



Illini West
High School

ILLINI WEST HIGH SCHOOL
2009-2010
Student/Parent Handbook
600 Miller Street
Carthage, IL 62321
217-357-2136

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Illini West High School District #307
2009-2010 Student/Parent Handbook

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Illini West High School
600 Miller Street Carthage, IL 62321
Telephone: (217) 357-2136 Fax: (217) 357-3569
August, 2009

Dear Students and Parents:

Welcome to Illini West High School for the 2009-2010 school year. We are excited about the school year and are looking forward to working with you as we continue a tradition of excellence. We hope you will take PRIDE in your school and will make a commitment to make it the best it can be. It takes the best efforts of everyone (students, staff, administration, parents, and community members) working together to make a school the best possible place it can be.

The purpose of this handbook is to acquaint you with the policies and procedures that will be used during the current school year. It is important that everyone look through this handbook carefully as there have been changes in the way that your high school functions. Many of the events and situations that will arise during the school year are covered in this handbook. Everyone should be aware, however, that the handbook is not all-inclusive. Some situations will arise that may require special interpretations or the implementation of common sense rules to deal with a situation. This handbook is, however, designed to serve as a guide for both student behavior and administrative decisions. It is hoped that this handbook will keep confusion and misinterpretation of school policies to a minimum.

It is our belief that the vast majority of our students make good choices concerning their behavior when given the school's expectations. This handbook provides students and parents with the information necessary to make good choices concerning behavior. Students are expected to follow the guidelines outlined for student behavior. For those students who choose not to follow these guidelines, the consequences outlined in this handbook will be followed. Our hope is that all students will choose to demonstrate appropriate behavior so that everyone can experience a positive and productive school year. To that end, we will seek to provide appropriate rewards and recognition for all students achieving success.

Students at Illini West High School are expected to live up to high expectations for academic performance and behavior. It is our hope that these expectations will be met and surpassed for the 2008-09 school year. We hope that each of you has a pleasant and successful year. The faculty and staff of IWHS pledge to help you have a positive and rewarding year in every way possible. Your experience at Illini West High School will be whatever you make it. We hope that you do the things that will make it outstanding.

On behalf of the faculty, staff, and administration of Illini West High School, we welcome you and wish you every success in 2009-10.

Brad Gooding, Principal

Positive Behavior Intervention and Supports

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach to establishing the behavioral supports and overall social culture needed for all students in a school to achieve social, emotional, and academic success.

The Illini West Charger Code has been established focusing on
Being Responsible
Being Respectful
Being Positive

At Illini West all students will receive instruction in developing and strengthening behavioral and social skills. Using a proactive framework, goals include the reduction of disciplinary measures such as detentions and suspensions. Through PBIS, Illini West High School strives to create and maintain a safe and effective learning environment for all students to ensure academic success.

These expected behaviors will be acknowledged with a structured system of reinforcements and rewards. A PBIS team consisting of faculty and administration will regularly review data and identify areas in need of further attention.

I-WIN (a student assistance program) is designed to assist students in dealing with educational behaviors that are affecting their success in school. If a student requires

assistance in any of four areas (academics, attendance, behavior, or health) they can be referred to the I-WIN Team for evaluation and potential intervention. A referral may be made by a parent, teacher, student, or the student may refer himself/herself if he/she recognizes that there is a problem. When a student is referred, the I-WIN Team gathers information from teachers, parents, and the student. After studying the information, the I-WIN Team develops an action plan to assist the student in resolving the problem(s) that were identified. Sometimes this can get done within the school system while at other times it may be necessary to get assistance from community resources. The overall goal of the I-WIN Team is to help students be successful in school, at home, and in the work place.

Illini West High School Philosophy

*In an active partnership with parents and community,
Illini West High School District will promote
excellence in a caring environment
in which all students learn and grow.*

*This partnership shall empower all students to:
Develop a strong self-esteem and
Become responsible learners and decision-makers.*

*Illini West High School is committed to developing and using:
A visionary and innovative curriculum,
A knowledgeable and dedicated staff, and
Sound fiscal and management practices.*

UNITY THROUGH OPPORTUNITY!

GENERAL INTRODUCTION TO THE HANDBOOK

This goal of this handbook is to assist students, parents, and teachers in understanding expectations at Illini West High School. A committee of students, parents, teachers, and administrators has reviewed all policies and rules. They have been approved by the Board of Education but may be amended during the year without notice. This handbook does not contain all of the facts, rules, and policies necessary for the operation of Illini West High School, but rather those items most crucial for a student's daily routine. A complete listing of

School Board Policy is available at the District Office, the High School Office and the District Web Site.

This handbook reflects the philosophy of Illini West School District concerning the student's responsibility to the school, fellow students, and the community. A major responsibility is to attend school every day. By doing this, the student's educational goals can be attained more readily. Truancy, tardiness and other disturbances disrupt the educational process. It is important that the school prepare students to interact in society by establishing rules and procedures which also help meet educational objectives.

You are welcome to express your opinions and ideas to the building principal regarding possible changes and additions to this handbook.

WHO TO CONTACT

From time to time a student or parent may wish to contact a member of our school personnel. The following information is presented to assist you with that process:

District Office 96 S. Madison Street (Office Hours: 8:00 AM to 4:30 PM)	217-357-9607 (Phone) 217-357-9609 (Fax)
Superintendent	Mike Mauzy
Bookkeeper	Vicky VanTrump
Administrative Assistant	Ann Menschel
High School 600 Miller Street (Office Hours: 7:30 AM to 4:00 PM)	217-357-2136 (Phone) 217-357-3569 (Fax)
Principal	Brad Gooding (Ext. 1401)
Assistant-Principal/ Transportation Director/Athletic Director	Joey Dion (Ext. 1406)
Counselors:	Joe Dion (Ext. 1405) Ann Logan (Ext. 1404)
School Psychologist	Ruth Lohrenz (Ext. 1409)
Administrative Assistant For Special Services	Rhonda Miller (Ext. 1532)
Social Worker	Tammey Gilbert (Ext. 1409)
Secretaries	Dawn Hellyer (Ext. 1402)

Deb Wilson (Ext. 1412)
TBA (Ext. 1400)

E-Mail Addresses

Use the staff person's last name, a "dot", and his/her first name-at illiniwest.org (i.e. gooding.brad@illiniwest.org)

District Web Site

www.illiniwest.org

The district web site shown above contains general information such as daily announcements, menus, homework assignments and a calendar of events.

To communicate a concern regarding a school situation:

- First contact the staff person directly involved in the concern in an attempt to resolve the situation.
- If issues remain unresolved, contact the Building Principal.
- If a concern continues to exist, contact the District Superintendent.
- A concern that remains unresolved can be brought to the attention of the School Board by submitting a written request to the Superintendent at least one week in advance of the next board meeting. He will then send each board member a copy of your request and place you on the board agenda.

Illini West High School Faculty

Tammy Belshaw	(Ext. 1524)
Vicki Black	(Ext. 1514)
Carol Brooks	(Ext. 1410)
Kristen Cook	(Ext. 1505)
Sam DeCounter	(Ext. 1513)
Alan Draper	(Ext. 1540)
Jason Finch	(Ext. 1520)
Connie Flesner	(Ext. 1506)
Linda Hartweg	(Ext. 1531)
Rosa Hausch	(Ext. 1522)
Greg Hoener	(Ext. 1517)
Suzy Holtsclaw	(Ext. 1507)

John Hughs	(Ext. 1564)
Zak Huston	(Ext. 1525)
Kim Johnson	(Ext. 1521)
Zach Keene	(Ext. 1545)
Tim Lafferty	(Ext. 1546)
Peggy Latherow	(Ext. 1501)
Marcia McGaughey	(Ext. 1525)
Samantha McGaughey	(Ext. 1528)
Sandra Morrison	(Ext. 1527)
Deb Murphy	(Ext. 1523)
Kelly Nagel	(Ext. 1510)
Harold Northup	(Ext. 1512)
M. J. Palmer	(Ext. 1502)
Kevin Peel	(Ext. 1543)
Patrick Raftis	(Ext. 1519)
LaRae Roth	(Ext. 1541)
Melvin Roth	(Ext. 1515)
Shari Shupe	(Ext. 1544)
Judy Stevenson	(Ext. 1510)
Melissa Sturlic	(Ext. 1542)
Theresa Twaddle	(Ext. 1533)
Ruth Vacek	(Ext. 1516)

To contact a teacher by phone, call 217-357-2136. The number shown in parenthesis by each name is that teacher's voice mail (extension) number. Please feel free to call and leave a message expressing a concern or question. The teacher will return the call at his/her earliest convenience.

Board of Education

Tracey Anders, President
Tom Holtsclaw, Vice President
Janet Vass, Secretary
Mark Burling
Robert Clifton
Jerry Green
R.D. Trout

ILLINI WEST 2009-2010 SCHOOL CALENDAR

August 17 & 18	Teacher Institute
August 19	1 st day for students - no early dismissal
September 7	No School - Labor Day
October 2	Homecoming - Early Dismissal at 2:05
October 12	No School - Columbus Day
October 16	End of 1 st Quarter
October 23	No School - Parent/Teacher Conferences
November 11	No School - Veterans Day
November 25	Early Dismissal - 2:05 PM - Buses at 2:15
November 26 & 27	No School - Thanksgiving Vacation
December 22	End of 2 nd Quarter
Dec 23 - Jan 1	No School - Christmas Vacation
January 4	No School - Teacher Institute
January 18	No School - M. L. King Birthday
February 15	No School - President's Day
March 12	End of 3 rd Quarter
March 26	No School - Parent/Teacher Conferences
April 1	Early Dismissal - 2:05 PM - Buses at 2:15
April 2 & 5	No School - Spring Vacation
May 17	*No School - Teacher Institute
May 18	*Last Day of Student Attendance
*Subject to change if snow days/emergency days are taken	

EARLY DISMISSAL FOR SCHOOL IMPROVEMENT DAYS:

Each day class will dismiss at Noon with buses departing at 12:15

September 18
October 16
November 20
December 22
January 15
February 19
March 19
April 16
*May 14

*Subject to change if snow days/emergency days are taken

Dismissal Schedules

Regular Class Schedule - 8:20 - 3:15

1 st Period	8:20 - 9:03
2 nd Period	9:07 - 9:50
3 rd Period	9:54 - 10:37
4 th Period	10:41 - 11:24
1 st Lunch	11:28 - 11:57
2 nd Lunch	12:14 - 12:44
5 th Period	11:28 - 12:11
6 th Period	12:01 - 12:44
7 th Period	12:48 - 1:31
8 th Period	1:35 - 2:18
9 th Period	2:22 - 3:15

School Improvement Day Schedule - 8:20 - 12:00

1 st Period	8:20 - 8:44
2 nd Period	8:48 - 9:12
3 rd Period	9:16 - 9:40
4 th Period	9:44 - 10:08
5 th & 6 th Period	10:12 - 10:36
7 th Period	10:40 - 11:04
8 th Period	11:08 - 11:32
9 th Period	11:36 - 12:00

2:05 Early Dismissal Schedule - 8:20 - 2:05

1 st Period	8:20 - 8:55
2 nd Period	8:59 - 9:34
3 rd Period	9:38 - 10:13
4 th Period	10:17 - 10:52
1 st Lunch/ 5 th Period	10:56 - 11:30
2 nd Lunch/ 6 th Period	11:34 - 12:08
7 th Period	12:12 - 12:47
8 th Period	12:51 - 1:26
9 th Period	1:30 - 2:05

The statements listed below are Standards of Conduct and Standards for Achievement. Using these standards, we can build a program that meets the needs of all students while maximizing the satisfaction of the staff.

A Bill of Rights and Responsibilities for Learning

The traditional mission of our public schools has been to prepare our nation's young people for equal and responsible citizenship and productive adulthood. We affirm that mission by remembering that democratic citizenship and productive adulthood begins with standards of conduct and standards for achievement in our schools. Other educational reforms *may* work; high standards of conduct and achievement *do* work—and nothing else can work without them.

Recognizing that rights carry responsibilities, we declare that:

1. All students and school staff have a right to schools that are safe, orderly, and drug free.
2. All students and school staff have a right to learn and work in school districts and schools that have clear discipline codes with fair and consistently enforced consequences for misbehavior.
3. All students and school staff have a right to learn and work in school districts that have alternative education placements for violent or chronically disruptive students.
4. All students and school staff have a right to be treated with courtesy and respect.
5. All students and school staff have a right to learn and work in school districts, schools and classrooms that have clearly stated and rigorous academic standards.
6. All students and school staff have a right to learn and work in well-equipped schools that have the instructional materials needed to carry out a rigorous academic program.
7. All students and school staff have a right to learn and work in schools where teachers know their subject matter and know how to teach it.
8. All students and school staff have a right to learn and work in school districts, schools, and classrooms where high grades stand for high achievement and promotion is earned.
9. All students and school staff members have a right to learn and work in school districts and schools where getting a high school diploma means having the knowledge and skills essential for college or a good job.

