

# STUDENT/PARENT HANDBOOK

## ILLINI WEST HIGH SCHOOL

600 Miller Street  
Carthage, IL 62321  
Telephone: (217) 357-2136  
Fax: (217) 357-3569

August 2021

### General School Information

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

Illini West High School District #307  
600 Miller Street  
Carthage, IL 62321

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

John Huston, President  
Beth Newton, Vice-President  
Betsy Wujek, Secretary  
Jesse Palmer, Member  
Wyatt Green, Member  
Tracey Anders, Member  
TBD, Member

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

Jay Harnack, Superintendent  
Jim Short, Principal  
TBD, Director of Student Services  
Ryan Bliss, Guidance Counselor  
Zak Huston, Athletic Director

The school is located and may be contacted at:

Illini West High School  
600 Miller Street  
Carthage, IL 62321

### 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.

**RESPONSE TO INTERVENTION (RTI)** - Changes in federal and state laws have directed schools to focus on helping all children learn by addressing problems earlier within the general education setting.

These new laws emphasize the importance of providing high quality, scientifically-based instruction and interventions, and hold schools accountable for the adequate yearly progress of all students. This new process of providing interventions to students who are at risk for academic and/or behavior problems is called RTI (Response to Intervention).

RTI is a process designed to help schools focus on high quality interventions that are matched to students needs and monitored on a frequent basis. The information gained from an RTI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

**POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)** - PBIS is a proactive systems approach to establishing the behavioral supports and overall school culture needed for all students in a school to achieve social, emotional, and academic success. PBIS works in conjunction with RTI - PBIS focuses on student behavior and RTI focuses on student academics, and they both use the same three-tier intervention model as illustrated below:

- Tier 1: -Core Curriculum - 80-90%  
-Whole Group/Core Instruction  
-For ALL Students in the Class
- Tier 2: -Small Group Interventions - 5-10%  
-For Some Students  
-Done in Addition to Tier 1
- Tier 3: -Intense Interventions – 1-5%  
-Customized Interventions  
-For a very Small # of Students  
-Done in Addition to Tier 1 and Tier 2

All teachers are involved in both the RTI and PBIS process. Teachers meet in teams on a regular basis to look at data to determine what students need additional assistance due to behavior, academics, health or attendance. Data is used to determine who qualifies for assistance; however, a referral may be made by a parent, teacher, or the student themselves. After a student is identified, a plan of action is developed to assist the student in resolving the identified problem(s). The student is monitored, and data is collected in order to make further decisions. Most times the action plan is completed within the school system while at other times it may be necessary to get assistance from community resources. Parents will be involved at all levels and updated of their student's progress. The overall goal of RTI and PBIS is to help students be successful in school, at home, and in the work place.

### **ILLINI WEST 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

The 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 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:

<b>District Office</b>	600 Miller Street	217-357-9607 (Phone)
(Office Hours: 7:30 AM to 4:00 PM)		217-357-9609 (Fax)
Superintendent		Jay Harnack
District Bookkeeper		Shannon Short
Administrative Assistant		Rebecca Link
<b>High School</b>	600 Miller Street	217-357-2136 (Phone)
(Office Hours: 7:30 AM to 4:00 PM)		217-357-3569 (Fax)
Principal		Jim Short (Ext. 1401)
Director of Student Services		TBD (Ext. 1516)
Athletic Director		Zak Huston (Ext. 1525)
Counselor		Ryan Bliss (Ext. 1404)
School Psychologist		Bobbi Skinner (Ext. 1415)
Social Worker		Jennifer McMillen (Ext. 1409)
Principal's Secretary		LaShay Ramirez (Ext. 1402)
Attendance Secretary		Keshia Heaton (Ext. 1400)

### E-Mail Addresses

Use the staff person's last name, a "dot" and his/her first name at [illiniwest.org](mailto:illiniwest.org) (i.e. [harnack.jay@illiniwest.org](mailto:harnack.jay@illiniwest.org))

### District Web Site [www.illiniwest.org](http://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 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

Ayers, Courtney	(Ext. 1520)
Barnett, Nancy	(Ext. 1501)
Burdette, Narrezia	(Ext. 1540)
Campbell, Victoria	(Ext. 1522)
Cook, Kristen	(Ext. 1505)
Dooley, Alexis	(Ext. 1517)
Duffy, Lisa	(Ext. 1411)
Duffy, Roger	(Ext. 1411)
Ellison, Justin	(Ext. 1532)
Greenhalge, Chris	(Ext. 1547)
Hoener, Greg	(Ext. 1542)
Holtsclaw, Suzy	(Ext. 1534)
Huston, Zak	(Ext. 1525)
Johnson, Kim	(Ext. 1521)
Keckler, Kelly	(Ext. 1502)
Knicl, Jessica	(Ext. 1531)
Lafferty, Dakota	(Ext. 1410)
Lafferty, Michael	(Ext. 1532)
McFadden, Jennifer	(Ext. 1541)
McVeigh, Robert	(Ext. 1411)
Miller, Ashtyn	(Ext. 1508)
Morrison, Sandi	(Ext. 1527)
Mueller, David	(Ext. 1528)
Navigators	(Ext. 1560)
Northup, Harold	(Ext. 1512)
Palmer, M.J.	(Ext. 1507)
Porter, Peyton	(Ext. 1523)
Rodeffer, Alex	(Ext. 1543)
Scanlan, Christine	(Ext. 1503)
Schilson, Tyler	(Ext. 1412)
Shupe, Shari	(Ext. 1513)
Sturlic, Melissa	(Ext. 1519)
Surprenant, Grant	(Ext. 1414)
Willis, Andrew	(Ext. 1509)

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.

