



# **Westville Junior High School 2023-2024**

## **Student Handbook**

[www.gowestville.org](http://www.gowestville.org)

### **WELCOME TO WESTVILLE JUNIOR HIGH**

#### WILDCAT CODE OF CONDUCT

I am respectful, responsible, safe, cooperative, and prepared. We are here to learn; therefore, I will not compromise teachers in their efforts to educate us, nor restrict anyone from their opportunity for learning. I have the ultimate respect for others, the environment, and myself. In abiding by this code of conduct, I am capable, connected, and contributing to the spirit of Westville Junior High School.

**MASCOT: WILDCATS      COLORS: RED AND GRAY**

# **R.O.A.R.**

## **Respect-Organization-Attitude-Responsibility**

## WESTVILLE JUNIOR HIGH SCHOOL STAFF

### Office Staff:

Mr. John Tosh	Principal	267-2185 ext. 300
Mrs. Stefanie Smith	Secretary	267-2185 ext. 320
	School Guidance Counselor	267-2185 ext. 322

### Phone:

### Faculty:

		<u>Room # / Ext. #</u>
Mrs. J. Anderson	7 <sup>th</sup> Language Arts	113 313
Mr. J. Jarue	7 <sup>th</sup> Math	117 317
Ms. T. Cundiff	7 <sup>th</sup> /8 <sup>th</sup> Math	103 303
Ms. R. Johnson	7 <sup>th</sup> Science	110 310
Mr. B. Witsman	7 <sup>th</sup> History	115 315
Mrs. D. Bouton	8 <sup>th</sup> Science	119 319
Ms. J. Brock	8 <sup>th</sup> /7 <sup>th</sup> English	104 304
Ms. M. Hallett	8 <sup>th</sup> Language Arts	109 309
Ms. S. Siddens	8 <sup>th</sup> Math	116 316
Ms. S. Huchel	8 <sup>th</sup> History	101 301
Mr. C. Stephenson	Physical Education	Gym 305
Mrs. H. Sabalasky	Physical Education Aide	Gym
Ms. E. Howie	Chorus	118 318
Mrs. M. Pinter	Band	118
Mrs. J. Van Camp	Classroom Aide	103/104
Mr. J. Baird	Custodian	
Mr. J. Frye	Custodian	
Ms. S. Miller	Food Services	Cafeteria
Mrs. P. Pasley	Food Services	Cafeteria
Mrs. D. Vallangeon	Food Services	Cafeteria

Mrs. T. Sutliff                      District Nurse                      Giacomina/ 267-2154 Ext. 202

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The School Board and the Administration reserves the right to amend, expand or abolish the school rules.

## **INTRODUCTION, INFORMATION, AND GENERAL NOTICES**

### **General School Information**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [www.westville.k12.il.us](http://www.westville.k12.il.us) or at the Board office, located at:

Westville School District  
125 Ellsworth  
Westville, IL 61883

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

Dr. Seth Miller, Superintendent  
Ms. Pamela Dalenberg, Assistant-Superintendent  
Mr. John Tosh, Principal

The school is located and may be contacted at:

Westville Junior High School  
412 Moses Ave.  
Westville, IL 61883  
(217) 267-2185

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

### **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: Pamela Dalenberg, Assistant 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.

### **School Volunteers**

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

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

### **Invitations & Gifts**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

### **Treats & Snacks**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. We strongly encourage you to select a treat or snack with nutritional value. Pop or snacks will not be permitted in classrooms, lockers, gyms, or halls. Cans/papers are to be discarded in waste containers provided.

### **Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

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

### **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school buses 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.

### **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.

### **Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 267-2185.

### **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:

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

For further information, please contact the building principal.

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

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

### **Problems and Complaints**

Parents and guardians with concerns of a serious nature are encouraged to seek relief through proper channels. First contact the classroom teacher or activity sponsor to share your concern. The building principal would be your next contact, followed by the superintendent. (Unresolved concerns could then be brought to the Board of Education.)

### **Conferences with Teachers or Administrators**

Parents are encouraged to visit school to confer with administrators, teachers, or the counselor concerning classroom matters, programs, etc. Parents are urged to call the school at 267-2185 for an appointment to see a particular staff member. Teachers will not be called from class, but may schedule conferences during their preparation period if they are free.

### **Student Insurance**

It is recommended that parents assess their family insurance to determine if it adequately covers their child in the event of injury at school and plan accordingly. The school district offers an insurance plan for the convenience of students but assumes no liability for either injury or subsequent negotiations with the insurance company. Claim forms are available in the office to be completed by the parent/guardian and forwarded to the doctor or hospital.

### **Hall Pass**

Students must be in class when the bell rings. Students must have a pass from, or be accompanied by, a staff member to be in the halls during class time.

### **Textbooks**

Students are responsible for textbooks issued to them and will be charged for defaced or lost textbooks. Textbooks must be returned at the end of each course or when students leave the district or records will not be furnished.

### **Announcements**

Announcements will be made daily in the morning. Persons who wish to have announcements made concerning school matters should write them on the office form for announcements, and give them to the office secretary. Students who wish to have club/organizational announcements made are to have the announcement approved by the faculty sponsor. In order for announcements to be included for a particular day, announcements need to be given to the secretary by the start of school. Announcements that are not provided to the secretary by the start of school may not be included until the following day.

### **Use of School Lockers**

All lockers in the building are the property of the school district. These lockers are made available for student use to store school supplies only. The student's use of the locker does not affect the school district's continued ownership or control of the locker. The school district retains the right to inspect the locker and its contents at administrators' discretion. Random locker inspections will be conducted periodically. Students writing on or in lockers will be disciplined for vandalism of school property. In general, the following should be observed as to locker use:

1. Each locker has its own combination that is yours alone to use. **DO NOT GIVE THE COMBINATION TO ANYONE.**
2. Food and pop are not to be stored in lockers (except lunches).
3. Money and valuables should not be stored in lockers.
4. Report any locker problems to the custodian who will arrange for repair or adjustment of the locker.
5. Do not leave locks set to open or dislodge the locker to open without locking it.
6. **K-9 Sweeps:** In order to make sure students unquestionably understand our zero tolerance for drugs and alcohol, the administration may conduct K-9 sweeps of the building on a random basis. During K-9 sweeps, teachers are to close classroom doors and keep all students in their rooms until a P.A. announcement is made.

### **Physical Education Lockers and Locker Rooms**

Physical education lockers are provided for each student's use in the locker rooms. Students are not to share lockers with others. Physical education lockers are to be locked at all times. It is your personal responsibility to see that your belongings are secured with this lock. Failure to keep the Physical education locker locked may result in a discipline consequence or a

grade reduction for failure to follow rules. The school district is not responsible for any loss of money or personal belongings from the locker rooms. Absolutely no students are allowed in the locker room without adult supervision. Individual students that need to retrieve an item from the locker room or use the restroom must get permission. Students are responsible for replacement cost of locks if they are lost or misplaced.

**WESTVILLE CUSD #2 WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN CELL PHONES AND ELECTRONIC EQUIPMENT OR RELATED ITEMS.**

**School Website and Email information**

The Westville CUSD #2 website is: [www.gowestville.org](http://www.gowestville.org)

You may sign up for e-mail information that will be sent out by the Principal that will contain periodic news as well as timely information such as closing school early due to weather. Sign up will be on the personal information sheet or go to the web site/district app to sign up.

**ATTENDANCE, PROMOTION, GRADUATION**

**School Day**

Westville Junior High School is a closed campus school. Students are not to leave school property without appropriate parental and administrative approval. Once students have arrived upon campus by any means, they are not to leave. A student who leaves the campus after arrival will be considered truant, with appropriate disciplinary action taken. A student is not to leave the campus after school dismisses then return to board a bus. If a student leaves school property before boarding a school bus, he forfeits bus transportation furnished by the district and will need to arrange for transportation.