10. All students and school staff have a right to be supported by parents, the community, public officials, and businesses in their efforts to uphold high standards of conduct and achievement.

ATTENDANCE INFORMATION

Regular attendance is one of the most important factors determining success or failure in school and is the responsibility of the individual student and his/her parent or guardian. Poor attendance results in lower grades, disinterest in school and ultimately in dropping out of school or failure. Teachers are willing to assist students who must miss school for a legitimate reason; however, teachers are not expected to devote extra time and effort to assist students who have missed school for some unnecessary reason.

Illinois Attendance Law

1. That whoever has custody or control of any child between the ages of 7 and 16 years of age shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term.
2. Pupils below 7 years or over 16 years who are enrolled in any grades 1-12 in the public school shall attend the public school when it is in session during the regular school term.
3. The Secretary of the Board of Education shall furnish quarterly to the Regional Superintendent a list of pupils, excluding transfers, who have been expelled, withdrawn, or left school. The Regional Superintendent shall inform the county truant officer who shall investigate to see that such pupils are in compliance with state law.

Notification of Absences

On the day of a student's absence, the parent or guardian is requested to call the school informing the school of the absence. If the parent or guardian does not call the school, the school will contact the parent or guardian by use of the SchoolReach telephone system by 10:00 AM to notify the parent of the reported absence.

Homework Assignments

If a student wants homework assignments when absent, this should be requested when the school is called with notification of the absence. Students are responsible to arrange to have assignments picked up in the office and books, etc. retrieved from their lockers. Many teachers post their homework assignments on the school web site (www.illiniwest.org)

Absences

Absence Incentive:

Student attendance will be monitored and acknowledged as part of the PBIS program. For every calendar week of perfect attendance (NO absences during any period - excused, exempt or unexcused - except for school related activities), the student will earn one percentage point toward his/her quarter grade in a class or classes of his/her choice. Percentage points applied to a class may raise the grade one letter only, i.e. from C to B (but not C to A). Points are not cumulative from one quarter to another.

Absence Consequences: Each student will be allowed six absences in each class per semester. (Out of School Suspensions count toward these absences.)

Once a seventh absence is recorded, that student will lose one-half of the credit they earn for that class for the semester (i.e. if the class earns one-half credit per semester, this student will only earn one-quarter credit). The grade earned for the class for that semester will be recorded. (If that particular class is taken again to regain credit, the original grade will remain - not the grade earned during the second session. Students who receive a credit reduction due to excessive absences will be required to take sufficient classes in order to fulfill the total credit requirement in English (4), Social Studies (2), Math (3) and Science (2). Students who receive a passing grade in a course for which there was a credit reduction will be considered to have successfully completed the course and will not be required to retake that specific course in order to regain the lost credit. Students who receive a passing grade in U.S. History, Government/Civics, Consumer Economics, Health, Drivers Education, P.E., and Computer Applications will have

fulfilled the graduation requirement even if credit was reduced in the course.

Parents will be notified by mail when a student is in jeopardy of losing credit, as well as when a student has lost credit due to absence consequences. Every student has the opportunity to make a one time appeal per semester of absence consequences to the Superintendent of the District. A contract can be entered into between the District and the student whereby an agreement is reached that consequences will be waived if the provisions of the contract are met (i. e. no additional absences, etc.).

Listed below are exempt absences which do not count toward absence consequences so long as the prescribed procedure is followed for each absence.

Exempt Absences: Students will receive an exempt absence which will not count toward possible reduction of earned course credit for the following reasons. (These absences will show in Power School as AX):

1. Medical/dental related appointments (when notification of reason for absence is made by parent AND verified with written confirmation from the doctor/hospital/dentist).
2. Court appearance (when verified by note from court official)
3. Death of immediate family member (up to three days)
4. Funeral (when verified by a note/phone call from parent regarding reason for absence)
5. Quarantine
6. Religious holiday
7. College visits. One day will be allowed during a student's junior year and two days will be allowed during a student's senior year. These days must be approved in advance by the guidance counselor.

Excused Absences: When a parent notifies the school they are aware of a student's absence, the absence will be recorded as AE in Power School, meaning the student is absent with the parent's permission. These absences count toward the six absences allowed per semester.

Unexcused Absences: When a student is absent and 1) the parent does not notify the school that they are aware of and have given permission for the absence or 2) the parent admits that the student is absent without their permission, this is an unexcused absence. (These absences will show in Power School as AU and count toward the six absences allowed per semester.)

The consequences of unexcused absences are as follows:

- 1st unexcused absence: student will be warned.
- 2nd unexcused absence: 1 ASD
- 3rd unexcused absence: 1 day ISS
- 4th & subsequent unexcused absences: 3 day ISS

Make-Up Work: Students with absences will be allowed one school day for each day absent to make up work missed while absent.

Partial Day Absences:

- A. Students shall not be permitted to leave the school grounds while classes are in session without consent of the principal or someone acting in the principal's capacity. It shall be the principal's responsibility to make certain that the person calling for a child, or requesting that a child be excused, be authorized by the legal parent or guardian.
- B. If students become ill or injured, they may be excused to go home by the principal or principal's designee if the parents or emergency contact have been contacted.
- C. Should it be necessary for a student to leave school, a written request or phone call from the parent must be received stating when the student needs to leave.
- D. Students who arrive at school late or leave early must check in at the office when arriving or leaving. All students must sign the sign-in/sign-out sheet in the office.
- E. A student must be present all day in order to participate in any extra-curricular activity that day. (Exception: Exempt absences are not included.)

Contagious or Infectious Diseases

Pupils known to be afflicted with contagious, infectious, or transmittable disease shall not be received or allowed to

remain in school. In all such cases, the rules of the Public Health laws shall govern.

Tardiness

1. Students are expected to report to class on time. Classroom teachers will record each student who arrives late to class as being tardy unless a written excuse from a teacher or the office is presented by the student.
2. The following discipline will apply to all tardies per quarter (these are cumulative tardies, not per class):
 - a. 1st tardy: Recorded by teacher/office
 - b. 2nd tardy: + Recorded by teacher/office
 - c. 3rd tardy: Recorded by teacher/office
 - d. 4th tardy: 1 After School Detention
 - e. 5th tardy: 2 After School Detentions
 - f. 6th & subsequent: 4 After School Detentions

DISCIPLINE

Discipline Policy

Illini West High School District #307 is committed to excellence in every phase of the educational program. This commitment requires that each student observe those standards of behavior which will best allow for teaching and learning to take place. To this end, students are prohibited from engaging in behavior that will endanger, or threaten to endanger, the safety of others, that will damage property, or will hinder the orderly conduct of the school program. School staff members (this includes administrators, teachers and support staff) shall maintain discipline in the schools, on school grounds, in school vehicles, and at school events or activities. When discipline incidents occur, every attempt will be made to notify the parent by letter or by phone. Parents are encouraged to contact the school whenever questions regarding discipline arise.

General Conduct

It is the responsibility of Illini West High School's faculty, staff, administration, and students to provide an environment which is safe, healthy, and conducive to learning. In establishing and maintaining this environment, the staff recognizes the individual differences which exist among students and the

responsibility of providing a positive educational experience for all students. It is clear that in order to provide this positive environment in the school and to implement effectively the Standards of Student Conduct contained in this handbook, cooperation and mutual support on matters of discipline are necessary between home (parents) and school.

Students, teachers, staff, and administration have the right to expect mutual courtesy, fair and equitable treatment, and to be informed of their rights and responsibilities. The goals of Illini West High School are to assist students in developing the ability for self-direction and self-discipline and to provide an opportunity for decision making. However, in pursuit of these goals, those students who infringe upon the rights of others or who violate school policies, rules, and/or regulations shall be subject to corrective action. In all cases, the constitutional rights of students shall be preserved and protected. Listed below are the expected standards of conduct for all persons at Illini West High School.

1. Everyone is to show courtesy, consideration and respect to all members of the school community.
2. Everyone is to behave in a manner that is not disruptive to the educational process.
3. Everyone is to comply with school and classroom rules, procedures, and requirements as designed for their individual needs and the needs of the classroom and school as a whole.
4. Everyone is to respect and assume responsibility for school and personal property.
5. Everyone is to dress in a manner that does not interfere with the work of the school or create a safety or health hazard to themselves or others.
6. Everyone is to comply with local, state, and school health, safety, and attendance regulations.
7. Everyone is to comply with state statutes, local laws, and regulations.
8. Bullying, harassment and/or ridiculing others by anyone for ANY reason including race, religion, sex, belief, ability, or appearance is UNACCEPTABLE at all times and places.
9. Students are expected to arrive on time with the appropriate tools to do the job in the classroom.

10. Students are expected to have the pride and motivation to turn out quality products that reflect the best they are capable of producing.
11. Students are expected to follow all the rules extending to all activities connected with the school program, including all athletic and extra-curricular programs. (This includes all activities at other sites.)

NOTE: ALL TOBACCO, ALCOHOL, DRUGS, LOOK-ALIKE, AND ASSOCIATED PARAPHERNALIA (LIGHTER, PIPES, ETC.) AND WEAPONS OF ANY TYPE (GUNS, AMMUNITION, KNIFES, CLUBS, BRASS KNUCKLES, EXPLOSIVES, ETC.) ARE PROHIBITED ON ALL SCHOOL GROUNDS, BUSES, PICK-UP POINTS, AND SCHOOL ACTIVITIES AT ALL TIMES. DISCIPLINARY ACTION, WHICH COULD INCLUDE SUSPENSION AND/OR RECOMMENDATION FOR EXPULSION, WILL BE TAKEN FOR ANY AND ALL VIOLATIONS INVOLVING THESE SUBSTANCES OR ITEMS.

Halls

Unnecessary noise and confusion must be avoided so as not to disturb classes. Running in the halls is not permitted at any time. During the periods of heavy traffic, groups should walk, keeping to the right, so that they do not restrict the passage of others. Hallways may be used after school for athletic practice after 4:00 P.M. No student should be in the hallway during class time unless they have a pass from a teacher. Teachers will give only limited passes for students to leave the classroom or study hall. Students are not to be in classrooms, locker rooms, gym areas, cafeteria, workrooms, or teacher offices without direct teacher supervision.

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or

wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

District employees and students shall not at school, on school property, or at school activities, wear or have in their possession any materials, either printed or in their own handwriting, that is divisive or creates ill will or hatred based on race, religion, or sexual orientation. (Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Aryan Nation-White Supremacy, Black Power, Neo-Nazi, or any other "hate" group. This list is not intended to be all-inclusive.

Complaints of harassment or intimidation are handled according to the provisions outlined under "Sexual Harassment". The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment.

Sexual Harassment

Students: Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that 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.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that 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 unwelcome conduct the basis for academic decision affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Building Principal or Assistant Principal. An allegation that one student was sexually

harassed by another student shall be referred to the Building Principal or Assistant Principal for appropriate action.

Personnel: Prohibiting Harassment and Violence

General Statement Policy: It is the policy of Illini West High School District #307 to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the school district to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual harassment and violence upon any pupil, teacher, administrator, or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

Grievance Procedures:

Level I:

1. Any student and/or parent having a grievance shall communicate such to the person directly responsible for such grievance within ten (10) days from the occurrence giving rise to the disagreement through the use of reasonable diligence. A meeting with the responsible party shall be convened within five (5) days of such communication.

2. If unresolved, the grievance shall be submitted, in writing, to the building principal by the grieving party within ten (10) school days of the meeting identified in Step 1. A meeting with the building principal shall then occur within five (5) school days of receipt of the written grievance. An investigation of the occurrence shall be made. A written response shall then be made to the grievance within ten (10) school days of such meeting.
3. If unresolved, the complaint shall be submitted, in writing, to the Title IX Coordinator/Superintendent within ten (10) school days of receipt of written response identified in Step 2. A meeting shall occur within five (5) school days of the receipt of the written grievance. Within five (5) school days of such meeting, a written response shall be made to the grieving party.
4. If the complaint is unresolved in Step 3, a written appeal may be taken to the Board of Education within ten (10) school days. The Board shall consider such grievance at their next regularly scheduled board meeting. A written response shall then be made to the grieving party within five (5) school days of such meeting.

