

Waltonville High School 2019-2020

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SECTION I – INTRODUCTION TO WALTONVILLE HIGH SCHOOL

WALTONVILLE HIGH SCHOOL STAFF & ADMINISTRATION

BOARD OF EDUCATION

Sandy Frick – President John Walker Cheryl Devor
Chris Anderson – Vice-President Wendell Norris
Neda Banach – Secretary Webb Eastham

ADMINISTRATIVE STAFF

Melanie Brink – 111 - Superintendent/High School Principal

SUPPORT STAFF

Angie Owens - 110 - High School Secretary/District Bookkeeper/Treasurer
Cindi Waldman – 120 – Aide/Secretary
Mindy Trader – 302 --Aide

CERTIFIED STAFF

Trisha Stanford -112.....Guidance Counselor	Andy Janello – 311.....Social Studies
Delisa Hale – 221Art	Mary Minor – 313.....Science
Scott Haley- 309.....Math	Daryl Kiselewski – 301.....Agriculture
Anthony Lowery -113.....PE/Health/Driver Ed	Tifanie Schmale – 306.....Business/Computers
Melissa Szopinski - 310English	Chad Harper – 303.....Special Education
John McGhee – 224..... Chorus/Band	

CAFETERIA STAFF

Kathy Crocker – Head Cook – 117

CUSTODIAL / MAINTENANCE STAFF

Darrell Cockrum
Valerie Curless
John Dressler
Terry Dees
Jerry Dressler

MISSION STATEMENT

Waltonville High School will prepare its students to live harmoniously, cooperatively, and productively in a global community. In establishing a supportive and nurturing environment, positive learning opportunities will be created and facilitated to enable each child to reach his/her highest potential. The Waltonville Unit 1 School District believes that all students should be encouraged and aided to complete their formal education and that no student has the right to hinder or prevent other members of the school district from getting the maximum out of the educational program. To this end, the district has established the rules, procedures, and practices outlined in this handbook.

DISCLAIMER

This handbook is not intended to create a contractual relationship with the student or his/her parents/guardians. It is intended to describe the school's current practices, procedures, rules, and regulations. It is not possible to identify every action that might result in student consequences. This policy is a guideline and administrators have the authority to make decisions outside of what is written.

Waltonville Unit # 1 2019 – 2020

August	16	Teacher Workshop – No School
	19	First Day of School
September	2	Labor Day – No School
	6	Half Day Teacher In-service (11:30 Dismissal) – No School Lunch
	13	Mid-Term 1st Quarter
October	11	Half Day Teacher In-service (11:30 Dismissal) – No School Lunch
	11	End of 1 st Quarter
	14	Columbus Day – No School
	18	Report Card Day
	25	Mt. Vernon Teachers’ Conference – No School
November	11	No School (Veteran’s Day Observed)
	15	Mid-Term 2 nd Quarter
	27-29	Thanksgiving – No School
December	19	Early Dismissal – 2:10 – HS Semesters
	20	Early Dismissal – 2:10 – HS Semesters
	20	End of 1st Semester (End of 2nd Quarter)
	20 - Jan. 2	Winter Break – No School
January	3	Teacher Workshop – No School
	6	School Resumes from Winter Break
	10	Report Card Day
	17	Half-Day In-Service (11:30 Dismissal) - No School Lunch
	20	M.L. King’s Birthday – No School
	31	Mid-Term 3rd Quarter
February	14	Half Day Teacher In-service (11:30 Dismissal) – No School Lunch
	17	Presidents’ Day – No School
March	2	Casimir Pulaski Day – No School
	6	End of 3 rd Quarter - 45 School Days
	13	Report Card Day
April	6-10	Spring Break - No School
	17	Mid-Term 4 th Quarter
May	21	Early Dismissal – 2:10 – if we do not use emergency days – HS Semesters
	22	Early Dismissal – 2:10 – if we do not use emergency days – HS Semesters
	26	Teacher Workshop

