

WESCLIN HIGH SCHOOL



STUDENT HANDBOOK

2019/2020

WESCLIN HIGH SCHOOL
WESCLIN CUSD #3

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www.wesclin.org

August 1, 2019

Dear Parents/Guardians:

Welcome to Wesclin High School!

This handbook contains information intended to guide you through the new school year. As a faculty and staff, we are committed to making sure that your four years with us are productive and engaging in a variety of ways. In order to help ensure that you are successful in all of your high school experiences, we have prepared this handbook as a resource for information. In addition to providing you with an easy reference for who we are and what we offer, it also provides you with information regarding our policies, procedures, and expectations. Please keep this handbook available as it will help answer many of the questions that arise though the school year. This document is a summary and is subject to change without notice. Please feel free to ask a teacher, the counselor, or myself if you need any additional information.

Together, we will achieve our goals and keep Wesclin High School the great place that it is.

Go WARRIORS!

Sincerely,

John Isenhower, Principal
Wesclin High School

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CHAPTER 1: INTRODUCTORY INFORMATION AND GENERAL NOTICES

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.wesclin.org).

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

Mrs. Connie Elmore	Member
Mr. Matt Fridley	Vice-President
Mr. Aaron Hoerchler	President
Mr. Paul Josias	Secretary
Mrs. Tina Litteken	Treasurer
Mr. Jeff Stroot	Member
Mrs. Stacy Wellen	Member

WESCLIN C.U.S.D. #3 ADMINISTRATIVE STAFF

Mrs. Jennifer Filyaw	Wesclin Superintendent
Mr. John Isenhower	Wesclin High School Principal
Mr. Roger Freeze	Wesclin Middle School Principal
Mrs. Angela Woll	Trenton Elementary Principal
Mr. Jamey Rahm	New Baden Elementary Principal
Ms. Jamie Pence	Special Services Coordinator/School Psychologist

WESCLIN OFFICE STAFF

Mrs. Lisa Bell	District Secretary
Mrs. Cindy Terveer	District Bookkeeper
Ms. Donna Humphrey	High School Secretary
Mrs. Joanie Ranz	High School Secretary
Mrs. Donella Ryan	High School Secretary

WESCLIN HIGH SCHOOL FACULTY/STAFF

Mr. Brian Arentsen	Science, Social Science
Mr. Jon Bagby	Spanish
Mr. Jeff Bassler	Science
Mrs. Jamie Block	English
Mrs. Lisa Brede	Mathematics
Mr. Brent Brede	Social Science
Mr. Bradley Burcham	Industrial Arts
Mrs. Jean Domenech	Program Aide
Mr. Kirk Elmore	Custodian
Mr. Matt Fisher	Agriculture Studies, Welding

Mrs. Katrina Hanke	Guidance Counselor
Ms. Cindy Hagen	Program Aide
Mrs. Bridget Heap	English III
Mr. Dennis Hermanson	Special Education
Mrs. Renee Holmes	Brailist
Mr. Terry Howard	Drivers Ed, Physical Ed.
Mrs. Krystal Huelsmann	Study Hall
Mr. Ray Kauling	Driver Ed, Athletic Director
Mrs. Heather Klein	Special Education
Mr. Tom Krumsieg	Maintenance
Mrs. Kellie Kunz	Business Education
Mrs. Lisa Middleton	Library Aide
Mr. Brandon Murphy	Physical Education
Mrs. Rebecca Musso	Physical Education
Mrs. Lindsay O'Rear	Social Science
Mrs. Kristen Oster	Media Center, English
Mrs. Amy Page	Chorus
Mr. Zach Peters	Program Aide, Tutor, Study Hall
Mrs. Jessica Pilgreen	English
Mr. Terry Pollmann	Custodian
Mrs. Catherine Powers	Social Worker
Mrs. Melinda Schneidewind	Art
Mr. Jason Schleifer	Mathematics, Science
Mr. Robert Schleper	Custodian
Ms. Jennifer Sligar	Mathematics
Mr. Zach Snyder	Custodian
Mrs. Chris Sotnyk	Program Aide
Ms. Lesley Taylor	Family and Consumer Science
Mrs. Jolene VarVera	Special Education
Mr. Rodney Washburn	Band
Mr. Tyler Weis	Science
Mrs. Rita Wuebbels	District Nurse
Mr. Eric Wuebbles	Special Education

The school is located and may be contacted at:

Wesclin CUSD #3
 699 Wesclin Road
 Trenton, Illinois 62293
 618-224-7341

HOW TO TALK TO YOUR SCHOOLS

The best place to begin is with the person(s) directly involved. Contact the teacher first if the concern is class related or the principal when a school regulation or practice is the issue. The teachers are on duty between 7:50 a.m. and 2:58 p.m. It is always advisable to call for an appointment in advance. Teachers will return your call during their prep period or after school. Teachers will not be called out of class to take phone calls.

When a situation cannot be resolved by the teacher, then it should be taken to the next level in the chain of command. Once you have talked to the teacher and principal, you may still want to bring it to the attention of the superintendent, especially those matters that involve state laws or district-wide policies.

When the superintendent cannot resolve your problems and the concern is important enough to be brought to a public meeting of the full board, you should ask the superintendent to place your concern on the agenda of the next school board meeting. Our board sets aside time at its meetings for public input. Time limits are set so that all persons can be accommodated. Find out in advance about the ground rules. Then set down your views in writing and distribute copies to the board at the meeting. Your views are strengthened when they can be read as well as heard.

2019-2020 Wesclin School District Calendar

Tuesday, August 13	No School - Teacher Institute
Wednesday, August 14	First day of School – Half Day School Attendance
Monday, September 2	Holiday - Labor Day – No School
Friday, September 27	Early Dismissal - School Improvement Day
Friday, October 11	No School - Teacher Institute
Monday, October 14	Holiday - Columbus Day – No School
Wednesday, October 23	Full Day School Attendance - Parent/Teacher Conference in Evening
Thursday, October 24	Half Day School Attendance – Parent/Teacher Conference in afternoon and evening
Friday, October 25	No School
Monday, November 11	No School – Veteran’s Day
Wednesday, Nov. 27 through Friday, Nov. 29	No School – Thanksgiving Break
Friday, December 13	Early Dismissal - School Improvement Day
Monday, Dec. 23 through Friday, January 3	No School - Winter Break
Friday, January 17	Early Dismissal - School Improvement Day
Monday, January 20	Holiday – Martin Luther King Birthday – No School
Friday, February 14	Teacher Institute – No School
Monday, February 17	Holiday - President's Day – No School
Friday, March 13	Early Dismissal – School Improvement Day
Thursday, April 9 through Monday, April 13	No School - Spring Break
Friday, May 8	Early Dismissal – School Improvement Day
Monday, May 19	LAST DAY OF SCHOOL – IF NO SNOW DAYS ARE USED
Monday, May 25	Holiday – Memorial Day - No School
Friday, May 29	Last day of School if 8 Snow days are used

SCHOOL START TIMES

Full Attendance Day

High School - 8:00-2:48

Middle School - 8:15-3:03

Elementary School - 8:00-2:45

Half Attendance Day

High School – 8:00-11:35

Middle School – 8:15 – 11:45

Elementary School – 8:00 – 11:30

END OF QUARTER DATES:

End of Quarter 1

October 11, 2019

End of Quarter 2

December 20, 2019

End of Quarter 3

March 13, 2020

End of Quarter 4

May 19, 2020

EQUAL OPPORTUNITY AND SEX EQUITY

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mrs. Jennifer Filyaw, Superintendent.

ANIMALS ON SCHOOL PROPERTY

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

CLOSED CAMPUS

Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of departure for the day, unless permission to leave is granted by the building principal or a designee. Leaving campus without permission will result in disciplinary action.