**Loitering**

Loitering on streets around the school grounds is not permitted. Loitering on private and residential property near the school will not be tolerated. Violators will be referred to local authorities.

**Dismissal**

Students must be out of the building by 2:30 P.M. unless practicing with a coach/supervisor or have made prior arrangements to be with a teacher.

**Entrance to Building in Morning**

Students will be allowed in the school at 7:00 A.M. Students are required to sit in the bleachers in the gym or in the cafeteria while having breakfast and are required to stay in the same seat chosen for the duration of that morning until the 7:45 bell rings. Once a student has finished eating breakfast, they are able to go to the bleachers in the gym. The first bell rings at 7:45 which allows students to go to their lockers. If a student has multiple discipline issues or problems in the morning or a major discipline issue, the school reserves the right to not allow the student to enter the school until 7:45 A.M. Students are not permitted in other areas of the building prior to 7:45 bell without teacher/staff authorization.

**Attendance**

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

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

**Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental health or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. Please note that 3 or more consecutive days of illness will require a doctor's note. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at [267-2185] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

### **Academics and Attendance Policy**

The Westville School District believes a student's academic achievement is directly affected by the student's attendance. If a student is not at school, the student cannot participate in the class or learn the material being taught. The importance of student attendance cannot be overemphasized. Consistent with Section 26-1 of the Illinois School Code, the Westville Community Schools, Unit District #2, expect parents and guardians to make reasonable efforts to ensure the regular attendance of their children and to inform the school of any absences and their causes.

Parents/guardians who knowingly and willfully permit a child to be truant can be convicted of a class C misdemeanor which means they are subject to not more than thirty days imprisonment and/or a fine of up to \$500.

1. Each day that a student must be absent from school, the parent or guardian should call the school (267-2185) by 10:00 a.m. to report the absence and the reason for the absence.
2. If no call has made by 10:00 a.m., the parent or guardian will be contacted at home or work to verify the absence.
3. Teachers will be notified daily of verified excused absences by the office. Students will have 24 hours to have the absence verified by the parent or guardian through the office.
4. Excused/Unexcused Absences will be determined by the Principal.
5. Valid reasons for absence include:
  - a. Illness—note 3 or more days of illness will require a doctor's note
  - b. Observance of a religious holiday
  - c. Death in the immediate family
  - d. Family emergency
  - e. Circumstances causing reasonable safety concerns to the parent
  - f. Other situations approved by the Principal
6. All other absences will be considered as unexcused.
7. **Student absences due to illness three days or longer must be accompanied by a doctors' note or fax from the doctor's office. (Fax: 267-3621)**
8. If a student misses more than ½ day of school they are ineligible to participate in or attend any extracurricular activity or other evening functions for that day. If the absence is for illness; there will be no practice or competition on that day. If the excused absence was on a Friday, the student may compete on Saturday. If the absence is unexcused there will be no practice/competition on Friday or Saturday. If it is a pre-arranged absence cleared through the Principal, the student may practice and compete.
9. A student must be in school by 11:05 to qualify for ½ day.
10. After five absences the parent or guardian will be notified by mail.
11. Absences and tardies can be counted toward incentive programs.
12. If a student receives an unexcused absence they will have 1 day only to make up all class work.
13. If a student has an excused absence they will have the same number of days to make up the work that they were gone up to a maximum of five.
14. After **10 excused absences, without documentation**, any absence must be accompanied with documentation from a physician, court, etc. The administration will make the final decision to determine the status of the student's absence. If no documentation is furnished, the absence will be unexcused.
15. Suspension days will **not** be counted towards unexcused absences. Homework and test policies for suspended students will remain the same.
16. Any tardy will be considered a Partial Day absence after 9:00 a.m.

**It is the students' responsibility to obtain assignments prior to the absence. Assignments are due upon return.**

### **Make-Up Work**

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

### **Procedure to Secure Permission to Leave School During the Day**

As Westville Junior High School is a closed campus school, all students are required to be in attendance in the building for the entire school day. Students are not to leave school property at any time without permission from the Principal or his designee, including the school nurse. Students leaving the building with permission must sign out in the office. Failure to secure permission to leave the school grounds will result in disciplinary action. The student will be marked unexcused for the time he/she is gone and disciplined according to the Unexcused Absence Policy.

### **Absence Procedure-Pre-Arranged/Homework**

Examples of pre-arranged absences from the Asst. Principal include:

1. Medical and dental appointments
2. Special religious observances
3. Funeral service
4. Family vacation time which cannot be arranged at other times.

To pre-arrange an absence, the following is to be observed: The parent is to contact the Principal by telephone or written in advance indicating the specific details of the planned absence. The student will be given a pre-arranged absence form to take to each of his/her teachers to request a statement of the student's current standing, homework assignments to be done, and the teacher's signature. When all of the above steps have been completed, the form must be returned to the Asst. Principal prior to the absence. Make-up work must be secured from all teachers by the student and must be completed in advance or upon return.

### **Re-Engagement Plan**

Students with excused absences will have the same amount of school days to make-up schoolwork as the number of consecutive absences accumulated. Students with absences due to suspension will be provided an opportunity to earn equivalent academic credit for work missed due to student discipline. Suspended students will be provided equivalent academic credit work by the end of the next school day following a suspension. It is the responsibility of the parent/guardian to pick up the suspended student's work in the school office. All equivalent academic credit opportunities to students will be due upon their return to school, unless otherwise stipulated.

### **Tardiness To School**

A student shall be considered tardy if he/she is not at an assigned place at a designated time including late arrival to school. Excused tardies will include: a doctor's note from that morning, a funeral, or a pre-arranged late arrival that has been pre-arranged by at least the day before.

After the third unexcused tardy in a semester the following actions may take place:

- 4<sup>th</sup> offense -- one-hour detention
- 5<sup>th</sup> offense – two-hour detention
- 6<sup>th</sup> offense – Saturday School Suspension
- 7<sup>th</sup> offense – Overnight Suspension
- 8<sup>th</sup> offense – Referral to administration for disciplinary consequence

### **Tardiness To Class**

If a student is late to class due to negligence, the teacher will admit the student to class and note the tardy. The student will be assigned a detention on the 2<sup>nd</sup> offense by that teacher to be served with that teacher. After the third unexcused tardy to that class in a semester the following actions may take place After the third unexcused tardy in a semester the following actions may take place:

- 3<sup>rd</sup> offense            1 two hour detention
- 4<sup>th</sup> offense            2 two hour detentions
- 5<sup>th</sup> offense            1 Saturday Supervised Study
- 6<sup>th</sup> offense and beyond student referred to administration

### **Unexcused Absences**

This policy presumes that each occurrence is for one day only. If two or more consecutive days occur the principal has the discretion to advance the consequences for the extended truancy to a level he deems appropriate. The Unexcused Full Day Absence Policy and the Unexcused Partial Day Absence Policy will run concurrently.

- 1st offense            1 hour detention
- 2<sup>nd</sup> Offense            1 two hour detention



3 <sup>rd</sup> Offense	2 two-hour detentions
4 <sup>th</sup> Offense	1 Saturday School detention
5 <sup>th</sup> Offense	2 Saturday School detentions
6 <sup>th</sup> Offense	– Referral to administration for disciplinary consequence

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

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

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

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

### Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

### Promotion - Student Status

As per Board policy 724.00 students at Westville CUSD #2 will be promoted to the next grade level upon successful completion of their present grade level curriculum based on goals and objectives as determined by their classroom teacher(s), the building administration, and the Board of Education. Students will no longer be promoted solely based on age or any other social criteria not related to academic performance. Students must pass three (3) out of four (4) nine week periods in order to pass a course for the year. Students must pass three (3) out of four (4) core subjects (Language Arts, Math, Science, and History) in order to be promoted.