Bell Schedule			
Period	Regular Schedule	2:10 Dismissal	11:30 Dismissal
First Bell	8:10	8:10	8:10
Tardy Bell	8:15	8:15	8:15
1 st	8:15-8:58	8:15-8:50	1 st /5 th -8:15-9:00
2 nd	9:00-9:43	8:52-9:27	2 nd /6 th -9:02-9:47
3 rd	9:45-10:28	9:29-10:04	3 rd /7 th -9:49-9:32
4 th	10:30-11:13	10:06-10:41	4 th /8 th -10:35-11:25
5 th	11:15-12:58	10:43-11:18	
ELO	12:00-12:20	11:20-11:55	
Lunch	12:20-12:50	11:57-12:17	
6 th	12:52-1:35	12:17-12:50	
7 th	1:37-2:20	12:53-1:28	
8 th	2:22-3:05	1:30-2:05	

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SECTION I – GENERAL INFORMATION

ASBESTOS NOTICE

In accordance with federal and state laws, Waltonville Unit 1 has been inspected to determine the location and condition of asbestos-containing materials and has developed an asbestos management plan to remove, repair, or maintain asbestos-containing materials as needed to protect the health of students and staff members. A copy of the district's plan is available for inspection.

BOMB THREAT

In case of a bomb threat, students shall be evacuated from the building and taken to the softball field until such time as it has been determined that it is safe for them to return to the building. A school messenger will be sent out to parents/guardians letting them know any information regarding such a threat as it is available and safe to send. In case of inclement weather, WCUSD1 Administration will set up arrangements with a local church and/or Norris Trucking.

CLOSED CAMPUS

Waltonville High School has a closed campus. Once a student arrives at school he/she is not permitted to leave the campus without special permission or unless the school day has ended.

DEFIBRILLATORS – AUTOMATED EXTERNAL

Illinois State law requires school districts to have a policy on medical emergencies, to have an Automated External Defibrillator, and to have a trained AED user in each indoor physical fitness facility during school-sponsored physical fitness activities. The AED and medical emergency plan will be located in the outer office of the high school. AED's are located in the high school teachers' workroom, the grade school teachers' workroom, and in the concession stand during baseball and softball seasons.

CPR/AED Training In August 2013, Public Act 098-0305 took effect. This Act requires districts to make available an online video for students and parents to view covering hands-on only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED). This video may be viewed at <http://www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx>. Parents and students are strongly encouraged to view the video.

DISTRIBUTION OF NON-CURRICULAR LITERATURE

Requests to distribute non-school related literature on school property should be addressed to a building administrator. Requests may be denied if the literature is determined to be of an inappropriate nature or contain material that might be offensive to potential recipients.

EMERGENCY FORM

Each student must fill out an emergency form at the beginning of the school year. The student's 911 address must be included. This information is necessary should he/she become ill or injured, or in case of an emergency. Please help us keep this information current by notifying the office of any changes in names, addresses, telephone numbers, or emergency numbers.

FIRE DRILL PROCEDURE

Students should follow the procedures listed below whenever it is necessary to evacuate the school building. An alarm will be sounded.

1. During a fire drill students should not be talking, but should pay attention to the person in front of them in line.
2. Students should exit at a rapid walking pace.
3. All students should get far enough away from the building to be safe.
4. Teachers should verify that all students in their class are out of the building (class rosters should be carried out with the teacher).
5. Any missing student's name should be reported to the administration.
6. To exit the building, the following routine will be used:

Rooms 1 - 6 USE EAST EXITS
Gym USE SIDE GYM EXITS
Room 9-14 USE WEST EXIT

7. Should any exit be blocked the leading student should use the closest available exit.

These emergency routes are posted in the classrooms. Three fire drills will be conducted each school year to ensure familiarity with these procedures.

FREE/REDUCED LUNCH PROGRAM

Parents/guardians who feel they may meet the economic guidelines for the free and reduced lunch fee waiver program must make application through the administration office at 804 West Knob, Waltonville, IL 62894. Application should be made at the beginning of the school term.

GLASS CONTAINERS

There are to be no glass containers, which includes but is not limited to bottles, in the school building or on school grounds at any time during the school day or a school related activity for safety reasons.

GUIDANCE

A school counselor is available for individual conferences and group counseling with students who need information or assistance concerning personal, social, educational, or career matters. The counselor has information concerning high school courses, careers, colleges, vocational schools, and scholarships. Students who plan to go to college or take up any other kind of advanced training should keep in close contact with the counselor regarding entrance requirements, scholarships, government grants, and expenses connected with post-high school education or training. Students may come to the guidance office for a conference during study hall, before school, after school, or by special appointment. Parents are encouraged to visit or contact the counselor when seeking assistance in meeting the needs of their children.