GRADING SCALE

<u>Grade Ranges</u>	<u>GPA points</u>
A: 90-100	4
B: 80-89	3
C: 70-79	2
D: 60-69	1
F: 0-59	0

**We use a weighted grades are used at Wesclin High School – see p.20 for details.

EMERGENCY SCHOOL CLOSINGS

In the event of severe weather or mechanical breakdown, school may be closed. If school is closed, each student's number on file will be called through our automated system to alert them to the emergency closing. It will also be announced on KMOV Channel 4 and KSDK Channel 5.

Reports in the morning will be given between 6:00 am and 8:00 am. The announcement will be "WESCLIN SCHOOL DISTRICT" will be closed. If no report is heard, it can be assumed that there will be school for the day. Please do not call the school. Telephone lines must be kept open for emergency calls.

AUTOMATED CALLING SYSTEM

The district utilizes a phone service to make automated calls to parents' home, work, or cell numbers. Calls can be launched to the entire district, one building, one grade level, or a select group of students.

FIRE/STORM ALARMS

The fire alarm is one continuous blast to signal on the fire alarm system. Teachers will lead the class to the designated place of safety, and then back to the classroom following the drill. Each room has instructions indicating a safety area posted upon the wall near the door. Students should assist in closing all doors and windows in the room. The signal to return is a series of short rings on the bell system. It is illegal to set off a false alarm. Students apprehended will be arrested and charged. Illinois State law states that setting off an alarm is a felony and serious consequences will follow.

The storm drill signal is a series of short rings on the regular tone system. Students will proceed to their designated place of safety. The signal to return to class is a series of tones on the tone system. Further instructions may be given over the public address system.

FUNDRAISING

The principal must approve all fundraising projects. Tickets or articles of any kind, other than those associated with school sponsored activities, are not to be sold on school property by students or outside organizations.

SIGN IN/SIGN OUT

A sign-in/sign-out register is maintained in the office. Students arriving after 8:00 a.m. must sign-in at the office before going to class. Students leaving before 2:48 p.m. must come to the office to sign-out.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to conduct themselves appropriately. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

CHANGE OF ADDRESS/TELEPHONE NUMBER

Inform the office if there are any changes to your address or telephone number. This information may be critical in an emergency situation.

WITHDRAWAL FROM SCHOOL

Parents/ guardians of a student dropping or transferring from Wesclin High School are required to accompany the student to the office to authorize the withdrawal. The student and parent are required to complete a withdrawal form prior to leaving the school.

WESCLIN HIGH SCHOOL BELL SCHEDULE

8:00 – 8:47	First Period
8:51 – 9:38	Second Period
9:42 – 10:29	Third Period
10:33 – 11:20	Fourth Period
11:24 – 12:11	Fifth Period
11:20 – 11:50	Early Lunch
11:54 – 12:41	Sixth Period
12:11 – 12:41	Late Lunch
12:45 – 1:32	Seventh Period
1:36 – 2:23	Eighth Period
2:27 – 2:48	Advisory Period

WESCLIN HALF DAY BELL SCHEDULE

8:00 – 8:27	First Period
8:31 – 8:58	Second Period
9:02 – 9:31	Third Period
9:35 – 10:02	Fourth Period
10:06 – 10:33	Fifth and Sixth Period
10:37 – 11:04	Seventh Period
11:08 – 11:35	Eighth Period

*The half day schedule does not include an advisory period.

SOCIAL WORK SERVICES

Social Work services are available for every student in the school. These services include; assistance with educational planning, interpretation of test scores, helping to develop study skills, and help with home, school and/or social concerns. Students wishing to visit the social worker should come to the high school office and request an appointment.

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.

YEARBOOKS

A high school yearbook is assembled and made available to students and parents. Individual classroom, organizational, and activity pictures are included in this yearly publication. The yearbook is made available to parents and students at a nominal fee.

OPEN HOUSE / ORIENTATION

Each year an open house and/or orientation is scheduled at Wesclin High School. All parents and students are invited to meet the teachers and visit the classrooms.

2019-20 Open House: Tuesday, August 13, 2019, from 6:00 – 7:45 p.m.

LOST AND FOUND

Lost and found articles should be turned in to the building office. Students may come to the office and properly identify articles prior to claiming them. Parents may call the school office when inquiring about lost items.

TELEPHONE USAGE

Students may use the school telephone in the school offices for local calls. Students must first secure permission in order to use these telephones. Parents should avoid calling teachers during instruction hours. Before or after school hours is recommended, but anytime in an emergency.

CELL PHONES AND MOBILE TELECOMMUNICATIONS

Students may possess cellular phones during regular school hours as long as the phone is in “silent” mode or turned off. Students may use their phone in class if the teacher allows them to use it for school purposes and has principal permission. **Note** Cell phone use is a privilege and it may be revoked if the students do not use their phone appropriately. Students may earn cell phone privileges as a student body during the school year for good behavior.

The school welcomes the use of technology for educational purposes, allowing students the opportunity to learn at the highest level. Students who choose to use their cell phones for non-educational/inappropriate reasons will be subject to discipline determined by the administration.

COMMON GOAL/SCHOOL INSIGHT/TEACHER EASE

Common Goal/School Insight is the student management system that Wesclin CUSD #3 uses for daily operations. Parents will receive an email giving step by step directions on how to access the system, and from that point the parents will login to www.teacherease.com using their email address to view their student’s academic progress.

WEBSITE

The District website is www.wesclin.org. Use this site to find forms, schedules, upcoming events, and contact information for school faculty and staff.

PARENT/TEACHER CONFERENCES

Conferences will be held at the end of the 1st Quarter. Each parent will have an opportunity to meet with teachers during these scheduled times to discuss their child’s educational progress. Although, any time during the school year, if questions or concerns arise regarding your child’s education, we encourage you to contact the teacher.

2019-20 Parent/Teacher Conferences: October 23 (evening only) & 24 (afternoon & evening).

SCHOOL VISITATION RIGHTS

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

REGISTRATION

Students entering the Wesclin District for the first time need to complete a registration form provided by the school. A certified birth certificate and proof of residency must be presented at the time of registration.

Students transferring from other schools must register and furnish the complete name and address of the school last attended so that a transcript of their official record can be obtained.

All students entering Wesclin High School will complete the registration forms. Application forms for free and reduced meals, textbooks, waivers, and fees are available in the registration packet. The District Superintendent or his/her designee grants approval.

STUDENT DROP OFF AND PICK UP

All parent pick-up/drop-off should take place in the east parking lot. Please use the designated drop off area located on the west side of the parking lot by the gym. **Please do not use the crosswalks to drop off/pick up your student.** Always use extreme caution during pick-up/drop-off, as there are a large number of students exiting or entering the building during these times.

STUDENT ID'S

The students will be provided 2 ID's and a lanyard at the beginning of the school year. The students will be required to wear the ID upon entering the school and during the school day. If a student does not have an ID, they will be required to go to the office to obtain a new one. The first replacement will be free, each additional ID will result in a \$5 charge. If a student continually fails to wear/bring their student ID, disciplinary action may occur.

CHAPTER 2: ATTENDANCE, GUIDANCE, AND GRADING POLICIES

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

STUDENT ATTENDANCE POLICY

Absence from school is one of the most common causes for failure or low grades. Attendance and grades are part of each student's permanent record. Students are expected to attend all

classes and assigned activities unless there are justifiable reasons for being absent. Parents, with the aid of the school, are responsible for ensuring regular, punctual attendance. Poor attendance and truancy will be reported to parents and/or the proper authorities.

Parents are to telephone the school (224-7341) before 9:00 a.m. to report their student's absence.