A student that does not meet the requirements to be promoted will:

- not be allowed to walk through graduation ceremony
- be required to attend an academic summer school during which time they will complete a credit recovery program through Project Success. A student that completes the program would be promoted to the next grade level.
  - Math and ELA will take precedence over Science and Social Studies
- Students will be given the option to begin working on credit recovery during the 4<sup>th</sup> quarter after-school.
  - Students that are failing multiple subjects will be given priority if space becomes an issue.
  - If students complete the credit recovery before graduation, they may be allowed to walk.
- If a student fails to complete the credit recovery program during the summer school session:
  - The building principal will review their progress to determine if they will be promoted.
  - Could be promoted, but required to complete credit recovery during the first quarter of the following school year
  - May be retained
- If a student is removed from the summer school program due to attendance or behavior, they may be retained or be required to complete the credit recovery during the first quarter of the next school year.

In consideration of individual differences, students with an IEP will be evaluated on a case-by-case basis by the IEP team.

### **Requirements for Graduation**

Students will be permitted to participate in graduation exercises only if all graduation requirements are successfully completed, including successful completion of the United States and Illinois State Constitution tests, all fees or fines are paid, and all disciplinary responsibilities are met. To be eligible to participate in the graduation ceremony students must have passed three out of four core classes (Math, English Language Arts, Science, Social Studies). Additionally, students must not have failed any one core subject for all four quarters.

### **Grading System**

Grades will be calculated at the end of each 9-week period. The following grading system is used. Note that plus and minus grades are the teacher's option. In order to ease and standardize the conversion of student grades into letters, the following letter grades and their equivalents are approved by the Board of Education:

Letter:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Point:	12	11	10	9	8	7	6	5	4	3	2	1	0

### ***Grading Scale***

A+ = 100-97	A = 96-93	A- = 92-90
B+ = 89-87	B = 86-83	B- = 82-80
C+ = 79-77	C = 76-73	C- = 72-70
D+ = 69-67	D = 66-63	D- = 62-60
F = 59-0		

### ***Honor Roll***

High Honors = All A's for the quarter. Must receive a grade of Passing if taking a Pass/Fail course.

Honors = All A's and B's for the quarter. Must receive a grade of Passing if taking a Pass/Fail course.

### **Eligibility**

Grades will be collected each week after school on Thursday and before school on Friday for the purpose of determining eligibility for the following week. Any student who is failing any class will be considered ineligible. Ineligibility will begin on Monday of the week after the list is published and run through the next Saturday. Any grade of "F" will make a student ineligible to attend or participate in extra-curricular activities and may exclude students from incentives at school during the school day. Once a student is ineligible they will remain ineligible until the next list is published and the grade is no longer a grade of "F".

### **Homework**

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

Classroom detentions will be assigned for students who repeatedly fail to complete homework during each quarter. Detentions assigned by individual teachers are to be served 5 minutes after the school day and will last a minimum of thirty minutes. Grading policies on late homework will be established by the individual classroom teachers. The following are consequences of not turning in homework on time for a particular class:

- Third occurrence – parent notification
- Fourth occurrence – one classroom detention
- Fifth occurrence – one classroom detention
- Sixth occurrence – one classroom detention
- Seventh occurrence and beyond – student referred to administration

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee 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 or designee 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.

### **Student Schedules**

Student schedules may change at the beginning of a quarter or semester. Student schedules are generated by the administration in conjunction with the teachers. Student schedules are subject to change at any time upon the discretion of administration.

### **Physical Education Dress**

Students are required to dress for P.E. Not dressing for P.E. will be reflective in the P.E. grade and may result in discipline consequences. When a student borrows either a shirt, shorts or both they will lose 2 points and will only be able to receive a maximum of 8 out of 10 points for participation that day.

Students may borrow clothes as long as there are clothes to be borrowed. The following consequences will occur in the event a student does not dress due to not having clothes, not being able to borrow clothes or refusing to dress/participate per quarter:

1<sup>st</sup> No Dress – Warning, Zero participation points for the day.

2<sup>nd</sup> No Dress – 30 minute teacher detention, Zero participation points for the day.

3<sup>rd</sup> No Dress – Two 30 minute teacher detentions, Zero participation points for the day.

4<sup>th</sup> No Dress – 2 hour after school detention and zero participation points for that day.

5<sup>th</sup> No Dress – 2 hour after school detention and zero participation points for that day.

6<sup>th</sup> No Dress – Saturday School Detention and zero participation points for that day.

7<sup>th</sup> No Dress -- Mandatory parent meeting and zero points for participation until meeting takes place with PE teacher and/or administrator. Further no dresses and consequences will be discussed along with a plan to avoid no dresses.

--When a student is unable to participate due to a medical excuse the student may be assigned an assignment in class to write on a variety of sports/health related topics and stories to receive participation points for the day.

Students may wear sweatshirts and long sleeve clothing during P.E. class upon permission granted by the administration or physical education teacher. This clothing must not be the students' normal clothes that are worn during the school day.

## **FEES AND MEAL COSTS**

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

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. 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 at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free or reduced lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

### **Fees**

Student fees are as follows: Instructional Fee of \$40. Sport fees are \$10 per sport, limit of \$20 per year.

### **School Indebtedness**

The Westville School District forbids continued participation and attendance in any and all school home and away extra and co-curricular activities until all indebtedness is settled, arrangements are made for settlement, or item(s) are returned in satisfactory condition. Diploma and school awards will be withheld until indebtedness is settled.

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

Breakfast is served every school day from 7 a.m. to 7:45 a.m. Lunch is served every school day except when there is an earlier dismissal.

A student may purchase breakfast for \$1.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.35 and/or milk for \$.35. Free or reduced-price meals are available for qualifying students. For an application, contact the building principal.

### **Pop and Snacks**

Pop or snacks will not be permitted in classrooms, lockers, gyms, or halls. Cans/papers are to be discarded in waste containers provided.

## **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®, smart phones, 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. 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.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zones 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.
9. 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.
10. 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: Lori Osborne, First Student Bus Director 267-3736.

Pupils riding in a school bus shall be under the authority of and responsible directly to the driver of the bus. Please familiarize yourself with the following school bus regulations because these rules are to be observed at all times. Audio and video surveillance equipment will be used to monitor the buses for the safety of the passengers and the driver. Riding the bus is a privilege.

Pupils riding in a school bus shall be under the authority of and responsible directly to the driver of the bus. Please familiarize yourself with the following school bus regulations because these rules are to be observed at all times.