GUM

Students are prohibited from chewing gum in the school building or on school grounds at any time during the school day.

GYM FLOOR

Street shoes and shoes worn outside are not to be worn on the gym floor. When walking through the gym, please do so along the sidelines and stay off of the floor without proper shoes. Food and drinks are not allowed in the gym unless given specific permission by the staff or administration.

HEAD LICE

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

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

INFECTIOUS DISEASES

Parents/guardians are expected to keep students who have an infectious disease out of school until such time as it is no longer communicable. Parents/guardians may be called to request that a student be sent home if they are displaying symptoms of an infectious disease or fever. Such students may be isolated from other students until such time as arrangements are made for transportation home.

INSURANCE

All students are automatically enrolled in the school's student accident insurance coverage at no cost to the student. This school time insurance is designed as a supplement to existing family medical insurance coverage to help fill the gaps in coverage left by deductibles or coinsurance payments or to assist those with no insurance. It covers against medical expenses for accidents that occur while attending regular school sessions. This insurance is merely a service provided by the school. The school acts only as a collection agency for the company and is in no way connected with the insurance company. Optional 24-hour accident coverage can be purchased by the student or parent/guardian.

LOCKERS

Hallway and PE lockers are provided for student use. It is recommended that valuables and money not be kept in unlocked lockers. The district is not responsible for any lost, stolen, or missing items from a school locker. Students are expected to keep their personal possessions and books in the hallway lockers and their PE clothing in locker room lockers. **OPENED SODA, DRINKS, AND FOOD ARE NOT TO BE KEPT IN STUDENT LOCKERS.** Students may have bottled water in their lockers. It is the responsibility of the student if items in their locker are damaged. The water must have a cap or lid. It is the responsibility of the student to keep his/her locker in good order. Student lockers are considered property of the school and are subject to search by school officials at any time. Periodic locker inspections may be held without prior notice. Any student wanting a lock from school may rent a lock for \$3.00 - refundable at the end of the school year. Students wishing to place their own lock on any school locker, must provide a duplicate key or give a copy of the combination to the principal's office. Unauthorized locks will be removed at student's expense.

LOST OR DESTROYED BOOKS

Lost or destroyed books, owned by the school, are to be paid for by the student who is assigned the book. This includes library books.

LUNCH ACCOUNT

The School District provides a cafeteria for students to eat breakfast and lunch. Breakfast is \$1.50 and lunch is \$2.00. Additional milk or juice may be purchased for \$0.25 per carton. Students will sign up for lunch during their first period class. Students that do not sign up for lunch at this time may still eat in the cafeteria, but will have to go to the end of the lunch line. This does not ensure food will be available for those students that have not signed up during 1st period. All students are granted a meal account that will be debited when the student purchases a breakfast and/or lunch. Money may only be added to the student account on the first day of the school week. Past due accounts with a negative balance, will not receive report cards until the account is paid in full. **In addition, student accounts overdue by more than \$50 will not be served a school lunch.**

LUNCH AND CAFETERIA RULES

Student may not leave campus during lunch, except with permission granted by the administration. When students are finished eating they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to the high school. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks, paper, etc.
- Students shall not trade food.
- 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.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall follow the instruction of the staff and show proper respect toward all cafeteria personnel.
- Student shall immediately become silent when staff or presenters make announcements or when the lights are turned off.

- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall not take any food, drink, straws, etc. out of the cafeteria.

Misbehavior will result in disciplinary action. Actions may include, but not limited to; verbal warning, given an assigned seat in the cafeteria, removed from the cafeteria, office referral.

MANDATED REPORTERS

All educational professionals are mandated by state law to report suspected maltreatment of children when they have reasonable cause to believe that a child may be neglected or abused. Notification will be made to DCFS with a follow-up written report.

MCKINNEY-VENTO HOMELESS EDUCATION ACT

If your family lives in any of the following situations:

1. In a shelter, motel, vehicle or campground;
2. On the street;
3. In an abandoned building, trailer or other inadequate accommodations; or
4. Doubled up with friends or relatives because you cannot find or afford housing.