Students who are absent and their parents have not called the office to report the absence, will be considered absent without justifiable cause and will result with an "unexcused absence." The student, upon returning to school, may present the attendance officer a parent/guardian written note fully explaining the cause of the absence. Upon receiving the absence note from the parent, an "excused absence" designation may be given. Students have two school days from the time of the absence to have an unexcused absence excused. If the unexcused absence has not been excused within the two school days, that absence may be permanently considered unexcused.

ABSENCE CLASSIFICATIONS

EXCUSED ABSENCES

An absence due to personal illness, death in the immediate family, observance of a religious holiday or event, or an emergency situation beyond the control of the student as determined by the building principal, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety will be considered an excused absence. Parents are required however, to notify the school prior to the absence. Parents who do not notify the school prior to the absence may cause their child to remain unexcused if they do not contact the school within two days of the absence.

It is the responsibility of the STUDENT to contact the teacher on the day he/she returns to receive any school work that was missed.

MAKE-UP WORK

An excused absence entitles a student to make-up all assignments missed. The student will have the number of days absent to turn in make-up work except for long term projects/papers/presentations/scheduled tests that the due date has been given in advance. (ex. If a student misses three days of school, the student has three days to make up the work. The missing work is due on the fourth day.) If a student is absent longer than one week, the due date will be determined by the principal.

UNEXCUSED ABSENCES

An absence due to truancy or any cause that the administration cannot approve is classified as unexcused. In such matters the student may not make up missed work and the student receives no credit. Oversleeping, car troubles, missing the bus, and need to work are examples of unexcused absences.

ABSENCE LIMIT AND MEDICAL STATEMENT

The parents/guardians will be allowed to excuse a student up to 10 days per year. Any absences accrued after the 10-day period **must** be verified by a doctors' excuse. If a doctor's excuse is not received, the absence shall remain unexcused and the student will not be allowed to make up the schoolwork. Extenuating circumstances will be evaluated by the administration on a case by case basis.

PARTIAL DAY ABSENCE

Permission to miss class for personal emergency or for medical/dental appointments that cannot be scheduled during non-school hours must be obtained in the office. Students will be required to present an appointment card or other verification from a medical office. In no case should a student leave the school grounds without reporting to the office, nor shall a student report late to school without first checking into the office. Failure to do so may result in an unexcused absence and disciplinary action. Students who become ill at school should report to the office to be excused for the remainder of the day.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

Students desiring to attend religious services shall be allowed to do so. In order for the absence to be excused, the parent/guardian must send a note to the school explaining the reason 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 3 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.

TARDINESS

Students who are not in their classroom by the time the bell rings are tardy. Students tardy to school in the morning must report directly to the office to sign in and obtain an admit slip before entering class. Students will be allowed four unexcused tardies per semester without consequences from the office. Students are always subject to individual classroom teacher rules regarding tardiness. Students who are excessively tardy are subject to disciplinary action (refer to section on Disciplinary Violations). Students more than 10 minutes tardy will be counted as absent/truant for the period.

Tardies 1-4 for each semester will carry no consequences.

Violation 5-9 = one hour detention

Violation 10 = In-school-supervision for one day

Violation 11-14 = two hour detention

Violation 15 = three days in-school-supervision

BEFORE AND AFTER SCHOOL

No student should be in the building before 7:00 a.m. After arriving on school grounds students must receive permission from the office to leave. No student should be in the building after 4:00 p.m. unless supervised.

TRUANCY

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

Students who miss more than 1% but less than 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered truants. Students who miss 5% or more of the prior 180 regular school days without a valid cause are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

CHRONIC ABSENTEEISM

Chronic absenteeism is defined as missing more than 10% of school.

ATTENDANCE FOR ATHLETICS/EXTRACURRICULAR ACTIVITIES

In order for a student to participate or attend a scheduled extracurricular practice or activity on a school afternoon or night, **he/she must be in attendance at school prior to 11:20 am**. This includes athletic practices, games, other extracurricular events, and general attendance at those events. The only exception will be a pre-arranged administrative approval (i.e. funeral, doctor's appointment, etc.) Students who miss due to a doctor's appointment must present a written note or an appointment card from a medical office to be eligible for participation in an after-school activity.

SIGN IN/SIGN OUT

A sign-in/sign-out register is maintained in the office. Students arriving after 8:00 a.m. must sign-in at the office before going to class. Students leaving before 2:48 p.m. must come to the office to sign-out.

PRE-ARRANGED ABSENCES

Pre-arranged absences will be allowed on an individual basis. Primary considerations will be based on the student's current academic status and the number of previous total absences. Pre-arranged absence requests must be completed at least two days prior to the absence. Pre-arranged absence forms are available in the office. Days missed due to family vacations will be considered excused only if a pre-arranged absence has been applied for and granted by the

principal. **Please note that family vacations are discouraged during the school year.** Students often fall behind in their coursework due to the family vacation during the school year.

COLLEGE VISITATIONS

A “Senior College Day” is considered a pre-arranged absence and will be considered excused only if the verification form is returned with the appropriate signature from the college. College Day request forms are available in the Guidance Office and must be submitted three (3) school days prior to the date requested. Seniors are allowed **two** college days per school year and no college days will be granted the last two weeks of the semester. The principal reserves the right to deny the request for a college day if the student is not in good standing related to attendance and/or academics.

GUIDANCE / SOCIAL WORK SERVICES

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, study skills, help with home, school, and/or social concerns or any question the student may feel he/she would like to discuss with the counselor. **Students may not miss classes in order to meet with the counselor or social worker except in emergency situations.** Students wishing to visit the counselor or social worker **must** contact the guidance counselor or secretary to arrange an appointment. Students are encouraged to seek the help of the counselor 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.

CLASS LOAD

All students must carry a minimum of five academic subjects plus PE. (Students are encouraged to take seven classes each year to obtain a diverse education.)

POST SECONDARY INSTITUTION PROGRAM

Wesclin School District suggests that the following courses constitute a rigorous academic curriculum and should be taken by all prospective college, military bound, or technical school bound students:

English	4 years
Foreign Language	2 years
Math	4 years
Science	3 years
Social Studies	3 years

Students should plan their individual course of study for 4 years. This will allow the student to be able to take all the courses needed in their particular path of study. The college bound student may wish to take a sixth subject rather than a study hall. This would allow the student to take four additional courses over the course of their high school career and the opportunity to participate in the Fine Art electives.

COURSE OFFERINGS AND DESCRIPTIONS

Copies of complete course offerings and descriptions are available through the Guidance Office.

GRADUATION REQUIREMENTS

Each student must, successfully complete the following courses in order to graduate from high school and each student must have 20 credits for graduation: Each semester class is worth .5 credits (except PE). Each student must also complete 8 semesters of high school.

1. Four years of Language Arts; which includes two years of writing intensive coursework. Speech will be included in the four years of required Language Arts.
2. Three years of mathematics; one year must be Algebra I and one year must be a course that includes geometrical content
3. Two years of science
4. Two and a half years of social studies, of which at least one year must be the "History of the United States" and one semester of "American Government," and one semester of "Civics". (Civics will begin with the Class of 2020.)
5. One semester of Health
6. One semester of Resource Management
7. One semester of Speech
8. 1.0 credit Physical Education (.125 credit per semester). Students must pass one semester of PE for every semester enrolled at WHS unless the student is exempt. Exemptions are for marching band, athletics, additional classes for graduation, college entrance requirements, and/or administrative exemption that can be used under state law.
9. One year chosen from music, art, foreign language or vocational education.

