership, initiative and self-control among its members.

**B. National Honor Society** - Membership in the National Honor Society is both an honor and a responsibility bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Members must maintain a scholastic average of 3.5 on a 4.0 scale. Members must also complete and document their approved hours of service per year, participate in peer tutoring once a month, visit a local nursing home at least once a school year to do volunteer service, and accumulate 150 points to receive an NHS award each year that they are a member. Seniors meeting these requirements will be recognized during graduation by wearing the NHS honor collar.

**C. Senior Pictures** - Many seniors choose to have professional photographs taken to mark the conclusion of their high school experience. We recommend that those photographs be taken the summer before the student's senior year to allow for the exchange of pictures with classmates throughout the senior year. WCHS does not recommend any one photographer for senior pictures; that choice is entirely up to the student and parents.

Students will not be excused from school for senior pictures, nor will they receive an excused absence to have a senior photograph sitting.

**D. Commencement Exercises** - All students who are to receive a diploma will be eligible to participate in commencement exercises. Student participation in Commencement Exercises is not mandatory nor is participation a guaranteed right. Names on the program will appear in alphabetical order. All students shall wear prescribed caps and gowns. No adornment of caps or gowns will be permitted except for School District symbols of academic honors.

All fines, fees, book rentals, etc. must be paid prior to graduation practice in order for students to participate in the rehearsal for graduation proceedings. All disciplinary actions must also be completed prior to the date of graduation practice or the student will not be admitted to graduation practice. Attendance at graduation practice is mandatory for a student to go through the formal graduation exercises in front of the public audience.

### **E. Valedictorian and Salutatorian**

Valedictorian and Salutatorian awards are tentatively determined at the end of the seventh semester for local purposes only. Final class rank and G.P.A. will be determined after the eighth semester. Early graduates are not eligible for Valedictorian or Salutatorian honors.

### **F. Early Graduation**

The Board of Education realizes the need for some students to complete their high school education in less than the customary four years. However, the Board encourages all students to attend four years of high school. Students may be allowed to graduate one semester early, but only on approval of the administration and the Board of Education.

### **1. Provisions for early graduation:**

Students may apply in writing to their counselor for early graduation upon completion of seven (7) semesters of school attendance and when they have met all graduation requirements. Written permission of parent(s)/guardian(s) is required. Initial application for consideration for early graduation should be made no earlier than the beginning of the sixth semester and no later than the beginning of the seventh semester.

Notification of the student's request and verification of the student's acceptability for early graduation will be given to the Superintendent by the counselor.

Permission for early graduation may be granted a student by the Board of Education upon the recommendation of the Superintendent.

The early graduate will be considered a graduate of West Central High School at the end of the semester the student completes the course work. He/she will have adult status and surrender all rights and privileges afforded a student with the exception of participating in graduation. An early graduate who wishes to be enrolled at West Central High School after completing the course work necessary for graduation will have the early graduation application voided. If the student withdraws before the end of the semester, a failing grade will be recorded for each course enrolled. A letter from the principal stating that graduation requirements have been met will suffice as proof of graduation until the graduate receives the diploma. The early graduate may have his or her picture placed in the composite of those graduating that year. The early graduate will be allowed to order graduation announcements and other symbols of graduation. The early graduate may receive a diploma by participating in the graduation ceremony, personally picking it up after graduation, or by having it mailed.

### **G. Graduation Requirements**

- (1) Four years of language arts.
- (2) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject.
- (3) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content.
- (4) Three years of science, one year of which is biology.
- (5) Three years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government.
- (6) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
- (7) Four years of Physical Education.
- (8) Accumulated total of 25 earned credits.

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

**H. Class identification by credits-** students will be classified according to the credit categories listed below:

1. Freshman (0-5.5 credits)
2. Sophomore (6.0- 11.5 credits)
3. Junior (12.0- 17.5 credits)
4. Senior (18.0- 25 credits)

## **X. COUNSELING DEPARTMENT**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

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

**A. Schedule Changes** - All students must make class changes before the start of the school year. Class changes for second semester classes must be made prior to the start of the second semester. However, in order to insure the individual students' schedules are in the best interest for both the student and the teacher, the following drop guidelines have been established:

1. Students must contact the counselor within the first week of the semester to make any changes in their schedules. After one week, no schedule changes can be made.

2. Any student who wishes to drop a class and enroll in a study hall without penalty must do so before the end of the semester's first mid-term period. Anyone who wishes to drop or is dropped for disciplinary reasons, after the first mid-term period of the semester, will receive a failing grade on their transcript.

**B. Counseling** - Every pupil at some time needs personal and individual help to solve problems or improve planning. Typical guidance services include person/social development, academic assistance, investigation of college, trade school, military opportunities and work opportunities.

**C. Information Services** - Students are encouraged to make use of the guidance library and seek information from the counselor on issues that affect their school life or future.

**D. Assisting the School Staff** - The guidance program strives to serve the entire school. Information is available, when effectively used, that may help to vitalize and improve the activities of the school.

**E. Testing** - Placement information for the college-bound and the vocational student is provided, along with a variety of tests that enable students to determine both their strengths and weaknesses.

**F. Coordinating Home, School, and Community** - This is done by gathering information about community resources, job opportunities, and job placement.

**G. Evaluation and Follow-Up** - Students are instructed on planning for new situations and on making the best possible adjustments in new experiences. High school graduates will be surveyed to further evaluate the school program.

The Guidance Department is available to all students, teachers, and parents. All conferences of a personal nature are confidential and shall be treated as such with the exception of mandatory reporting. Students are encouraged to seek help on problems of any nature such as educational, personal, social, financial, parental, or academic concerns. The primary aim of the guidance department is to help students to help themselves by learning to make wise choices.

**H. Appointments** - Any students desiring to meet with the guidance counselor may do so by securing a pass from the counselor. Students will not be dismissed from any classes without a pass from the counselor. Passes will be obtained from the counselor before school, between classes, or during lunch period.

**I. Alternative School** - Student initiated requests to attend the PASS program may transfer no more than 2 credits per year back to West Central High School to apply toward a West Central High School diploma. This same restriction does not apply to students who have been referred by West Central High School to the PASS program. Students who leave West Central to attend PASS are dropped from West Central and are no longer registered as a student at West Central. These students, by transferring out of West Central, give up the right to attend West Central activities as a West Central student. Students who transfer from West Central in good standing may attend activities as a guest of a current West Central student.

**J. Post-graduation Contact** - The guidance office is charged with maintaining some contact with graduates of West Central High School for purposes of curriculum evaluation and school improvement.

**K. Behavioral Intervention Guidelines** - As required by law, the WCSD #235 board has adopted guidelines for behavioral interventions for students with disabilities. These guidelines were established to comply with PA 87-1103. Behavioral interventions will be used by teachers and administrators to promote and strengthen desirable student behaviors and reduce inappropriate behaviors.

**L. Hotline Numbers** - As a service to both students and parents, we have included a list of numbers we hope will be useful should you feel the need for outside assistance in a number of areas.

Child Abuse Hotline	1-800-252-2873	Depression Awareness	1-800-421-4211
Hend. Co. Health Dept.	1-309-627-2812	Henderson Co. Sheriff	1-309-867-4291
Illinois Poison Center	1-800-942-5969	Parent Stress Hotline	1-800-367-2543
Road Conditions	1-800-452-4368	School Violence	1-800-477-0024

## XI. TRANSPORTATION/BUSING

### A. Activity Bus/Extra-curricular Bus

Any student who is participating in an extra curricular activity or other school activity requiring travel must ride on school-supervised transportation to and from the activity. Exceptions to this policy may be granted upon written request from the parents or other responsible adult. No students will be allowed to ride home with anyone but an adult or an approved sibling.

**B. Fan Bus** - Fan buses may be provided as needed to transport students to athletic events. There will be a minimal charge for each student who signs a fan bus sheet. The student must sign-up and pay in the office by noon on the day before the event. Students who sign the sheet but fail to ride will be banned from the bus upon the second offense. Students who ride the fan bus to an event must return to school on the bus. They may return home with a parent, provided that the parent provides a written request.

**C. Location of Bus Stops** - Bus services will be provided for West Central School District #235 students. Students are expected to be on time at their respective bus stops. Students are expected to ride their assigned buses. Only those with a written permission from a parent/guardian, which has been approved by the principal, may ride an alternate bus.



## **West Central District #235 Bus Rules**

### **D. SCHOOL BUS CONDUCT**

Bus rules and regulations from the State of Illinois and West Central School District are for your safety and protection. Follow them and you will have many safe rides to school.

The driver is in complete charge. His/her relationship with pupils should be on the same level as that expected of a teacher. Students should obey the driver cheerfully and promptly. The privilege of all students riding a bus is conditioned on their good behavior and observance of the rules and regulations. Safety demands complete cooperation.

In the event of failure on the part of a student to cooperate with bus rules, action will be taken which will follow a progressive series of disciplinary steps. In the event of a disciplinary problem, the driver will notify the parents and the respective office. Students with repeated disciplinary offenses and more serious offenses will be subject to losing bus privileges either temporarily or permanently.

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.

### **E. DISCIPLINARY ACTIONS WILL BE AS FOLLOWS:**

1. Verbal warning by the driver
2. Verbal warning and the driver will call parents
3. Written referral to the office and the building administrator will issue appropriate consequences for the violation.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following guidelines. This list indicates expected safe riding behavior as well as prohibited behavior. NOTE: Other riding behaviors found to be unsafe or disruptive will be evaluated by the school bus driver and/or administration. All school bus related infractions will be evaluated on a case by case basis.

1. The parents will be notified of the suspension and the reason by phone if possible. The parents may request a hearing before the Principal and/or Superintendent. If such hearing is not satisfactory, the parent has recourse to a hearing before the Board of Education. A request for a hearing before the Board should be made with the Superintendent.
2. If a pupil is suspended on the morning run, the student will be transported home before such suspension occurs.
3. Suspension from riding the bus is not suspension from school. The child is required to be in school even though suspended from riding the bus.
4. Pupils must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for those who are tardy. Waiting on one student makes all others wait longer for the bus.
5. Pupils must stand at least 5 feet away from the traffic lane where the bus will stop. There must be a single file and an orderly line.
6. **LOADING:** When pupils must cross the road to reach the bus, the driver, after looking for approaching traffic, beckons them to cross. They must cross at least 10 feet in front of the bus.