1. Only pupils properly enrolled in the Westville Schools are permitted to ride on buses.
2. Pupils are to ride only on their assigned bus unless advance arrangements have been made by the parents and Building Principal with the bus driver (at least 1 day ahead). Pupils are to wait at their respective school to board buses unless assigned another point of departure.
3. Be on time at the designated school bus stop, the bus has a definite schedule -- help keep the bus on schedule.
4. Stay off the road at all times while waiting for the bus. Wait until the bus comes to a complete stop before attempting to enter the bus. Do not push or shove other pupils who may be waiting at the bus stop or attempting to board the bus.
5. If you must cross the road when being picked up or discharged, wait until you are directed to do so by the bus driver. Always cross the road in front of the bus only after it has stopped and you have received a signal from the driver to cross.
6. Move promptly to your seat upon entering the bus, be seated, and remain seated at all times until you leave the bus.
7. Pupils must not at any time extend arms or heads out of the bus window. Windows shall not be lowered below the stop line painted on the body pillar. Do not throw anything out of the bus window.
8. Your safety and the safety of the other passengers on the bus is in the driver's hands and the slightest distraction from his duties might cause an accident. Unnecessary conversation with the driver, loud talking, boisterousness, and other actions that divert the driver's attention are prohibited.
9. The following riding policies are observed:
  - A. No smoking is allowed.
  - B. No profanity or vulgar language is allowed.
  - C. No animals/insects are permitted to be transported on the bus.
  - D. No food or beverage is to be taken on a bus except for those pupils who carry their lunch to school. (No eating is allowed on the bus).
  - E. No electronic devices (radios, tape players, ghetto blasters, etc.) are allowed on the bus without specific permission from the driver or supervising teacher.
10. Be absolutely quiet when stopped at a railroad crossing.
11. Do not tamper with the bus or any of its equipment. Damage done to seats or other bus equipment must be paid for by the pupil responsible for the damage.
12. Keep books, lunches, or other objects out of the aisles. Leave no books, lunches, or other articles on the bus.
13. In case of a road emergency, remain on the bus until you are instructed to leave by the driver. Do not leave by way of the emergency door except when directed by the bus driver during a practice drill or during an emergency.
14. The driver may assign definite seats for each rider.
15. Help look after the safety and comfort of small children.
16. Report to the school principal any unsafe or undesirable practices of the bus driver, if you should have occasion to observe any.

### **Bus Questions, Comments**

First, you should know the bus driver's name. Call them or visit with them at the bus stop. If dissatisfied: Call Lori Osborne, First Student's supervisor of buses, which has the school system transportation contract. Her office is in the concrete block building behind the high school by the football field. Her phone number is 267-3736. If still dissatisfied, then call the Principal. It is the parent's responsibility to notify the Bus Garage if the student's address changes.

### **Bus Conduct**

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.

3. Willful and/or repeated defacement of the bus.
4. Use of profanity.
5. Willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

#### *Bus Reports of Conduct*

Students who misbehave on buses will be informed through bus conduct reports and disciplined accordingly. Steps may be advanced or skipped upon severity of the incident.

- |                         |  |
|-------------------------|--|
| 1st offense             | -- warning   |
| 2nd offense             | -- 2-Hour Detention  |
| 3rd offense             | -- Saturday School Detention                               |
| 4 <sup>th</sup> offense | -- Referral to administration for disciplinary consequence |

#### **Parking**

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.

#### **Visitor Parking**

The school has locations available for school visitor parking. Visitors may park in front of the school in the half circle drive on Weese Parkway.

Those dropping off and picking up children may do so before and after 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.

### **HEALTH AND SAFETY**

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

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

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "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 have 30 days following registration to comply with the health examination and immunization requirements. 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 by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **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.

### **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.

### **Guidance & Counseling**

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. 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.

### **Nursing Services**

The school nurse is on duty periodically each day and on call as needed. At those times when the nurse is not present, students who become ill or sustain an injury are to report to administration.

### **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 may not be preceded by a warning to the students.

### **FIRE DRILLS**

Fire drills are held as a safety measure. When the fire alarm sounds, students should promptly clear the building in a quiet and orderly manner. The teacher in each classroom will direct you to the proper exit. Walk briskly following the assigned exit route. The alarm will be a repeating horn.

### **FIRE DRILL EXIT ROUTES**

Rooms 104, 109, 110, Counselors' Office and Main Office: out the west doors

Rooms 111, 112, 113, and 115: out the south doors

Rooms 114, 116, 117, Science, Band/Chorus: out the east doors

Rooms 108 and gym: out south courtyard doors

Rooms 101, 103, and cafeteria: out the northwest door

Kitchen: out northeast door

1. Students should walk out single file, no running, and no talking.
2. Assemble at the ball diamond east of the school or at the Park. Teachers take roll.
3. When the all clear is given you may return to your room

4. Any time an exit is blocked, use the nearest exit to go out.

### **Storm Safety**

If a severe storm approaches, using the disaster bells that sound different from the regular bell will sound a general alert. Storm drills will be held so students are familiar with this procedure.

Room 108 and 109 will go in the upper stairwell of teachers' workroom

Rooms 101, 102, 103, and 104 go to the girls' locker room

Room 119 stay in room

Band/Chorus (Room 118) goes to the hall outside of the room

Rooms 110, 111 and 113 proceed to the restrooms; boys and girls go to their respective restrooms

Rooms 115 and 117 go to Room 112

Rooms 109 go to the teachers' workroom

Rooms 116 go to the hallway outside of your room

PE goes to boys' locker room

All persons should remain quiet and listen for further instructions. Do not move to areas near windows.

### **School Evacuation / Safe Haven**

In the event that the school has to be evacuated the students will go to Trinity United Church of Christ. Students must be accounted for before they may leave with parents or guardians or before they ride their bus home. The emergency contact number will be the district central office number at 267-3141.

### **Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

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

**Parents/Guardians may sign up for telephone notification through the District's emergency contact system to be informed of cancellations. Applications for the notifications can be picked up at the office.**

### **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 is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

### **Federal Asbestos Hazard Emergency Response Act**

This is to inform you that Asbestos Containing Building Materials (ACBM) are present in our schools. In accordance with Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner have completed a review of the locations, quantities, and friability of the asbestos containing materials. They have prepared an assessment and response plan to reduce exposure to asbestos fibers.

Copies of the asbestos management plans for our schools, including the inspection reports, are located in the superintendent's office. The plans are available to the public for inspection without cost or restriction within five working days after receiving a written request for the inspection. Hours of availability and a copy of the form, "Request for



Inspection of Management Plan,” will be provided upon request. Should a request be made for a copy of the report, the school is allowed to charge a reasonable fee to make copies of the plan.

## **DISCIPLINE AND CONDUCT**

### **General Building Conduct**

Students shall not arrive at school before 7 a.m. and classes begin at 7:50 a.m. and students are dismissed at 2:25 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and hoods on sweatshirts shall not be worn in the building during school hours.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras, cell phones are permitted without permission from the principal.

### **Student Conduct For School Related Events - Home or Away**

WJHS students attending school related events at home or at other schools are subject to WJHS rules and to the rules of the local schools.

### **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. The torso will be covered from the neck to mid-thigh so as not to reveal any body parts or underwear beneath. This includes low riding jeans, shorts and pants and holes in pants/shorts above mid-thigh. Shorts in question should be closer to the knee than the waist.
2. No shorts which reveal torso or underwear while sitting, standing, or walking.
3. No unbuttoned shirts, blouses, or other clothing worn on the torso which reveals any body parts or underwear beneath.
4. No bare feet, midriffs, completely bare shoulders or see-through clothing will be tolerated.
5. No spaghetti straps or tank tops. All shirts must have full sleeves.
6. No skirts and/or skorts, or dresses. Dresses may be worn when accompanied with leggings underneath.
7. No hats or hoods on sweatshirts worn inside the building, during school hours.
8. No symbolic jewelry, patches, or clothing depicting gangs.
9. No clothing of any type that displays negative imagery that could possibly disrupt the educational environment.
10. Students are not to wear clothing for events or artists that are known for their use of satanic/demonic images, violence, profanity, sexual images or discrimination, or criminal acts in their promotion and for the glorification of said events or artists.
11. No profane, sexual harassing or suggestive remarks, pictures or patches, and no alcohol, drug or tobacco logos and or symbols are to be worn on clothing.
12. No wallet chains or other clothing accessories that could be used as a weapon.
13. No pajama bottoms.
14. No wristbands or items that display words, statements or images that are not school appropriate.