## ILLINI WEST 2021-2022 SCHOOL CALENDAR

For important school dates, please see our website. [www.illiniwest.org](http://www.illiniwest.org)

### Class Schedule

Period	Time
Teachers on Duty	7:50
Bell for 1 <sup>st</sup> Period	7:55
1 <sup>st</sup> Hour	8:00 - 8:50
2 <sup>nd</sup> Hour	8:55 - 9:45
3 <sup>rd</sup> Hour	9:50 - 10:40
4 <sup>th</sup> Hour	10:45 - 11:35
Lunch	11:35 - 12:15
5 <sup>th</sup> Hour	12:20 - 1:10
6 <sup>th</sup> Hour	1:15 - 2:05
7 <sup>th</sup> Hour	2:10 - 3:00
Student Departure	3:00
Teachers off Duty	3:30

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 17 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.
4. Definitions regarding truancy:
  - a. Truant – a student subject to compulsory school attendance who is absent without valid cause for more than 1% but less than 5% of the prior 180 regular school days.
  - b. Valid Cause for Absence – Illness, observance of a religious holiday or event, death of an immediate family member, family emergency and other such situations beyond the control of the student or family as determined by the Board of Education or such other circumstances related to the safety or health of the student.
  - c. Chronic or Habitual Truant – A student subject to compulsory school attendance who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

### **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 School Reach telephone system by 10:00 AM to notify the parent of the reported absence.

### ABSENCES

#### **ABSENCE INCENTIVE (9<sup>TH</sup>-11<sup>TH</sup> GRADE ONLY)**

NOTE: All excused absences (for any reason) will count towards your four absence days for the final exam exemption.

If you have been absent (excused) for

- Four days or fewer or 28 class periods or fewer for the year, and none of the absences are unexcused, (all attendance days from start of school through mid-term of 4<sup>th</sup> quarter)
- You are passing all classes (for 1<sup>st</sup> Quarter, 2<sup>nd</sup> Quarter, 1<sup>st</sup> Semester, 3<sup>rd</sup> Quarter, 4<sup>th</sup> Quarter mid-term) you will be exempt from 2nd semester exams.

\*\*\*For Senior Semester Exam incentive see page 24- Semester Exams

### **EXCUSED ABSENCES**

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

Excused Absences: Students will receive an excused absence when gone from school for the following reasons. (These absences will show in Power School as E or a special code related to each reason.) If the requirements are not met for an absence to be excused, the absence will be deemed an unexcused absence.

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). Confirmation is expected when the student returns from the appointment or must be received by the office within 2 school days of the appointment. If confirmation is not received this absence will be marked as a personal illness day.
2. Personal illness. Students are allowed 3 days/occurrences of personal illness days per semester. After the 3rd called in personal illness a doctor's note will be needed to make the absence an excused absence. This will show in Power School as "PI". A student must be present for 4 class periods in order to participate in any extra-curricular activity that day.
  - a. If a student has at least 3 consecutive PI days/occurrences, it will be counted as 2 PI days/occurrences UNLESS a doctor's note is brought in, in which case it will be changed to excused.
3. Court appearance (when verified by note from court official). Verification is expected when the student returns from court or must be received by the office within 2 days of the court appearance. If confirmation is not received this absence will be marked as unexcused.
4. Funeral or Visitation of immediate family member (up to three days) when verified by a note/phone call from a parent. Immediate family members are: mother, father, brother, sister, grandparent, uncle or aunt.
5. Quarantine.
6. Religious holiday or event.
7. Family Vacation/Trip or Hunting. Students must complete the Pre-Arranged Absence form and turn it into the office 2 days (48 hours) before the day(s) of absence. If students are going hunting, they must also provide to the office a copy of their tags. No pre-arranged absence forms for family vacation/trip or hunting will be approved for students failing any class. Students are limited to 2 excused family vacations/trips or hunting absences per school year. Any approved day(s) will show in Power School as "VH".
8. 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.
9. The Administration has the authority to approve absences that it deems appropriate.

## UNEXCUSED ABSENCES

Unexcused Absences: When a student is absent and 1) the parent does not notify the school that the student is absent or 2) the student absence is not an excused absence this is an unexcused absence. (These absences will show in Power School as U.) Unexcused Absences are counted according to the individual class periods. See Discipline Code Guide for consequences of unexcused absences. Examples of unexcused absences are:

1. Missed the school bus.
2. Family trip/Vacation or a hunting day that was not pre-approved.
3. More than 3 days/occurrences of personal illness with no doctor's note.
4. Car broke down.
5. Overslept.
6. College visit without pre-approval.
7. Working.
8. Haircuts, pictures, shopping.
9. Weather (unless school is cancelled for weather related issues).
10. The Administration has the authority to disapprove other absences that it deems inappropriate.

## MAKE-UP WORK

**When a student is absent, it is the responsibility of that student to see his/her teachers for missed homework or assignments on the first day back to school after the absence, regardless of whether or not the class meets that day. The teachers will assign a reasonable due date for the missing work.**

## **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 4 class periods in order to participate or practice in any extra-curricular activity that day. (Exception: Medical/dental appointments, court appearance, funeral/visitation, college visits with pre-approval.)

## **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.

## **GENERAL BUILDING CONDUCT**

Students shall not be allowed into the building until 7:45 a.m (exceptions for inclement weather). In case of inclement weather students may be allowed into the school and sit in the gym until 7:45 am. Classes begin at 8:00 a.m. and students are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

1. Food or drinks are not allowed in school, lunches should be kept in lockers. Water bottles are allowed and must be kept in student lockers or book bags. All trash is to be picked up and thrown away in the proper receptacle.
2. Upon arrival at school, students are to leave their vehicles immediately.
3. Students must obey all traffic laws and school rules while on/off campus during the school day.
4. Students can use cell phones, have them on or have them in plain sight during passing periods and lunch periods.
5. Phones, smart watches must be silent and out of sight and placed in the classroom cell phone caddy during instructional time.
6. Blankets, blanket look-alikes, or coverings are not allowed.
7. Head covering (hats, bandanas, hoods, etc.) shall not be worn in the building.
8. Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
9. Students shall not write on walls, desks or deface or destroy school property.
10. Skateboards are not permitted at school.
11. Water guns, play guns, and/or real guns are not permitted at school.