7. UNLOADING: Students who must cross the highway after leaving the bus must go to the right front of the bus and wait for the driver to signal before crossing. The driver must see that the way is clear before signaling students to cross. Students must look both ways before stepping out from in front of the bus. Students must never cross behind the bus.
8. Pupils must occupy the seats assigned to them.
9. Pupils must not, at any time, extend hands, arms, feet, or heads and all other objects out the bus windows. Windows are lowered only to the black line.
10. While the bus is in motion, pupils are to remain in seats. Seat changing while bus is in motion is not permitted.
11. The **EMERGENCY** door is used only for **EMERGENCIES!**
12. Classroom conduct is expected. Ordinary conversation is permitted with persons sitting near you.
13. Pupils must refrain from unnecessary conversations with drivers.
14. Throwing waste paper or other rubbish on the floor or out the window is not permitted. Discarding materials on highways is contrary to state law.
15. No eating or drinking on the bus is permitted (except on field trips and then permission must be granted by the bus driver)
16. Pupils must report any damage to the driver. Persons responsible for damage will not be transported until damage is repaired or paid for.
17. Smoking or striking matches is not permitted.
18. The use of profane or abusive language will not be tolerated.
19. No weapons or explosive material of any kind is permitted. All will be confiscated. This includes water guns, knives, fireworks, etc.
20. No animals will be transported with pupils.
21. On regular and special trips the front and rear exits must be kept clear. Pupils will keep band instruments and sporting equipment in areas designated by the bus driver.
22. No equipment should block EXITS or the DRIVER'S VIEW.
23. Students who are not regular bus students are prohibited from riding the bus to a friend's house without written permission from parent and principal.
24. Do not ask the driver to stop at places other than regular bus stops. No student will be allowed to leave the bus until they reach their regular discharge point or home unless permission is given in writing.
25. Stay off the road at all times while waiting for the bus.
26. Do not move toward the bus at stops until the bus has been brought to a complete stop and the driver gives the signal for you to cross.
27. No hitting or swinging sweaters, caps, book bags, etc.
28. Assist in keeping the bus clean, safe, and sanitary.
29. Be quiet when approaching railroad crossings and when going through towns.
30. Remember that loud talking or laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
31. School bus riders, while in transit, are under the jurisdiction of the school bus driver, unless the local board of education designates some adult to supervise the riders.
32. Parents shall not ride the bus unless they send a written request to school officials stating the reason for the request. School officials will determine if the parent can ride the bus.
33. Students who miss the extracurricular bus that will be transporting them to an extracurricular event will not participate in that event except in case of an emergency which will be left up to the coach's discretion.
34. Parents will be liable for any defacing or damage their student causes to a bus.

### **NOT RIDING THE BUS**

Students not riding their regular bus home after school and not riding with their parent must have a signed note from the parents/guardians stating who they will be leaving with.

If a student is riding an alternate bus home for parties, sleepovers, etc., it is required that **parents/guardians of both parties** send a note to the office. (Depending on the number of students assigned to a specific bus, transportation for students who are not normally assigned to that route cannot always be guaranteed. If possible, it is recommended that parents provide transportation in such cases).

## **XII. STUDENT DISCIPLINE AND CONDUCT**

Students are expected to obey those in authority. The principal, teachers, bus drivers, custodians, lunch room workers, secretaries and teacher aides are placed in authority by the adults of the school district acting through the Board of Education. One of the most serious offenses is to disobey or show disrespect to those in authority.

At times there may be questions that a student and/or parent may have. Communication is extremely important. The starting point for resolving a problem or securing an answer to a question is a student's teacher. If the matter pertains to the school as a whole, or if it requires further resolution, it should be taken to the principal. If a question or problem still exists, it should be directed to the Superintendent of Schools. If problems cannot be resolved with the administration, steps for taking matters to the Board of Education are available. Every effort will be made to find fair and equitable solutions to all problems.

### **A. Disciplinary Procedures**

1. **Philosophy** - West Central High School expects all students to show pride and respect for themselves and for others in their school, including the faculty, staff, and administration as well as the school building itself. When a student's behavior or speech crosses beyond normal and civilized expectations, disciplinary procedures will begin. Administration will help those students learn acceptable social rules of conduct and behavior.

The disciplinary procedures used at West Central High School provide students who have behavior problems an opportunity to think through their conduct and how the decisions they made required some intervention by school personnel. It is the belief of the school that a student's interaction with the classroom teacher is the primary arena where students learn acceptable conduct. More serious student conduct issues require more serious administrative procedures.

It is the intent of this section of the handbook to inform students of some (but not all) behaviors that will result in disciplinary procedures by the school. Used as a guide, this section of the handbook will help students to make smart choices about their conduct while on West Central school property. Ultimately, the goal of the West Central High School discipline policy is to help students become responsible, productive, successful adults.

2. **Classroom Management – The Teacher Is In Charge**

The classroom teacher is the first to be aware of problems and is considered to be the principal's designee. In such cases the teacher shall take initial corrective steps which should include:

- Student/teacher conference.
- Parental contact.
- Disciplinary action appropriate for the infraction.

If the problem persists, the student is then to be sent to the office for further action and the problem is viewed as a higher-level offense. Written notification will be supplied to the office as soon after the offense as possible. If there is an actual or threatened danger, the student will be removed from the classroom immediately.

**3. Grounds for disciplinary action** – Grounds for disciplinary action apply whenever a student’s inappropriate conduct is reasonably related to school or school grounds, including but not limited to (a) district property or visible from District property before, during, or after school hours or any time when the school is being used by a group; (b) Off District property at any school-sponsored activity or event including any activity which bears a reasonable relationship to school; (c) Traveling to or from school, a school activity, function, or event; (d) Anywhere the conduct may reasonably be considered a threat or attempted intimidation of a student, visitor, staff member, or adversely affects educational functions or the school environment.

**4. Prohibited Student Conduct.** Disciplinary Action will be taken against any student guilty of gross disobedience or misconduct, including but not limited to the following: - Truancy, -Tardy policy violations, -Failure to pay school fines, fundraising commitments, or return equipment, -Inappropriate dress, -Inappropriate physical contact, -Littering, -Pushing and shoving, -Throwing objects, -Being in an unauthorized area of the campus, -Violation of closed campus, -Violation of school parking privileges, - Excessive display of affection, -Disruptive behavior outside or inside the classroom, - Refusal to identify self, Horseplay, -Failure to complete teacher's intervention, - Pagers/laser devices/music players/mp3 players/cell phone use, -Not dressing for PE.

Other more serious infractions that may require a higher level of discipline such as a suspension include but are not limited to these: -Failure to complete previously assigned intervention, - Repeat offenses, -Blackmail/Coercion/ Intimidation, - Fighting/Assault, -Harassment/Sexual Harassment/Hazing, -Theft/Vandalism, -Altering or destruction of school records, -Distribution, possession, exhibition of offensive materials, -Truancy, -Profanity/obscenity , -Cheating, lying, plagiarism, - Fireworks/incendiary objects, -Gambling, -Gang related behavior, -Possession of harmful objects, -Possession of stolen property, use or possession of E-cigarettes (electronic cigarettes), -Failure to follow lawful instructions of staff, -Defacing school property, - Defiance of a direct order from a staff member, and -Excessive detentions.

Serious offenses that may result in expulsion from school include but are not limited to the following situations: -Arson, -Bomb threat (All schools use trace equipment), -Burglary/Robbery/Theft of personal or District belongings, -Excessive suspensions, -Possession of alcohol/tobacco/tobacco product, -Malicious destruction of property, -Malicious acts, physical or verbal, against a student or faculty member, -False fire alarm, -Sexual Assault/Assault, -Verbal or physical threat or attack of school personnel, -Profanity/obscenity directed toward a teacher or staff member, -Involvement in gangs, satanic cults, hate groups and related activities, -Possession/use of a weapon, ammunition, explosive or look-alike devices, -Possession, use, distribution, purchase, sale or if found to be under the influence of controlled substances and/or look-alike substances and/or alcoholic beverages, -Possession or use of drug paraphernalia, and - Possession of a firearm, - Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault, -Engaging in teen dating violence, -Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

**Disciplinary Measures.** Students who engage in prohibited conduct are subject to disciplinary measures that include but are not limited to the following options:

**1. Classroom Interventions** - Removal from the classroom, notification of parents, withholding of privileges, and surrender of contraband (including cell phones, etc.)

**2. Detention** - Detentions are to be served outside of the regular school day for a 30-minute period of time. Students are expected to work on school assignments during the detention time. Students will be notified of the location to serve the detention.

**3. In-School Suspension** - In-School Suspensions will be assigned during the regular school day. Students will be notified of the location of the in-school suspensions.

Procedures for In-school Suspensions - In-School Suspension students will receive a restroom break at about 10:00 a.m. and 2:00 p.m. but not during passing time between classes. Lunch will be arranged for those students outside of the regular lunchtime hours. Students will be expected to do school work or do provided work the entire time they are in ISS. Graded work that is completed in ISS will earn no more than a C. Teachers of students who are given an ISS will be asked to forward to the ISS Supervisor the students' assignments for the day they are in ISS. Students in ISS will not be allowed to talk, sleep, or put their head down on their desk, and they must stay on task. Students who complete in-school suspension classroom work before 3:15 p.m. will be provided additional reading materials or copying materials so that their entire day will be occupied with some useful study.

Students who are disruptive or choose not to be busy with academic work for the entire school day will be sent home with no credit for time served. Failure to complete additional in-school suspensions with a full day's work will result in an out-of-school suspension. Failure to abide by these rules may result in additional ISS days or an out-of-school suspension.

The purpose of the in-school-suspension program is to provide a disciplined and educational alternative to the regular classroom. Home contact in the form of a phone call and/or written notice will be provided.