First Occurrence -	Written warning
Second Occurrence -	30 minute detention
Third Occurrence -	2 Hour detention
Occurrences Beyond Third -	Administrative review for discipline action

### **Book bags, Purse, and Gym Bags**

Book bags, gym bags, purses and similar handbags are to be kept only in the lockers during school hours. Westville Unit #2 Schools prefer the use of clear bags for students.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. 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. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance or other substance that is prohibited by this policy.
  - g. 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.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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 "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. 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, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: the supervising teacher grants permission or there is an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Failure to serve assigned classroom detentions, two-hour detentions, and/or Saturday School Studies as assigned.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

11. Engaging in 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 using a school computer or a school computer network or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. 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.
22. 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.
23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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.

### **When and Where Conduct Rules Apply**

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.

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Classroom detentions
8. Two-hour detentions
9. Saturday School Detentions
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **CLASSROOM DETENTION**

The following regulations will be observed regarding detention:

1. Detention will be served in the room of the teacher who assigned the detention, starting 5 minutes after school. Tardiness in arriving for detention may result in a referral to administration.
2. Detentions will be served within 24 hours of the infraction to allow the student to make any necessary transportation arrangements. The day will be mutually agreed upon between the teacher and the student.
3. Should a student fail to appear for a detention on the date agreed upon, the discipline report will be sent to administration.
4. If a student is absent from school on the date he is to serve a detention, the detention will be served upon his or her return to school.
5. Students are to bring school work to detention and are to work on it during that time. Sleeping, talking or electronic devices will not be permitted.
6. Should a student misbehave during a detention, he/she will be dismissed from the room and the misbehavior will be reported to administration.
7. All detentions will be reported to the parent/guardian prior to the detention being served.
8. In the case of detentions being assigned the same day to a student by more than one teacher, an agreement will be mutually reached to schedule and serve all detentions assigned. Administration may assist in coordination if needed.
9. Detentions assigned by office personnel will be served in the Principal's office after school and will last at least 30 minutes.

10. Students with more than three classroom detentions by the same teacher in the same semester may be referred to administration for discipline consequences beyond classroom detention.

### **ONE HOUR AFTER SCHOOL DETENTIONS**

The one hour after school detentions are scheduled for Tuesday, Wednesday, and Thursday from 2:30 to 3:30 PM.

1. Students are to:
  - a. Take necessary materials with them to the two-hour after school detention room.
  - b. Remain busy during the entire time when assigned after school detentions, acceptable activities include completing homework and reading a library book.
  - c. Complete any assignment which has been provided by administration.
  - d. Stay in assigned seat.
2. Restroom privileges will be given by permission of teacher.
3. Students will not be allowed to:
  - a. Remain in after school detention without materials to work on.
  - b. Return to locker for additional homework.
  - c. Talk during after school detention.
  - d. Have soft drinks or snacks.
  - e. Sleep during an after-school detention.
  - f. Have cell phones turned on during 1-HR Detention
4. Students who do not successfully complete the one hour after school detention assignment may be assigned further discipline not limited to, but including out of school suspension.
5. After school one-hour detentions will be served within 24 hours of the infraction to allow the student to make any necessary transportation arrangements.
6. Reassignments will be made only in cases of pre-arranged excused situations by administration and documentation may be required (i.e. doctor's note). Student's work and/or athletic schedules do not have priority over any detentions.
7. Transportation after detentions is the sole responsibility of the parent and student.
8. If a student receives more than one detention, they will serve every detention in consecutive order until all detentions have been served.
9. Students with more than three two-hour detentions in an academic year may be referred to administration for discipline consequences beyond two-hour detentions.
10. A student may choose to serve a Saturday School Detention in lieu of the 1-Hour detention.
11. The door will be closed at 2:31 PM and students not present will be counted as truant from two-hour detention.
11. If a student is truant and/or unsuccessful in completing their one-hour detention she/he will be referred to administration and may receive a discipline consequence not limited to but including out of school suspension. Any students suspended out of school for one-hour detention truancy and/or unsuccessful completion of a one hour will serve their one-hour detention upon their return to school.

### **TWO-HOUR AFTER SCHOOL DETENTIONS**

The two-hour after school detentions are scheduled for Tuesday, Wednesday, and Thursday from 2:30 to 4:30 PM.

1. Students are to:
  - a. Take necessary materials with them to the two-hour after school detention room.
  - b. Remain busy during the entire time when assigned after school detentions, acceptable activities include completing homework and reading a library book.
  - c. Complete any assignment which has been provided by administration.
  - d. Stay in assigned seat.
2. Restroom privileges will be given by permission of teacher.
3. Students will not be allowed to:
  - a. Remain in after school detention without materials to work on.
  - b. Return to locker for additional homework.

- c. Talk during after school detention.
  - d. Have soft drinks or snacks.
  - e. Sleep during an after-school detention.
  - f. Have cell phones turned on during 2-HR Detention
4. Students who do not successfully complete the two-hour after school detention assignment may be assigned further discipline not limited to, but including out of school suspension.
  5. After school two-hour detentions will be served within 24 hours of the infraction to allow the student to make any necessary transportation arrangements.
  6. Reassignments will be made only in cases of pre-arranged excused situations by administration and documentation may be required (i.e. doctor's note). Student's work and/or athletic schedules do not have priority over any detentions.
  7. Transportation after detentions is the sole responsibility of the parent and student.
  8. If a student receives more than one detention, they will serve every detention in consecutive order until all detentions have been served.
  9. Students with more than three two-hour detentions in an academic year may be referred to administration for discipline consequences beyond two-hour detentions.
  10. A student may choose to serve a Saturday School Detention in lieu of the 2-Hour detention.
  11. The door will be closed at 2:31 PM and students not present will be counted as truant from two-hour detention.
  11. If a student is truant and/or unsuccessful in completing their two-hour detention she/he will be referred to administration and may receive a discipline consequence not limited to but including out of school suspension. Any students suspended out of school for two-hour detention truancy and/or unsuccessful completion of a two hour will serve their two-hour detention upon their return to school.

### **SATURDAY SCHOOL DETENTIONS**

A Saturday School is scheduled on Saturday 8:30 am to 11:30 am

1. Students are to:
  - a. Take necessary materials with them.
  - b. Remain busy during the entire time. Acceptable activities include completing homework and reading a library book.
  - c. Complete any assignment which was provided by the Principal or Assistant Principal.
  - d. Stay in assigned seat.
2. Restroom passes will be given by permission of the teacher in charge
3. Students will not be allowed to:
  - a. Stay in Saturday Study without materials to work on.
  - b. Return to locker for additional homework.
  - c. Talk without teacher permission
  - d. Have soft drinks or snacks
  - e. Sleep
  - f. Have cell phones turned on during Saturday Supervised Study
4. Students who do not successfully complete the Saturday school detention may be assigned further discipline not limited to, but including out of school suspension.
5. Saturday school detentions will be assigned as follows:
  - a. If the assignment is made on a Monday, Tuesday, or Wednesday, the student will serve the Saturday School Detention that Saturday.
  - b. If the assignment is made on a Thursday or Friday the student may serve the Saturday School Detention that Saturday or the next scheduled Saturday School Detention.
6. Reassignments will be made only in cases of pre-arranged excused situations by administration and documentation may be required (i.e. doctor's note). Student's work and/or athletic schedules do not have priority over any detentions.
7. Transportation to and from the Saturday school detentions is the sole responsibility of the parent and student.
8. Students with more than three Saturday school detentions in an academic year may be referred to administration for discipline consequences beyond Saturday School detentions.
9. The door will be closed at 8:31 AM and students not present will be counted as truant from Saturday school detention.

11. If a student is truant and/or unsuccessful in completing their Saturday school detention she/he will be referred to administration and may receive a discipline consequence not limited to but including out of school suspension. Any students suspended out of school for Saturday school detention truancy and/or unsuccessful completion of a Saturday school detention will serve their Saturday school detention upon their return to school.