GRADE POINT AVERAGE (GPA)/WEIGHTED CLASSES

Honors classes and dual credit classes will be weighted. Those classes are:

A bonus will be added to the semester GPA and the cumulative GPA for students taking weighted classes. The bonus is determined by the following calculations:

The semester bonus will be calculated by multiplying the number of weighted classes by 1/7 and added to the unweighted GPA (4.0 + .143 for one weighted class = 4.143, 4.0 + .286 = 4.286 for two weighted classes). The cumulative GPA will be calculated by multiplying the number of weighted classes by the constant for the number of completed semesters.

One semester	$1/7 = 0.143$
Two semesters	$1/14 = 0.071$
Three semesters	$1/21 = 0.048$
Four semesters	$1/28 = 0.036$
Five semesters	$1/35 = 0.029$

Six semesters $1/42 = 0.024$
Seven semesters $1/49 = 0.020$
Eight semesters $1/56 = 0.018$

HONORS CLASSES (weighted)

English I Honors
English II Honors
English III Honors
Algebra II Honors
Geometry Honors
Physics
Chemistry II

DUAL CREDIT CLASSES (weighted) (Dual credit classes will receive college credit through Kaskaskia College.)

Trigonometry
Calculus
College Algebra
Child Development
Intro to Drafting
Ag. Mech. And Tech.
Agribusiness Management
Drafting I
Graphic Design and Information Processing
Rhetoric
Research
Accounting 2
Building Trades
Horticulture I
Horticulture II
Software Applications

All classes except PE are calculated into the GPA.

HIGHEST HONORS/HIGH HONORS/HONOR ROLL

A student must have 4.2 or greater GPA to obtain Highest Honors, a 4.0 – 4.19 GPA to be on High Honor Roll, and a 3.8 – 3.99 GPA to be on Honor Roll. Physical Education is not considered for honor rolls, valedictorian, or salutatorian.

Semester grading will be utilized at the High School. A letter grade, based on the teacher's numerical grade, will be recorded for each 18 week grading period and the semester final on the report card. Semester final grades will be computed by combining the semester grade (90%) with the exam grade (10%).

ACADEMIC LETTERS

1. Students in grades 10-12 are eligible.
2. Students must maintain a full academic schedule.
3. Students must have earned the following cumulative grade point average:
 - a. Sophomores must have a 4.0 GPA based on 9th/10th grade work for 3 semesters
 - b. Juniors must have a 3.75 GPA based on 9th/10th/11th grade work for 5 semesters
 - c. Seniors must have a 3.50 GPA based on 9th/10th/11th/12th grade work for 7 semesters
4. Students must not have earned any "D" or "F" grades.
5. Transfer students must have completed a minimum of one full semester at Wesclin High School.

PHYSICAL EDUCATION

It is a state law that every student enrolled in high school must participate daily in physical education. It is our policy that all students be properly dressed for physical education classes. The teachers will inform the students on appropriate dress. Students will receive a regular grade for their participation, dress and conduct. Students must pass one semester of PE for every semester enrolled at WHS unless the student is exempt. Exemptions are for marching band (fall semester only), additional classes for graduation, college entrance requirements, and/or administrative exemption that can be used under state law.

Physical Education does not count towards the students' GPA. Physical Education uniforms will be required. The male uniform is a gray shirt with black shorts. The female uniform is an orange shirt with black shorts.

Athletic Study Hall will be available to students that are participating in athletics during the appropriate sports season. The students may choose to report to study hall instead of Physical Education only during the season in which they are participating in athletics. Students must choose one or the other and maintain that choice during the season. If a student quits the sport in which they are participating, they must return to Physical Education the following day. If a student already has a study hall in their schedule, they are not eligible for Athletic Study Hall.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

A student in grades 9-12 may be excused from physical education courses for the reasons stated below.

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

REPORT CARDS

Report cards are reported online on a semester basis. If you prefer a paper copy, please contact the office.

SCHOLARSHIP/FINANCIAL ASSISTANCE

Information on applying for scholarships and other types of financial assistance for post high school education may be obtained through the Guidance Office.

WITHDRAWAL FROM SCHOOL

Parents/guardians of a student dropping or transferring from Wesclin High School are required to accompany the student to the office to authorize the withdrawal. Parents/guardians and/or student need to complete a withdrawal form before records can be released.

GRADUATION CEREMONY POLICY

In order for a student to participate in the graduation ceremony, the student must have earned at least the 20 credits required by the Board of Education, pass all required courses, and attended 8 semesters of high school. The Guidance Office will notify the parents of any student who will not graduate as soon as it is known.

Students who are enrolled in either approved college classes, night school, or taking an approved correspondence course to gain the required credits must complete the coursework with a passing grade before they may participate in the graduation exercises.

Seniors must clear all records and/or complete all obligations prior to participating in the graduation ceremony.

Participation in the graduation ceremony is a privilege, not a right. Students must be in good standing in order to participate in the graduation ceremony.

****IMPORTANT****

Students must participate in the graduation ceremony practice in order to participate in the actual graduation ceremony. Extenuating circumstances may warrant being excused from practice at the building principal's discretion.

HIGH SCHOOL DIPLOMA

A diploma will not be issued to a senior until final grades have been recorded. Also, all records must be cleared before a diploma can be issued. In some cases this will mean that some seniors will have to wait until sometime shortly after graduation exercises to receive their diploma. This would apply specifically to those seniors taking final exams, finishing correspondence courses, finishing underclassman requirements, or taking courses that have been previously failed and are needed for satisfying graduation requirements.

EARLY RELEASE/COLLEGE ATTENDANCE

Senior students carrying a 3.0 GPA or above, on track for graduation, have a 95% attendance rate, and who have scheduled all senior required classes may, with parental and administrative

permission, choose to enroll and attend a college level program. Approval for this option may be granted for one semester at a time and must be applied for each semester. College credits shall not be used as credits towards graduation from Wesclin High School. A schedule of college classes or a paid registration receipt will serve as proof of enrollment. Grade cards from college must be presented to the principal before enrollment for a subsequent semester is approved. Students utilizing this option will be dismissed at the appropriate time as determined by the building principal. The building principal may adjust the requirements as needed.

EARLY GRADUATION

Students must complete eight semesters of high school and all educational requirements before they may graduate. Students having met all the requirements for graduation except the eight semesters of attendance will be considered for early graduation. Prior to the 7th semester, the student and parents shall meet with the principal and/or counselor. A formal written request will then need to be made to the principal prior to the graduating semester. Each case will be acted upon independently.

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

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

The student and a parent will schedule a conference with the Principal and/or the counselor prior to the beginning of the student's seventh semester.

EXTRA COURSE CREDIT

When granting credit to the students for work done outside of the regular Wesclin curriculum, the Wesclin Board of Education establishes the following policy:

A student can earn a maximum of two credits in these three categories; night class, college class or correspondence class. This is for credit recovery purposes only (speech excluded). Credit will also be given for approved summer session classes. No credit will be given for life experiences, military or proficiency tests. The principal has the right to modify this agreement about credit recovery in extenuating circumstances.

Students must receive pre-approval from the building principal to receive credit for any non-District course or experience. The building principal will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal shall

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

SCHEDULE CHANGES

If it is necessary to change your schedule during the year, go to the Guidance Office to request a program change. No program change will be made without a written request from the parents and a consultation with the counselor. Changes may be *considered* through **the first five (5) school days of the semester**, without penalty, if:

1. The change is possible in terms of your existing schedule and will not overload a particular class.
2. The change results in a reasonable program of study in terms of the established curriculum.
3. The change has principal approval.