Level II:

If a complaint is unresolved at Level I, the grieving party may notify and address the issue with the Office of Civil Rights, Washington, D.C., or the appropriate court. If the grievance pertains to the Handicapped, the grievant may also request an impartial due process hearing, which will be held in accordance with the guidelines set forth by the Illinois State Board of Education in the book entitled *Rules and Regulations to Govern the Administration and Operation of Special Education, Article X.*

Disciplinary Procedures

It is the policy of District #307 that whenever possible discipline is the responsibility of the supervising teacher. It is expected that discipline problems will be handled by the teacher with cooperation of the parent. To this end, the following steps will be taken in dealing with a discipline problem:

1. Rules and expected behavior, as well as the consequences for inappropriate behavior, will be communicated to the students periodically and will be posted in the room.
2. Group or individual warnings will be issued whenever the teacher sees inappropriate behavior beginning.
3. Students who fail to heed reasonable warnings or posted procedures are subject to disciplinary action.
4. Continued inappropriate behavior will result in a required parent-teacher conference by telephone or in person.
5. The District reserves the right to allow teachers to require students to serve detentions in their room for minor disciplinary matters. These detentions may be assigned either before school or after school as the teacher deems necessary. Students and parents will be given 24 hours notice.
6. Chronic misbehavior will result in referral to the office. A written discipline referral detailing specific problems or violations of classroom rules and suggested penalty must be sent to the office whenever a student is referred to the office. A copy of this referral with a notice of the penalty assigned will be mailed to, e-mailed to, or provided to the student for the parent-

Referral to the office is considered a serious step. The student may face after school detentions, class suspensions, lunch detentions, in-school suspensions, out-of-school suspensions and expulsions. Exclusions from extra-curricular activities, assemblies, field trips, or class trips may be assigned as, or in addition to, the punishments listed elsewhere. In addition, the student may be referred for counseling. A referral will be sent home detailing the reasons for the disciplinary referral and the action taken by the school. Parents may contact the school at any time to discuss the situation or express any concerns they may have.

THE ADMINISTRATION AND/OR BOARD OF EDUCATION RESERVE THE RIGHT TO ALTER ANY PENALTIES OR GUIDELINES AS IS NECESSARY DUE TO EXTENUATING CIRCUMSTANCES.

PLEASE NOTE: "OSS" = Out of School Suspension;
 "ASD" = After School Detention
 "ISS" = In School Suspension
 "LD" = Lunch Detention
 "REC" = Recommend Expulsion from School

VIOLATIONS	First Offense	Second Offense	Third Offense
1) Using, possessing, distributing, purchasing or selling tobacco materials.	Up to 10 days OSS	Recommendation for expulsion to the Board of Ed.	
2) Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.	Up to 10 days OSS	Recommendation for expulsion to the Board of Ed.	
3) Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.	Any offense: 10 day OSS pending a Board of Education hearing with a recommendation for expulsion.		

VIOLATIONS	First Offense	Second Offense	Third Offense
4) Using, possessing, distributing, purchasing, or selling explosives (including fireworks), firearms, knives, or any other object that can reasonably be considered a weapon. Includes bomb threats, & setting off fire alarm or tampering with AED Box.	Any offense: 10 day OSS pending a Board of Education hearing with a recommendation for expulsion.		
5) Arson - Causing damage to school property or individuals as a result of fire.	Any offense: 10 day OSS pending a Board of Education hearing with a recommendation for expulsion.		
6) Inappropriate use of electronic devices, including but not limited to pagers, CD players, games, video cameras, etc. (excluding cell phones) unless authorized and approved by the Building Principal.	Removal of Device	3 days ASD & parents notified	10 days ASD & parents must retrieve device from school office (Also applies to all subsequent offenses)
7) Using a cell phone in the building during school hours and/or in class.	Removal of Device	3 days ASD & parents notified	10 days ASD & parents must retrieve phone from school

VIOLATIONS	First Offense	Second Offense	Third Offense
			office (Also applies to all subsequent offenses)
8) Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct. This also includes disrespect to a staff member.	Up to 3 days OSS	Up to 5 days OSS	10 days OSS & recommend expulsion
9) Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct.	Up to 5 days OSS	Up to 10 days OSS	Recommend Expulsion
10) Physical assault of a staff person	Any offense: 10 day OSS pending a Board of Education hearing with a recommendation for expulsion.		
11) Causing or attempting to cause damage to or stealing or attempting to steal, school property	Up to 5 days OSS	Up to 10 days OSS	Recommend Expulsion

VIOLATIONS	First Offense	Second Offense	Third Offense
or another person's personal property.			
12) Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.	Warning/ Parental Contact	Up to 10 days OSS	Recomm end Expulsio n
13) Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.	Warning/ Parental Contact	Up to 10 days OSS	Recomm end Expulsio n
14) Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive. This includes fighting, but more serious fights will fit into #8.	Up to 5 days OSS+	Up to 5 days OSS	10 days OSS & recomm end expulsio n
15) Inappropriate display of public affection (Any physical contact beyond holding hands.)	1 day ASD	Up to 2 days ASD	Up to 3 days ASD
16) Profanity or Obscenity	1 day ASD	Up to 3 days ASD	Up to 5 days OSS

VIOLATIONS	First Offense	Second Offense	Third Offense
17) Failure to attend disciplinary detentions for violations of the student conduct code.	Double previous penalty. Skip 2 consecutively—1 day OSS (to be assigned on a Friday)		
18) Gambling for money or other valuables.	Up to 3 days OSS	Up to 5 days OSS	10 days OSS & recommend expulsion
19) Forgery: Fraudulently writing the name of another person; falsifying time, dates, grades, addresses, or other data on school forms. (This violation includes plagiarism and cheating)	Up to 3 days OSS; zero on assignment(s)	Up to 5 days OSS; zero on assignment	10 days OSS & recommend expulsion; zero on assignment(s)

VIOLATIONS	First Offense	Second Offense	Third Offense
20) Any sexual harassment of students and teachers is prohibited. Sexual harassment is defined as sexual advances, requests for sexual favors, verbal or physical contact of a sexual nature which has the purpose or effect of unreasonably interfering with a student's personal liberties or education, creates an intimidating hostile or offensive learning environment, or makes the person uncomfortable or embarrassed.	Up to 10 days OSS, conference with parents, file complaint with police where necessary, possible recommendation for expulsion.		
21) Inappropriate behaviors.	1 day ASD	Up to 3 days OSS	Up to 5 days OSS
22) Misuse of the computer or computer network to include any violations of the Internet Policy.	Removal from computers & up to 3 days OSS	Up to 10 days OSS+ possible expulsion.	Recommend Expulsion
23) Careless driving and/or parking offenses	Conference with principal, 10 days loss of privilege	30 day loss of privilege	Loss of privilege for balance of school year
24) Disobeying Bus Rules and Regulations	Conference with principal-assigned	Loss of privileges 1-5 days	Loss of privileges 5-10 days;

VIOLATIONS	First Offense	Second Offense	Third Offense
	seat by driver		4 th & subsequent: 5-10 day/suspension of privileges for remainder of year per Board action
25) Production, manufacture, distribution and/or possession of pornography.	10 days OSS and recommendation for expulsion.		
<p>All discipline steps are contingent upon administrative review. Legal authorities may be used as the incident dictates.</p>			

Detentions

1. Teacher Assigned Before/After School and Lunch

Detentions (LD):

- a. Detentions assigned by teachers shall not exceed sixty minutes before or after school. Students and parents will receive 24 hour notice of the detention.
- b. Students are required to bring appropriate school work.
- c. No food (except lunch), drink, gum, games or electronic devices will be allowed.
- d. Students will serve all detentions in rooms or other areas to be designated.
- e. The teacher will give the student a notice indicating the reason for the detention and the date, time, and place the detention is to be served.

- f. If misbehavior occurs while serving the detention, the punishment will be doubled.
 - g. Failure to serve a detention will result in a doubling of the detention. Failure to serve this detention will result in assignment of an After School Detention by the Administration.
2. After School Detentions (ASD) -- Assigned by Administration
- a. Students may be assigned After School Detentions at the discretion of the Administration and/or in accordance with violation offense consequences as outlined in this Handbook.
 - b. After School Detentions will be served from 3:30 until 6:00 PM (or departure time of Dallas City/LaHarpe shuttle buses for that day) on Mondays through Thursdays in a classroom designated by the Administration.
 - c. Permission may be granted by the ASD supervisor for a student to tutor with a teacher in their classroom upon verbal agreement with the teacher to assume responsibility for the student. If tutoring is completed prior to 6:00 PM, the student will be returned by the teacher to ASD location for remainder of ASD.
 - d. No food, drink, gum, games or electronic devices will be allowed.
 - e. If misbehavior occurs during the detention, the punishment will be doubled.
 - f. Failure to serve an After School Detention will result in doubling the detention. Failure to serve two consecutive ASDs will result in a one day Out of School Suspension on a Friday.

Expulsions

Only the Board of Education may expel a student from school. The principal may suspend a student up to ten (10) days and recommend expulsion to the board. The school board may suspend students for a specified period of time longer than ten (10) days and/or expel the student. This action will take place only after the parent/guardian has been requested to appear at a meeting of the board to discuss their child's behavior. The request will be made by registered or certified mail. Students may be expelled for up to two calendar years.

Before a student may be expelled, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Suspension Procedures

Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.

A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the School Board.

Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's

parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

In-School Suspensions

1. Student receiving in-school suspensions will report immediately to the office upon arrival to school. Any work completed during the day for credit will be turned in at 3:15 PM and given to the teacher for 100% credit of the grade earned.
2. Failure to follow posted rules and regulations will result in additional days being assigned or the assignment of an out-of-school suspension.
3. Students will be given a restroom break at mid-morning and mid-afternoon. Sack lunches may be brought, given to the supervisor, and will be eaten in the ISS room, or a student may purchase a school lunch. Meals will be eaten under supervision during the appropriate lunch hour in the ISS room. They may not order food out, have another student or parent/guardian, etc. pick up food for them, or obtain food in any other manner.
4. Students assigned to in-school suspension may *attend* practices or after school/evening school activities on the day of suspension but *may not participate* in the event or activity.
5. In the event a student is issued in-school suspensions that cover multiple days, the student cannot participate in extra-curricular activities until the entire suspension is served. (Attendance at the activity is allowed.)

Out-of-School Suspensions

1. Students assigned out-of-school suspension may not be on school grounds or at school activities during the period of the suspension. Failure to abide by this restriction will result in additional suspensions and the filing of a complaint of trespassing with the local police.
2. For a student's first out of school suspension, the student will be allowed one day for each day absent to make up work for each day missed while suspended. No make-up work will be allowed for all subsequent out-of-school suspensions.

3. Absences will count toward possible reduction of credit earned due to absence consequences.
4. Students suspended from school are not eligible to participate in any school activities, practices, or games
5. Students have a right to a hearing on all suspensions and parents will be notified of the reasons for the suspension

Due Process Rights of Students

Individual rights granted by the Constitution of the United States are granted to all people regardless of age, sex, color, or creed. Students have rights as individuals. The school disciplinary procedures should not violate these rights. The essential rights involved in disciplinary procedures stem from the concept of due process. A student is entitled to:

1. Know what the rules and regulations are.
2. Know what charges are brought against him or her.
3. Present his or her point of view and/or evidence about the charges.
4. Have a notice of and hearing on the charges.
5. Have counsel.
6. Appeal a decision regarding the charges to a higher level.
7. Have the charges or penalties removed from the record if the evidence demonstrates his or her innocence or non-involvement.

In the administration of the discipline procedures outlined in this handbook, the student should be made to feel that his or her value as a person is not questioned, although his or her behaviors are.

Unwritten Rules

There are additional unwritten rules for which students will be held responsible. Rules are made to protect the rights of all individuals. This means your rights. When someone infringes upon the rights of others, they will receive some consequence as a result of their actions. Be aware of this and be prepared to accept this if you fail to act in a courteous and safe manner.

ACADEMIC INFORMATION

Credit Transfer for Graduation

Students enrolled in Illini West High School may transfer no more than two (2) credits towards graduation from outside

sources/agencies. This includes community colleges, correspondence/online courses, and similar sources. No more than one (1) credit may be accepted toward graduation from any one discipline (i.e. English, math, social studies, etc.) without permission from the appropriate department and the counselor. Credits brought into the school by students transferring to Illini West from another high school, as well as dual credit courses, are not limited by this policy.