**4. Out-of-School Suspension** - Out of school suspension is a disciplinary tool that is used when earlier attempts to correct a student's behavior have been unsuccessful, or for reasons of safety, warrants an immediate, temporary exclusion from school.

A suspension is for a period not to exceed ten (10) school days.

By law the district superintendent, principal, or other qualified administrator may suspend a student.

No student under 18 years of age who is suspended shall leave school, with permission, until parent, guardian or responsible adult has been notified. However, a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. If the situation warrants extra assistance, law enforcement officials may be called. In such cases, the requirement of notice and hearing shall follow as soon as practical. Any suspension shall be reported as soon as reasonably possible to the parents or guardian of such pupil along with a full statement of the reasons for such suspension. Upon request, the parent has the right to review the reasons for this suspension and will be afforded all rights provided in the State of Illinois School Code.

Students assigned an Out-of-School suspension will receive zeros for all classroom work that takes place during the assigned time of suspension. During the period of an out-of-school suspension, a student may not be in, on, or about school or school grounds without the permission of the school administration.

Students may not attend or participate in school activity during a suspension. This includes school related activities held at locations other than West Central. Violation of these rules will result in further disciplinary action.

Students and parent/guardians may be required to meet with administration as a condition of reinstatement back into the normal school routine.

**5. Expulsion** - Expulsion from school is a formal process whereby an individual has his or her right to an education withdrawn for a period in excess of ten (10) school days. Only the Board of Education may expel a student.

The student and the student's parents or guardians shall be notified of the reason(s) for the proposed expulsion by certified letter from the appropriate administrative official which will state:

- The rules and regulations allegedly violated.
- The date, time, and place of the Board of Education hearing.
- The right to have an attorney present at his/her expense at the hearing.

The expulsion shall not take place until after the Board of Education has had the opportunity to hear the case and render a decision.

Students are suspended from school pending expulsion procedures. Anytime an expulsion offense is committed, an expulsion hearing will be conducted within ten (10) school days of the suspension.

No student under 18 years of age shall leave school until parent, guardian or responsible adult is notified. However, a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as soon as practical.

At a hearing by the Board of Education:

- The student has a right to counsel at his/her own expense.
- The right to question the person who made the recommendation to expel.
- The right to present and question witnesses.
- The right to make a statement in his/her own behalf.

If a student is expelled from District #235, the student's temporary record has the date of the expulsion hearing recorded and is placed in the student's temporary record. The temporary record is reviewed every four years to eliminate out-of-date information and is destroyed entirely within five years after graduation or permanent withdrawal. In compliance with the Illinois School Code no school shall maintain any student temporary records or the information contained therein beyond its period of usefulness to the student and the school and in any case no longer than five years after the student transferred, graduated, or otherwise permanently withdrew from the school.

The Board of Education may recommend principal's probation as a part of the expulsion process. If the terms of the probation are violated, the expulsion may immediately go into effect. The principal will notify the Board of Education as to whether or not probation is successfully completed. If the probation is successfully completed all references to expulsion will be removed from the permanent record.

A student who is expelled from school may lose any and all credit for work done in classes for the semester(s) expelled.

In the interest of helping students, the school district may assist in providing or locating alternative educational opportunities for the expelled student.

**Offenses Which May Cause Recommendation for Expulsion:**

- Continued chronic truancy
- Chronic disobedience
- Chronic insubordination
- Theft
- Arson
- Bomb threat
- Burglary/Robbery
- Excessive suspensions

- False fire alarm
- Sexual Assault/Assault
- Verbal or physical threat or attack of school personnel
- Involvement in gangs, satanic cults, hate groups and related activities
- Possession/use of a weapon, ammunition, explosive or look-alike devices
- Possession, use, distribution, purchase, sale or if found to be under the influence of controlled substances and/or look-alike substances and/or alcoholic beverages
- Possession or use of drug paraphernalia
- Repeated physical/verbal altercations with other students
- Chronic insubordination
- Possession of a firearm
- Vandalism or destruction of school property
- Threats of violence to school personnel and/or students

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

1. A firearm, meaning 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 attempting to be used to cause bodily harm, including "look a-likes" 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.

**Voluntary Admission of Substance Abuse** - Voluntary admission of substance abuse may not always result in expulsion. In such cases, a conference with the counselor, administrators, parents, and other necessary school personnel and subsequent adherence to given recommendations for treatment are required. This voluntary admission-exemption, may not be used if the school is already aware of an abuse-related situation. This provision may only be used once. Further admissions of use, which are revealed during treatment sessions, will not be used against him/her. If an infraction of the school policy occurs during the treatment and the school is aware of the infraction, the school policy regarding substance abuse will go into effect.

**Disciplinary Responses** – School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavior or academic difficulties. Potential discipline measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.

4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Before and after-school study or Saturday study provided the student's parent/guardian has been notified (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband, confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activities, such as, illegal drugs (controlled substances), "look-alike," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavior interventions, other than suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

**Re-Engagement of Returning Students** – The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

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



## **B. DELEGATION OF AUTHORITY**

Each teacher or other school personnel is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may use reasonable force as needed to maintain safety for other students and remove students from a classroom for disruptive behavior.

The superintendent and building principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The West Central School District adopted policies and procedures that serve as behavioral guidelines for students with disabilities. A copy of these policies and procedures is available through the school unit office. The Board of Education appreciates your understanding and cooperation.

Paula Markey  
Superintendent

## **XIII. EQUAL EDUCATIONAL OPPORTUNITIES –**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Extra Services – The West Central School District wants all students to have a rewarding and enjoyable school experience. To meet this goal we need ongoing communication between home, school, teachers, students, and parents. If students are unhappy or feeling unsuccessful (and if parents feel that we can be of assistance) they should not hesitate to call the school. The school district has many individuals who are available to help both parents and students. These professionals include a school nurse, school psychologist, school social worker, special education consultant, speech and language clinicians, and special education resource teachers. The district employs all of these people to assist parents, children, and teachers.

## **XIV. SEX EQUITY**

No student shall, based on sex, 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 may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

## **XV. ADMINISTRATIVE IMPLEMENTATION**

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

## XVI. SCHOOL-PARENT COMPACT

### West Central Community Unit School District #235 High School-Parent Compact 2016-2017

The West Central High School and the parents of the students participating in activities, services, and programs funded by the Title I, part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership what will help children achieve the State's high standards.

#### School Responsibilities

West Central High School will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enable the participating students to meet the State's student academic achievement standards as follows:**

Using an English and math curriculum aligned to the Illinois Learning Standards, the school will provide instruction in English and math skills. Information gained from past student performance on the Prairie State Achievement Examination and the ACT Assessment will be used to inform classroom instruction and identify areas of concern. Instruction will also be focused and assessed quarterly based on the District Exit Outcomes.

2. **Hold district scheduled parent-teacher conferences to discussed the individual child's achievement.**

Parent conferences may be held with staff at any other time throughout the school year upon request.

3. **Provide parents with frequent reports on their children's progress.**

Aside from parent-teacher conferences, parents will receive quarterly reports on student progress through the use of the district report cards at the end of each grading period. Mid-term reports for students will also be sent home with students to keep parents informed. Any parent wishing more frequent reporting may contact the school and arrange a conference at the convenience of both teacher and parent.

Online access to student academic progress as well as discipline and attendance records is available to all parents through the SKYWARD Parent Access system. Parents simply need to request access codes through the high school office.

4. **Provide parents reasonable access to staff.**

Staff will be available in the high school building for consultation with parents during regular school hours from 7:45 am until 3:45 pm daily. Parents should contact the school office (627-2377) to arrange for a time to meet with their student's teacher.

5. **Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.**

Parents are encouraged to volunteer, participate and observe activities. If a parent wishes to volunteer time assisting the school, he/she should contact the school and arrange to meet with the principal. Notices of school or specific classroom activities in which parents are invited to participate or observe will be sent home with students. If a parent has any questions about their desire to visit school, they are encouraged to contact the school office. Parents are encouraged to provide input on revisions and evaluations of the compact and programs yearly.

**Parent Responsibilities**

We, as parents, will support our student's learning in the following ways:

1. Monitor and encourage attendance.
2. Ensuring that homework is completed.
3. Volunteering to help at school sponsored activities.
4. Participate, as appropriate, in decisions relating to my student's education.
5. Promote positive use of my student's extracurricular time.
6. Staying informed about my student's education and communicating with the school by promptly reading all notices from the school or school district.
7. Serving, to the extent possible, on school/district advisory groups.
8. Encourage my student to take advantage of the opportunities provided by the school and to continually strive for excellence.

**Student Responsibilities**

We, as students, will share the responsibility to improve academic achievement and to continually strive for excellence in the following ways:

1. The student will attend school on a regular basis.
2. The student will complete assignments daily and turn them in on time.
3. The student will seek out extra help when unsure of material covered, either with the instructor, or through tutoring provided by the school.
4. The student will display appropriate behavior in the classroom in order to allow the teacher to teach and the students to learn.
5. The student will share information with their parent in a timely manner.

# WEST CENTRAL SCHOOL DISTRICT #235

## ATHLETIC/EXTRA-CURRICULAR POLICIES

### 2016-2017 SCHOOL YEAR

#### I. PHILOSOPHY

##### A. General

1. It is understood that participation in any extra-curricular activity is a privilege, not a right. Therefore, students who choose to participate in any extra-curricular activity are expected to maintain habits and behaviors that will reflect favorably on themselves, their families, and the West Central School District #235. These expectations apply all year round.
2. Extra-curricular activities are defined as all athletic teams, clubs, organizations, or events not included in the regular graded curriculum: provided, however that no event shall be included in the graded curriculum merely for the purpose of avoiding the application of this policy.

##### B. Goals

These policies are designed to promote the following goals:

1. To abide by the rules of the Illinois High School Association and the Illinois Elementary School Association as well as the policies and regulations that have been set forth by West Central High School and West Central Middle School.
2. To teach the benefits of teamwork and cooperation as well as to develop a competitive character and to maintain high standards of sportsmanship.
3. To teach and to encourage appropriate health and safety practices in all activities including good nutrition and health habits as well as the use of training rules and regulations which promote personal and team fitness.
4. To promote West Central School District #235 athletic programs and extra-curricular activities within our surrounding communities.
5. To develop elementary and intramural interscholastic programs that enhance and benefit the athletic and extra-curricular programs of the District.