In addition, should a student want to drop a class after the five school day time period:

1. The teacher, guidance counselor and principal discuss the circumstances of the request. The building principal will make the final determination regarding a request for withdrawal.
2. If the request is approved, the student withdraws from class without penalty.
3. If the request is not approved, the student may withdraw from the class and substitute a study hall period only if the student is not currently enrolled in a study hall. The student will receive a failing grade for the class.
4. Students are permitted to withdraw from class, without penalty, at semester break. (must have parental permission)
5. Students will not be allowed to add a class, attend that class, then drop the class. If a student feels the need to add a class within the first five days of the semester, they will remain in the class for the remainder of the semester.

TRANSCRIPTS

A transcript may be requested from the Guidance Office.

SEMESTER EXAMS/FINAL EXAMS

All teachers are required to give semester and final exams.

Semester exams are those exams given at the end of the first semester. Final exams are those exams given at the end of the year. The **4-day** exemption policy **only applies to final** exams. Students not missing more than 4 days (4 periods of a particular class) and maintained a "C" grade average in that class will be exempt from the final exam in that class. The 4-day absence rule only applies to year-long classes, not semester classes. Students who have accumulated absences that are directly related to seeking treatment for a disability (as defined by the ADA and Rehabilitation Act) may be excused from final exams provided other absences have not exceeded four days. Students may be asked to show proof that the days missed from school

were related to the condition. Senior college days and/or school sponsored activities will not count as one of the four days.

Seniors that miss two days or less of a second semester course and have a “C” or better, may be exempt from the second semester exam.

Each classroom teacher keeps attendance records.

Students will not be allowed to take exams early unless under extreme circumstances. The building principal must approve all exemptions of this policy.

Students taking dual credit courses must take the exam in order to receive dual credit.

CARE TEAM

The CARE Team is a group of education professionals, led by a coordinator, coming together to consider student-specific data, brainstorm possible strategies/interventions, and develop a plan of action to address a student-specific need.

Team members include but are not exclusive to: CARE Team coordinator, building representative, school administration, school psychologists, special education coordinator, grade/content area general educators, various specialists and other behavior/mental health professionals.

Teachers will notify parents of students who are referred to the CARE Team.

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.

ACADEMIC INTEGRITY

Wesclin High School students are held to high standards of academic integrity. Classroom teachers provide academic support through various resources, instruction in note taking skills, and promotion of good study habits. In addition, faculty and staff are available to assist struggling students. Therefore, students are expected to avoid cheating and plagiarism at all costs. Students who choose to cheat or plagiarize harm themselves by hindering critical thinking, a skill that is necessary in all professions, and by preventing themselves from learning.

CHEATING

Cheating is defined as the use or possession of unauthorized materials or assistance on tests or assignments. Students providing the unauthorized materials **and** the students accepting them are liable for disciplinary action. Some, not all, examples of cheating are listed below:

- Copying homework.
- Providing help on a test/quiz when not authorized by a teacher.
- Discussing specific questions/content on a test or quiz with students who have not taken the test/quiz.

- Submitting the same assignment for two different classes without permission from the teacher(s).
- Using notes, study guides, graphing calculators, electronic devices, or accessing outside sources when not permitted.

PLAGIARISM

Plagiarism is defined as the use of another’s work(s)/idea(s) without giving proper credit to the original source. Unless specifically permitted, all Wesclin High School students are expected to properly cite any material taken from the Internet (web page, database, blog, etc.) or a print source (book, magazine, newspaper, etc.). Some, but not all, examples of plagiarism are listed below:

- Copying and pasting material (even just one sentence or phrase) without using quotation marks and a Works Cited page to indicate the use of an outside source.
- Paraphrasing or summarizing material that is not considered common knowledge (a well-known and established fact or information discussed in class) without proper attribution of the source.
- Submitting the work of another student (past or present) as one’s own original work. Even modification of the original student’s work is considered plagiarism. All student work is expected to be original and properly cited.
- Purchasing work from the Internet or another person and submitting it as one’s own original work.

CONSEQUENCES

The first offense for cheating/plagiarism will result in a zero on the assignment(s) in question and parent/guardian contact will be made. A disciplinary referral will also be issued. The second offense for cheating will result in a zero on the assignment(s) in question and an in-person meeting involving the student(s), teacher, administrator, and parent/guardian. Suspension from school is possible.

In addition to these consequences, students are held to the standards/consequences outlined in the syllabus of each individual teacher.

CHAPTER 3: STUDENT FEES AND MEAL COSTS

STUDENT FEES

The school establishes fees and charges to fund certain school activities, including textbook rental and workbook purchase. Some families may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. The building principal will give additional consideration where one or more of the following factors are present:

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal.

Students withdrawing from, or enrolling into the school system during the school year will receive or pay a prorated student fee.

SCHOOL BREAKFAST & LUNCH PROGRAM

Breakfast is served every school day from 7:30 a.m. to 8:00 a.m. Lunch is served every school day from 11:20 a.m. to 12:41 p.m., except early dismissal days.

A student may purchase breakfast for \$1.60.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.60 and/or milk for

Free or reduced price meals are available for qualifying students. For an application, contact the building principal or an administrative assistant.

CHAPTER 4: TRANSPORTATION/PARKING

BUS TRANSPORTATION

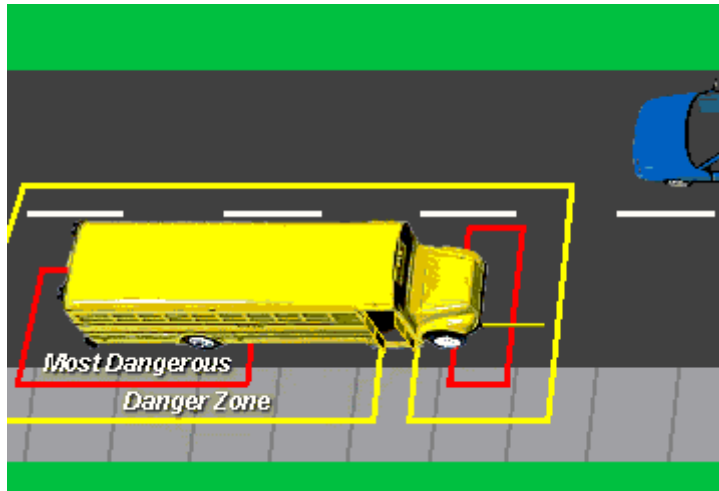
The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which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

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

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

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

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



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Mr. Jamey Rahm.

The riding of the bus is a privilege granted to District #3 students by the Board of Education. Any serious violation of the bus rules will result in the removal of the individual from the bus. Bus suspension may be extended to include the remainder of the current school year.

STUDENT PARKING/DRIVING

Students who drive to and from school are expected to comply with the regulations listed below. These regulations are reasonable and are for the protection of everyone.

1. Vacate cars immediately upon arrival. Students are not permitted in the parking lot, during the school day, without permission from a faculty member.
2. Students driving to school must register their license plate with the office. If a student drives more than one car to school, all vehicles must be registered in the office.
3. Students will park in the in the areas designated with white lines throughout the school year.
4. Students must purchase a parking permit if they wish to drive to school. The cost of the permit is \$35.00 (\$25 for fourth quarter) and may be purchased at any time of the year, space permitting. The hanging permit is to be displayed upon the mirror of the car at all times while at school. The permit must be visible at all times. Failure to display the permit may result in parking privileges being suspended and/or the vehicle being towed away. If the permit is lost or stolen, a replacement may be purchased for a minimal fee. **Parking permits are non-transferable to other**

students. They are to be used only by the person to whom they were issued and on family vehicles that have been properly registered. All students (without parking passes) may drive once the seniors have started senior final exams.