### **OVERNIGHT SUSPENSIONS**

#### **Overnight Suspension**

Experience with students and their behavior has suggested to us that still another method of controlling student behavior might be “overnight suspension.” This means that a student’s misbehavior or continued concern may cause him/her to be suspended overnight and until his/her parent/guardian comes to school for a conference. We request that the parent/guardian bring the student to school the following day for a conference with the principal. This would only be after repeated misbehavior or excessive tardiness and only after the student has had explained to him/her the possible consequences of continued misbehavior. The student will be informed of the Overnight Suspension and the parent will be contacted. An inability of the parent/guardian to conference with administration for an overnight suspension may result in an out of school suspension for the student.

### **SUSPENSIONS: OUT OF SCHOOL**

Suspension means any disciplinary action whereby a student is separated from school for a period of 10 days or less. The student will be allowed to make up all missed work, including homework and tests, for equivalent academic credit according to the Make-up Work and Re-Engagement policy. While suspended a student is not allowed to attend any extra- curricular activities in which the school is participating; home or away games or dances. The student is not allowed on school grounds during the suspension unless pre-arrangements have been made with administration. Note: Suspensions, of Special Education students, will be in accordance with the IEP’s and state and school codes.

#### **Disciplinary Guidelines**

The following examples are given for illustrative purposes.

Detentions may be assigned for:

- Rowdyism -unnecessary noise, pushing, shoving, boisterousness
- Tardy - A pupil will be considered to be tardy when he is not in his seat and ready for work when the tardy bell rings.
- Littering - Willfully or carelessly discarding debris or waste
- Public display of affection by embracing or kissing.
- Wearing hat or head gear in school building.
- Card playing - cards will be confiscated.
- Failure to pick up a pass to class as required.
- Classroom disruption.
- Eating candy or gum chewing in class.

#### **Two-Hour Detentions, Saturday School Detentions, and/or Out of School Suspensions may be assigned for:**

- Recurring violations of the offenses listed under detention.
- Truancy - As defines. First offense.
- Detentions - 5 detentions in a 9-week grading period.
- Giving or using a false report, note, or pass whether written or oral, and phone calls excusing absences.
- Obscenity and Swearing - The use of language, gesture, or activity that can reasonably be considered vulgar, indecent or obscene. This includes possession of similar materials.
- Unauthorized distribution of printed or written material.
- Missing detention, two-hour detention, and/or Saturday School.
- Misbehavior during detention.
- Possession of nuisance materials, noise makers, water guns, etc.
- Loitering - the act of being in or about any school building, in a specifically restricted area of the school, or on the grounds at unauthorized times, or without the specific authorization of the school’s personnel.
- Gambling - The act of playing a game of chance for money, property, or other stakes.
- Insubordination - Passive.
- Classroom disruption (resulting in removal from classroom)

- Throwing objects in class or halls.
- Attend activity or on school grounds while suspended.
- In student parking lot without permission.
- Failure to put lunch tray away or lunch trash.
- Disrespect to a substitute teacher
- For recurring violations of the offenses listed above.
- Truancy - second offense
- Insubordination - Aggressive – The willful failure to respond or carry out a reasonable request by school personnel.
- Unauthorized Student Protest - Any act of protestation which disrupts the educational process.
- Fighting - First Offense - Any act involving hostile bodily contact on school property or en route to or from school, including any activity under school sponsorship. Fighting may result in arrest of individuals involved.
- Possession or use of tobacco or smoking materials, including electronic cigarettes
- Possession or distribution of drug use paraphernalia
- Disrespect - Insulting, calling derogatory names, dishonoring, or in other manner abusing verbally, or in writing any member of the school staff.
- Threatening or Intimidating Acts - Any act (verbally or by gesture) threatening the well-being, health, or safety of any person on school property or in route to or from school (including sexual harassment) or any action interpreted as such by the administration.
- Harassment and/or Bullying - Systematic persecution of another person by annoyance, threats, or demands.

**Out of School Suspensions, and/or Referral for Expulsion may be assigned for:**

- Assault or physical attack on a school staff member or student.
- Arson
- False reports of fire or bombs.
- Possession, use or sale of fireworks or explosives.
- Shakedown and/or strong arm. Extortion.
- Theft of a significant amount of school or personal funds, property or belongings.
- Sale or distribution of alcohol, drugs, behavior-altering substances, drug look alike, porno-graphic literature or similar contraband; including use, possession or being under the influence of unlawful behavior altering substances.
- Vandalism
- Possession of Weapons
- Repeated violation of rules in student handbook
- Initiation, Harassment or Hazing of Freshmen
- Ten or more referrals - for chronic misconduct
- Smoking including electronic cigarettes - 3rd offense
- Truancy - 3rd offense
- Striking another student- 2nd offense
- Threatening and/or Intimidating Act
- Harassment and/or Bullying
- Possession or Distribution of Drug Use Paraphernalia
- Gangs or Unsanctioned Organization insignias and/or activities
- Gross Insubordination

**Corporal Punishment**

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



### **Weapons Prohibition**

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

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity Prohibited**

"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.

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

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

*Bullying* includes cyber-bullying (bullying through the use of 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.

### **Complaint Managers:**

#### **Pam Dalenberg**

125 Ellsworth Street  
Westville, IL 61883  
(217) 267-3141  
dalenbergp@gowestville.org

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.

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

#### **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 nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

**Nondiscrimination Coordinator:**

**Pamela Dalenberg, Assistant Superintendent**

125 Ellsworth Street

(217) 267-3141

dalenbergp@gowestville.org

**Complaint Managers:**

**Pam Dalenberg**

125 Ellsworth Street

Westville, IL 61883

(217) 267-3141

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

**Lunch & Cafeteria Rules**

**Lunch Rules**

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

**Cafeteria Rules**

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

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

**Cheating**

Cheating, including, but not limited to plagiarism, use of notes without permission, copying from another student will be considered as a serious violation of acceptable and trustworthy behavior for Westville Junior High School students.

1. The first detected offense of cheating will result in automatic failure for the activity, notification to the parents and a two-hour detention.
2. A second detected offense of cheating in the same class will result in automatic failure for the activity, notification to the parents and a Saturday Supervised Study.
3. Third offense is failure for that grading period in which the offense occurs.

**Contracts and Obligations**

Students may not make commitments with anyone or any organization which are binding on the school, its clubs, or organizations. A sponsor or other delegated school authority must make these arrangements and have them approved by the principal.

## **Field Trips**

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

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

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

## **INTERNET, TECHNOLOGY, PUBLICATIONS**

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

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. Students will not be required to submit social media passwords.

### **Student Use of Electronic Devices**

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

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and in a designated student locker unless: (a) permission is granted by an administrator, teacher, or school staff member; or (b) use of the device is provided in a student's individualized education program (IEP).

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

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

Students in violation of this procedure are subject to the following consequences:

1. First offense – administration will confiscate device, issue written warning, and return device to the student at the end of the school day.
2. Second offense – administration will confiscate device, issue written warning, and return device to a parent/guardian.
3. Third offense an after – administration will confiscate device, issue a discipline consequence, and return device to a parent/guardian.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or

policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **Use of Telephones**

Office telephones are for school business. Students are not to use classroom phones. Students must have permission to use the office phone. The office phone should be used only to contact a parent about information that concerns a school matter. The office phone should not be used to contact a parent to make changes in transportation home or after school plans unless it is the result of a change in a school activity, practice, game, etc.