## **School Operations During a Pandemic or Other Health Emergency**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not

physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## DISCIPLINE

### **STUDENT BEHAVIOR**

**Copies of all School District policies on student behavior are available online through the School District's website or in the school office.**

### **PROHIBITED STUDENT CONDUCT**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
  - i. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  5. Using or possessing an electronic paging device.
  6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals; and (e) during passing time.
  7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and cyber-bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

#### **WHEN AND WHERE CONDUCT RULES APPLY**

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; (in school vehicles/buses, with school personnel) or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member or student; or (b) endanger the health or safety of students, staff, or school property.
5. During periods of remote learning.

## **DISCIPLINARY MEASURES**

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

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

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

## **CORPORAL PUNISHMENT**

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

## **WEAPONS PROHIBITION**

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

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

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

### **GANG & GANG ACTIVITY PROHIBITED**

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

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

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

### **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

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

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

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

***Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including***

**communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:**

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

Examples of prohibited conduct include but are not limited to name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

Complaint Managers:

Grant Surprenant  
600 Miller Street  
Carthage, IL 62321  
217-357-2136  
surprenant.grant@illiniwest.org

Jay Harnack  
600 Miller Street  
Carthage, IL 62321  
217-357-9607  
harnack.jay@illiniwest.org

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.<sup>1</sup>

## **SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED**

### **SEXUAL HARASSMENT PROHIBITED**

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;

- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

### **TEEN DATING VIOLENCE PROHIBITED**

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

### **MAKING A COMPLAINT; ENFORCEMENT**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

#### **Nondiscrimination Coordinator:**

Ryan Bliss  
600 Miller Street  
Carthage, IL 62321  
217-357-2136  
[bliss.ryan@illiniwest.org](mailto:bliss.ryan@illiniwest.org)

#### **Complaint Managers:**

Grant Surprenant  
600 Miller Street  
Carthage, IL 62321  
217-357-2136  
[surprenant.grant@illiniwest.org](mailto:surprenant.grant@illiniwest.org)

Jay Harnack  
600 Miller Street  
Carthage, IL 62321  
217-357-9607  
[harnack.jay@illiniwest.org](mailto:harnack.jay@illiniwest.org)

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

## **LUNCH & CAFETERIA RULES**

### **LUNCH RULES**

Students may leave campus or proceed to the cafeteria during lunch. The following rules shall be observed and abided by during lunch:

1. Students shall choose whether they will leave campus or stay in the cafeteria during lunch each day.
2. Students leaving campus must do so immediately upon dismissal from class.
3. Students shall not loiter in the halls or classrooms and shall immediately proceed to their lunch destination upon dismissal from class.
4. Students who choose to stay in the school for lunch shall immediately proceed to the cafeteria. Students shall obey all cafeteria rules during lunch.

5. If students are utilizing a vehicle to go to their chosen destination, students must obey all traffic laws and school rules while off campus. Drivers shall pay attention around the school where there is a high concentration of students leaving the building for lunch, and shall yield to pedestrians, and obey school zone speed limits. Violations of school rules that occur during lunch may result in discipline.
6. If students are walking to their chosen destination, they shall obey signs and signals, and shall carefully cross streets and intersections.
7. Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws and shall clean up after themselves before returning to school.
8. Students shall return to the school building on-time.

## **CAFETERIA RULES**

1. Students who remain for lunch shall congregate/eat lunch only in the following areas:
  - a. Cafeteria
  - b. Overflow room
  - c. West hallway, from the FCS room (door closest to the main hallway) to the main hallway
  - d. Main hallway, up to the overflow room
  - e. Outside picnic tables, weather permitting
2. These areas are off limits during lunch
  - a. Girls locker-room hallway
  - b. East hallway/Freshmen-Sophomore Hallway
3. Students shall not save seats for other students.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, drinks.
6. Students shall not trade food.
7. Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line. Vending machines will not be used before or after the lunch period.
8. Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
9. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
10. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
11. Students shall report spills and broken containers to cafeteria staff immediately.

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

## **FIELD TRIPS**

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

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

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

## **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES**

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

### **STUDENT USE OF ELECTRONIC DEVICES**

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

During instructional time electronic devices must be kept powered-off or silent and in the phone caddy unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students can use electronic devices during non-instructional time, which is defined as before and after school, during passing periods, and during the student's lunch period.

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

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

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

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and may be required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and may be required to pick up the device in the school office. Additionally, for 10 days, the student will drop their phone off to the Director of Student Services at the beginning of the day and pick it up at the end of the day. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and may be required to pick up the device in the school office. The student will also face consequences for insubordination.

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

## **EQUAL OPPORTUNITY AND NON-DISCRIMINATION**

### **EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY STATEMENT**

It is the policy of the Illini West High School District #307 that equal educational and extracurricular opportunities shall be available to all students without regard to race, color, religion, national origin, sex, age, physical or mental handicap or disability, or other factors prohibited by law. Accordingly, the District will not discriminate based on race, color, religion, national origin, sex, age, physical or mental handicap or disability, or other factors prohibited by law in any of its educational programs or practices. Concerns regarding this policy should be referred to the District Principal or 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.

### **HARASSMENT OF STUDENTS PROHIBITED**

No person, including a District employee or agent, or student, shall harass or intimidate any 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 while at school, on school property, or at school activities, shall not 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 based on 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 Principal or Dean of Students. An allegation that one student was sexually harassed by another student shall be referred to the Principal or Dean of Students for appropriate action.