5. Students whose driving behavior is reckless may have all parking privileges suspended for part or all of the school year. No refund will be given if a student's parking privileges are suspended. (See below)
6. All vehicles parked on the Wesclin CUSD property are subject to be searched if a reasonable suspicion exists.
7. No student parking is permitted on Wesclin Road, Route 160, or any adjacent farm field. Disciplinary action will result with the violation of this rule.
8. Towing: If a vehicle is found parked in the student parking lot and does not have a valid parking permit the vehicle may be towed. **All expenses incurred are the owner's responsibility.**

MINOR DRIVING VIOLATIONS:

1. First offense may result in a minimum of a 5-day suspension of parking privileges.
2. Second offense may result in a minimum of a 10-day suspension of parking privileges.
3. Third offense may result in a minimum of a 20-day suspension of parking privileges.
4. Fourth offense may result in the loss of parking privileges for one calendar year.

Major driving violations will result in immediate suspension of parking privileges for a minimum of one calendar year.

If a student's parking privileges are revoked, the student may not drive and park at school for any reason. Parking at the school while under a parking suspension may result in the permanent suspension of parking privileges and immediate towing of the vehicle.

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

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

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

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

STUDENT DROP OFF/PICK UP

Those dropping off and picking up children may do so in the west area of the Wesclin High School parking lot (by the gym). Please do not use the circle drive in front of the school before and after school during bus drop-off and pick-up times. Please do not drop off/pick up in the crosswalks.

CHAPTER 5: HEALTH AND SAFETY

STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and/or school nurse at (618)-224-7341.

CARE OF STUDENTS WITH DIABETES

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

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

For further information, please contact the building principal.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or

hospital. Upon receiving notification that a student will be placed on Homebound, the following needs to occur:

- 1) A parent/guardian conference will be scheduled with the principal, counselor, school nurse, social worker, and/or school psychologist
- 2) Discuss signing a release for administration (or designee) and doctor communications
- 3) Evaluate educational needs, courses required
- 4) Determine due dates/timelines

A student who is unable to attend school because of a pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact: Mr. John Isenhower.

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 Pre-K or ECE
2. Entering Kindergarten or the first grade;
3. Entering the sixth and ninth grades; and
4. Enrolling in an Illinois school for the first time, regardless of the student's grade; and
5. Entering any grade that has immunization requirements

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term 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 October 15, the student must present, by October 15, 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 October 15 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 October 15, 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 October 15.

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; Must use Illinois Certificate of Religious Exemption form.
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

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 "School Medication Authorization Form."

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

COMMUNICABLE DISEASES

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

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

HEAD LICE

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

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child has been treated for head lice, no live lice are present, and the majority of the nits have been removed. The school nurse or principal will make the determination. Infested children are prohibited from riding the bus to school to be checked for head lice.

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.

SEX EDUCATION INSTRUCTION

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

SELF-ADMINISTRATION OF MEDICATION

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

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

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

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

SPORTS PHYSICALS

All students must turn in a completed IHSA sports physical (separate from the 9th grade physical) prior to trying out and/or participating in any athletic event or practice.

All forms are available at www.wesclin.org or through the school office.

CHAPTER 6: DISCIPLINARY PROCEDURES AND MEASURES

Teachers and other certified educational personnel must maintain discipline in the schools. In all matters related to the discipline of students, the school stands in the place of parents and guardians. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardians. (Illinois School Code). Cooperation among parents, teachers and administrators is both necessary and desirable. In order for the student to benefit from disciplinary procedures, it is most important that they understand the reasons for such actions. The development of discipline is a major element of the maturation process. As a child matures, he/she must progress from the need of external control to internalized self-discipline necessary to become an effective, responsible adult.

An individual has the right to the opportunity of public supported education. However, an individual does not have the right to interfere with the rights of others to an education in a safe, secure and orderly manner. The rights of an individual and the institution must be balanced.

DELEGATION OF AUTHORITY

Each teacher and any other school personnel, when students are under his or her charge, are authorized to impose any disciplinary measure, other than suspension, expulsion, or corporal punishment, which is appropriate and in accordance with the policies and rules on student discipline.

The Superintendent and Principals 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 School Board may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board.

PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes, Juuling, or vaping devices.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.

5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse.
12. Being involved with any public school fraternity, sorority, or secret society.
13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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.
16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
17. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as

threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

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

SCHOOL DRESS CODE / STUDENT APPEARANCE

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

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
4. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Properly fitting clothing is to be worn. Oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waistline; “sagging” is prohibited.
6. Pierced jewelry that becomes distracting or interferes with the educational process will not be permitted. This includes nose, lip, eyebrow, and tongue rings/studs.
7. Spiked apparel, accessories or chains shall not be worn.
8. The length of shorts or skirts must be appropriate for the school environment.
9. Appropriate footwear must be worn at all times.
10. If there is any doubt about dress and appearance, the building principal will make the final decision.
11. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

DISCIPLINARY VIOLATIONS:

Violations, unless they are severe enough to be considered suspendable offenses, may result in an after school detention for each violation. If a student is suspended from school, the length of the suspension will depend upon the nature of the violation, the cooperation of the student, and the number of previous violations/suspensions. Driving privileges may also be revoked.

DISCIPLINARY MEASURES

Disciplinary measures may include:

1. Personal counseling.
2. Withholding of privileges.
3. Seizure of contraband.
4. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-a-likes, alcohol, or weapons.
5. Notification parent(s)/guardian(s).
6. Removal from classroom.
7. Detention
8. In-school supervision. The Building Principal or a designee shall ensure that the student is properly supervised.
9. Suspension from school and all school-sponsored events for up to 10 days
10. Expulsion from school and all school-sponsored events

PROCEDURE FOR REMOVAL FROM CLASS

In the event that a teacher feels it necessary to remove a student from class or study hall, the student must be directed to the principal's office. The teacher indicating the reason for the dismissal should complete a disciplinary referral form.

The office views student removal from class as a serious offense indicating that the teacher has utilized all means to improve student behavior and is seeking administrative assistance.

Students who are removed from class by a teacher will be isolated in the office and are not to talk with any other students in the office. In addition students may not leave the office without permission. If a student is removed from class, the principal shall meet with that student to discuss disciplinary actions. The parents/guardians will be notified of any subsequent disciplinary actions.

LUNCH & CAFETERIA RULES

Students may **not** leave campus during lunch. The following rules shall be observed and abided by during lunch:

- Students shall not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination upon dismissal from class.
- Students shall immediately proceed to the cafeteria. Students shall obey 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 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 until the 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;

DETENTION

Detention will be served after school from 2:50 to 3:50 p.m. on the designated day. Morning detention starts at 7:00 a.m. in the high school office. Students arriving late will not be admitted. Detentions are expected to be completed within one week of reception. Serving an assigned detention will take precedence over all extracurricular activities. **Skipping detention may result in an in-school-supervision session.**

IN SCHOOL SUPERVISION (ISS):

In school supervision (ISS) may be assigned as an intermediate step to out-of-school suspension. ISS will be held as needed. ISS begins at 8:00 a.m. (SHARP) and ends at 2:48 p.m. Students will be allowed one bathroom break in the morning and one in the afternoon. Students will eat lunch between the 5th and 6th period lunches and they will eat in the in school supervision room. It is the responsibility of the student to bring the necessary work to the ISS room. Any disturbances caused by an ISS student may result in further disciplinary action.

SUSPENSION (OUT OF SCHOOL)

Suspension out of school is a disciplinary action taken by school officials to separate a student from school for a period of ten days or less. Students who are suspended are not permitted to be on campus, to use school transportation, or to attend school sponsored activities (home or away). Students suspended from school are expected to turn in assignments that are assigned and due during the length of the suspension. All class work assigned during the suspension will be granted up to 100% credit. Students are encouraged to complete all assignments to ensure continued academic success. There will be no due date extension.