### **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.**

**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.

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

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

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

### **Rules for Westville Computer Use**

1. Westville faculty, staff, and students are not allowed to bring outside programs, disks, shareware, or commercial software to be used or loaded into any district computer. Some exceptions may be made with the approval of the District Technology Coordinator.
2. Staff members and students are not to communicate any user names and/or passwords to anyone under any circumstance.
3. Students purposely manipulating or damaging any files or computers will be denied access to any district network or computer.
4. Students' and teachers' files will be saved to the appropriate media technology and will remain within the building.
5. Students found violating any of these rules are subject to disciplinary action up to and including expulsion

### **Westville School District Computer and Internet Acceptable Use Policy**

#### **Technology Vision Statement**

By employing various forms of technology into the curriculum it is the vision of the Westville School District to transform students into active participants in their learning environments. Through the integration of telecommunication, instructional technology, and informational technology, we provide the skills that are necessary for survival in our technologically advanced world. We use forward thinking and provide our students with new technologies as they emerge. Our goal is to produce independent problem-solvers, academically and technologically prepared for the future. The infusion of technology into our schools will benefit the community at large.

#### **Introduction**

This policy is based on the Children's Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing, and safety. This policy is appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. Westville CUSD 2 provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance learners' ability to live and work in the 21st century. Online communication constitutes email, Internet, blogging, any use of network resources, etc. The district's electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

Online communication is critical for learners to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc. which offer authentic opportunities for students to express and share information. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Policy is put in place and updated to accommodate for the many education and global changes to date. This Acceptable Use Policy is written for all those who use school provided network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, and any other occasion students, teachers, or community members use school Network space.

The following is a statement of rules and guidelines for the acceptable use of electronic information resources. These are provided to help understand what is acceptable behavior with the use of technology. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the Westville District (students and staff) will be held accountable.

### **Usage Policy**

Westville CUSD 2 provides students and staff access to various electronic resources including educational materials through Internet and computer online services. We use content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. We realize this and take every effort to monitor online activity.

### **Student Safety**

Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet). Student pictures and/or work may be included on district/ school/ classroom websites without identifying captions unless the site is password protected. Appropriate online behavior including but not limited to

- (1) interacting with other individuals on social networking sites and in chat rooms,
- (2) cyberbullying awareness and response, will be taught within the Internet Safety Curriculum.

### **Password Protection.**

Internet passwords are provided for each user's personal use only and are confidential. Never share your password, steal or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the network administrator or the technology director. As words are easily hacked, when establishing a password, one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

### **Privacy**

E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files.

### **Online Etiquette**

Follow the guidelines of accepted behaviors within the School handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

### **Messaging**

Teachers may incorporate: email, blogs, podcasts, video conferencing, online collaborations, PDAs, IMing, texting, Virtual Learning Environments and other forms of direct electronic communications (i.e. cell phones, PDAs, cameras) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

### **Blogging/Podcasting**

Uses of blogs, podcasts or other Web 2.0 tools

are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. Students using blogs, podcasts or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting.

### **Plagiarism/Copyright/Licensing**

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

### **Proxies**

The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

### **Illegal Activities**

Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to

- (a) tampering with computer hardware or software,
- (b) software piracy
- (c) unauthorized entry into computers and files (hacking),
- (d) knowledgeable vandalism or destruction of equipment,
- (e) deletion of computer files belonging to someone other than oneself,
- (f) uploading or creating of computer viruses,
- (g) distribution of obscene or pornographic materials, and sexting.
- (h) Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

### **TERMS OF AGREEMENT**

Westville CUSD #2 reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The District will advise appropriate law enforcement agencies of illegal activities conducted through the District's Internet Connection. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access.

### **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.
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 and distributed in elementary and/or middle schools.
7. 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.



## **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.

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

#### **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.

## **ATHLETICS, EXTRA-CURRICULARS**

### **EXTRACURRICULAR POLICY**

The purpose of this extracurricular code for Westville Jr. High School is to assure the physical, mental, and moral well-being of all extracurricular participants. The administration and athletic department will adhere to the following regulations for all extracurricular activities for boys and girls, including Cheerleading and Scholastic Bowl, throughout their entire Jr. High School career. Extracurricular participants at Westville Jr. High are expected to put academic work before extracurricular activities. As a member of the IESA, Westville Jr. High will follow all IESA guidelines.

#### **Policy Provisions**

1. This code is in effect 365 days per year. Thus, participants must be aware that out of season or out of school conduct is important and may affect their future participation.
2. Participants, having graduated from the 6<sup>th</sup> grade are accountable to these rules and regulations during the summer between the 6<sup>th</sup> grade and 7<sup>th</sup> grade years.
3. Coaches, with AD review and approval will develop specific rules pertaining to individual sports.
4. Participants will be provided with a copy of coach's rules and the athletic code. Coach's rules are to be reviewed and signed by student.

#### **Application of Policy**

An administrator, coach or law enforcement official who has reliable information that an athlete has violated the Extracurricular Activity code shall notify the Athletic Director (AD) of the violation and the circumstances. The AD shall:

1. Give the participant verbal notice of the violation
2. Inform the participant of the penalty involved

In the event the participant denies the charge, the AD shall give the participant an explanation of the evidence and facts leading to the charge, and an opportunity to present his/her version.

Following the outcome of the meeting with the AD, the student may appeal the AD decision to the Athletic hearing committee.

#### **The Athletic Hearing Committee**

The committee will consist of the Principal, Athletic Director, a Faculty Representative, and Coaches.

1. The committee will meet within one week from said offense with the participant and parent. If school is not in session, then the committee would meet in the first week after returning to school. The purpose of the meeting is to discuss the student's behavior and to determine whether the offense occurred. If the committee believes that an offense has been committed, then it shall impose the penalty provided by the rules. In the event that the committee cannot reach a decision, the Principal will make the final ruling.
2. If dissatisfied with the decision of the committee, the student and/or parent/guardian may request a hearing before the Board of Education, to review the decision.

#### **Sportsmanship and Conduct**

All athletes, managers, coaches, parents and fans will conduct themselves in a sportsmanlike manner at all times before, during, and after all contests. Sportsmanship violations include, but are not limited to: swearing, stealing, disrespect for any school personnel, vandalism, taunting (trash talking), slandering coaches on social media, or other serious acts of misbehavior.

Coaches may immediately discipline students for serious unsportsmanlike behavior which occurs in the coaches' presence, including dismissal from the team. However, prior to dismissing an athlete from the team, the coach shall discuss the athlete's behavior with him/her and provide an opportunity for the student to respond. Misconduct which occurs outside the presence of the coach shall be reported to the Athletic Director.

#### **Conflict Resolution - Chain of Command**

If a situation should arise that a student-athlete and/or parent feels should be addressed by a coach, the following protocol will be followed:

**Step One** – The student-athlete should speak directly to the coach first. In the event circumstances arise that a parent/guardian should be involved they may also arrange to discuss a concern with the coach at a mutually agreed upon time. Concerns will not be addressed during or following a game. Requests for a conversation should be placed via email to the coach and/or a phone call the following day to set up a time to talk. Concerns should not be discussed via social media. After discussion with the coach, if satisfactory resolution is not achieved the player/parent may take the concern to the athletic director.

**Step Two** – The student-athlete and/or parent should speak directly to the athletic director. If necessary a face-to-face meeting may be scheduled with the coach, athletic-director, and/or building administrator. Step two will only occur after step one has not established a satisfactory resolution and/or substantive explanation.

**Step Three** – If resolution has not been established at the building level through step one and step two, a student-athlete and/or parent may request to meet with the superintendent. This meeting may include any and/or all of the following participants: student-athlete, parent/guardian, coaching staff, athletic director, and building administrator. Step two will only occur after step one has not established a satisfactory resolution and/or substantive explanation.

**\*Playing time** – Extra-curricular participation is a competitive environment and game time participation is at the discretion of the coaching staff based on their decision making for the team. For this reason, coaches, athletic directors, and/or administrators will not respond nor discuss concerns and/or complaints about playing time.