#### II. SPORTSMANSHIP

##### A. General

1. Good Sportsmanship is fundamental to all interscholastic sports and activities. The teaching and practice of good sportsmanship is one of the major goals of all sports and extra-curricular activities at West Central School District #235.
2. The Board of Education expects that good sportsmanship will be exhibited consistently by all representatives of West Central School District #235 (fans, participants, parents, coaches/sponsors and other staff).
3. Both the IESA (Illinois Elementary School Association) and the IHSA (Illinois High School Association) hold the School District and District administrators responsible for good sportsmanship in all athletic and extra-curricular Activities.

**B. Good sportsmanship is shown both by attitudes and by actions.**

Examples of specific actions that demonstrate good sportsmanship include, but are not limited to, the following:

1. Cheering for good effort and performance.
2. Congratulating opponents for good performance.
3. Maintaining a highly competitive attitude without degrading or insulting opponents.
4. Willingly accepting the instructions and judgment of proper officials.
5. Learning the rules and strategies of the game or activity.
6. Playing by the rules of the game or contest.
7. Treating opposing players, coaches, and cheerleaders with respect.
8. Treating judges, referees, and other officials with respect. This does not preclude appropriate questions or challenges to referees or other officials in the manner prescribed in the rules for the activity or event.

**C. Poor sportsmanship is shown both by attitudes and by actions.**

Examples of specific actions that demonstrate poor sportsmanship include, but are not limited to, the following:

1. Inappropriate language directed towards coaches, players, or officials.
  - a. Taunts or insults.
  - b. Obscene or profane language.
  - c. Excessive yelling with the obvious intent to be obnoxious or disruptive to the contest or activity in progress.
2. Loss of control - For example, throwing or slamming articles around.
3. Deliberately committed or "Dirty Play" rule violations.
  - a. Obvious or deliberate violations of rules.
  - b. Major or flagrant violations that result in serious penalties:
    - i. Personal fouls in football deliberately committed.
    - ii. Technical fouls due to deliberate acts.
    - iii. Disqualifications because of deliberate actions.
    - iv. Deliberately rude or insulting behavior.
4. Refusal to accept the decisions of coaches or officials.

**D. Spectator Conduct and Sportsmanship for Athletic Extracurricular Events**

Because unsportsmanlike conduct affects not only opponents, but also fellow participants and team members, remedial actions appropriate for all affected parties shall be taken following flagrant or deliberate poor sportsmanship or any action which causes significant embarrassment or damage to the reputation and image of West Central School District #235.

1. Any person, including adults, who behave in an unsportsmanlike manner during an athletic or extracurricular event, may be ejected from the event the person is attending and/or denied admission to school events for up to a one calendar year after a Board of Education hearing. Examples of unsportsmanlike conduct include:
  - a. Using vulgar or obscene language;
  - b. Possessing or being under the influence of any alcoholic beverage or illegal substance;
  - c. Possessing a weapon;
  - d. Fighting or otherwise striking or threatening another person;

- e. Engaging in any activity which is illegal or disruptive; and
- f. Harassing participants, coaches, or officials in such a manner as to cause personal embarrassment or serious interference with the normal progress of the activity.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least 10 days before the Board of Education hearing date, containing:

- a. The date, time, and place of the Board hearing;
  - b. A description of the unsportsmanlike conduct;
  - c. The proposed time period that admission to school events will be denied; and
  - d. Instructions on how to waive a hearing.
2. Poor sportsmanship by coaches/sponsors/staff members and participants:
- a. Coaches, sponsors, and staff members shall not engage in, promote, or condone unsportsmanlike behavior, since they serve as role models for participants and are generally held responsible for the attitudes and behavior of participants. **Poor sportsmanship is never acceptable.**
  - b. Whenever there has been a flagrant or major act of unsportsmanlike behavior by a student (such as a personal foul in football, a technical foul for unsportsmanlike behavior in basketball, or any ejection or disqualification in an activity), the coach or director of the activity will determine the immediate actions or consequences that may be appropriate, which may include, but are not limited to:
    - i. A warning or reprimand;
    - ii. A short or long period of non-participation or suspension; and
    - iii. Appropriate apologies.
  - c. For students and participants, deliberate or repeated flagrant acts of poor sportsmanship may be considered sufficient cause for suspension or removal from the activity in addition to other discipline that may be imposed by the principal.
  - d. As soon as practical following any flagrant or serious act of unsportsmanlike behavior (such as those that result in a major penalty, a disqualification or an ejection), the coach/director will meet with the respective principal to report the immediate actions taken or the consequences determined for the unsportsmanlike behavior, as well as the circumstances surrounding the behavior.
  - e. Following the meeting between the principal and the coach/sponsor, reduced or additional consequences may be imposed as deemed appropriate.
  - f. For school personnel, all deliberate or repeated flagrant acts of poor sportsmanship may be considered as violations of contract and sufficient cause for suspension from duty or for termination, as well as sufficient reason for non-renewal of any extra-curricular contract.

### III. ELIGIBILITY

In order to be eligible for interscholastic competition, students must meet the eligibility requirements of their respective associations (IESA or IHSA) and West Central Community Unit School District #235.

#### A. IESA Policies

1. Students can participate through age fourteen (14) at the seventh (7th) grade level and through age fifteen (15) at the eighth (8th) grade level.
2. If a student in either age division turns older from the beginning of the first practice date through the final event of the IESA tournament, he or she will not be qualified to participate

at all during that activity season.

3. No student may participate at the same age level for two different school years in the same sport or activity.
4. All students shall be in grades six through eight and shall not have passed eighth grade standing.
5. A student shall be doing passing work in all school subjects according to the local school District grading policies.
6. Grades shall be cumulative for the school's grading period. Students who transfer will become eligible to participate on the eleventh (11th) attendance day, if they meet all other eligibility requirements.

#### **B. West Central Middle School Policies**

1. Students must be doing passing work in all subjects.
2. Eligibility will be checked on a weekly basis on Thursday to govern eligibility for the following Monday through Sunday.
3. Grades shall be cumulative for the school's grading period.

#### **C. IHSA Policies - High School students must meet the following eligibility standards:**

1. A student must be passing at least **twenty-five (25)** credit hours of high school work per week.
2. A student must have **twenty-five (25)** credit hours of high school work for previous semester.
3. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.
4. A student can be eligible for no more than eight (8) semesters.
5. A student can be eligible for no more than four (4) school years of competition.
6. A student can be eligible if he/she will not be nineteen (19) years old prior to August 15 of any school year.
7. A student may make up course work over the summer as long as it is accredited by State standards, and completes the required semester hours needed to become eligible.

#### **D. West Central High School Policies**

1. Students entering ninth (9th) grade have a clean slate academically upon entrance to high school.
2. Grade eligibility is week to week, starting on Sunday evening and carrying to the next Sunday evening. Although grades are turned in on Thursday afternoon, ineligibility begins and ends on the following Sunday evening.
3. Grades shall be cumulative from the beginning of the current semester.
4. Any student that does pass **25 credit hours** in the previous semester will not be eligible to participate in extra-curricular activities the following semester.
5. To practice or participate in an extra-curricular activity on a regular scheduled school day, students must be in attendance at school a minimum of one-half day (normally, at least 150 minutes). A student who is absent from school after noon is ineligible for any extracurricular or athletic activities on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor, or coach for: 1) a pre-

- arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.
6. A student who has been suspended from school is also suspended from participating in all extracurricular or athletic activities for the duration of the suspension.
  7. A student who has served an in-school suspension during the school day may be allowed to attend and extracurricular or athletic activity but will not be allowed to participate.
  8. A student who is absent from school on a Friday before a Saturday event may only participate in a Saturday extracurricular or athletic activity with the principals approval.
  9. The coach/sponsor of students failing a class may arrange 3:15-3:45 p.m. tutoring with the classroom teacher for any athlete failing a class during the time of that sport or activity. Students will attend this tutoring at least three (3) days a week as long as that team member or extracurricular activity participant has a grade below 65%.

#### **E. Physical Examinations/Insurance**

1. A current physical must be on file for any student wishing to participate in athletics in West Central #235. A physical examination is good for one full calendar year.
2. A copy of work, family, school (or football) insurance must be on file for each student participating in athletics.
3. No student/athlete may practice or participate without a current physical and proof of insurance on file.
4. The head coaches in each sport will ensure complete compliance with these requirements before students may practice or participate.

#### Authority and Responsibility

1. The building principal has ultimate authority and responsibility for all decisions regarding student eligibility.
2. Actions or rulings regarding eligibility do not require a formal hearing for students, only a determination of the actual facts involved in a particular matter.

### **IV. Use of Tobacco, Alcohol, Other Drugs & Criminal Violations/Serious Misbehavior**

#### **A. General Conditions**

1. The use or possession (in any form) of alcohol, steroids or other drugs (other than prescription drug prescribed by a physician) is strictly prohibited.
2. The use or possession of tobacco in any form is strictly prohibited.
3. Activities of a criminal nature or serious misbehavior which threatens the safety and welfare of others are strictly prohibited under this Policy. Such activities include, but are not limited to: charges of criminal violations; arson; bomb threat; theft (including burglary/robbery); malicious destruction of property; sexual assault/assault; physical threat or attack; possession or use of a weapon, ammunition, or explosive; possession of a firearm; possession of stolen property; forgery; or any felony or serious misdemeanor. Penalties for violations imposed under this policy shall be in addition to all penalties imposed under State or Federal laws and other school rules and regulations.
4. This policy shall apply to all participants on a year-round basis, including summers and vacations, both on and off school premises.
5. Exemption: Students supervised by their parents, grandparents, or guardians in public situations (such as in eating establishments, weddings, and similar situations) shall not be deemed to be in violation of this policy merely by their presence. When determining whether this exemption should apply, the Principal may consult with law enforcement personnel.