SUSPENSION DUE PROCESS

The Superintendent and any Principal of Wesclin School District are authorized to suspend students guilty of gross disobedience or misconduct from school and all school functions for the period not to exceed ten (10) school days. The student and/or parents are due the following procedural protection:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the academic or educational process. In such cases, the necessary notice and hearing shall follow as soon as it is practical.
3. Any suspension shall be reported to the parents or guardian of the student. Such reports shall contain a full statement of the reasons for suspension and a notice to the parents or guardian of their right of review. Also, a copy of the notice shall be given to the Superintendent.
4. Upon request of the parents or guardian, a hearing shall be conducted by the School Board, Superintendent, or an appointed hearing officer to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board. After the hearing or upon the receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

DENIAL OF PRIVILEGES/ SOCIAL PROBATION

Students who have multiple violations may be denied the privilege of attendance or participation at school sponsored activities. This includes, but may not be limited to, field trips, student trips, dances, homecoming, prom, and school assemblies.

EXPULSION

The term "expulsion" refers to disciplinary action taken by the Board of Education whereby a student is separated from school attendance for a period of time in excess of ten days. The student will be removed for the balance of the current school year. The student may be permitted, upon petition, to complete required examinations in order to receive credit for courses taken in the current semester of the current year.

EXPULSION PROCEDURE

- A. A statement of the reason(s) for the proposed expulsion, including any school rule which has been violated.
- B. The duration of the proposed expulsion.
- C. The time and place of the expulsion hearing.
- D. A statement of the parents' right to be represented at the expulsion hearing by an attorney or other representative.
- E. A copy of the expulsion hearing procedures.

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

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

FIREARMS, KNIVES, BRASS KNUCKLES & OTHER OBJECTS USED OR ATTEMPTED TO BE USED TO CAUSE HARM

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

(1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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

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

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.

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false

accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

HAZING

Hazing is prohibited. Hazing includes soliciting, encouraging, aiding, or engaging in hazing activities. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, athletic team whose members are or include other students.

GANG & GANG ACTIVITY

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

SEXUAL HARASSMENT PROHIBITED

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual 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. Denies 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 building principal, guidance counselor, and/or social worker. 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.

STUDENT CONDUCT: DRUGS/ALCOHOL

The illicit use, possession or distribution of non-medical drugs, the use, possession or distribution of "look alike" drugs, illicit possession, drug paraphernalia, use or distribution of prescription drugs is not permitted on school buses, in school buildings, or on school property at any time. The illicit use, possession, or distribution of above mentioned items is not permitted on school buses, in school buildings, or on school property at any time. This includes all school sponsored and related activities, whether held during school hours or after. Students will not be permitted to attend school under the influence of illicit drugs or alcohol. Any student in violation of this policy shall be recommended for suspension and/or expulsion according to the requirements of the Wesclin Board policy 7.240-AP1 (see appendix). Parent and juvenile authorities shall be promptly notified. When a substance is determined to be an illicit or "look alike" drug, the identity of the student shall be given to the proper authorities for prosecution. Also prohibited from school grounds are items that can be used as an inhalant. Students are not to bring aerosol cans of any type to school. This includes hairspray or other cosmetic items. If students must bring hairspray or other cosmetic items to school they should not be the aerosol types.

If there is any reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the students and parents. All prescription drugs, medicine, or stimulants must be turned into the office for dispensing. A letter from the parent must accompany the medicine stating the dosage and duration the student is to be taking the prescription. The letter will be kept on file in the office.

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:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Attendance concerns;
5. Denial of permission from administration;
6. Other reasons as determined by the school.

COATS

Students are prohibited from wearing large/heavy coats in the classroom. Students shall not wear hoods over their heads while in the building.

BOOKBAGS

Students will be allowed to carry book bags into the classroom per teacher discretion. If a teacher deems the classroom unsafe for book bags to be brought into the classroom, the students shall leave their book bags in their lockers.

LOCKER USE

Lockers must be **kept closed and locked** during the school day. **Students who do not keep their lockers closed and locked may be issued a detention.** Lunches must be kept in a sack, lunch-box, or appropriate container. Lockers should be kept tidy, without paper and other materials sticking or falling out of them. Students who have lockers that can be considered disruptive, dirty, or disrespectful, will face disciplinary action. All lockers must be locked after school. Decoration of lockers can only be done with sticky tack type substances. No glue or glitter of any kind should be used on or in the lockers. All outside decorations should be removed on the last school day.

HALL PASSES

Students are not permitted in the hallways during class hours unless they have been issued a pass from their teacher. Students are to be issued hall passes for emergencies only. Violation of hall pass procedures will result in a disciplinary referral being issued.

CHAPTER 7: INTERNET AND TECHNOLOGY PROCEDURES

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure

INTERNET ACCEPTABLE USE

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

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

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

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

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

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

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

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

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

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

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

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

CHAPTER 8: SEARCH AND SEIZURE

SEARCH AND SEIZURE

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

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

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

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

Students

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

Seizure of Property

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

CHAPTER 9: ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Participants must be full-time Wesclin students to participate in Wesclin Athletics and/or Extra-Curricular Activities.

ATHLETICS

Wesclin High School has a reputation of high standards of sportsmanship and outstanding athletes. Everyone connected with the school is expected to refrain from any action, which would lower that reputation. Wesclin is a member of the Cahokia Conference and the IHSA, Wesclin is governed by the rules and regulations of these organizations. Wesclin offers the following athletics: baseball, basketball (boys and girls), bowling (boys and girls), football cheerleading, basketball competitive cheerleading, dance, football, golf (boys and girls), soccer (boys and girls), softball, track (boys and girls), cross country (boys and girls), and volleyball.

Bass Fishing is offered as a club sport.

REQUIREMENTS FOR PARTICIPATION IN ATHLETIC ACTIVITIES

A student must have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity.

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.
2. A permission slip to participate in the specific sport or activity signed by the student's parent/guardian; and
3. Proof the student is covered by medical insurance; and
4. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.

5. A signed agreement by the student's parent/guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

ELIGIBILITY

Participation in extra/co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored athletic or extracurricular activity, the student may not have more than one failing grade or that person will be ineligible for the following week. If a student receives more than one failing grade for the semester, that person will be ineligible for the entire following semester. They must pass a physical examination and must be covered with school insurance or their parent/guardian must have sufficient insurance coverage at home for an injury occurring in an athletic event. Attendance and conduct are also factors in maintaining eligibility.

EXTRA-CURRICULAR / ATHLETIC RULES

Wesclin High School supports a well-rounded athletic/extra-curricular program for the students of the District. It is our desire that our students have a healthy body to complement a healthy mind. Also, we believe that athletics/extra-curricular will teach sportsmanship, fair play, competitiveness, and qualities of good leadership. We feel that the athletic/extra-curricular program is a privilege and not an absolute right of the student; therefore, it is necessary to have certain rules and regulations in order to achieve our overall goals. The coaches and/or sponsors of the various athletic teams and organizations will have their own training rules and regulations; however, there are certain rules that apply to all students and failure to comply may mean suspension from the athletic team and/or organization, and/or from all athletic competition and membership for the period of one calendar year.

Please refer to Policy #7.240-AP1.

These rules are in effect for the entire calendar year. These rules shall be in effect for **all extra-curricular activities and athletic squads (excluding band and choir because band and choir are classes that are co-curricular)**

An extra-curricular rule violation by a Wesclin student who is observed and identified by a Wesclin coach, administrator or faculty member; or by credible evidence; or admits a violation of the rules shall be disciplined as specified in these rules. Disciplinary action will be taken as soon as an investigation has been concluded.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

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

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois/Missouri, or a certified athletic trainer.