Dual Credit Guidelines

Illini West High School students will have the opportunity to earn both high school and college credit in selected courses offered at IWHS utilizing Carl Sandburg College staff or through an approved dual credit program where an agreement has been established. These courses will fulfill high school graduation requirements while also allowing students to gain college credit prior to entry into most statewide institutions.

The following guidelines will be followed by the district when considering a dual credit course:

1. No dual credit course will be offered if it appears to be a duplicate of a course offered current at Illini West High School.
2. Courses offered as a dual credit course will be considered a part of the formal curriculum of Illini West High School. This means that these courses will count toward a student's extra curricular eligibility, class rank and grade point average.

The following guidelines will be followed by the students when considering taking a dual credit course:

1. Dual credit courses will be open to Juniors and Seniors only.
2. Approval of the student's parents, school counselor and principal will be required prior to registering for a dual credit course.
3. Students may be limited on the number of dual credit courses that they may take.
4. All charges and fees for any dual credit course will be the responsibility of the student.
5. There will be release time given to a student who is taking a dual credit course.

6. Grades earned in a dual credit class will count towards a student's grade point average, class rank and eligibility for extra-curricular activities.
7. When dual credit classes are not in session, students are excused from being at IWHS or may volunteer to assist teachers for those periods but must attend all other IWHS classes for which they are registered.

Early Graduation Procedures

Students who wish to request early graduation, including mid-year, for the 2009-2010 school year must be able to have earned twenty two (22) credits by the date of graduation. Included in these credits must be all of the required courses students must have for graduation. No required course will be waived. To request early graduation, a student must present a letter of intent to the high school principal by November 1st of the school year for which early graduation is being requested. This request must be approved by the Board of Education. A checklist covering all requirements for early graduation is available in the offices of the counselor and principal. Students graduating early may go through graduation ceremonies if desired. Once a student has completed their credits for graduation, and is no longer attending school, he/she will be treated as an adult and will not be able to participate in student activities. He/she must also pay adult prices to attend school activities. Early graduates will be allowed to attend prom with administrative approval.

Eligibility

Participation in extra-curricular and co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any Illinois High School Association sanctioned activity, a student must satisfy the following academic requirements as set forth by the Board of Education:

1. Eligibility is checked on a weekly basis and runs from Monday through the following Sunday.
2. The students must be passing all subjects in which they are currently enrolled with a current cumulative semester grade of D or higher.

3. Any student participant failing to meet this academic requirement will be suspended from the activity for seven (7) calendar days.
4. Any student on the ineligible list for any three weeks during a season will not be able to participate for the rest of the season. For those activities lasting longer than a season, the student will be ineligible for the remainder of the semester.
5. As per IHSA rules, a student must have passed and received credit toward graduation for twenty (20) credit hours (2 ½ credits) of high school work for the entire previous semester to be eligible at all during the ensuing semester.

Grade Point Average

Grades and units of credit received in all academic subjects as well as those received in P.E., band and chorus are used to compute a student's cumulative grade point average. Letter grades are converted to numeral equivalents and a simple arithmetic average is obtained. Semester grades are used for this computation. Grade point averages are used for the purpose of determining honor roll eligibility, academic recognition at graduation, and class rank.

Grading and Promotion

Each teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's final grade include:

1. A miscalculation of test scores;
2. A technical error in assigning a particular grade or score;
3. The teacher agrees to allow the student to do extra work that may impact the grade;
4. An inappropriate grading system was used to determine the grade; or
5. An inappropriate grade based on an appropriate grading system.

Graduation Ceremony Recognition of Academic Excellence

Seniors who have excelled academically will be recognized during the graduation ceremony. Students will be selected based upon their cumulative grade point average for their first

seven semesters. Students who have attained a cumulative grade point average of 3.9 and higher will receive Summa Cum Laude recognition. Students who have attained a cumulative grade point average of 3.75 to 3.899 will receive Magna Cum Laude recognition. Students who have attained a cumulative grade point average of 3.6 to 3.749 will receive Cum Laude recognition.

Graduation Requirements

A student graduating from Illini West High School must have earned a minimum of 22 credits. Included in these credits, the student must have passed the following courses:

English	4 units
Social Studies	2 units
(1 unit American History & ½ unit Govt/Civics required)	
Math	3 units
Science	2 units
Music, Foreign Language, or Vocational	1 unit
Consumer Education	½ unit
Health	½ unit
Drivers Education	½ unit
Computers	½ unit

All students must be enrolled in and pass physical education. All students are required to successfully pass an examination on the Constitution of the United States and the State of Illinois prior to graduation. Students are required to be enrolled in six (6) academic classes, in addition to physical education, at all times. No student is allowed to enroll in more than one study hall without the permission of the principal.

Guidance

Guidance and counseling services are provided for all high school students. A student may arrange for a conference during his/her study hall or free time, before or after school, and during his/her lunch hour. What the student discusses with the counselor is held in confidence.

Because family support is essential to academic and personal success, the counselor welcomes contact with and questions

from parents/guardians concerning students' academic progress or career plans.

Hancock County Academy

The Regional Office of Education provides students who have dropped out of area high schools the opportunity to complete their high school diploma requirements through attending the Hancock County Academy. In order for an IWHS student to enroll at the Academy, the student must have permission from the IWHS Guidance Office, Principal and District Superintendent. Illini West District #307 has established the following guidelines concerning the Academy:

1. In order to receive permission to attend the Academy, a student must be between the ages of 17 and 21 and not be enrolled in high school for a minimum of 18 weeks. (Vacation and holidays are not considered periods of school enrollment.) The Superintendent and/or Principal may waive this guideline if extenuating circumstances exist.
2. Students who have an active Individualized Education Plan through special education services and those who have been expelled from Illini West High School are not permitted to enroll at the Academy.
3. Upon enrollment at the Academy, a student forfeits all rights to participate in Illini West High School activities. This includes, but is not limited to, athletic participation, clubs, and prom.
4. Students who elect to drop out of Illini West High School to attend the Academy may return to IWHS one time
5. Students attending the Academy will not be allowed to participate in the High School Cooperative Work Program.
6. Students attending the Academy must enroll in the required courses for their grade level in the event the student returns to Illini West High School.
7. Upon successful completion of requirements at the Academy, the student will be awarded a high school diploma in accordance with Illinois State Board of Education and Regional Office of Education guidelines.
8. Academy graduates must present a letter of intent to the Board of Education by April 1 in order to be considered candidates for participation in graduation ceremonies.

Hancock and McDonough Counties Learning Center

The Learning Center's responsibility will be to provide an educational environment for students in grades 6-12 who are chronically disruptive at the High School. The academic program will be individualized to accommodate students with diverse backgrounds. Illini West will use the following suggested guidelines in determining a student's eligibility:

1. Suspended for gross misconduct.
2. Arrested by police and/or remanded to juvenile or criminal courts for acts related to school activities.
3. Eligible for disciplinary reassignment pursuant to violation of school district "zero tolerance" policies.
4. Involved in misconduct that can be demonstrated as serious, repetitive and/or cumulative.
5. Youth returning from juvenile correction facilities.

The purpose of this program is to give disruptive students the opportunity to change their inappropriate behaviors in a setting that does not allow them to interfere with the educational progress of other students, and continue their own educational progress towards a high school diploma.

Homebound Instruction

Home instruction is a service available for students medically eligible or physically unable to attend school for ten consecutive days or longer. Students need to have a medical certification form completed by a physician and on file with the school before services can start. These forms are available in the office. Instruction starts immediately. Children suffering from common childhood contagious diseases or upper respiratory infections which are relatively uncomplicated or require less than two (2) weeks of total confinement should not be referred for homebound instruction.

Honor Roll

Students receive two types of recognition. High Honors will be given those with a grade point average of 3.75 to 4.00. Honors will be given those with a grade point average of 3.5 to 3.749. Honorable Mention will be given those with a grade point average of 3.0 to 3.499. Points are computed as follows: A=4.0, B=3.0, C=2.0, D=1.0, and F=0.

Instructional Material

A student’s parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward’s educational curriculum within a reasonable time of their request. The term “instructional material” means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Education Waivers Due to Athletic Participation

Juniors and Seniors involved in an interscholastic athletic program may request to be excused from participation in PE classes during the duration of the athletic season. (Athletic participation does not include dance team, cheerleading, or marching band.) If a student waives for a period of six weeks or longer, his/her PE grade for the remainder of the semester will not count towards his/her GPA for that semester. A student must return to PE immediately when the season ends, except for those who have elected to take a class during his/her PE class hour for the entire semester. If a student does not use his/her study halls properly, their waiver will be revoked.

Report Cards and Grading Scale

Illini West issues report cards quarterly on the first Friday after the completion of a quarter. Two quarter periods make up one semester of the school year, which consists of two semesters. Student achievement is reported using grades which are reported using the following scale:

A (Superior Work)	90-100
B (Above Average Work)	80-89
C (Average Work)	70-79
D (Below Average Work)	60-69
F (Failing Work)	Below 60

At the midpoint of each quarter (approximately 4 ½ weeks), each teacher will report grades for each student in each class. These reports will be available on the Power School student management system. Parents can request a report if they do not have computer access. Incomplete grades (I) grades will be issued to those students who have been absent immediately

prior to the end of the semester. Parents are encouraged to contact the teacher or principal for a conference at any time they have a question or concern about their student's achievement.

Schedule Changes

All schedule changes must be approved by the counselor and principal. A letter from the parent of the student requesting a change in schedule must be directed to the counselor explaining why the change is needed. The following are the only reasons a schedule may be changed:

1. Schedule error
2. Repeating a required course that had previously received a failing mark
3. Teacher or administrator request
4. Students without a study hall may drop a course with the consent of the counselor and principal.
5. No course changes will be made after the 5th school day of the semester.

Semester Exams

Semester exams will be required in all courses at the end of the first and second semester. Semester exams will count as ten percent of the final semester grade. Efforts will be made to minimize extra-curricular activities during semester exam week.

Semester Grades

The grade for the semester is the average of the two quarter grades and the semester test. Each quarter grade will be forty-five percent and the semester test will be ten percent of the semester grade.

Study Halls

Study halls are assigned to students as a normal part of their course load. They are intended to provide time to study assigned material and complete assignments. Punctual attendance is mandatory. The following rules will be followed in all study halls:

1. Students are to be working on homework, reading appropriate material, or using the computer.

2. Computers are to be used for class related assignments. Students must have a pass from a teacher in order to use a computer.
3. Talking and working together are only allowed with the permission of the instructor.
4. No food or drinks are allowed.
5. Students must have a pass from a teacher before being allowed to go to that teacher's room.
6. Students will not be allowed to leave the room unless they have their assignment book.
7. Students are responsible for maintaining a clean and neat learning environment.

Western Area Career Systems Students

Western Area Career System students are expected to attend WACS classes on the days those classes are in session and at the times those classes meet. When WACS classes are not in session, students are excused from being at IWHS for those periods but must attend all IWHS classes for which they are registered. The school will provide transportation even on days we do not have school or have early dismissal. (Exception: WACS buses will not run on days when school is canceled because of the weather.) WACS students who skip WACS classes, are unexcused, and/or fail to attend regularly scheduled classes, even when IWHS is not in session, may be dismissed from the program following notice to the students and parents.

If sufficient numbers of students are taking a WACS class off-site, transportation may be provided. When transportation is provided by the district to a particular WACS class, students are not allowed to drive themselves to the class. (Exception: Auto mechanics students may periodically take a vehicle to Hamilton with the prior written approval of the auto mechanics instructor, the parent, and the high school principal for the purpose of working on the car.) If district transportation is not provided, transportation is the responsibility of the student.

Students wishing to enroll in WACS classes for their Junior year must have at least fifty percent (50%) of the credits required for graduation by the end of their Sophomore year. Students choosing to enroll in WACS classes for their Senior year must be able to earn enough credits during their Senior year to be able

to graduate at the end of the year. Students not meeting these academic guidelines will not be permitted to participate in the WACS program.

GENERAL INFORMATION

Asbestos Within the School District Notification

The following is provided in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and Policies of the Board of Education of the District. This notification has the intent to inform workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours in each school in the District. Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the buildings. The District will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training. Facilities included are: Illini West High School, and the Illini West High School District Business Office.

Assemblies

Assemblies will be held from time to time to enable students to hear cultural groups and outstanding speakers, to prepare for athletic events, and to receive instruction on matters of common interest to the entire student body. Suggestions for future assemblies from the student body via the student council are welcomed and will be given serious consideration. Students are to maintain polite, courteous, and positive behavior at every assembly. Failure to do so will result in disciplinary action.