## B. Disciplinary Procedures

1. The principal/coach/sponsor will initiate disciplinary action by investigating the infraction upon notification by a school representative. The parent/guardian will be notified of the alleged violation concerning the extracurricular policy.
2. The principal/coach/sponsor will attempt to verify the offense by giving the student an opportunity to present information on his or her behalf.
7. The principal, athletic director (if the student involved is a participant in athletics,) guidance counselor (if the student is not a participant in athletics,) and coach/sponsor will meet and make a ruling as soon as possible following any rule infraction.
4. The principal will contact the parent/guardian of any disciplinary action by certified letter.
5. The first day of any suspension will be determined upon the finding that rules in this extra-curricular policy were violated. This decision will be done in a timely manner. Students, during the school year, not out for an activity covered by this policy, will begin their suspension when their activity begins. They must miss at minimum one contest or event.
6. Individuals involved in drama, music, and other Fine Arts programs will be prohibited from participating in the next scheduled contest or performance.
7. Individuals involved in any school sponsored organizations will be prohibited from participating in the next organizational event/activity.
8. Any appeal to any decision regarding enforcement of this policy will follow standards and policies as set by the West Central Board of Education.

## C. Penalties- Any violation of the stated policy will result in the following actions:

If the infraction occurs during the time the student is participating:

- a. The suspension will begin from the date of the infraction.

If the infraction occurs during off season:

- b. The suspension will begin the first date of practice.

The student will not be allowed participation in at least 1 contest / game.

1. **FIRST OFFENSE** by a participant shall result in the suspension from all extra-curricular activities for 30 days. If a suspension is not completed during a given year, the suspension will be carried over to extra-curricular activities the next year. If the first offense infraction is for substance abuse (including tobacco), the student must submit to a substance abuse evaluation, at the student's expense. The substance abuse program must be approved by the Administration. The student must obtain a referral sheet form the Administration indicating the offense infraction. The student must provide evidence of the substance abuse evaluation as validated by a signed certificate of evaluation. The certificate of evaluation shall include a brief synopsis of participation, continuum plan, and prognosis. Failure to provide a certificate of evaluation to the Administration will invalidate the Option for First Offense. The purpose of this requirement is for the student to be evaluated and obtain help if needed.

**OPTION FOR FIRST OFFENSE:** Suspension begins from the moment of admission. Voluntary Admission by the student and/or parent/guardian to the coach/sponsor or Administration of a first offense infraction will result in a reduction of the suspension from 30 days to 15 days. Voluntary admission may **NOT** be used by a student if the rule infraction is already known by the school.

2. **SECOND OFFENSE** by a participant shall result in the suspension from all extra-curricular activities for 180 school days. The suspension shall begin from the date of the second rule infraction. If the suspension is not completed during a school year, the suspension will carry over into the following school year.

**OPTIONS FOR SECOND OFFENSE:**

**a) Substance Abuse (including tobacco):** If the student is willing to participate in a substance abuse program, at his/her own expense, the second offense infraction will be reduced to 90 school days. The substance abuse program must be approved by the Administration. The student must obtain a referral sheet from the Administration indicating the offense/infraction. In order to participate in contests during the organization's events in which he/she will be eligible the student must provide evidence of successful completion of the substance abuse program as validated by a signed certificate of completion which shall include a brief synopsis of participation, continuum plan, and prognosis. Failure to provide a certificate of completion will invalidate the Option for Second Offense. This may be a carry over suspension.

**b) Other than Substance Abuse:** The student must perform 10 hours of community service to the school district under the supervision of a coach/sponsor, Administration and/or his/her designee; the second offense infraction will be reduced to 90 school days. The community service must be served within the 90 school day suspension.

3. **THIRD OFFENSE** by a participant shall make the student ineligible to participate in any extra-curricular activities at West Central High School for his/her high school career.

**Substance Abuse Evaluation** – The student will obtain an evaluation and at minimum will be required to complete a brief educational session with behavioral and peer contracts. These contracts, with the required signature of the student and parent/guardian (unless emancipated), will be returned to both the substance abuse counselor and Administration. Additional sessions may be needed at the discretion of the substance abuse counselor.

**Substance Abuse Program** – The student will repeat the process of first offense requirements. At minimum, the student will be required to participate in at least 12 hours of educational/behavioral sessions addressing substance abuse as it relates to personal history indicated by the evaluation.

4. Involvement in a situation by a student in extra-curricular activities other than IHSA recognized:
- a. If the student is involved in extra-curricular activities not recognized by the IHSA, penalties will be determined by the principal under the guidelines of the extra-curricular policy and that activity's guidelines or constitution.
  - b. Under the rules of suspension, students must attend and participate in all practices and activities deemed necessary by the coach or sponsor, excluding events such as contests or competitions. Events include games or organization field trips or any other event which is specific to the organization under which the suspension is being served. Students are expected to participate in fundraisers or work related activities that benefit the organization or the school. Students under suspension may be permitted or expected to participate in local performances or exhibitions such as plays, concerts, etc.; but they may not participate in any official contest sanctioned by the IESA, IHSA, or similar organization.
  - c. Penalties for athletic violations and other violations will be imposed separately. They may run concurrently as determined by the principal.
5. In the event that the violation occurs near the end, or after the end of a season, or between seasons, the period of suspensions shall carry over until the next season in which the student regularly participates.
6. Students who are charged with a criminal act or serious misbehavior are not eligible for reduced suspensions.

## D. Extra-Curricular Activities

1. Extra-curricular activities or organizations not governed by the IESA or the IHSA or beyond the scope of classroom participation include organizations such as: Student Council, FFA, National Honor Society, Spanish Club, Art Club, Math Club, Science Olympiad, and AFS.
2. In the event of a Policy violation and suspension, students involved in Student Council, National Honor Society, Science Olympiad, and/or FFA are subject to this policy and the guidelines set forth in each organization's constitution. Written notice, giving details of all penalties imposed, will be provided as specified in F.2.
3. In the event of a policy violation and suspension, students involved in Spanish Club, Art Club, Math Club, and/or AFS are subject to this Policy and may be suspended from field trips or events connected with these organizations if the field trips or events fall within the time period of suspension.
4. Members of the Cheerleading Squad and the Dance Squad will be treated in a manner similar to participants in other athletic activities.
5. Students elected to a position of honor or trust, such as homecoming king or queen and prom king or queen, which represent the school, may be required to forfeit these positions upon violation of the Athletic/Extra-Curricular Policy. Such a determination shall be made by a vote of the respective student body under the auspices of the Student Council. Such vote will be held as soon as practicable following the determination that a violation has occurred.

## V. COMMUNICATION

### A. Chain of Command/Chain of Communication

1. Whenever a problem or a grievance develops in an extra-curricular activity or sport, the following chain of communication is to be followed by the person who has a problem or grievance.
  - a. Level I - As soon as practical the person who has a problem or grievance will first attempt to solve the problem with the coach or sponsor involved, since the coach or sponsor has primary responsibility for the conduct/control of practices and contests. It is the responsibility of the party in grievance (student, parents, or other person) to contact the coach/sponsor first and then to follow the chain of command/communication if the problem remains.
  - b. Level I **communications will be held at an appropriate time and in an appropriate location.** The grievant should contact the school as soon as practical to contact the coach or sponsor so that an appropriate time and place for a conference can be arranged. Immediately before, during, or immediately after practice, or immediately before or after a contest is not an appropriate time for such communications. Coaches/directors have other duties and responsibilities at such times, and there is not an opportunity for private and open communication.
  - c. This Level I process shall be completed in a prompt and timely manner.
  - d. Level II - If the situation is not resolved at Level I, the grievant may appeal to the principal.
  - e. Level III - Superintendent.
2. If a problem or grievance cannot be resolved at lower levels of the chain of command/communication, normal grievance procedures as outlined in School Board Policies

should be followed.

## **B. Letters and Awards**

1. Letters and awards shall be granted according to criteria developed by coaches/sponsors and approved by the building principal (and the Athletic Director when appropriate). The criteria shall specify activities and participation requirements for all awards (letters, plaques, trophies, etc.), as well as any criteria that may cause loss or forfeiture of awards. Students must be in good standing at the end of the season to receive a letter or award.
2. The criteria for each sport/activity shall be prepared in written form and explained to participants and parents before the beginning of the sport or activity, or as soon as practical in the case of new coaches.

## **C. Relationships Among Participants, Parents, and Coaches/Sponsors and Conduct of Practices**

### **1. General**

- a. In any successful program, it is essential that coaches, parents, and participants understand each other's goals and expectations.
- b. For this reason, coaches and sponsors will meet with participants and parents in advance of the season to present and to discuss their philosophies, goals, expectations, and contest rules.
- c. At this meeting, schedules of games/contests and practices will be provided to all participants along with a written contract listing expectations and training/practice rules for the participants.
- d. At this time, coaches will inform parents and students of any special equipment or requirements for the activity as well as discussing costs that may be incurred by the participants or their parents.
- e. No student will be allowed to practice for or participate in extra-curricular activities until parent(s) have met with the coach/sponsor, contracts and medical releases have been signed, and proof of insurance and physical forms have been supplied, if required. Parents who object to the emergency medical release form for religious or other legitimate reasons may request a meeting on this matter with the coach and the administration who will consider all objections and make written ruling on the objections. This written ruling will include the reasons on the objection, all pertinent related facts, and all agreements that are made by the parties involved. All decisions will be subject to IESA and/or IHSA rules. The athletic/extra-curricular policy will be reviewed at least yearly. Parents, participants, coaches, sponsors, and other interested persons may recommend changes to ensure discipline, equity, and fairness to all.

### **2. Expectations for Participants**

- a. Participants will observe training/practice rules.
- b. Participants will give their best efforts at all times - both in practice and in contests.
- c. Participants will represent West Central School District #235 in a positive manner and demonstrate good sportsmanship at all times
- d. Unless excused by the coach or sponsor, participants are expected to be present for and participate fully in all practices and activities.
- e. Participants who know in advance that they will be absent from practice or an event for appointments or other good reasons should discuss their absence with the coach or sponsor in advance.
- f. Participants who have conflicts because of work, family responsibilities, or other activities are expected to discuss those conflicts (in advance when possible) with the coach or sponsor to determine whether they can give sufficient time and energy to each

activity or responsibility. Coaches and sponsors are aware of these conflicts and will attempt to resolve them on an individual basis.