### **PERSONNEL: PROHIBITING HARASSMENT & 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 include 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 student, 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 in relation to the District's equal opportunity, non-discrimination, or harassment policies shall communicate such to the appropriate complaint coordinator (page 15) ten (10) days from the occurrence giving rise to the disagreement using 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 principal by the grieving party within ten (10) school days of the meeting identified in Step 1. A meeting with the 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 Non-Discrimination 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:**

1. 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 a disability or handicap, the grievant may also request an impartial due process hearing, which will be held in accordance with the guidelines and regulations established by the Illinois State Board of Education (see Special Education section of this Handbook).

## **ACADEMIC INFORMATION**

### **ACADEMIC CLASSIFICATION OF STUDENTS**

Students at Illini West are classified into the proper grade level based on the number of credits. Students acquire credits at the end of a semester when a class is completed and passed. A student's academic classification will be evaluated at the end of each semester. In order to achieve a designated status, a student must have earned and completed the following number of credits and semesters of attendance.

#### **Class of 2018 and Future Classes (24 total credits needed for graduation)**

Freshmen (9):	0 to 7.00 credits earned
Sophomore (10):	7.01 to 14.00 credits earned and 2 semesters
Junior (11):	14.01 to 21.00 credits earned and 4 semesters
Senior (12):	21.01 and above credits and 6 semesters

Students will belong to each grade level and participate in the functions and activities of that grade level.

Examples would include class meetings, class fundraisers, class dues, attendance or non-attendance at Prom, etc.

## **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. Students that take non dual credit college courses will receive high school credit for those courses. However, those courses will not count toward a student's G.P.A. and will be accepted on a Pass/Fail basis. 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 (WACS). 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. Dual credit courses may be offered even if it appears to be a duplicate of a course currently offered 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 extracurricular 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.
8. A dual credit student (including WACS) who withdraws from a dual credit class after the second week of the semester will be required to enroll in Edgenuity or other distance learning courses to replace the lost credit. The fee for the course(s) will be the responsibility of the student. Once a dual credit course is dropped, the student will be required to attend Illini West for the full school day.

## **EARLY GRADUATION PROCEDURES**

Students who wish to request early graduation, including mid-year, for the 2021-2022 school year must be able to have earned twenty-four (24) 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**

See the Extra-Curricular Code of Conduct regarding eligibility requirements for participation in extra-curricular and co-curricular.

## **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 & 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 was determined based on an appropriate grading system.

## **GRADING SCALE, HONOR ROLE & REPORT CARDS**

Students receive three types of recognition. High Honors will be given to those who earn a grade point average of 3.75 to 4.00 during the quarter or semester. Honors will be given to those who earn a grade point average of 3.50 to 3.749. Honorable Mention will be given to those who earn a grade point average of 3.00 to 3.499. The grading scale and corresponding honor points are listed below. 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. The mid-term point of each quarter is approximately 4 ½ weeks. At that point a School Reach phone call will be made to all parents notifying them that mid-term grades can be viewed on Power School. Parents that do not have computer access may request a copy to be sent home with their child. Incomplete grades (I) will be issued to those students who have been absent immediately prior to the end of the quarter or 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.

97-100	A+	(4.0)	73-76	C	(2.0)
93-96	A	(4.0)	70-72	C-	(1.67)
90-92	A-	(3.67)	67-69	D+	(1.33)
87-89	B+	(3.33)	63-66	D	(1.0)
83-86	B	(3.0)	60-62	D-	(.67)
80-82	B-	(2.67)	59-00	F	(0.00)
77-79	C+	(2.33)			

## **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

### Course 2018 (and future classes)

English	4 credits
Reading	3 credits
Math	3 credits
Social Studies	2 credits
Science	3 credits
Foreign Lang, Art	
Music, or Vocational	1 credit
Health	½ credit
Consumer Ed	½ credit
Drivers Ed	½ credit
Comp. Concept	½ credit
Physical Ed	3.5 credits
Electives	3-5 credits

**TOTAL CREDITS 24**

Credits for transfer students will be dealt with on an individual basis based on the number of credits accumulated at the time of transfer and the system of credits being used at the previous school.

English I & II are designated as Illini West High School writing intensive courses.

All students enrolled in grades 9-11 at Illini West High School will be enrolled in a reading class. Students may proficiency out by obtaining minimum scores on standardized exams. Students must meet the cut-off score each year. Placement as an entering freshman will be based upon SRI and PSAT-8 testing conducted in December of the 8<sup>th</sup> grade year. Incoming 9<sup>th</sup> graders must obtain an SRI score at the benchmark score or greater or a PSAT-8 benchmark score.

Freshmen, sophomores and juniors will be placed into or exited from reading based upon scores from a validated standardized assessment.

Students who proficiency out of reading will not receive credit for the course. Elective courses will substitute for those required credits.

Of the three required math credits, all students will be required to pass Algebra I as well as Geometry. In addition, all members of the junior class or student's eligible for the state assessment are to be enrolled in a math class in preparation for the state assessment and further studies beyond high school. All juniors or students eligible for the state assessment are also encouraged to be enrolled in a science class and computer applications class in preparation for the state assessment and further studies beyond high school.

All students enrolled in grade 9, starting with the class of 2021 will be in enrolled in an Algebra I Group course **if they do not meet** the minimum scores on the PSAT-8, or another validated standardized test that is used for this purpose.

Students who are placed in Algebra I Group course will be tested at the end of every semester to determine further placement.

U.S. History and Government/Civics is required of all students. All Students must pass the U.S. Constitution and the Illinois Constitution in the Government class in order to graduate.

The completion of General Science or Biology I is required of all students.

To be eligible for Drivers Education, students must successfully complete 8 classes in the two preceding semesters (including 8<sup>th</sup> and 9<sup>th</sup> grade).

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.