Athletics

Illini West has eight interscholastic sports for boys (football, cross country, golf, basketball, baseball, track, bass fishing and wrestling) and eight for girls (volleyball, cross country, golf, basketball, softball, track, bass fishing and wrestling). Students are encouraged to participate in one or more activities.

Behavior Intervention Guidelines

It is the purpose of this policy to establish the process for the Illini West High School District to comply with P.A. 87-1103 on the use of behavioral interventions for students with disabilities.

Behavioral interventions should be used by teachers and administrators to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A fundamental principle is that positive, nonaversive interventions designed to develop and strengthen desirable student behavior should be used, whenever possible. Undesirable behavior should be reduced by developing, strengthening or generalizing desirable behavior to displace the undesirable behavior.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be approached with caution. The use of restrictive interventions for students with disabilities should be based on assessment, planning, supervision, evaluation, documentation, and protective measures. The use of restrictive interventions should maintain respect for human dignity and personal privacy and adhere to professionally accepted instructional practices.

The Illini West High School District must establish and maintain a committee to develop policies and procedures on the use of behavioral interventions for students with disabilities who require behavioral interventions. In establishing this policy, *Illinois State Board of Education Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities (June, 1994)* has been reviewed as a non-binding reference and considered. Copies of this document may be requested from: Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001.

The use of positive behavioral interventions will be promoted and include, but are not limited to, the following components:

- A. Behavior Intervention Committee;
- B. Designation of behavioral interventions by level of restrictiveness;

- C. Identification of behavioral intervention consultant;
- D. Procedures for the development of behavioral management plans for students with disabilities having significant behavioral and/or emotional needs and for such students requiring restrictive interventions;
- E. Procedures for the documentation of emergency use of restrictive interventions;
- F. Provisions for parent involvement;
- G. Provisions for staff training and professional development.

These identified components shall be detailed in District Behavioral Guidelines for Students with Disabilities.

The Illini West High School Board shall (1) furnish a copy of its local policies and procedures to parents and guardians of all students with individualized education plans within 15 days after the policies and procedures have been adopted by the School Board or at the time an individualized education plan is first implemented for the student and at the beginning of each school year thereafter, and (2) require that each school inform its students of the existence of the policies and procedures annually.

Blood Borne Pathogen Policy

Illinois West High School District #307 has a blood borne pathogen exposure plan. The purpose of this plan is to protect employees against potentially infectious materials including blood. The plan provides for protective equipment such as rubber gloves, absorbent materials, plastic bags, germicidal soap, sharps and sharps containers. The plan also mandates Hepatitis B vaccinations for specific job classifications and makes it optional for all other school employees.

Breakfast and Lunch Regulations

Breakfasts and hot lunches are served in the cafeteria. Food should not be taken from the cafeteria area and lunches from home must be consumed in this designated area. Food and beverages brought or purchased off school grounds should be consumed off of school grounds.

Prices for meals are set at the beginning of the year. Milk may be purchased at noon and in the mornings. Families may fill out applications for free or reduced lunches if they feel they

qualify. Parents/guardians must be able to provide proper names, social security numbers, and income levels as required to properly fill out the free or reduced lunch forms. Guidelines for this program change yearly. The information obtained from the application is confidential and prompt attention will be given all applications.

A student may charge up to \$5.00 on their breakfast/lunch account. If a student has a balance owed of \$5.00 or more, payment for a meal and/or milk must be made in order for the student to be served (no further charging will be allowed).

Bulletins

Daily bulletins are distributed each day, read to students and posted on the bulletin board outside the office, as well as on the District web page. The bulletins contain activities and items of interest to staff, students and parents. Students may have items placed in the bulletin with prior approval from the principal.

Bus Rules and Regulations

Bus rules and regulations must be obeyed for the safety of all passengers on the bus. Students disobeying bus rules and regulations may lose bus-riding privileges. Safety on the bus is determined largely by the conduct of the students. For this reason, all students must conduct themselves in such a manner that safety on the bus is promoted. The following rules shall apply to all bus riders on elementary as well as high school buses:

1. Dress appropriately 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. If you are late and the bus is departing, do not run after the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter and exit in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Changing seats is not allowed while the bus is in motion. Keep your hands, arms and head inside the bus.

5. 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.
6. Always listen to the bus drivers' 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 other passengers.
7. Wait until the bus comes to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
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 crossing arm. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.
11. Never cross between two parked buses.
12. Exit the front of the bus only. Back and side emergency exits are for emergencies only.
13. Only authorized personnel are allowed to occupy the driving area.

Car and Driving Rules

1. Students must have on file in the office a signed permission form from their parent/guardian if they are to drive their vehicle during lunch.
2. Students who drive to school must register with the high school office all of the vehicles they may drive to school
3. Students shall obey all rules of the road when going to and from school and in the parking lot. Vehicles are to be driven at a reasonable speed and in a safe and responsible manner.
4. Students are to use their vehicles only for going to and from lunch or for special appointments. Vocational students will be permitted to drive to their jobs; however, no other students will be permitted in their vehicles.
5. Student parking is restricted to the main parking lot east of the building. There is NO PARKING permitted by students in the circle drive, in front of the school, past the athletic

field entrance, in the rear of the building, or in first two rows (in numbered parking spaces - which are reserved for staff) in the main parking lot closest to the school building. Violators will be towed at student/owner's expense.

6. Students must not park in such a manner that blocks traffic or that prohibits others from leaving.
7. Upon arrival at school, students are to leave their vehicles immediately.
8. Students who need to go to their vehicles during the day must have permission from the office. Students found in their vehicles, or any other vehicle, or in the parking lot during the school day without a pass will be subject to disciplinary action and a loss of driving privileges.
9. All students must have parental permission to leave the school grounds for any reason.
10. No illegal matter, such as drugs, alcohol, weapons, explosives, or stolen property may be transported or left in any motor vehicle on school property. The school district reserves the right to reasonable search of any vehicle entering or parked on school property suspected of transporting such material.
11. Items in a student's car are assumed to belong to the student who registered the car (as required by school policy). In other words, the student is responsible for anything in his/her car and will be penalized if substances or items found in the car violated school rules and policies or may reasonably seem to be unsafe or inappropriate for the school setting.
12. Students are required to park in a manner that is appropriate and not a distraction, disturbance, or hazard to other drivers.
13. Students violating any of the parking and driving rules and guidelines are subject to after school detentions, loss of driving privileges, and/or the towing of their vehicle at the owner's expense.

Cell Phones:

1. Students are prohibited from using cell phones or having them "on" during the school day (8:00 am. until 3:15 pm.) This includes lunch time and passing periods, as well as school sponsored trips and "behind the wheel" driver education classes. "Using" cell phones refers to not only making and receiving calls, but also using the cell phone for

other purposes such as texting, e-mailing, taking photos, etc. Since students are not to have them turned on, parents should not attempt to contact their students by cell phone.

2. Students and parents are notified that District #307 is not responsible for the loss, theft, damage, or vandalism to student cell phones, as well as other personal property. Students and parents are strongly encouraged to insure that if students have cell phones in their possession, they should not leave them unattended or unsecured.
3. Pages, beepers, and other electronic communication devices continue to be prohibited.
4. Students participating in extra-curricular activities and athletics must contact their coach or sponsor about rules involving cell phone use after school hour or on bus trips.
5. Using a cell phone in an unauthorized manner or in violation of the above policy will result in disciplinary action as outlined in "Discipline" section of this handbook.
6. A reminder to students and parents that use of a cell phone to manufacture, distribute or possess pornography is a criminal offense and will not be tolerated by IWHS District. Consequences are listed under Violation 25 in the Discipline section of this handbook. If a student receives an unsolicited pornographic item on his/her cell phone, he/she should IMMEDIATELY notify a staff person, and the matter will be handled by the proper administrative personnel. If the student fails to immediately notify the Administration, the excuse of not knowing about the item cannot be used. Students: It is your phone, your property and your responsibility!
7. Cell phones used by students during the day will be taken by the teacher and placed in the office. It is the student's responsibility to pick up the phone in the office at the end of the day.

Clubs and Organizations

A number of special organizations and activities are available. Each activity offers opportunities for students to gain experience in working together on matters of mutual interest outside the regular classroom. Students should check with the assigned sponsor of the following listed organizations if interested in participating:

Yearbook, Home Economics Club, Student Council, FBLA, WYSE, Scholastic Bowl, Cheerleading, International Club, Industrial Arts Club, FFA, Pep Club, Marching Band, Jazz Band, National Honor Society, Math Team, Flags, Drama Club, School Play, English Club, Dance Team, Scholastic Clay Target Program, Speech, Key Club, History Club, Art Club and S.A.D.D. Club

College Entrance Requirements

It is impossible to plan a program of studies in such a way as to meet the entrance requirements of all colleges and universities. Colleges and universities vary as to the requirements for admission. The best plan to follow is to decide upon several colleges or universities which you may wish to attend and to plan courses in such a way as to meet the entrance requirements for those particular schools.

The Illinois State Board of Higher Education has established statewide minimum admission standards for public colleges and universities in Illinois. The following high school subjects will be required of freshmen entering community college transfer programs and public universities (a unit is one year of instruction).

<u>Minimum Requirements</u>	
<u>Units</u>	<u>Subjects</u>
4	English (emphasizing written and oral communication and literature)
3	Social Studies (emphasizing history and government)
3	Mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming).
3	Science (laboratory science)
2	Foreign Language, Music, Art or some Vocational Education classes

Individual public universities and community colleges may have other subject requirements in effect, as well as other requirements involving test scores and grade point averages. Applicants must contact each college or university individually for details about all of its requirements.

Requirements for college entrance are so varied and different that it is impossible to generalize as to entrance requirements. That is why it is important to begin communication with the guidance department and the potential school as soon as some desire to attend a specific school is expressed.

College Entrance Exams

Most colleges require test scores from a commercial testing company. Since these tests are provided on a national basis, most colleges accept scores from one or both companies.

ACT - The ACT (American College Testing program) test is required of all Juniors as part of the Prairie State Achievement Exam. This test is a very commonly used admission test in Illinois and other Midwestern states. It is a five-part test giving scores in a range of 1 to 36 in English, Math, Reading, and Science and a score of 1 to 6 on Writing. A composite (average) of the first four scores is computed and sent to the college(s) of a student's choice. Scores in the upper teens or low 20's are considered to be indicators of a student's potential to succeed in college. In addition to the required testing session in April, students may also register to take the ACT on a national Saturday test date in September, October, December, April or June.

SAT - The SAT (Scholastic Aptitude Test) is administered by the College Entrance Examination Board (CEEB) and is commonly referred to as the "College Boards". Two scores are computed on this test: Verbal and Mathematical. The range of scores is from 200 to 800 on each test. Most colleges give preference to students with a combined score of 1000 or more. The SAT may be taken in November or December of the senior year, but many students take it earlier in hopes of securing admission to highly selective schools or in hope of obtaining academic scholarships.

Both tests may be taken more than once and the highest score will be used.

College Financial Aid

Students need to talk with the guidance department regarding money available from federal, state and local sources. Students are also encouraged to use free internet scholarship

search services such as www.fastbweb.com. The most important source of financial information is the financial aid office of the prospective college or university you plan on attending. Many times, local scholarships, fellowships, grants-in-aid, or loans are available along with the latest information on financing from these institutions. Please contact the guidance office regarding any advice or information pertaining to higher education finances.

College Visits

Juniors and Seniors planning to attend a post-secondary school may visit during the school day if the following conditions are met:

1. Entrance requirements for the institution have been met (gpa, class rank, ACT/SAT scores)
2. The visit has been scheduled through the high school counselor's office.

Students will be allotted up to three college visit days, two of which may be used in the senior year and one during the junior year. College visits may be limited to half-days for local institutions.

Computer and Computer Network

Use of the computer network is privilege that all students must respect. Each student will be assigned a password that must not be shared with others. Disciplinary action as specified in the disciplinary section of the Handbook for violations of the computer network or abuse of computer hardware or software will be enforced. Students must sign a copy of the Computer and Internet Policy before they can work with computers. (A copy of the Internet Policy is available on the school web site at www.Illiniwest.org)

Dances

Guests at all high school dances must be in high school or under the age of 21 and have photo ID to present to obtain entrance into the event. The student bringing the guest must take responsibility to inform the guest of the school rules regarding dances and ensure the guest's compliance to these rules. The parent(s) of the subject bringing a guest must affirm that the guest is a responsible person and an acceptable guest for the social event. Guests who are in high school must have their school administration acknowledge that they are a student in

good standing. A Date Information Request Form for this information must be obtained from the office, completed and returned to the office prior to the date of the dance.