- g. Participants are to comply fully with District policies and regulations for participation in extra-curricular activities.
3. Expectations for Parents/Guardians
    - a. Parents will attend pre-season meetings and support participants by attending events when possible.
    - b. Parents will maintain realistic expectations for their children, no matter what their natural or developed ability level.
    - c. Parents should be supportive of their child's participation.
    - d. Parents should refrain from publicly challenging or second-guessing the style, decisions, or philosophy of the coach or sponsor.
    - e. In cases where there is conflict or misunderstanding, parents will attempt to resolve problems through channels as outlined in Section V of this Policy.
    - f. Parents will exhibit good sportsmanship both at events and in discussions with others as defined in Section II of this policy.
  4. Conduct of Practices/Miscellaneous Provisions
    - a. When school is not in session due to bad weather or other serious emergency, the following provisions will be observed:
      - i. As a general rule, when school is canceled in the morning or during the day due to bad weather, all practices, contests, and performances are also canceled.
      - ii. On any day when school is not in session due to bad weather the previous day the principal will have discretion to permit practice if it is determined that there is a good reason for the practice, that roads are reasonably well-cleared, and that there will not be serious danger or hardships for parents or students.
      - iii. Using discretionary powers, the principal may permit a contest or performance to be held under conditions similar to those listed above.
    - b. The length, time, and dates of practices shall be determined by the coach/sponsor of each activity.
    - c. Coaches/sponsors must consider participants' ages, physical condition and physical limitations, as well as academic and community demands upon students when determining the length and intensity of practices.
    - d. When setting practice times and schedules, coaches/sponsors shall have respect for and give appropriate consideration to the needs of families and parents, as well as church and community organizations.

#### **D. Changing From One Sport to Another**

1. A student may change from one sport to another (including cheerleading and poms) under the following conditions:
  - a. The student must have approval from the coach of the new sport.
  - b. The student must have parental and administrative approval for the change.
  - c. The change must be made before the first contest or performance in either sport.
2. No change will be allowed if the above conditions are not met.

#### **E. Transportation To and From and Events**

1. Participants are expected to use school-provided transportation both when going to and returning from contests events.
2. If a student misses the bus they are not eligible to participate in that contest unless the coach

permits an exception due to a serious emergency or unusual hardship.

Note: Failure to be on time for the bus is not ordinarily considered a hardship or emergency.

3. Coaches/sponsors will ordinarily permit participants to go home with their own parents (rather than returning to school) after a contest or event.
4. After an away contest or event, participants may be permitted to go with other parents (rather than returning to school) provided they have written (or personal) permission of the participants' parents. Normally, approval for this option shall be given by the coach/sponsor or administration in advance.

## **F. Concussion Policy**

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

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

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

<b>Symptoms may include one or more of the following:</b>	
<ul style="list-style-type: none"> <li>• Headaches</li> <li>• “Pressure in head”</li> <li>• Nausea or vomiting</li> <li>• Neck pain</li> <li>• Balance problems or dizziness</li> <li>• Blurred, double, or fuzzy vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish or slowed down</li> <li>• Feeling foggy or groggy</li> <li>• Drowsiness</li> <li>• Change in sleep patterns</li> </ul>	<ul style="list-style-type: none"> <li>• Amnesia</li> <li>• “Don’t feel right”</li> <li>• Fatigue or low energy</li> <li>• Sadness</li> <li>• Nervousness or anxiety</li> <li>• Irritability</li> <li>• More emotional</li> <li>• Confusion</li> <li>• Concentration or memory problems (forgetting game plays)</li> <li>• Repeating the same question/comment</li> </ul>
<b>Signs observed by teammates, parents and coaches include:</b>	
<ul style="list-style-type: none"> <li>• Appears dazed</li> <li>• Vacant facial expression</li> <li>• Confused about assignment</li> <li>• Forgets plays</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily or displays incoordination</li> <li>• Answers questions slowly</li> <li>• Slurred speech</li> <li>• Shows behavior or personality changes</li> <li>• Can’t recall events prior to hit</li> <li>• Can’t recall events after hit</li> <li>• Seizures or convulsions</li> <li>• Any change in typical behavior or personality</li> <li>• Loses consciousness</li> </ul>	

### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete’s safety.

**If you think your child has suffered a concussion**

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

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

\_\_\_\_\_  
Student-athlete Name Printed

\_\_\_\_\_  
Student-athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Printed

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date



***West Central CUSD #235  
Extracurricular Activity Eligibility  
Random Drug Testing Administrative Procedure***

**Philosophy/Purpose**

The Board of Education believes that the use of prohibited substances: alcohol, tobacco, or illegal drugs including performance enhancing drugs by students who participate in extracurricular activities presents a particular hazard to the health, safety, and welfare of students and those who compete with the student. The Board encourages students to participate in extracurricular activities, but believes the opportunity to try out for and participate in school sponsored activities is a privilege and not a right. To be eligible to try out for, or to participate in any extracurricular activities, students must agree to submit to testing for the use of prohibited substances, if selected, in accordance with this policy.

This policy has been adopted by the Board of Education of West Central CUSD #235 and applies to all students who participate in extracurricular activities in grades 6-12. This policy is in addition to the West Central CUSD #235 Extracurricular Code of Conduct and all other policies regarding student conduct.

The District recognizes that there is a high incidence of alcohol and drug abuse by students nationwide. The District also recognizes that some West Central students, and in particular, participants in extracurricular activities have used alcohol and have or will experiment with illegal drugs, alcohol, and/or tobacco during their high school years. Because participants in extracurricular activities are especially respected and looked up to by the student body, our community and the communities we compete in. They are expected to be good examples of conduct, sportsmanship, and training, which include abstaining from the use of drugs, alcohol, and tobacco. Moreover, participants in extracurricular activities who use drugs can be a danger to himself/herself or others, both in and out of the extracurricular activity.

In order to provide for the health and safety of the individual participant and other extracurricular participants, as well as, provide a legitimate reason for the students to say “NO” to drug use, and to provide an opportunity for those taking drugs to receive help in locating programs which can provide assistance, the District is conducting a random drug testing program for extracurricular participants. The program is not punitive. It is designed to prevent drug, alcohol, and tobacco usage, to educate student extracurricular participants as to the serious physical, mental, and emotion harm caused by drug, alcohol, and tobacco use/abuse, to create and maintain a safe, drug free, environment for student athletes and to assist them in getting help when needed.

The purpose of this policy is to deter the use of prohibited substances, not to provide a means which the district may punish a student other than by disqualification from participation in extracurricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to try out for and participate in extracurricular activities and for no other disciplinary purpose.

**Definitions**

**A. *Extracurricular Activities***

School sponsored activities outside the regular school day, conducted by and representing West Central CUSD #235 where participation is voluntary, no academic credit or grades are awarded, and are competitive in nature in grades 6 - 12, including but not limited to the following list of extracurricular activities: Interscholastic Athletics, FFA, Speech, Scholastic Bowl Team, Cheerleading, Pom Pon, WYSE, ICTM, and Science Olympiad.

**B. *Extracurricular Participant***

Any student who is trying out for or participating in any school sponsored extracurricular activity. Should any student be unsuccessful in trying out for a given activity and not choosing to be involved in any other activity for the remainder of the school year, parents should send a letter so indicating and requesting the removal of the student’s name from the random list.

C. ***Alcohol***

Any liquor, wine, beer, and other drink containing alcohol.

D. ***Illegal Drugs***

Any substance considered illegal or controlled by the Food and Drug Administration.

E. ***Tobacco***

Any tobacco product including but not limited to cigarettes, cigars, smokeless tobacco, or pipe tobacco.

F. ***Self-Referral***

Process of a student coming forward, voluntarily, seeking help for a problem with an illegal drug, alcohol or tobacco. This is done before a violation of the Extracurricular Code has been verified by notifying staff or administration.

G. ***Testing Cycle***

Time period for random tests is determined by the District and Testing Organization. Cycles may be weekly, monthly, quarterly, or by semester.

H. ***Dilute Specimen***

Specimen with a specific gravity of less than .023. Individual has more fluids in their body limiting the testing ability of the sample.

I. ***Testing Organization***

Organization selected by the Board of Education to conduct the random drug testing program and all required testing activities and/or tasks.

J. ***School Year***

For the purpose of this policy, the school year will begin on the Wednesday of week 6 of the IHSA calendar until week 49 of the IHSA calendar for high school students. Middle school students will start on Monday of week 4 of the IHSA calendar and conclude on week 47 of the IHSA calendar.

***Consent Form***

To try out for or to participate in any school sponsored extracurricular activities, the student must read this policy and sign a consent by which the student agrees that as a condition of participation in extracurricular activities, he/she will consent to the drug testing program outlined in this procedure. This consent form must also be signed by the student's parents or guardians at the beginning of the school year prior to tryouts for a specific activity. Students deciding to participate in an extracurricular activity after the first sign-up deadline will be required to be tested after the signed consent form is returned. This testing will occur on the next scheduled test date and the extracurricular participant will then remain eligible for random testing for the remainder of the school year.

***Withdrawal of Consent***

Consent for participation may be withdrawn under the following conditions:

1. Student fails to make the team/activity under tryout procedures outlined.
2. Senior student will not be participating in any additional qualified extracurricular activities for the remainder of his/her school career.
3. Parents must submit written request for withdrawal of consent indicating intentions in #2 above.

4. Withdrawal of consent must be sent to the appropriate building principal who will verify student is no longer participating in any qualified extracurricular event.

Should the student elect to resume participation in any qualified activity again in his/her school career, the student will be required to be tested on the next scheduled test date prior to activity tryout or participation.

#### Noncompliance

If the extracurricular participant, his/her parents or guardians refuse to sign the consent form, the student will not be permitted to be a member of the activity until such consent form is signed. Also, if the extracurricular participant refuses to be tested or does not complete the test as instructed, the extracurricular participant will be considered in violation of this policy

#### Confidentiality

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the extracurricular participant, his/her parent or guardian, and school officials designated by the Superintendent. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in the West Central CUSD #235 Extracurricular Code of Conduct. The test results will not be part of the extracurricular participant permanent record, but will be kept in a secure file in the school office. The results for testing, negative or positive, will be kept until the student graduates. At that time all results/records of this policy, related to individual students will be destroyed.