## **IWHS ALTERNATIVE LEARNING CENTER**

The focus of the IWHS alternative learning center (located in the East hallway) is to provide an alternative educational environment for students in grades 9-12 who are chronically disruptive, returning from an alternative school setting, or are in need of credit recovery. Illini West will use the following guidelines on placement. The administration will make the final decision on all ALC placement.

1. To provide an opportunity for students to recover credits toward graduation.
2. To provide an alternate place for students having behavioral difficulties in the regular classroom and school setting.
3. Students who are enrolling at IWHS from an alternative school, will be required to enroll in the ALC for a minimum of one semester, before a determination will be made by administration on re-entering the regular school system

## **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 follow all rules and procedures in place by the school district to qualify for homebound services. These rules, criteria and procedures are available in the district 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.

### Homebound Coordinator

Grant Surprenant

217-357-2136 (Ext 1414)

[surprenant.grant@illiniwest.org](mailto:surprenant.grant@illiniwest.org)

## **FAMILIES IN TRANSITION**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State Law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation

### Homeless Liaison

Grant Surprenant

217-357-2136 (Ext 1414)

[surprenant.grant@illiniwest.org](mailto:surprenant.grant@illiniwest.org)

## **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. 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.

## **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 5<sup>th</sup> time a course has met for the semester. If a course is changed, the student is responsible for making up the missed work in the new course.

## **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. Students that as juniors showed proficient growth (or achieved at an equivalent level of meets or exceeds on the SAT exam) will be exempt from finals during their senior year. "Proficient growth" will be designated by the administration at a To Be Determined time before the school year begins. In addition, if a Senior student does not meet the SAT exemption qualification but meets the attendance requirements, he/she will be exempt from semester exams. This exemption will be available for each semester. The attendance requirement is as follows:

- Two days or fewer or 14 class periods or fewer for each semester, and none of the absences are unexcused, (all attendance days from start of school through mid-term of 4<sup>th</sup> quarter)
- You are passing all classes (for 1<sup>st</sup> Quarter, 2<sup>nd</sup> Quarter, 1<sup>st</sup> Semester, 3<sup>rd</sup> Quarter, 4<sup>th</sup> Quarter mid-term) you will be exempt from semester exams.

## **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 Hall is a time that provides students a valuable opportunity to read, study and complete assignments during the school day. The following guidelines are in place to ensure a quiet, productive classroom atmosphere and to provide each student the chance to utilize this period of time without disturbance from others.

1. Be seated and ready for class when the bell rings. Students are expected to be in their assigned seat the entire hour working individually. Students will be allowed to work with partners or in groups on a case by case basis in each room.
2. Bring supplies, books, assignments, student planner, etc. each day. **STUDENTS ARE NOT TO COME TO STUDY HALL EMPTY HANDED.**
3. Use time in study hall wisely; stay busy and on-task. There is no sleeping, talking, eating/drinking, using cell phones, leaving room without permission, playing games, etc. (off-task behaviors).
4. Students are to be respectful and courteous to one another and the teacher.
5. Students are to report to study hall each day. Not reporting to study hall will result in an Unexcused Absence for that period. Leaving the room to go to another teacher's room without a pass (or any other place) and not reporting in a timely fashion or not reporting at all will result in an Unexcused Absence. The penalties for Unexcused Absences can be found in the Discipline Code of the student handbook.

6. Teachers may write passes for students that require additional help. The student is expected to present the pass to their study hall supervisor and then proceed directly to the teacher that wrote the pass for them. Passes need to be written for students prior to study hall beginning.

## **TITLE I SERVICES**

### **PARENTS RIGHT TO KNOW**

In accordance with the ESEA Section 1111 (h) (6) *PARENTS RIGHT-TO-KNOW*, the Illini West School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualification.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

### **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 enough numbers of students are taking a WACS class off-site, transportation may be provided. When transportation is provided by the district to a 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**

### **AMERICANS WITH DISABILITIES ACT (ADA)**

The Americans with Disabilities Act (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 Principal, ADA Compliance Coordinator for the Illini West High School at 600 Miller Street, Carthage, IL 62321. Telephone 217/357-2136. See also the Special Education section in this handbook.

## **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, recognize students in various activities, 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. Students are prohibited from using cell phones, having them "ON", or having them in plain visible sight during assemblies. Failure to do so will result in disciplinary action.

## **ACTIVITIES/ CLUBS/ ORGANIZATIONS**

Illini West has several activities, clubs and organizations for student involvement and participation. Each activity offers opportunities for students to gain experience in working together on matters of mutual interest outside the regular classroom. The following are the current activities, clubs and organizations offered at Illini West (and when applicable, as defined by the IHSA):

Student Council, Class Officers, FBLA, WYSE, Scholastic Bowl, Cheerleading, FFA, Scholastic Clay Target Program, Bass Fishing, Band, Jazz Band, Chorus, National Honor Society, Math Team, Drama Club, Dance Team, Key Club, S.A.D.D., Yearbook, FCCLA, International Club, Industrial Arts Club, Art Club, Robotics Club, Book Club, Tech Club, Git'r Done Club, the School Play, Ping Pong Club, Chess Club, Future Teachers of America, E-Sports, and Horsehead Studios.

Students are encouraged to participate in one or more activities. Students are encouraged to check with the assigned sponsor of the listed organizations if interested in participating.

## **ATHLETICS**

Illini West has seven interscholastic sports as defined by the IHSA for boys (football, cross country, golf, basketball, baseball, track and wrestling) and eight for girls (dance team, volleyball, cross country, golf, basketball, softball, track and wrestling). See the Extra-Curricular Code of Conduct regarding participation on these athletic teams.

## **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, non-aversive 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.

### **BOOKS**

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.

### **BOOK DAMAGE FEES**

The following schedule of fines will be followed in case of excessive damage to books that are given to students to use this year.