Directory Information

The District may release personally identifiable information regarding students in a Student Directory. The Student Directory information shall be limited to: name; address; gender; grade level; birth date and place; parents'/guardians' names and addresses; academic awards; degrees and honors; information in relation to school-sponsored activities, organizations and athletics; major field of study; period of attendance in school; weight and height of members of the athletic teams.

Each year, before publication of the Student Directory, notice of the publication and a listing of its contents shall be given to each student's parent(s)/guardian(s). The parent(s)/guardian(s) must notify the District within 14 days of all or a portion of directory information which shall be deleted from the Student Directory. After such time, the District shall release the directory information for which no objections were filed.

Dress Code

When a student's style of dress or appearance presents a clear and present danger to the students' health and safety, causes an interference with school work, or creates a classroom or school distraction, he/she will be asked to correct the condition. Wearing insignia or articles of clothing which infringe upon the rights of others will not be permitted to disrupt the work of the school. It is the obligation of parents and the responsibility of students to see that reasonable and proper dress and appearance be maintained at all times in school and at school activities. Exhibitions of dress that distract and/or disrupts the educational process will not be tolerated. Students wearing unacceptable clothing will be required to change clothing or be assigned 1 day of In-School Suspension. Continual violation of dress code will result in further disciplinary action.

Students will:

1. Present a neat and clean appearance in school and at school activities.

2. Use accepted practices of etiquette by not wearing hats, "do-rags", bandannas, headbands, or similar items in the school building.
3. Not wear tank tops, tube tops, halter tops, or shirts or blouses that are sleeveless, low cut, backless, extremely form fitting, see-through, or show cleavage. Shirts or blouses must be long enough to meet the belt line of slacks, skirts, etc.
4. All shorts and skirts must be fingertip length (when your arm is held straight down the bottom of the shorts or skirt should not be above the fingertips) shorts, skirts, pants, or jeans that are "low rise" or "super low rise" are not permitted.
5. Not wear items with pictures or printing which demean others or which are suggestive i.e., Co-ed Naked, Big Johnson, Hooters, Play Boy, etc.
6. Not wear items of clothing promoting alcohol, tobacco, or drugs.
7. Undergarments must be out of sight and covered by appropriate outer clothing.
8. Only mesh or clear book bags, along with small pencil bags, can be used to transport books and other appropriate personal items to classes. Each teacher has the right to designate an appropriate location for book bags within his/her classroom.
9. Clothing promoting rock groups with Satanic symbols or portraying gang symbols or colors will be prohibited, as is the wearing of wallet chains.
10. Sunglasses are not to be worn inside the building unless specifically ordered by a physician. Jackets or coats should be placed in your locker upon entering the building.

Drills and Evacuation of the School

The state of Illinois requires frequent disaster drills, fire drills, tornado drills, and crisis drills. Evacuation procedures are posted in each room of every building and specific exits and procedures are discussed by individual teachers. Should an emergency alarm sound, people in the building should make a rapid, orderly exit from the building. Classes are to stay with their teachers for attendance. Do not attempt to reenter the building. Everyone should stay outside until an "all-clear" signal is given.

Dues and Fundraising Monies

Each class/grade, as well as extra-curricular sports and clubs, require that members participate in fundraising efforts in order to cover the cost of the activities of the organization. Many times an alternate donation is allowed if the student does not wish to participate in fundraising. It is expected that students will do their part to help raise/provide funds if they wish to participate in the organization.

Students who do not pay their fees or who participate in fundraising activities but do not submit proper funds to cover these activities will not be allowed to participate in the activities of the organization until all monies owed are paid. Additional disciplinary actions may be assigned by organization sponsors if appropriate. In addition, no students will be allowed to go through graduation ceremonies who owe money of any kind to the district or any official organization of the district.

Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 15 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement,

and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

Emergency Accidents and Illness Procedure

1. When a student becomes ill, or suffers an accident, the parents and the principal will be notified immediately.
2. In serious cases, where immediate medical attention is needed, a physician will be called first. In all other cases, the parent/guardian will be contacted first and they can make arrangements with their personal physician.
3. School authorities will be responsible for providing emergency medical care until the parent or his/her representative arrives to assume responsibility.
4. Parents are responsible for keeping ill students at home and should be responsible for providing transportation home for students who become ill at school. Sick students will not be sent home without notifying the student's parent, guardian, or other responsible person.
5. Procedure for seizures: If a single seizure lasts less than five (5) minutes, the parents will be contacted and asked if a hospital evaluation is wanted. If multiple seizures occur or if one seizure lasts longer than five (5) minutes, an ambulance will be called. If a parent has an individual procedure to be followed, he/she must present the school with a written copy of the procedure signed by a physician. A copy of the procedure will be placed in the student's record. Teachers and others concerned staff will be presented with copies so that they can comply.
6. Each student is to have emergency information available in the demographics section of the Power School Student

Management program. This information is to be brought up to date annually and should—contain the following information:

- a. Home and day telephone number of parents/guardians. Name—and phone number of a friend or relative who can be contacted when the parent is not available.
- b. Signed permission from parent/guardian authorizing emergency medical or dental care when the parent is not available-
- c. Any drug sensitivity or serious chronic condition of the student.

Enrolling New Students

1. Students entering the district shall register with the principal.
2. The parent or legal guardian will complete registration forms.
3. All students entering from another district must have a transfer form from their previous school detailing academic and disciplinary information.
4. The registration fees for students entering school after opening day will be set as follows:

First Quarter	Full Amount
Second Quarter	75%
Third Quarter	50%
Fourth Quarter	25%
5. Failure to pay registration fees in a timely manner following a request for fees will result in charges being turned over to a collection agency.
6. New students must be living with a parent or legal guardian or submit an affidavit of residence detailing where the student is residing on a continuous basis.

Entrance Requirements

1. Physical and dental examinations are required of all students immediately prior to their entrance into ninth grade, and anytime a student enters from another state. Additional health examinations may be required when deemed necessary by the school authorities. A record of such examinations from another school will be accepted. Proof of physical and dental exams as well as verification that all immunizations required by the Illinois Public Health

Department are current must be on file with the high school by October 15th.

2. Each student entering the Illini West School District for the first time shall be required to furnish a copy of an official birth certificate, evidence of physical, dental and eye examinations, and other information as required within 30 days of registration.

Exit Procedures

1. Check out procedure will be carried out through the Principal's Office. The office will clear the student with his/her teachers and class sponsor and a registration fee refund will be made on the following basis:

First Quarter	One-half
Second Quarter	No refund
2. The parent or legal guardian should sign a release form for Illini West High School to send the student's records to the new school.
3. Classroom textbooks are provided to each student through a rental program. The students are expected to handle books carefully in order to provide for maximum usage. In cases of excessive damages, fines will be assessed at the end of the year.

Family Education Rights and Privacy Act (FERPA)

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

1. **The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.** Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading.** The parents or eligible student may ask the Carthage Community Unit School District to amend records that they believe are inaccurate or misleading. They should write the school

principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, a supervisor, an instructor, or a support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, an auditor, a medical consultant, or a therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. **The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Fund Raising Information

All fundraisers must be approved in advance by the building principal, superintendent and Board of Education. Every attempt will be made to spread fundraisers over the school year and avoid duplication of fundraisers that might affect the amount raised.

Health Records

Students are required to submit medical and dental records in the ninth grade and whenever moving into the district. The building principal is in charge of the school's student medical and academic records.

Insurance

Accident insurance which helps pay medical expenses for accidents occurring while at school, while en route to and from school, or while participating in any school-sponsored activity, except football, is offered to all students. Enrollment in the program is optional. The insurance is placed with a company approved by the Board of Education, and benefits are limited to those governed by the policy. No refunds are made to transferring or dropping students. The school district, staff, and administration are not liable for injuries received by students at school or while participating in school activities. Since accidents can happen, especially in physical education classes, during athletic events, in shops or laboratories, and at other student gatherings, the service is offered to all students.

Football insurance may be purchased by those students participating in football at an additional cost. Football players must have insurance coverage or purchase football insurance. Information is available from the office providing specific costs and coverage for football insurance.

Lockers

Students are assigned lockers. **It is recommended that money and valuable personal items not be stored in lockers.** A student's school locker is the property of the school and must be used for the purposes intended with include a storage area for books, school supplies, and outdoor garments. If school officials believe that a student has placed illegal or dangerous materials or substances in the locker, school officials may search the locker and its' contents with or without the student's knowledge or consent. School officials may search lockers at any time. Law enforcement officials who wish to search lockers shall possess a valid search warrant. **Students are strongly encouraged to lock their lockers.** A lock may be obtained from the high school office for a deposit of \$5 (personal locks CANNOT be used). Upon return of the lock at

the end of the school year, the deposit will be refunded. Students are responsible for everything in their locker.

Lost and Found

Lost and found articles are kept in or near the office. After a reasonable amount of time, all unclaimed items are donated to a local charity or discarded.

Medical Administration Procedure

1. Medicine will be administered to students and aid will be provided in an emergency.
2. The following procedure will be followed in administering medicine to students who require medicine to remain in daily attendance for comfort or as a necessity:
 - a. Written orders are to be provided to the school from a physician detailing the name of the drug, dosage, and the time interval in which the medication is to be taken. If the student is on medication indefinitely, the parent/guardian must file a new "School Medication Authorization Form" every year.
 - b. A written request from the parent/guardian of the pupil to the school district together with a letter from the physician indicating the necessity for the medication during the day, the type of the disease or illness involved, the benefits of the medication, the side effects, and an emergency number where the parent/guardian can be reached. Both letters shall be placed in the pupil's temporary file.
 - c. Medication must be brought to the school in a container labeled appropriately by the pharmacy, pharmaceutical company, or physician.
 - d. If drugs are to be administered to students while at school, the parents should provide the necessary information for the administration of the medication, including the details of any possible side effects to the principal.
 - e. A locked cabinet will be provided for the storage of medication. However, if the medicine is prescribed for asthma, a student may keep possession of it for immediate use at the student's discretion. Opportunities should be provided for communication with the pupil, parent, and physician regarding the

- effectiveness of the medication administered during school hours.
- f. The school retains the discretion to reject requests for administration of medication.

Music

The school enjoys very active instrumental and vocal organizations. Students interested in this endeavor should contact the music supervisor. All board of education policies concerning eligibility are applicable for music activities.

Non-Discrimination Policy Statement

It is the policy of the Illini West High School District #307 not to discriminate on the basis of race, color, religion, national origin, sex, age, handicap, or other factors prohibited by law in any of its educational programs or practices. Concerns regarding this policy should be referred to the District Superintendent, at the Illini West High School District office, Carthage, Illinois, telephone (217)357-9607 or to the Director of the Office of Civil Rights, Washington, D.C.

Parent/Student Portal for PowerSchool Information

Parents and students may access PowerSchool (the student information system used by IWHS) through the Internet to view student's grades, attendance, and other information. A PowerSchool tab is located on the Illini West web site at www.illiniwest.org. A user name and password will be provided to the student and parent(s) by the school.

Parental Responsibility Law

The Illinois Parental Responsibility Law provides a civil remedy to school districts, teachers, and students who suffer property damage or physical injury because of willful or malicious acts of minors (those under age 18). Under this statute, a parent does not have to be proven guilty of a negligent or willful act in failing to restrain the child in order to be held financially responsible for the damage caused by the child.

Pesticide Application

The Buildings and Grounds Supervisor shall provide an annual schedule of pesticide application to the supervisor of each District building. The supervisor of each District building shall notify students and their parents/guardians and employees in

their building, at least 2 business days before a pesticide application in or on school buildings or grounds. The notification must: (1) be written and may be included in newsletters, bulletins, calendars, or other correspondence currently being published, (2) identify the intended date of the application, and (3) state the name and telephone contact number for the school personnel responsible for the pesticide program. An exception to this notification is permitted if there is an imminent threat to health or property, in which case the Structural Pest Control Act (225 ILCS 235/2) or the Lawn Care Products Application and Notice Act (415 ILCS 65/3), whichever is applicable, shall control.

Physical Education Uniforms and Lockers

It is the intent of the P.E. department to provide the best possible environment to achieve maximum learning. Physical education is responsible for teaching students in three areas of education which include cognitive, social, and psychomotor skills. To accommodate this learning, students are to dress in appropriate clothing to maximize activity and promote good hygiene. All students will be required to wear a physical education uniform. In addition, students will be issued a locker and a lock to use for the entire year. Students will be responsible for the contents of the locker as well as its condition. Any problems should be reported to the instructor.