#### **Participant Appearance Policy**

All participants must recognize that they represent our school and therefore shall be properly dressed and well groomed. In particular, guidelines regarding hair length will be determined by the coach of each sport in question, with safety and appearance as primary consideration. The decision as to whether the policy is being met shall rest with the Athletic Committee. Athletes are not allowed to wear uniforms to school.

#### **Tobacco Products, Drugs and Alcohol Policy**

Any participant who uses or is in possession of tobacco in any form, behavior altering substances such as alcohol or unlawful drugs, steroids, and/or unauthorized prescription medication, on or off school property at any time, or who frequents a business (i.e.: a tavern, lounge, pub) may receive the disciplinary actions outlined below.

This policy applies to private parties where alcohol may be illegally consumed, or riding in vehicles where alcohol and/or drugs may be consumed or transported. The intent of this policy is to assure that our participants rise above the peer pressure

to consume alcohol, drugs or use tobacco products. This policy is not intended to prohibit students from accompanying his/her parents to establishments that serve food and alcoholic beverages. In addition, this policy does not prohibit student athletes from working in businesses that serve food and alcoholic beverages.

1. First offense
  - a. Suspension from interscholastic competition for 30 calendar days, beginning with the next game or meet.
  - b. If the season concludes before the 30 day penalty can be served, the balance of the penalty shall apply to the athletes next possible season.
  - c. To assist the participant to be in proper conditioning and sport-knowledgeable, the athlete will be required to continue to practice with the team and follow sport rules. In addition, the student must complete the season in good standing with the team. If these stipulations are not met, no credit will be given for any time served for the suspension (i.e.: the student suspension starts over)  
Note: Permission to practice must have coach and AD consent. If approval is withheld, the suspension withheld days will begin to accrue immediately.
2. Second offense
  - a. Elimination from all extracurricular activities for one calendar year from the date of the school's final determination of the violation.

#### **Criminal Activity Policy**

Convicted felons or those with felony charges pending, may be barred from further competition by the Westville Community Unit School District #2 Board of Education, in Westville Junior High School extra-curricular activities.

#### **School Detention Policy**

Suspension from play applies only to the specific day, or days of an out of school suspension, not detentions. Out of school suspension automatically bans practice and play. Detentions are not acceptable excuses for missing or being late to practices. Athletes who miss practice or are late due to a detention will face the same penalties for any athlete who has an unexcused absence from practice.

#### **School Equipment Policy**

Participants are expected to take care of any equipment provided by the school. This includes, but is not limited to uniforms. Uniforms are **NOT** to be worn to school.

#### **Punctuality Policy**

Participants are expected to be at practice and games on time. It is your responsibility to get to all practices and games. Participants should also be picked up on time. Coaches may penalize participants who are consistently picked up from games and/or practices late. All participants are expected to ride the bus to all away games. The coaches will have a sign out sheet for participants who are riding home with their parents. Parents **MUST** sign this sheet before leaving with their child. Participants are expected to follow bus rules.

#### **Spectator Responsibilities**

We expect our parents to set a positive example for their children during games. Parents should remember to support the athletes and coaches during the game. We expect all of our fans to not "Boo" the opposing team, but acknowledge good play by both teams. It should be understood that immediately following a game is not the best time to question a coach. If you do have a question, please contact the coach the following day so a time can be set up to meet with the coach. Spectators that are not representing themselves or their school in an appropriate manner or those that cause a disruption to the event may have the privilege of attending extra-curricular activities taken away.

#### **Athletic Requirements**

All student athletes at WJHS must have all of these forms:

- Current physical form (not more than 1 year old)
1. Drug testing consent form
2. Insurance waiver form

In addition to these forms, all athletes are required to pay a sports fee of \$10 per sport each school year. There is a maximum of \$20 per school year.

#### **Eligibility**

All participants must remain eligible to participate in any extra-curricular activity at WJHS. Grades will be collected each Thursday by the AD. The AD will publish a list of students who are ineligible on Friday of each week. Any student who is

failing any class will be considered ineligible. Ineligibility will begin on Monday of the week after the list is published and run through the next Saturday. Once a student is ineligible they will remain ineligible until the next list is published. The AD will keep a copy of all lists in his/her files throughout the school year.

### **Extracurricular and Athletic Activities Code of Conduct**

#### **Eligibility Requirements: IESA**

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

#### **Eligibility Requirements: General**

#### **Eligibility Requirements: IESA**

All students involved in IESA sanctioned sports have specific eligibility requirements. **IESA rules state that participants must be passing all classes in order to participate in IESA activities.** Coaches will provide student athletes with copies of IESA regulations as well as their team rules.

#### **School Insurance - Athletics**

Students who plan to participate in interscholastic athletics are required to have school insurance or a signed statement from the parent indicating that the student is protected by the parent's insurance. This policy applies to all extracurricular activities including cheerleaders and dance team.

#### **Attendance at Extra-Curricular Events**

Absence: Students who are not present at school for the FULL day are ineligible to practice, participate, or attend school functions. The following guidelines are noted:

1. Tardy, the student may compete
2. Excused absence for illness; no practice or competition on day absent. May compete Saturday.
3. Unexcused absence; no practice/games on day absent. If absence is on Friday, no practice/games on Friday or Saturday.
4. Prearranged absence; may practice and compete.

#### **Field Trips**

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

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

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

#### **Travel**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

#### **Drug Screening**

The district reserves the right to randomly screen, for the use of drugs, alcohol, and tobacco. This applies to athletes and students who are involved with any extracurricular organization. Procedures will be followed as outlined in the district drug policy. Drug policy manuals will be given out by each coach/sponsor for that activity.

#### **Attendance at School Dances**

Attendance at school-sponsored dances is a privilege. School dances are for only those students that are currently enrolled at Westville Junior High. Students must be academically eligible and all school rules apply. All school rules, including the school's discipline code are in effect during school-sponsored dances. 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.

### **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 Elementary 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.

### **Use of Athletic/Physical Education Facilities**

Students may use athletic facilities only under the direct supervision of a faculty member. Students must wear gym shoes in the gym.

### **Clubs and Organizations**

Clubs and organizational meetings will be scheduled through the principal's office. Meeting times and locations will be announced in the weekly and daily bulletins.

## **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 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

## **STUDENT RECORDS AND PRIVACY**

### **Student Records**

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

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

- 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.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information.
- 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.
- 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.
- 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.

#### **Destruction of Records**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. Temporary records are maintained for at least 5 years after the student transfers, graduates, or permanently withdraws.

#### **Personal Information Sheet**

All students are required to complete and have on file an information sheet which is most essential should emergencies arise. This form is to be kept updated as to new addresses, new telephone numbers, etc.

#### **Student Biometric Information**

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

#### **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 contact the building principal.

### **PARENTAL RIGHTS NOTIFICATION**

#### **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals. 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. 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 on standardized tests.

#### **McKinney-Vento Act**

The Westville CUSD #2 acknowledges and supports all rights of homeless youth as outlined in the McKinney Vento Homeless Assistance Act as amended by the No Child Left Behind Act. If you feel your child qualifies for assistance as a homeless youth, please contact your building administrator.

#### **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.

#### **English Language Learners**

The school offers opportunities for English 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.

Parent/guardians of English Learners will be 1) given an opportunity to provide input to the program, 2) provide notification regarding their child's placement in and information about the district's English Learners program. For questions related to this program or to express input in the school's English Learners program contact the building administrator in writing.

#### **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

#### **Pesticide Application Notice**

The district maintains an annual registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

**Pamela Dalenberg**, Assistant Superintendent  
Westville School District

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

#### **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.

#### **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/e>