Slight marking (names, small blots, etc...)	\$5.00
Excessive marking (names, scribbling, blots etc...)	\$10.00
Torn pages	\$10.00
Broken bindings or covers torn loose	\$10.00
Water damage	\$10.00
Burns	\$10.00
Lost Lock	\$5.00
Parking Permit Replacement	\$3.00
Other damage	TBD

Any damage not mentioned in this list is to be assessed by the teacher. The teacher may use their judgment on damage to older books. Rebinding of any book will cost a minimum of \$5.00 at the present time.

## **BREAKFAST & 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.

## **ANNOUNCEMENTS**

Daily announcements are read to students as well as on the District web page. The announcements contain activities and items of interest to staff, students and parents. Students may have items placed in the announcements with prior approval from the principal.

## **BUS RULES & 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 can occupy the driving area.

## **CAR & DRIVING RULES**

1. Students who drive to school must register with the high school office all of the vehicles they may drive to school and obtain a parking permit. Use of the District parking lots for parking or driving is a privilege that may be suspended or revoked at any time as provided in this Handbook.
2. 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.

3. Students are to use their vehicles only for going to and from lunch, college classes or for special appointments. Vocational students will be permitted to drive to their jobs; however, no other students will be permitted in their vehicles during the school day.
4. 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, in numbered parking spots on the north end or in spots with a "C" on the south end. Violators will be dealt with according to the discipline code for driving/parking violations, which may further include the suspension or revocation of parking and driving privileges.
5. Students must not park in such a manner that blocks traffic or that prohibits others from leaving.
6. Upon arrival at school, students are to leave their vehicles immediately.
7. 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.
8. All students must have parental permission to leave the school grounds for any reason.
9. 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 search of any vehicle entering or parked on school property at any time, including when reasonably suspected of transporting such illegal material.
10. 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 violate school rules and policies or may reasonably seem to be unsafe or inappropriate for the school setting.
11. Students are required to park in a manner that is appropriate and not a distraction, disturbance, or hazard to other drivers.
12. Students violating any of the parking and driving rules and guidelines are subject to after school detentions, suspension or revocation of parking and 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 in plain visible sight during the times of instruction in the classroom or in restrooms and locker rooms. "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, using applications on the cell phone, etc.
2. Students are allowed to use cell phones, have them "ON" or have them in plain visible sight during passing periods and lunch periods. **Students are not allowed to use cell phones, have cell phones turned on, or in plain visible sight in restrooms or locker rooms.**
3. 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 ensure that if students have cell phones in their possession, they should not leave them unattended or unsecured.
4. Pagers, beepers, iPods, MP3 players, Kindles and other electronic communication devices continue to be prohibited unless authorized by the classroom teacher or the administration.
5. 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.
6. 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.
7. 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. 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. Students: It is your phone, your property and your responsibility!
8. Cell phones improperly used by students during the day will be taken by the teacher and placed in the office. The student's parent or guardian will be notified and may be required to pick up the device in the school office. On the third offense, for 10 days, students will drop their phones off to the Dean of Students at the beginning of the day and pick them up at the end of the day. Cell

phones not picked up at the end of the day will be locked in the school safe until the owner comes in the office to pick up the phone.

## 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 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).

### Minimum Requirements

<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 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.

SAT – The SAT (Scholastic Aptitude Test) is required of all Juniors and 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 is given to all Juniors in April. Many students take it earlier on their own in hopes of securing admission to highly selective schools or in hope of obtaining academic scholarships.

ACT – The ACT (American College Testing program) test is **NOT** required of all Juniors, however students are encouraged to take this test for college admission. 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 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. 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.fastweb.com](http://www.fastweb.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.

- FAFSA will be required by all seniors. A waiver is available to opt out of this requirement.

## **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 & 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](http://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/ STUDENT APPEARANCE**

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

Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

1. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
2. Students are prohibited from wearing sleeveless shirts, spaghetti strap tops, tank tops, cut off shirts with no sleeves, or any other sleeveless shirt, halter tops, or anything that does not cover the upper arms and shoulders. Any clothing that allows a bare or partially bare shoulder are prohibited. Any clothing that does not significantly cover the midriff or allows for a bare midriff are prohibited.
3. Hats, hoods, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.

4. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
6. The length of shorts or skirts must be appropriate for the school environment. With both hands extended down the student's side, any shorts/ skirts/ dresses that are below the base of the knuckles are appropriate.
7. Appropriate footwear must always be worn.
8. If there is any doubt about dress and appearance, administration will make the final decision.
9. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

## **DRILLS & 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 & 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**

See Special Education section of this handbook.

## **EMERGENCY ACCIDENTS & ILLNESS PROCEDURE**

1. When a student becomes ill or suffers an accident at school or during any activity, the parents and the principal will be notified immediately.
2. In serious cases, where immediate medical attention is needed, EMS and parent guardian will be notified.
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 EMS 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	Third Quarter	50%
Second Quarter	75%	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.

## 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 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:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-8520

## FUNDRAISING INFORMATION

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

## HEAD LICE

Each year cases of head lice are discovered. Anyone can become infested and re-infestation is common. Signs of infestation include persistent scratching of the head or back of the neck and finding small white specks (nits) that can be mistaken for dandruff but cannot be removed easily because they are attached to the hair shaft. Once live lice or nits are found, all students living in the same household will be sent home for treatments. A special medicated shampoo should be used to treat the hair and scalp. All bedding and clothing should be washed in extremely hot water. All nits must be removed from the hair.