Pledge to the Flag

The Pledge of Allegiance to the American flag will be recited at the start of each school day.

School Closings

During the winter months inclement weather occasionally forces the closing of school. Messages regarding school closings will be sent out using the SchoolReach phone system. In addition, on mornings when this is a possibility, you may listen to the following radio stations or watch the TV stations listed below for information concerning school closing:

Burlington	KGRS	107.3 FM
Burlington	KKMI	93.5 FM
Burlington	KBKB	1360 AM
Carthage	WCAZ	990 AM
Davenport	WQAD	Channel 8
Keokuk	KOKX	1310 AM

Quincy	WGEM	1440 AM
Macomb	WJEQ	102.7 FM
Macomb	WIUM	91.3 FM
Quincy	KHQA-TV	Channel 7
Quincy	WGEM-TV	Channel 10

During the course of the day, weather conditions may change forcing school to be dismissed early. As soon as a decision is made to send students home early, a message will be sent out on the School Reach phone system and announcements will also be broadcast on the stations listed above.

School Hours

We request that students not arrive at school prior to 7:45 A.M. unless serving a morning detention, arriving for a scheduled meeting with a teacher, or attending a scheduled activity.

All students are expected to leave school grounds by 3:45 P.M. unless participating in an extra-curricular activity, attending an extra-curricular game or contest, serving a detention, or working with a teacher. Students are expected to leave the school grounds promptly when finished with any of these after-school activities.

Search and Seizure Policy

The school reserves the right to search and inspect lockers, desks, parking lots, and other school property as well as the personal effects (book bags, coats, etc.) left in those areas by students without notice to, or consent of, the student and without a search warrant. Items in a student’s car are assumed to belong to the student registering the car as required by school policy. If a search produces evidence that the student has violated, or is violating, either the law, local ordinance, or school policy, or the material may be considered to be harmful or dangerous, the evidence may be seized, may be used in disciplinary actions, and may be turned over to law enforcement authorities.

Special Education

The Illini West High School District offers a free and appropriate education to all children. Any student, age 3-21, residing in the Illini West School District is eligible for special education services if he or she is:

- Deaf, Health Impaired, Deaf-Blind, Learning Disabled,
- Speech Impaired, Hard of Hearing, Mentally Handicapped,

Visually Handicapped, Autistic, Multi-handicapped,
Emotionally Handicapped, Behavior Disordered, and/or
Orthopedically Impaired.

The school district provides an ongoing annual screening by teachers and other professional personnel, for referral of those students who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting.

Referrals may be made through the building principal, by school district personnel, the parent of the child, community service agencies, persons having primary care and custody, other professional persons having knowledge of the child's problems, the child, or the State Board of Education, and the Illinois Office of Education, when there is reason to believe that a child may require special education service.

Student Records

A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the District, except records kept: (1) in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the school.

Maintenance of School Student Records: The District maintains two types of school records for each student: a permanent record and a temporary record.

The permanent record shall include: basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s); academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations; Attendance record; accident and health reports; record of release of permanent record information in accordance with 105 ILCS 10/6(c); scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12).

The permanent record may include: honors and awards received and school-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include: a record of release of temporary record information in accordance with 105 ILCS 10/6(c); scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8); information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction; information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit Completed home language survey.

The temporary record may include: family background information; intelligence test scores, group and individual; aptitude test scores; reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews; elementary and secondary achievement level test results; participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations; honors and awards received; teacher anecdotal records; other disciplinary information; special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals; verified reports or information from non-educational persons, agencies, or organizations; verified information of clear relevance to the student's education.

Information in the temporary record will indicate authorship and the date it was added to the record. The District will maintain the student's temporary record for at least 5 years after the student transferred, graduated, or permanently withdrew. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years, be transferred to the

parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

The Building Principal is the records custodian for his or her respective building and is responsible for the maintenance, care, and security of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Building Principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy. Before any school student record is destroyed or information deleted there from, the parent/guardian must be given reasonable prior notice at his or her last known address and an opportunity to copy the record and information proposed to be destroyed or deleted. Student records shall be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

The District uses students' Social Security numbers for intra-school identification purposes, if at all. However, school officials may not require students or their parents/guardians to provide them. Absent a court order or subpoena, school officials do not provide educational records to the Immigration and Naturalization Service.

Access to Student Records: The District shall grant access to student records as follows:

1. Neither the District nor any of its employees shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.
2. The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 days of the District's receipt of such a request.

Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless the District has actual notice of a court order indicating otherwise. The District shall send

copies of the following to both parents/guardians at either's request, unless the District has actual notice of a court order indicating otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses, graduations, and other major school events including pupil-parent/guardian interaction.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to parent(s)/guardian(s) become exclusively those of the student.

Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which were placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements.

3. The District may grant access to, or release information from, student records without parental/guardian consent or notification to District employees or officials or the Illinois State Board of Education, provided a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need.
4. The District may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to

comply with all applicable statutes and rules pertaining to school student records.

5. The District shall grant access to, or release information from, a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the student's parent(s)/guardian(s).
6. The District shall grant access to, or release information from, any student record as specifically required by federal or State statute.
7. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student stating to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy is mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the Building Principal shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.
8. The District may release student records to the Building Principal of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official.
9. Prior to the release of any records, or information under items 6 and 8 above, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release is under 6

above and relates to more than 25 students, a notice published in the newspaper is sufficient.

10. The District may release student records, or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Building Principal shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s) /guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
11. The District shall grant access to, or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court.
12. The District shall grant access to, or release information from student records, to a SHOCAP (Serious Habitual

Offender Comprehensive Action Program) committee member, provided that:

- a. The committee member is a State or local official or authority,
 - b. The disclosure concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any other party except as provided under State law without the prior written consent of the student's parent(s)/guardian(s),
 - c. The disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987, and
 - d. The release, transfer, disclosure, or dissemination consistent with the Family Educational Rights and Privacy Act.
13. Upon their request, military recruiters and institutions of higher learning shall have access to secondary students names, addresses, and telephone listings, unless an objection is made by the student's parent(s)/guardian(s). The Building Principal or designee shall notify parents/guardians that they may make this objection.
14. The District charges \$.35 per page for copying information from a student's records. No parent(s)/guardian(s) or student shall be precluded from copying information because of financial hardship.
15. Except as provided below, a record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, Building Principal, or other person. The record of release shall include:
- a. Information released or made accessible.
 - b. The name and signature of the Building Principal.
 - c. The name and position of the person obtaining the release or access.
 - d. The date of the release or grant of access.
 - e. A copy of any consent to such release.

No record of a disclosure is maintained when records are disclosed according to the terms of an ex parte court order.

Orders of Protection: Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the “protected person” under the order of protection. No information or records shall be released to the Respondent named in the order of protection. When a child who is a “protected person” under an order of protection transfers to public or private school, or as soon as possible, the Building Principal shall, at the request of the Petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

Student Record Challenges: The parents/guardians may challenge the accuracy, relevancy, or propriety of their student’s school records. However when the student’s school records are being forwarded to another school, no challenge may be made to grades or references to expulsions or out-of-school suspensions. The parents/guardians have the right to request a hearing at which each party has the right to:

1. Present evidence and to call witnesses;
2. Cross-examine witnesses;
3. Counsel;
4. A written statement of any decision and the reasons therefore; and
5. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District’s educational objectives as identified in Board policy 6:10, *Educational Philosophy and Objectives*, or assist students’ career choices. This applies to all surveys, regardless of

whether the student answering the questions can be identified and regardless of who created the survey.

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

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

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

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Telephones

The office telephone is a business phone and should be used by students for emergencies only. Parents should not call school except in case of a real emergency, to report the reason for a student's absence, or to conduct school business.

Title II of the Americans with Disabilities Act of 1990 (ADA)

Title II of the ADA is a federal law that prohibits discrimination against persons with disabilities and ensures that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity. For information, questions, or concerns regarding access to programs, services or activities for individuals with disabilities, please contact the Illini West High School Building Principal, ADA Compliance Coordinator for the Illini West High School at 600 Miller Street, Carthage, IL 62321. Telephone 217/357-2136.

Transportation to School Activities

The school will furnish transportation to various school activities held off campus. All student groups participating in the name of the school must use this form of transportation to the sponsored event. Student buses for non-participants may also be sent. A minimal fee for spectator buses will be charged to defray mileage expenses. All students transported by bus are expected to follow the same bus rules and regulations followed by students riding a regular bus route. No student may be dropped off at their homes by the bus driver at any time due to state and federal transportation restrictions. A form (posted on the district web site) can be completed giving permission for a student to ride home with another individual after an event. This form must be signed at the high school office, with a member of school personnel as a witness, and applies only to the particular event listed.

Visitors

The school's policy is to accept only those visitors who have legitimate business to attend at the school. Parents/guardians are considered an integral part of the school and partners in the educational process and are welcome to visit their child's classes. As a matter of professional courtesy, we do require a

one-day notice to the office and the teacher(s) prior to any visit. Visitors must register in the office and are expected to leave promptly when their business is completed.

Waiver of Fees

Fees are charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials. Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

A student shall be eligible for a fee waiver when the student is currently eligible for free lunches or breakfasts. The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

ILLINI WEST HIGH SCHOOL
2009-2010
EXTRA-CURRICULAR POLICY HANDBOOK

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INTRODUCTION

A number of special organizations, activities, and athletics are available. These include, but are not be limited to:

Student Council, Class Officers, FBLA, WYSE, Scholastic Bowl, Cheerleading, FFA, Pep Club, Golf, Cross Country, Scholastic Clay Target Program, Football, Volleyball, Girls Basketball, Boys Basketball, Baseball, Softball, Track, Bass Fishing, Wrestling, Band, Marching Band, Jazz Band, Chorus, National Honor Society, Math Team, Flags, Drama Club, Dance Team, Speech, Key Club, S.A.D.D. Yearbook, Home Ec Club, International Club, Industrial Arts Club, History Club, Art Club and the School Play. (Band and chorus events are only extra-curricular when they are not considered co-curricular.)

Based upon interest and Board approval, programs may be added.

Each of these offers opportunities for students to gain experience in working together on problems of mutual interest outside the regular curriculum. Students must abide by the guidelines that follow if they wish to participate in extra-curricular activities.

We, the coaches, the faculty, and the Illini West School District Board of Education, believe that extra-curricular activities belong in the public schools and are an integral part of the school's programs. We encourage all students to take advantage of the opportunity provided to participate in one or more of the extra-curricular activities sponsored by the Illini West school system. We firmly believe that through participation in extra-curricular activities young people may gain experiences which will give each and every one of them the opportunity to develop the skills and values needed to become a productive citizen within a democratic society.

May we personally welcome all students and their parents/guardians to the Illini West School District's extra-curricular programs and wish each individual a successful year. The coaches/sponsors are here to prepare you for success. You must be willing to dedicate the time, energy, and effort for success.

Parents are a very important part of any extra-curricular program, and we encourage you to actively support your son/daughter's interest. Your support could best be shown to your young person by encouraging him/her to follow the rules and regulations of the coach/sponsors, by your attendance at events, and by having a positive attitude toward the overall extra-curricular programs.

This handbook has been prepared to better explain the extra-curricular program to both parents and students. If you have any questions or misunderstandings, please contact us; and we will attempt to clarify. Working together we believe the school and the parents can develop successful extra-curricular programs. This is our goal, and we hope it is the goal of all parents. We want the communities represented by Illini West High School, the Illini West High School students, and the Illini West School Board to be proud of their extra-curricular programs and, most importantly, the students who participate in the programs.

PHILOSOPHY

We believe that interscholastic athletics/extra-curricular activities are an integral part of the school's total program.

We believe that participation in a sound extra-curricular program contributes to the development of health and happiness, physical skills, emotional maturity, social competence and moral values.

We believe that a sound extra-curricular program teaches the participants the value of cooperation, as well as the spirit of competition that is important to our society. The student learns how to work with others for the achievement of group goals.

We believe that the spirit of play and the will to win are valuable to the development of a healthy mind.

We believe that extra-curricular activities are a wholesome equalizer because individuals are judged for what they can do, not on the basis of social, ethnic or economic group to which their families belong.

RESPONSIBILITIES

The privilege of participating in our extra-curricular program is extended to all students providing they are willing to assume certain responsibilities.