Under this drug testing program, no staff, coach, or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than by order of a court of competent jurisdiction.

#### Random Selection of Extracurricular Participants for Testing

At the beginning of each school year, each extracurricular participant shall be assigned a number by the Superintendent or his/her designee. The selection of numbers will be made by the Testing Organization. The numbers will be computer generated. Students will be eligible for random testing starting on the Wednesday of week 6 of the IHSA calendar until week 49 of the IHSA calendar for high school students. Middle school students will start on Monday of week 4 of the IHSA calendar and conclude on week 47 of the IHSA calendar.

#### Notification of Extracurricular Participant Selection/Absence

The selected extracurricular participants will be notified to report to the principal's office as needed on test day. The student will then be escorted to the test site. If the student is absent from school with an unexcused absence and the absence is not cleared within 48 hours, than the student must make up the test on their own at their own expense if the test is positive. If the make up test is negative, the district will pay the cost of the make up test.

If the absence is excused, the student will remain eligible for practice and competition, but will automatically be tested on the next date. After testing an extracurricular participant's number will be returned to the testing population and subject to reselection during the next testing cycle. Extracurricular participants will be subject to random testing throughout the school year.

#### Self Referral

Student self referral is a process designed to allow a student to recognize a prohibited substance problem and bring it to the attention of staff or administration. Under the Extracurricular Code of Conduct a student receives a reduction in consequence for self referring, but must receive a substance assessment and/or counseling.

Under the random drug testing policy self referrals are still available. However, once a student is selected by number/name for testing, a self referral is no longer an option. Second or any subsequent self referrals will be reviewed individually with regard to the basis for self referral and Extracurricular Code of Conduct. This review will be conducted by the Policy Committee of the Board of Education and/or the full Board of Education.

### Student Transfers

A student transferring to West Central CUSD #235 schools, grades 6 -12, will be provided a copy of this policy/procedure. Transfer students and parents will be given a reasonable period of time (not to exceed 5 school days) to determine whether or not the student intends to participate in extracurricular activities. If, within the period of time given, the consent form is signed appropriately, the student's name will be added to the random list. If a decision is made to participate after the original timeline for a consent, the student will automatically be tested on the next scheduled test date, prior to activity tryout or participation.

### **Program Details**

#### Testing Procedures

1. Superintendent or designee shall assign a number to each extracurricular participant on a random basis and shall develop a master list of assigned numbers. The testing Organization shall then, from time-to-time throughout the school year, randomly select extracurricular participants for drug, alcohol and/or tobacco testing from the pool of numbers submitted by the Superintendent or designee. Testing may occur on any school attendance day. Each student participant may be tested at any time during the year.
2. No student will be given advance notice or early warning of the testing.
3. Drug, alcohol and/or tobacco testing may be performed by breath alcohol testing and/or urinalysis. Upon being selected for breath alcohol testing, a student must provide an adequate amount of breath so that measuring device can measure any alcohol concentration in the breath. Upon being selected for a urinalysis test, the student shall provide a sample of "fresh" urine according to the quality control standards and policy of the collection facility conducting the urinalysis.
4. A member of the Testing Organization will accompany the student until he or she produces an adequate, verifiable urine specimen. The student will not be under direct visual observation while providing the sample, unless there is a reason to believe the extracurricular participant will alter or substitute the specimen to be provided. If unable to produce a specimen, the student will be given up to 40 ounces of fluid. If unable to produce a specimen within 2 hours, the student will be taken to the Building Principal's Office and told he/she is ineligible for participation in any extracurricular activity. In addition, the parent(s)/guardian(s) will be telephoned and informed the student is unable to produce a sample for the testing procedure and he/she must be tested at a later date in order to be eligible.
5. Any specimen determined by the collecting agency to be adulterated (tampered with) or not belonging to the student being tested shall be considered as a positive test sample.
6. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site.
7. Each specimen is given to the laboratory for testing for alcohol, tobacco, or controlled substances ( which may include all drugs listed as controlled substances under Illinois law, or defined by the Food and Drug Administration), and "performance enhancing" drugs, such as steroids on a suspicion only basis.

#### Chain-of-Custody

1. The testing organization will provide appropriately trained staff members, set up the collection environment, guarantee specimens, and supervise the chain-of-custody.
2. A District or testing organization staff member will escort students to the collection site. No student is allowed to go to his or her locker. The staff member should minimize classroom interruptions. Athletes may be called after school, perhaps during practice time.
3. Before a student's urine is tested by the laboratory, he or she must sign any form that may be required by the testing laboratory. If a student chooses, he or she may notify the administrator that he/she is taking a prescription medication.

4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle and the student signs that the specimen is sealed. The seal may be broken only by the lab testing specimen.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular activities subsequent to a retest.
6. The testing organization staff member will obtain the urine specimen. Students will be instructed to remove all coats and wash their hands in the presence of the staff member before entering the restroom stall. The stall door/curtain will be closed while student provides a urine specimen. The staff member will wait outside the restroom stall/curtain. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off, and sealed with evidence tape. All garbage containers will be removed from the restroom stall.
7. After it is sealed, the specimen will be transported to the testing laboratory by testing organization personnel. The testing organization will report the results to the Building Principal or designee.

### Testing Results

1. The Forensics Laboratory will notify the testing organization of a positive test that shows the drug residues are in the student's system after using at least two different types of analyses. The Medical Review Officer (MRO) –a physician- of the testing organization will notify the student's parent/guardian of the results of a possible positive drug screen. The student or his/her parent/guardian may submit any documented prescription or explanation of a positive test result. The MRO will discuss any possible physical/medical history with parent/guardian. If such a condition/history exists, within the physician's guidelines, he will deem the drug screen negative. When no condition/history exists in the physician's guidelines, he will deem the drug screen positive. The results of the drug screen will be given to the school district's designated confidential contact. The Building Principal or designee will notify the students and his or her parent/guardian of confirmed test results and any effects on student's eligibility status.

If the testing organization and MRO are unable to reach the parent/guardian after three documented attempts, the school district's designated confidential contact will be notified to have the parent/guardian call to speak with the Medical Review Officer to complete the verification of the positive drug screen.

Breath alcohol positive tests are confirmed at the time of the testing with a second test. Results are given immediately to the school district's designated contact.

2. In addition, the student or parent/guardian may request that the split sample of the original urine specimen be tested again by a certified laboratory at the parent/guardian cost. Only the original sample will be retested. This request should be made within twenty-four (24) hours of the notification of the first positive test results to have the specimen tested. The testing organization can request the testing laboratory to send the specimen to another certified lab. The request must be made by the Medical Review Officer (MRO) to the testing laboratory upon request of the parent/guardian to the MRO. The family cannot directly contact the testing laboratories, as this would break the confidentiality of the specimen being tested. The testing organization will bill the family for the cost of the split specimen analysis. Should the test be confirmed as positive, and there is not a satisfactory explanation for the positive results, the student will be considered to be in violation of the Code of Conduct. If it is determined by mutual consent of both testing facilities that the first test was invalid, the parent will be reimbursed the cost of the retest. The student will be reinstated if the test is determined valid.
3. If the test is verified "positive," the Building Principal or designee will meet with the student and his or her parent/guardian. The student and parent/guardian will be given the names of counseling and assistance agencies. The student may not participate in extracurricular activities until the required "follow-up" test is completed.
4. A "follow-up" test may be required after the suspension period is served or after such an interval of time that the substance previously found would normally be eliminated from the body, whichever comes first. The testing organization will be contacted to set up the "follow-up" test.

If this “follow-up” test is negative, the student will be allowed to resume extracurricular activities. If a “positive” result is obtained from the “follow-up” test, or any later test, it will be considered a subsequent violation. In addition, the School District reserves the right to continue testing at any time during the remaining school year any participating student who had a verified “positive” test.

5. In case of a positive test, the coach or sponsor shall not be directly informed of specific results; they shall only be notified of the student’s eligibility status. The results of “negative” tests will be kept confidential.
6. Drug testing results sheets will be available to the Building Principal or designee. Names will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the Building Principal or designee has access.

#### Financial Responsibility

1. Under this policy, the School District will pay for all initial drug tests and all “follow-up” drug tests requested by the District if student signs up by the fall deadline.
2. Students deciding to participate in an extracurricular activity after the first sign-up deadline will be required to be tested after the signed consent form is returned. The cost of this test would be the financial responsibility of the student’s parent-guardian.
3. A request for another test of a split sample specimen is the financial responsibility of the student’s parent/guardian.
4. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or the student’s parent/guardian.

#### Other Rules

Apart from this drug testing program, the Illinois High School Association/Illinois Elementary School Association, as well as each activity’s coaching staff or sponsor may have their own training rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement, is subject to the consequences as defined in those rules and requirements.

#### Testing Negative

The parents or guardians of the extracurricular participant who tests negative will be notified by mail as soon as practical of the district’s receipt of the information.

#### Testing Positive

If the test results are positive, the extracurricular participant will be considered in violation of West Central CUSD #235 Athletic/Extracurricular Policies. The student and parents will be notified as soon as practical. The consequences of this violation are outlined in the Athletic/Extracurricular Policies in the school handbook.

#### Enforcement

The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline in extracurricular activities.

#### Expenses

Funding for this program will be by Board of Education action.

## STUDENT AGREEMENT FOR INTERNET/NETWORK ACCESS

### STUDENT AGREEMENT FOR INTERNET/NETWORK ACCESS

The Internet links thousands of computer networks around the world, giving West Central CUSD #235 teachers and students access to vast resources. In providing this service to teachers and students our goal is to promote educational excellence in district schools by facilitating resource sharing, innovation, and communication.

Students have access to:

1. Limited electronic mail communication with people all over the world.
2. Information and news from government sources, research institutions, and other sources.
3. Public domain software and shareware of all types.
4. Selected discussion groups on a wide range of topics.
5. Many public and private libraries and the Library of Congress.