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

1. Parents are required to notify the school if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school or to a local Health Department to be checked and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## HEALTH RECORDS

Students are required to submit medical and dental records in the ninth grade and whenever moving into the district. The principal oversees 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, accident insurance 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**

A student's school locker is the property of the school, which includes a locker received for physical education or athletic activities. Students are assigned lockers by the school. The locker must be used for the intended purposes, which includes a storage area for books, school supplies, and outdoor garments. Student lockers and its contents are subject to search and inspection by school officials at any time. Further, if school officials have a reasonable belief or suspicion that a student has placed illegal or dangerous materials or substances in the locker, school officials have an obligation to search the locker and its' contents with or without the student's knowledge or consent. However, school officials are not required to have reasonable suspicion in order to conduct a general search or inspection. Law enforcement officials who wish to search lockers shall possess a valid search warrant.

**It is recommended that money and valuable personal items not be stored in lockers. Further, students are strongly encouraged to lock their lockers-** Students are responsible for everything in their locker. Damage to a student's locker should be reported immediately.

## **LOST & 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. A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form."
  - d. Medication must be brought to the school in a container labeled appropriately by the pharmacy, pharmaceutical company, or physician
  - e. 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
  - f. 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
  - g. 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.

## **PARENT/STUDENT PORTAL FOR POWER SCHOOL INFORMATION**

Parents and students may access Power School (the student information system used by IWHS) through the Internet to view student's grades, attendance, and other information. A Power School tab is located on the Illini West web site at [www.illiniwest.org](http://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 & 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. See Locker section of this handbook regarding inspections and searches of a locker.

## **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 School Reach 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	101.7 FM
Quincy	WGEM	1440 AM
Macomb	WIUM	91.3 FM
Carthage	WCAZ	93.1 FM
Quincy	KICKFM	97.9 FM
Quincy	WTAD	930 AM
Quincy	KHQA-TV	Channel 7
Quincy	WGEM-TV	Channel 10
Davenport	WQAD-TV	Channel 8

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 7:30 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 3:30 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 & SEIZURE POLICY**

The school reserves the right to search and inspect lockers, desks, parking lots, and other school property, devices and equipment, as well the student's 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. Students have no reasonable expectation of privacy in these areas or in such school property, devices and equipment. Items in a student's car are assumed to belong to the student registering the car as required by school policy. School officials may request assistance from law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, and other illegal or dangerous substances or materials, including searches conducted with the use of specially trained animals.

School officials may search a student's or a student's personal effects in the student's possession (such as a purse, wallet, knapsack, book bag, lunch box, etc.) when there is reasonable grounds or suspicion that the search will produce evidence that the student has violated or is violating, either the law, local ordinance, or school or District rule and policy. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive considering the student's age and sex and considering the nature of the infraction.

If a search produces evidence that the student has violated, or is violating, either the law, local ordinance, or school or District policy, or the material may be harmful or dangerous, the evidence may be seized, may be used in disciplinary actions, and may be turned over to law enforcement authorities when appropriate.

## **SPECIAL EDUCATION**

The Illini West High School District offers a free appropriate public education in the least restrictive environment and necessary related services to all students 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. Any student, age 3-21, residing in the Illini West School District is eligible to receive special education services if he or she has been found eligible and needs services. Further, 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 rules and regulations established by the Illinois State Board of Education (ISBE), that special education services are needed.

Disabilities include the following: Deafness, health impairment, deaf-blindness, learning disabilities, speech impairments, cognitive impairments, visual impairments, autism, multiple impairments, social and emotional impairments, and/or orthopedic impairments.

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 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. 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 ISBE's Rules and Regulations to Govern the Administration of Special Education.

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. However, it is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act are also identified, evaluated, and provided with appropriate educational services. Further, for those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act, 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.

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

## **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 Principal is the records custodian 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 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.

The District may use personally identifying numbers for intra-school identification purposes, which shall not include a student's social security number except as required by law. 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 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:

- Academic progress reports or records;
- Health reports;
- Notices of parent-teacher conferences;
- School calendars distributed to parents/guardians; and
- 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 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 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 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 which 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 Principal or designee shall notify parents/guardians that they may make this objection.
14. The District charges \$0.35 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, Principal, or another person. The record of release shall include:
  - a. Information released or made accessible.
  - b. The name and signature of the 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 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 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.

## **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 event listed.

## **VIDEO SURVEILLANCE**

Video surveillance is used at Illini West High School. Video cameras are placed in different locations throughout the campus.

## **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 or the student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children). The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. The Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A 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.

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

# ILLINI WEST HIGH SCHOOL EXTRA-CURRICULAR POLICY HANDBOOK

## INTRODUCTION

Illini West has several activities, athletics, clubs and organizations for student membership. The current activities, clubs and organizations offered at Illini West are listed on page 25. The following are the current interscholastic sports offered at Illini West: football, volleyball, cross country, golf, dance team, basketball, baseball, softball, track and wrestling. Seasons are defined as the fall season, winter season and spring season.

The term “extra-curricular” refers to the activities, clubs, organizations and interscholastic sports offered here at Illini West High School, and the term “activities” may include other activities that are not a part of the academic and curricular programs at Illini West High School.

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 one of them the opportunity to develop the skills and values needed to become a productive citizen within a democratic society.

We personally welcome all students and their parents/guardians to the Illini West School District’s extra-curricular programs and wish everyone 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. The extra-curricular policy is cumulative for a student's high school career. 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.
6. Profanity or vulgarity 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 as set forth in this Extra-Curricular Policy Handbook (which includes the Extra-Curricular Code of Conduct and the Extra-Curricular Policy) apply to a student-participant for the entire calendar year, not just the time the activity is in season or just during the school year, which begins from the time a student-participant participates in any team, club, or organization activities or events after graduation from eight grade.

## **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. 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.

Athletes **MUST** have their school issued uniforms and equipment turned in from one sport before they start another

## **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 end of the next school day.

## **CHANGE OF SPORT/DUAL SPORT/OVERLAPPING SPORTS/OUT OF SEASON TRAINING**

Students are allowed to participate in two sports in the same season provided they fill out and submit all proper paper work and notify both coaches.

At Illini West we encourage students to be fully committed to the sport/s in which they have chosen to participate.