A student's greatest responsibility is to be a credit to their parents, school and community. Therefore, they should:

1. Display a high standard of social behavior.
2. Display outstanding sportsmanship.
3. Display proper respect for those in authority, including teachers, coaches, sponsors and officials.
4. Display a real spirit of cooperation.
5. Dress with special care when attending a contest away from home.
6. Use language which is socially acceptable. Profanity or vulgar talk will not be tolerated.

A student's involvement in extra-curricular activities is for the entire school year, whether they are currently in an activity or not. The extra-curricular policy and rules apply to that student for the entire year, not just the time the activity is in season.

ATHLETIC EQUIPMENT

One of the values of athletics is to teach responsibility, and this should apply to the care of athletic equipment as well as school property. Every athlete is expected to take pride in the fine facilities provided.

The school attempts to provide the best and safest equipment money can buy. Each athlete is expected to take excellent care of this equipment.

The original equipment issued must be returned by each athlete at the close of the season. If equipment needs repair or is not the right size, the coach will make the change.

Each student athlete is held financially responsible for any lost, damaged or misplaced equipment. Students cannot participate in extra-curricular activities if they owe money for fines, fees, etc. to Illini West School District. No student athlete will receive an award until all equipment is returned.

ATHLETIC INJURIES AND THEIR CARE

All student athletes in any athletic program MUST be covered by insurance before they are permitted to practice.

Parents or legal guardians are responsible for informing the athletic department of any special medical problem of a student athlete.

Any school connected injury shall be reported to the coach. The coach is to fill out an accident form immediately. This accident form MUST be filed with the school office by the start of the next school day.

CHANGE OF SPORT

Except in isolated and unusual cases, students will not be permitted to change sports during the season. Athletes should make every effort to participate in the sport in which they have a genuine interest. If, for some reason, the student athlete should feel it is desirable to change sports the matter should be discussed immediately with the present coach. This change must be done before the first contest of the sport in which the student wishes to participate.

PHYSICALS, INSURANCE/WAIVER, PARENTAL PERMISSION

All students who participate in the athletic programs sponsored by Illini West High School are required to have a physical examination completed before they can begin practice. Coaches will enforce this rule. Sports physicals will be turned over to the Athletic Director.

It is recommended that each athlete take out the insurance policy available to all students enrolled in school. If the athlete does not choose to buy the insurance policy, parents are required to sign a waiver which states that their student is covered by insurance and releases the school from all responsibility for athletic injuries. The insurance program is offered by the school as a "service" only and is administered by the insurance company.

ACADEMIC ELIGIBILITY

Illini West High school students must be passing all subjects in which they are currently enrolled with a current cumulative semester grade of D or higher. The IHSA bylaws require that

academic eligibility be checked each week. Eligibility runs from Monday through the following Sunday. Any student failing to meet this weekly academic requirement will be suspended from all extra-curricular activities for seven (7) calendar or until a passing grade is obtained in all classes.

Any student on the ineligible list for any three weeks during a season will not be able to participate for the rest of the season. For those activities lasting longer than a season, the student will be ineligible for the remainder of the semester.

As per IHSA rules, a student must have passed and received credit toward graduation for twenty (20) credit hours (2 ½ credits) of high school work for the entire previous semester to be eligible at all during the ensuing semester.

EXTRA-CURRICULAR CODE OF CONDUCT

THIS CODE OF CONDUCT IS IN EFFECT YEAR ROUND
RULES ARE A MATTER OF SELF DISCIPLINE. The best performance the individual is capable of producing comes only after the body and mind have been conditioned through sound training routines.

The Board of Education believes in the value of extra-curricular activities for students, but subscribes to the principle that participation in such activities is a privilege rather than a right.

There shall be no discrimination in administration of these policies on the basis of race, color, creed or sex.

Participation in extra-curricular activities carries with it certain responsibilities which include, but are not limited to, the following:

1. Compliance with all Illinois High School Association Rules and regulations.
2. Compliance with written training rules and regulations as established by the coach/sponsor of the activity in which the student is participating.
3. Compliance with the rules and regulations developed by the Illini West High School Handbook committee which shall consist of parents, sponsors/coaches,

faculty, students, board members, and the school administrators.

ATHLETIC RULES AND REGULATIONS

All student athletes are subject to the rules and regulations regarding eligibility and conduct established by the following organizations who have as their major responsibilities the welfare of the student athlete, the enforcement of the rules and regulations associated with any sport, and the maintaining of the ideals and values which have become part of school sports in America.

1. The National Federation of State High School Associations establishes rules and guidelines for various sports. State associations utilize these rules for conducting sport activities.
2. The Illinois High School Association is our state representative for the National Federation. They establish eligibility rules, practice guidelines, establish championship series, and they are responsible for supervision of all athletic programs in the state. A copy of the recent rules regarding eligibility is included in the Appendix on Page A. Please keep it for your information and reference. If you have any questions, please contact the athletic director.

**ILLINI WEST HIGH SCHOOL DISTRICT
EXTRA-CURRICULAR POLICY**

The Illini West High School District's Handbook Committee shall be responsible for the implementation of the policy and has developed rules and regulations setting forth the procedures to be followed and the penalties to be assigned in the event a student fails to accept his/her responsibilities.

The students who participate in extra-curricular activities in the Illini West High School must conduct themselves at home and on school trips in such a manner that they are a credit to the team, the school, and the community. Individual coaches/sponsors have the right to administer reasonable and just rules and regulations not specifically covered below for minor offenses such as discipline, horseplay, or any other behavior which does not contribute to the efficient and/or effective operation of the program.

The coaches/sponsors at Illini West believe that drugs and alcohol have no place in high school extra-curricular activities. Thus the Illini West High School and the Hancock County Mental Health Department have entered into an agreement which will encourage students and parents who are having problems in this area to seek assistance as well as discipline students who abuse chemicals and/or drugs.

If and/or when an investigation is necessary, the building principal will conduct the preliminary investigation of any reported violation of the Extra-Curricular Handbook.

Pending a conference, any student reported in violation of one or more of the rules contained in the Extra-curricular Handbook will be immediately suspended from competition in all interscholastic contests. The Principal or his designee shall conduct a hearing with the student and mail a suspension form to the student's parent(s)/guardian(s) informing them of the suspension. The parents and student at that time must make a decision of one of the available options.

A student shall be suspected of violating extra-curricular event rules if the student: A) admits to, B) is seen by any sponsor/coach, C) is reported by his/her parents or D) incriminating evidence is presented for any violation of the Extra-Curricular Handbook. If there is sufficient evidence, a student may be suspended before a pending court case/hearing. (Also refer to the "Student Conduct" section of this handbook regarding additional discipline procedures.)

Any complaint by a coach, sponsor, student or parent of the student should be discussed with the activities director and the principal in the principal's office with all parties involved.

All participants, managers, statisticians, etc. must ride to and from the contest on the bus. In the event of multiple school sponsored activities that cause transportation conflicts, permission may be given by the high school administration for the student to ride to an event with the parent(s) of the student. A student may ride home from a contest with a parent or guardian provided the parent or guardian presents the coach/sponsor with a written note prior to leaving the contest.

Parents or guardians are permitted to authorize their child to be transported from certain school events and/or extra-curricular activities by persons the parents have approved in writing with respect to that event. The Authorization and Release Form is available in the high school office or from the District web site (www.illiniwest.org). The procedure set out on the form must be followed by the parents or guardians of the student (no deviation from required procedures).

A student must be present all day in order to participate in any extra-curricular activity that day. (Exception: Exempt absences are not included.)

Any penalty received by an eighth grade student will, if applicable, be carried over into their Freshman year.

Academically ineligible students will be expected to participate in practice and during extra-curricular events will be expected to be involved with the team, but not in uniform.

Any student suspended from school will not be allowed to practice or compete in contests until the school suspension period is over.

If a student is suspended from one activity, then the student may not participate in another activity for the length of their suspension.

The student in Illini West High School who does any of the following at any time during the year shall be subject to penalties:

1. Drinks, uses or possesses alcoholic beverages or uses any drug considered illegal except when prescribed for the student by a licensed physician.
2. Possesses and/or uses any form of tobacco.
3. Commits theft, vandalism or other serious offenses, including those which would violate the Illinois Criminal Code, excluding traffic offenses, as to make the student unworthy to represent the ideals and standards of the school.
4. Flagrantly violates written training rules.
5. The theft or unauthorized possession of school property.

PENALTIES

A. FIRST VIOLATION

A hearing will be scheduled with the school principal and the activities director. Both the student and his/her parent(s)/guardian(s) will be present, and the violation will be discussed. The principal and the activity director will determine if a violation did occur. Their decision will be final.

1. The student will be suspended from participating in practices and/or events of all extra curricular activities for:
 - a. A minimum of two weeks **OR**
 - b. In the case of football, a minimum of two games at the student's highest level of participation (no playing down).
 - c. In the case of other sporting events, a minimum of five contests (no playing down).
2. Counseling shall be recommended to the student.

B. SECOND VIOLATION

The student shall be suspended from further participation in any extra-curricular activity for one calendar year from the date of the second infraction.

C. THIRD VIOLATION

The student shall be suspended from further participation in all extra-curricular activities while enrolled at Illini West High School.

REPORTING VIOLATIONS

Every Illini West High School District coach, sponsor or teacher has the authority and responsibility to report or charge a violation of the extra-curricular regulations to the activities director. The head coach/sponsor of the activity in which the student is participating or the head coach/sponsor first affected by the student's violation and the activities director shall review the evidence. The activities director shall report the violation to the principal.

VOLUNTARY ADMISSIONS

It is the objective of Illini West High School District extra-curricular program to make the student aware of the important

role good health and fitness habits play in life. Therefore, the Extra-Curricular Code is primarily an instrument to educate and not to punish. It is hoped that each student and his/her family will decide to follow the rules and regulations. If any student or parent voluntarily requests help from either school staff or a board approved assessing agency before being reported in the violation of the Extra-curricular Code, the person will be offered assistance without penalties. THIS PROVISION APPLIES TO A FIRST VIOLATION ONLY.

PARENT SUPPORT

It is of considerable importance for parents to encourage the student in all phases of extra-curricular competition. Parents should help the student set up procedures for following training rules and controlling study habits.

The policies outlined in this booklet are preventive in design. Certainly not punitive. With parent support and cooperation, we believe that penalty assessments will be held to an absolute minimum. On the other hand, without parent support and cooperation, the policies will be difficult to implement.

APPENDIX **GUIDELINES FOR EXTRACURRICULAR ACTIVITIES**

1. Avoiding Schedule Conflicts Between Extracurricular Activities.

Every effort should be made to avoid schedule conflicts between the various extracurricular activities during the initial scheduling of the calendar. However, when conflicts do arise, the principal and involved staff (coaches, advisors, etc.) shall meet to determine how the conflicts can best be resolved.

The following basic guidelines shall be used in resolving schedule conflicts:

- A. Generally, events shall take precedence in the following order: state events, conference events, local events, and practices.
- B. A previously scheduled event on the official school calendar shall generally take precedence over a calendar addition or a rescheduled event.

- C. In most cases, the above guidelines and/or consultations between staff members should result in a satisfactory solution. Any conflicts that cannot be resolved in this manner should be settled by the principal.
- 2. Practice Scheduling
 - A. Inter sports practices shall be distributed so that boys and girls alternate late practices.
 - B. No practices or games will be held on Sundays, Thanksgiving, Christmas or Easter without the permission of the principal.
 - C. There shall be no penalty for students who miss practices on Wednesday in order to attend confirmation classes or church services.
 - D. There will be no school events, practices, or open gyms on days when school is dismissed early due to severe winter weather.
 - E. On days when school is not held due to severe winter weather, all school events or practices will ordinarily be canceled. However, should the weather later improve such that, in the principal's judgment, no safety hazard exists, the principal may allow some or all of these activities or practices to be held.
- 3. Communications with Student Participants and Their Parents

Each coach/advisor who supervises an extracurricular activity will have a general meeting with the student participants and their parents before the student may begin practice or participate in the activity. At this meeting all policies and rules for the team or activity should be discussed in detail. Copies of these policies and rules shall be given to each participant and his/her parents.
- 4. Summer Activity Camps

In accordance with IHSA rules, students may have a maximum of 25 days of contact per sport with persons who coach that sport at the school they attend during the same time period. A day of contact is defined as any date on which any coaching or instruction in the skills and techniques of any sport takes place. These limitations

apply to all sports except Baseball and Softball. Summer camps are not mandatory, and an athlete cannot be penalized for non-participation.

All summer activity camps using district facilities shall be scheduled at least six weeks in advance. After that time, special approval of the principal will be required.