ATHLETIC TRANSPORTATION

All athletes and extracurricular participants will ride school transportation to all events. The same students will ride the bus back home unless they obtain permission from their coach or principal to ride home with their parents. No athlete or extracurricular participant may ride home with another student's parents unless they have written prior approval.

IHSA

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

ABSENCE FROM SCHOOL ON DAY OF SPORT OR ACTIVITY

A student who is absent from school after 11:20 a.m. is ineligible for any sport or activity on that day unless the absence has been approved by the principal. Exceptions may be made by the designated teacher, sponsor or coach: 1) for a pre-arranged medical absence; or 2) for a death in the student's family. A student who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by school officials.

ATHLETIC STUDY HALL

Athletic study hall will be available to students that are participating in athletics during the appropriate sports season. The students may choose to report to study hall instead of Physical Education only during the season in which they are participating in athletics. Students must choose one or the other and maintain that choice during the season. If a student quits the sport in which they are participating, they must return to Physical Education the following day. If a student chooses not to utilize Athletic Study Hall, they will have to return to Physical Education class. If a student already has a study hall in his/her schedule, they are not eligible for Athletic Study Hall.

EXTRA-CURRICULAR ORGANIZATIONS

Our extracurricular program is designed to make available as many different types of organizations and activities as possible to meet the interests of the student body. The plans, activities, and functions of each organization are decided upon and carried out by the members and their elected officers with the help of an advisor. The success of each activity depends upon the loyalty and work of the members and the capabilities of the officers. An organization is only

as good as its members make it. Help make your organization and your time fruitful by participating actively.

PARTICIPATION FEES

In order to help defray the rising costs of athletics, the following fee schedule has been adopted for the school year. This schedule applies to all athletes. High School students will pay \$60 per sport with a \$135 per year maximum. There will also be a family maximum of \$200.

Information concerning fees

1. There will be no fee to try out for a team. Fees will be assessed after the team has been selected.
2. The athlete must pay the fee prior to the first game of the season. An athlete will not be allowed to play in games until the fee is paid.
3. Payment of the fee does not guarantee playing time.
4. No refunds will be given should an athlete quit the squad or become ineligible to participate.

NO PASS / NO PLAY

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to District policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored athletic or extracurricular activity, the student may not have more than one failing grade or that person will be ineligible for the following week. If a student receives more than one failing grade for the semester, that person will be ineligible for the entire following semester.

SCHOOL DANCES/PROM

Attendance at school-sponsored dances is a **privilege**.

Only students who attend Wesclin High School may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as "under the age of 21." Non-WHS students are permitted with a completed guest request form. If the guest is a current high school student from another school, the form must be signed by administrators at BOTH schools and parents. The form must be turned into the WHS administrator before buying a ticket. The secretarial staff will give you a receipt for your guest that allows you to purchase a guest ticket. Parents or relatives cannot be dance dates. If a WHS junior or senior is buying prom tickets for someone other than their own guest, that individual's privilege to attend prom will be denied.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students have to remain in the dance area until they are ready to leave.

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

PROM

The Prom will be scheduled annually in the spring. It is a formal dance presented by Junior Class for the Seniors. It is an open prom for Juniors, Seniors, and their dates.

SPORTSMANSHIP

Students should always cheer for their team with school spirit and show respect for their school's reputation. Students should strive to maintain favorable relations with opposing teams and schools. Students should cooperate with the cheerleaders at pep sessions and at games.

ATHLETIC CODE OF CONDUCT

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. This Code of Conduct will be enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors for students in extracurricular athletic activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations and a student may be excluded from sports or activities while the school is conducting an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and district policies on student discipline;
2. Use a beverage containing alcohol (except for religious purposes);
3. Use tobacco in any form;
4. Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Vandalize or steal;

9. Haze or bully other students;
10. Violate the written rules for the activity or sport;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
13. Falsify any information contained on any permit or permission form required by the activity or sport.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. **Bullying** is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.

DUE PROCESS PROCEDURES

Students who are accused of violating the Athletic Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a) Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all sports or activities for one of the time periods described below:
 - A specified period of time or percentage of events, competitions, or practices;
 - The remainder of the season or for the next season; or
 - The remainder of the student's career.
 - b) Sanctions for alcohol and other drug violations will follow policy #7.190.
7. The student may appeal the decision to the building principal.

All students remain subject to the district's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

CHAPTER 10: SPECIAL EDUCATION

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.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student’s participation as required by the Superintendent or designee.
3. A student requiring adapted physical education will receive that service in accordance with the student’s Individualized Education Program.

CERTIFICATE OF HIGH SCHOOL COMPLETION

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

REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

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

For further information, please contact Ms. Jamie Pence, Wesclin Special Services Coordinator/School Psychologist.

SERVICE LOGS

For those students receiving related services through their Individual Education Plan (IEP), personnel keep a log of their services. This service log is available for review by a child's parent or guardian during IEP meeting. In addition, a parent/guardian can request to review the log at any time. For additional information as well as to request the service log, contact Jamie Pence, Special Services Coordinator.

CHAPTER 11: STUDENT RECORDS

CUSTODIAN OF RECORDS

At Wesclin High School, the Principal will be the custodian of student records.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

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

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

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

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff

and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or

school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

STUDENT PRIVACY PROTECTIONS

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

- 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.
- Sexual behaviors or attitudes.
- 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 program eligibility.

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

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

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

CHAPTER 12: PARENTAL RIGHTS/NOTIFICATIONS

TEACHER QUALIFICATIONS

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

- Whether the teacher has met state 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.

- 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 office.

STANDARDIZED TESTING

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

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.

Assistance and support for homeless families includes:

- Educational organizations and schools
- Food bank and meal programs
- Local service organizations (Goodwill, Salvation Army, etc.)
- Family shelters
- Medical services

HOMELESS STUDENTS (McKinney-Vento Homeless Education Program)

If you are currently homeless and need information enrolling in school and the services provided under the McKinney – Vento Act, please contact Cathy Powers, school social worker, at 224-7341 x 5616.

Assistance and support for homeless families includes:

- Educational organizations and schools
- Food bank and meal programs
- Local service organizations (Goodwill, Salvation Army, etc.)
- Family shelters
- Medical services

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.

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

For questions related to this program or to express input in the school's English Language Learners program, contact the building principal.

ACCIDENT INSURANCE INFORMATION

The school will make available to each student a low cost accident insurance program. The school cannot legally assume any responsibility for medical/dental expenses due to student injuries sustained in regular school activities. The purchase of the accident insurance is on an optional basis, but it is highly recommended that those parents without similar family protection consider the school accident insurance.

Premiums vary year by year and according to plan selected. Insurance coverage commences only if and when premiums are paid by the parent or student.

PESTICIDE APPLICATION NOTICE

Integrated Pest Management (IPM) is the practice of determining and implementing the most appropriate and least hazardous techniques for controlling pests. It control pests by emphasizing prevention and by employing physical, cultural, biological, and only as a last resort, least hazardous chemical controls.

IPM is the best approach to pest control. Every effort is made to help protect the health and safety of students and staff. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that it is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency where pesticides must be used immediately, we will notify you as soon as possible. Please contact the main office if you wish to be added to the registry.

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.

INTERVIEW OF STUDENTS BY LAW ENFORCEMENT

In the event that a law enforcement official wishes to talk to a student at Wesclin High School, parents will be contacted before any meeting will take place.

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from social media, 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.

SEX OFFENDER NOTIFICATION LAW

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

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

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

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

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

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

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

<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/>.

CLOSING

Thank you for taking the time to review the procedures and guidelines associated with Wesclin High School. It is our hope that your student will have a wonderful educational experience. If at any time you need assistance, have questions, or concerns, please do not hesitate to call.