Except in isolated and unusual cases, students will not be permitted to change sports during the season.

Seasons are defined as the fall season (football, cross country, golf, volleyball), winter season (boys/girls basketball, wrestling, dance) and spring season (baseball, bass fishing, softball, track).

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, within season, 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.

- Example: a student wishes to go from football to cross country, the student would be allowed to if no cross country meets have been running.

If a student quits a sport prior to 50% of the originally schedule contests being played a student may start a sport in the next season at the normal start date. If a student quits a sport once 50% of the originally scheduled contests have been completed the student will not start their next season sport until the sport the student quit has completed its season.

- Example: Student A quits football after 2 games, Student A may start basketball practice on the first day of basketball practice. If Student B quits football after 5 games have been completed, Student B may not start basketball practice until the football teams season is over. The schedule to be used would be the highest level the student competes at. For example, if a student competes on the varsity level, the use varsity schedule will be used.

It is possible that sport seasons may overlap. It is possible for an athlete to participate in two sports at the same time during different seasons. But the new sports coach must get permission from the current sports coach before allowing those crossover athletes to participate in any team activities.

- Example: If the boys' basketball team wins the regional that season continues. Baseball season always starts the Monday after the basketball season. So, the length of the basketball season crosses over into the baseball season. If the baseball coach wishes to have the baseball players who play basketball begin participating with the baseball team, he must first meet with the basketball coach and athletic director and get the athletic director and basketball coach's permission before this is allowed.
- Example: If the track season starts very early. If a track coach wishes to put his athletes through organized workouts, then he first must get approval from the athlete's winter sports coaches and athletic director.

If a coach wishes to have out of season training during the school year, "open gyms", said coach must get permission from in season coaches for in season players to participate. For example, wrestling coach wishes to have "open gyms" in the fall. He wants a cross country runner to attend. He must get permission from the cross country coach before that athlete may attend.

## **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.

Accident insurance is available for the athlete. 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.

## **Eligibility**

Academic eligibility will be checked for all IHSA sanctioned sports or activities. Students participating in non-IHSA sanctioned sports or activities will be held to standards developed by their organization and/or sponsor/teacher:

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. As per IHSA rules, a student must have passed and received credit toward graduation for twenty (25) 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 can produce 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. The extra-curricular policy is cumulative for a student's high school career.

There shall be no discrimination in administration of these policies based on 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.

### **SOCIAL MEDIA CONSEQUENCES FOR ILLINI WEST STUDENTS**

Consequences of negative behavior on social media regarding Illini West

1. Each instance will require the student/athlete to remove the Post, Like, Retweet, etc. The student/athlete will not be able to compete until it is removed.
  - a. First offense: verbal warning
  - b. Second offense: Written warning
  - c. Third offense: playing time will begin to be impacted
  - d. Fourth offense and beyond: consequence gets more serious with the possibility of being removed from all Illini West extracurricular activities

### **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 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 (which includes the Extra-Curricular Code of Conduct and this Extra-Curricular Policy) 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 decide 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 enough 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](http://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 at least 4 periods in a day in order to participate in any extra-curricular activity that day. (Exception: Excused absences are not included except for Personal Illness.)

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, marijuana, vaping material, and/or any look alike.
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: The extra-curricular policy is cumulative for a student's high school career.**

1. FIRST VIOLATION
  - a. A conference will be scheduled with the 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.
  - b. The student will be suspended from participating in events of all extra-curricular activities (students may practice during suspension) for:
    - 20% of the season at the student's highest level of competition.
  - c. Depending on the type of violation, counseling may be recommended to the student.
2. SECOND VIOLATION
  - a. The student shall be suspended from further participation in any extra-curricular activity for one calendar year from the date of the second infraction.
3. THIRD VIOLATION
  - a. The student shall be suspended from further participation in all extra-curricular activities while enrolled at Illini West High School.

The student must finish the season in good standing for suspension to be counted.

- a. Example: A baseball player is disciplined in October and must serve an extracurricular suspension. The player cannot participate in a winter sport just to serve their suspension then quit the winter sport. They must finish his sport in good standing. If he doesn't finish his sport in good standing then he must serve his suspension during baseball season.

## **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.** Voluntary Admission is defined as the student/family admitting that the student has a problem or requesting help from the school district before it is discovered by the school district/authorities or reported to the school district/authorities that the student has violated the Extracurricular Policy of the handbook.

## **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.

## **GUIDELINES FOR EXTRACURRICULAR ACTIVITIES**

1. Avoiding Schedule Conflicts between Extracurricular Activities.
  - a. 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:
    - Generally, events shall take precedence in the following order: state events, conference events, local events, and practices.
    - A previously scheduled event on the official school calendar shall generally take precedence over a calendar addition or a rescheduled event.
    - 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. 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 to attend religious 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
  - a. 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
  - a. 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.

### **ATHLETIC SIGNING DAYS**

There will be two (2) signing days at Illini West. One will take place during the National Letter of Intent early signing period for students signing an NLI. For information regarding a NLI visit [www.nationalletter.org](http://www.nationalletter.org). The other signing day will be the first Wednesday of May in conjunction with the high school's honors night. Any student athlete wishing to participate in a signing day needs to let the Athletic Director know.

## **FAN BEHAVIOR/ EJECTION**

If a fan associated with Illini West High School displays inappropriate behavior or gets ejected by either an official or game personnel, whether this happens at a home game or a road game, the fan will be subject to the following punishments:

Level 1 Offense: The fan will receive a written warning from Illini West.

Level 2 Offense: The fan will be suspended from attending any Illini West athletic events for one week.

Level 3 Offense: The fan will be suspended from attending any Illini West athletic events for one month.

Level 4 Offense: The offending party may be suspended from all Illini West athletic events for a calendar year.

\*Levels will be determined by administration.