West Central CUSD #235 does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting.

Violating the Acceptable Use Policy by accessing network resources that are objectionable, adult-oriented, or that would be disruptive to the district or its students, would negate the purpose of the district, or would materially interfere with district discipline or operation may result in:

- Restricted network access and privileges
- Loss of network access and privileges
- Legal action

In order to ensure smooth system operations, the system administrators/technology coordinators and administrators have the authority to monitor all computer usage and e-mail or any information on the network to the same extent that a student's locker may be searched or school personnel desks, offices, or classrooms may be searched. Every effort will be made to maintain privacy and security in this process.

### Computer and Internet Terms and Conditions

1. **ACCEPTABLE USE**- The purpose of the Internet was, and largely still is, to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of school computers must support education and research that is consistent with the Learning Outcomes of West Central CUSD #235. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **STUDENT EMAIL ACCOUNTS** – West Central District #235 offers email accounts for student use (grades 8-12). The email system has been established for a limited education purpose to include classroom activities. Some web-based educational activities require a user to have an e-mail account. The email account has not been established as a

general public access or public forum. West Central District 235 has the right to place reasonable restrictions on accessing or posting of email using our email system. This email system may not be used for commercial purposes to offer, provide, or purchase products or services through the system or use the system for any other purpose except for the purpose defined by the classroom project. The school district reserves its right to review/copy any email message sent using its email system as prescribed by law. Each student is responsible for his/her individual account and should take all reasonable precautions to prevent others from being able to use his/her account. The student should have NO expectation of privacy of materials found on a school supplied or supported email service. Under no condition should a student give her/her password to another person. It is the student's responsibility to immediately notify a teacher or the system administrator you have identified a possible security problem. This document will serve as permission to use the student email service as well as other education web tools that may require the use of the email account.

3. **USE OF PERSONAL TECHNOLOGY DEVICES** – The use of personal technology devices (cell phones, computers, laptops, tablets, e-readers, etc.) to provide access to educational resources is not a necessity, but a privilege. A user does not have the right to use his or her device while at school. Approved use of devices by users during the instructional day is restricted to educational related internet access. When abuse occurs, privileges may be taken away.
  - a. Users take full responsibility for their personal devices at all times. The school is not responsible for the security of the device. West Central District 235 and its staff are not liable for any device stolen or damaged at school. If a device is stolen or damaged, it will be handled through administrative procedures in the same manner as other personal property that is impacted in similar situations.
  - b. The device must be in silent mode during the instructional day unless otherwise directed by the teacher.
  - c. The device may not be used to record, transmit, or post photographic images or video of a person or persons on campus during school activities unless this action is part of an assignment by a teacher.
  - d. During instruction time the device may only be used to access internet resources which are relevant to classroom curriculum. Non-instructional games are not permitted.
  - e. Students must comply with teacher's instructions regarding use of devices in their classroom.
  - f. While at school all internet access shall occur using the district's wireless network. The school's network filters will be applied to their internet access using personal devices and should not be circumvented. Students will not use their own data plans for internet access during the instructional day.
  - g. The school may collect and examine any device at any time for the purpose of enforcing the terms of this agreement and the student code of conduct, including investigating student discipline issues.
  - h. Students should not depend upon access to electrical power at school for use of personal devices. Device batteries should be charged prior to bring the device to school.
  - i. District personnel will not be responsible for the repair or update of personal technology devices.



- j. Students remain subject to all school code of conduct rules when using personal technology devices on school premises.
4. **NETWORK ETIQUETTE**- Users are 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 get abusive in your messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - c. Do not reveal personal addresses, phone numbers, or passwords of students or colleagues.
  - d. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - e. All communications and information accessible via the network should be assumed to be private property.
  - f. Student subscriptions to electronic mailing lists are not allowed on West Central CUSD #235 accounts.
  - g. Downloaded material is not allowed unless permission is given by the supervising teacher.
  - h. From time to time, West Central CUSD #235 system administrators will make determinations on whether specific uses of the network is consistent with the acceptable use practice.
5. **ACCURACY OF INFORMATION**- Use of any information obtained via the Internet is at your own risk. West Central CUSD #235 specifically denies any responsibility for the accuracy or quality of information obtained through district accounts. Information (including text, graphics, video, etc.) from Internet sources used in student papers and reports should be cited the same as references to printed materials.
6. **SECURITY**- Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Downloading of information onto the hard drives of West Central CUSD #235 computers is prohibited, unless authorized by a teacher or administrator. If you feel you can identify a security problem on the Internet, you must notify a teacher or administrator. Do not demonstrate the problem to other users. Users shall not intentionally seek information on, obtain copies of, modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to district computers.
7. **VANDALISM** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the networks, software, hardware, and data of the District, another user, the Internet, or any other network. This prohibits degrading or disrupting of equipment, software, or system performance. It also includes, but is not limited to, the uploading or creation of computer viruses. The introductions/use of disks, thumb drives or CD's and laptops from outside sources is prohibited unless approval is obtained and the disks/drives are scanned for viruses before allowing access the District's network. User is responsible for any and all costs related to the repair or restoration of any damage done through vandalism or failure to follow proper procedures. The District will use the legal system to seek restitution.

8. **UNACCEPTABLE USE**- West Central CUSD #235 administrators and teachers will deem what is unacceptable use, and their decision is subject only to confirmation by the West Central CUSD #235 Board of Education. Some examples of unacceptable use include, but are not limited to the following:
- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation.
  - b. Unauthorized access or downloading of software, electronic files, e-mail, or other data (commonly referred to as “hacking”).
  - c. Downloading 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 or paper.
  - f. Gaining unauthorized access to resources or entities.
  - g. Invading the privacy of individuals.
  - h. Using another user's account or password.
  - i. Posting material unauthorized or created by another individual 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.
  - n. Bypassing or attempting to bypass the network firewall or network filtering system.
9. **PRIVILEGES**- Use of the district's Internet and network is a privilege, and not a right, and unacceptable use will result in the cancellation of those privileges. The system administrator/technology coordinator and administrators will make decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. Their decision is final.
10. **NO WARRANTIES**- The district makes no warranties of any kind, whether expressed or implied, for services it is providing. The district will not be responsible for any damage the user suffers. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence or the users' errors or omissions.
11. **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.
12. **UNAUTHORIZED USE OF THE NETWORK/INTERNET** – Before using the network/Internet, students must have permission from a District staff member who must assume supervisory responsibility for the student’s use.
13. **CHARGES AND FEES**- The district assumes no responsibility for any unauthorized charges or fees incurred from Internet purchases placed by the user, including any per-minute surcharges imposed by vendors on the Internet.

(These sites indicate before usage any charges that may be incurred and often require a credit card number to access further information.)

14. **OFF-SITE ELECTRONIC TECHNOLOGY** – West Central District #235 may discipline a student whose personal web site or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of the District’s Technology System.
15. **CONSEQUENCES FOR VIOLATIONS** – A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of System privileges, (2) other discipline including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

**The failure of any user to follow these procedures will result in loss of privileges, disciplinary action, and/or legal action.**

# West Central High School

## 2013-2014

### Hard Copy Acknowledgement

#### Handbook:

I have received a copy of the Parent/Student Handbook which includes the West Central Athletic/Extracurricular Policy, the School-Parent Compact, the Drug Testing Policy and Internet/Network Agreement. Furthermore, I understand that I will be held accountable for compliance with all the rules and regulations within 72 hours of my signature below, so that with respect to obtaining a copy of the handbook or reading it online, time is of the essence.

Grade

#### Student Pictures on the web:

In order to protect the children of our school district we are implementing the following policies for the district Web site and Web pages. In order to recognize the achievements of the students we will, with your permission only, print abbreviated student information, photos, and student work as explained below.

**Please check ONLY one!**

- Yes, **I will** allow pictures and name of the above student on the school's webpage:
  - Secondary students: Student's picture or work with first name and last initial, last name only, or first name only.
  - Middle School students/Elementary students: Student's picture or work with grade level identified or first name only.
- I **will allow pictures only without any name** of the above student on the district's webpage. Use of generic school pictures in which individual students are not identified, such as pictures of the crowd at a school assembly or groups will be used.

Student's Name

#### OR

- I **will not** allow the above student's information or work to be used on the West Central Website. (If you should check this, your child's picture will be blurred out or unrecognizable in group pictures. ie. class pictures, organizational pictures, sporting pictures or special awards.)

Date

#### Random Drug Testing

(Check to allow testing) My student will be representing the school district by participating on an athletic team and/or in an extracurricular activity sometime this school year. By checking the box at the left, I give permission for my student to be tested for drug use as outlined in the West Central drug testing policy. **I understand that my student will not be allowed to participate if this box is not checked.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# West Central High School 2016-2017 Online Acknowledgement

**Handbook:**

I have received a copy of the Parent/Student Handbook which includes the West Central Athletic/Extracurricular Policy, the Drug Testing Policy and Internet/Network Agreement. Furthermore, I understand that I will be held accountable for compliance with all the rules and regulations within 72 hours of my signature below, so that with respect to obtaining a copy of the handbook or reading it online, time is of the essence.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

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Grade

**Student Pictures on the web:**

In order to protect the children of our school district we are implementing the following policies for the district Web site and Web pages. In order to recognize the achievements of the students we will, with your permission only, print abbreviated student information, photos, and student work as explained below.

**Please check ONLY one!**

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Student's Name

**OR**

- I **will not** allow the above student's information or work to be used on the West Central Website. (If you should check this, your child's picture will be blurred out or unrecognizable in group pictures. ie. class pictures, organizational pictures, sporting pictures or special awards.)

Date

**Random Drug Testing**

(**Check to allow testing**) My student will be representing the school district by participating on an athletic team and/or in an extracurricular activity sometime this school year. By checking the box at the left, I give permission for my student to be tested for drug use as outlined in the West Central drug testing policy.

**I understand that my student will not be allowed to participate if this box is not checked.**

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**Field Trips**

Yes, I grant permission to West Central for my child to attend school sponsored field trips during the 2016-2017 school year.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