Then you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. You have the right to:

1. Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
2. Continue in the school you attended before you became homeless or the school you last attended, if that is your choice and is feasible. The school district local liaison must assist you, if needed.
3. Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
4. Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from regular school programs because they are homeless.
5. Enroll in school without giving a permanent address. School cannot require proof of residency that might prevent or delay school enrollment.
6. Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
7. Enroll and attend classes in the school of your choice even while the school and you seek to resolve dispute over enrollment.
8. Receive the same special programs and services, if needed, as provided to all other students served in these programs.

If you have any questions or to request additional information, please contact the local liaison for homeless education.

MEDICAL EXAMINATIONS

All students who enroll in the 9th grade must have a physical and dental examination **BEFORE** enrollment. An exclusion date of October 15 will apply if physicals or immunizations are not turned in. Transfer students will be given thirty days to have their records on file. All students participating in sports must have an annual physical examination to participate.

MEDICATION - STUDENT SELF-ADMINISTERED ASTHMA

Students with asthma may self-administer their medication while in school, at school- sponsored events, or under the supervision of school personnel under the following conditions:

1. The asthma medication must have an individual prescription label with the student's name and be prescribed by either a) a licensed physician; b) a physician assistant who has been delegated the authority to prescribe asthma medication by his/her supervising physician; or c) an advanced practice, registered nurse who has a written collaborative agreement with a collaborating physician that delegates the authority to prescribe asthma medication.

2. Written authorization from the student's parents/guardians for the student to self-administer the asthma medication. Also, a written statement from an authorized health care professional stating the name and purpose of the medication; the prescribed dosage; and times that the medication is to be administered.
3. A written statement from the school district to the parents/guardians notifying them that unless the school district, its employees, and its agents are found to have engaged in willful and wanton conduct, they will not be held liable for any injury resulting from the student's self-administration of asthma medication.
4. A signature from the student's parents/guardians acknowledging that the school district, its employees, and its agents will not be held liable for any injury resulting from the student's self-administration of asthma medication unless they have engaged in willful and wanton conduct. Also, the parents/guardians must indemnify and hold harmless the school district against any claims arising out of the student's self-administration of asthma medication, except for a claim based on willful and wanton conduct.
5. Requests for student self-administration of asthma medication must be renewed annually. Information on student self-administration of asthma medication will be kept on file in the school district's nurse's office.

MEDICATIONS - OTHER ADMINISTERED TO STUDENTS

When a student requires daily or regular medicine, the responsibility for administering such medication rests solely upon the parents/guardians. School employees should not undertake administering medication as a matter of policy; however, school employees must in an emergency situation give first aid including medicine, if necessary. If it is mandatory for a child to take any prescription medication at school, the following procedures should be adhered to:

1. Parents/Guardians must obtain a written order from the child's physician to be left at school before the medication can be given in school. This written order will be kept in the school health file.
2. The parent/guardian will send written permission, the doctor's order, and the medication to the school in order for the medication to be given at school. This permission will be kept in the school health file.
3. The medication must be in the original pharmacy bottle properly labeled by a pharmacist.
4. This medication will be kept in a locked space or container for safe storage. Refrigerated medication will be kept in a secure area.
5. With the parents'/guardians' consent and the physician's order on file, the medication may be given only by Illinois board certified personnel and qualified medical personnel.
6. A basic record or documentation process will be required by persons administering medication. If the medication is not given, the reason shall be documented and signed.
7. The school district retains the discretion to reject requests for administration of medicine. The school only needs to give those medications, which are necessary to maintain the child in school.
8. All permission for long-term medication must be renewed annually. Changes in medication must have written authorization from the child's physician.
9. The parent/guardian will be responsible at the end of the treatment period for removing from the school any unused medication. If the medication has not been picked up by the end of the treatment period, the medication will be disposed of and documentation made in the student's health file.

MEDICATIONS – OVER THE COUNTER

Students requesting over-the-counter medications, such as Tylenol, must have a permission form signed by a parent/guardian. This form is available at registration or from the school nurse. The student must bring his/her own bottle of headache medication to be left in the school nurse's office.

NON-DISCRIMINATION STATEMENT

Waltonville Unit 1 School District does not discriminate on the basis of race, color, national origin, sex, or handicap in admission or access to or treatment of employment opportunities in its programs and activities. No student shall, on the basis of his/her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity.

All complaints or inquiries concerning discrimination should be directed to the Superintendent. Any appeal of a decision may be filed with the Board of Education addressed to the school at 804 West Knob, Waltonville, IL 62894. An appeal must be filed within fourteen days of receipt of the original decision.

NOTICE

In instances where the singular masculine pronoun (he/his/him) is used, the term is generic by nature and refers to both male and female students.

NOTICE OF ACCOMMODATIONS

Parents/guardians/visitors/students with disabilities that need assistance may arrange for accommodations prior to the event that they want to attend by contacting the high school office at 279-7211 between the hours of 8:00 a.m. and 4:00 p.m. Areas will be provided as reasonably as possible at extra-curricular activities to accommodate persons in need. Reserved parking for persons with disabilities is available in the parking lot at the east and west entrance.

NOTICE OF SCHOOL VISITATION RIGHTS

Parents are always welcome to visit Waltonville High School. Visitors to the building must report to the office immediately and receive a visitor's badge. Before leaving the building, visitors should again report to the office as notification of their leaving.

NOTIFICATION OF RIGHTS OF DISABLED STUDENTS

State and Federal Legislation require a free and appropriate education for all children with disabilities between the ages of 6 and 21. To meet these requirements, Waltonville Unit 1 School District provides special education programs and related services that are provided at public expense, meet State Board and Federal regulations, and conform to the Individualized Education Program (IEP). Parents of these students are entitled to procedural safeguards, including notice and an impartial hearing.

NOTIFICATION OF SEX OFFENDER REGISTRY INFORMATION

Public Act 94-994, effective January 1, 2007, requires principals or teachers of public or private elementary or secondary schools to annually notify the parent/guardians of children attending the school that information about sex offenders is available to the public as provided in the Act. Information may be accessed through the Internet at www.isp.state.il.us/sor/

PEST MANAGEMENT PLAN

Waltonville Unit 1 School District contracts a pest management plan with applications made after-school hours at the end of each month. Parents/guardians must notify the school if their child has any allergies to pesticides.

PROTECTIVE EYE DEVICES

Protective eye devices shall be required to be worn by all students, teachers, and visitors when participating in or observing dangerous vocational arts and chemical or combined chemical-physical labs involving caustic or explosive chemicals or hot liquids or solids.

RESIDENCY

A legal resident for the purpose of school attendance is defined as: Residing within the boundaries of the school district for any reason other than the sole purpose of attending school. **Upon enrollment, students will be required to list their 911 address. Proof of residency will be required of any student, if there is a question of his/her residency. A notarized affidavit of residency may also be required of the student.**

The following is a list of acceptable forms of proof of residency:

Driver's License, Real Estate Tax Statement, Voter Registration Card, Rent Receipts, Telephone Bill, Electric Bill, Notarized Affidavit

If it is determined that the student is not a legal resident, or if proof of residency is not provided, that student shall not be permitted to enroll without being charged tuition. Tuition will be based upon the previous year's annual financial report.

RESPONSIBILITIES - PARENT

Parents have the responsibility to do the following:

1. Assume responsibility for their child's prompt and daily school attendance.
2. **Notify the school when their child is absent or must leave school early. Notification on the reason for absences must be made within 1 day (24 hours) of the absence.**
3. Recognize that in matters relating to discipline and conduct at school, that teachers stand in place of the parent or guardian.
4. Instill in their child respect for the law, for lawful authority, for the rights of others, and for private and public property.
5. Take interest in all aspects of their child's education.
6. Talk with their child about school activities.
7. Share with their child and with his/her teachers an active interest in report cards and school progress.
8. Safeguard the physical and mental health of their child and be responsible for periodic health examinations as required by law.
9. Attend individual and group conferences and special school programs.
10. Plan the time and place for homework assignments and provide necessary supervision.
11. Cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of their child.
12. Report to the main office when entering the building.

RESPONSIBILITIES - STUDENT

A student has the responsibility to do the following:

1. Be punctual and attend school regularly.
2. Attain the best possible level of academic achievement.
3. Answer for his or her actions.
4. Dress appropriately and practice habits of personal hygiene.
5. Respect the rights of fellow students and school personnel.
6. Respect school and community property.
7. Respect authority both in school and at school sponsored activities.
8. Avoid engaging in any activity that may disrupt the educational process of the district or threaten the welfare of any student, employee, or visitor.
9. Know, understand, and obey school rules.
10. Obey city, state, and federal laws.
11. Understand reasons and methods of discipline, including suspension or expulsion.
12. Avoid abusive or profane language, either verbal or written.
13. Avoid actions or language that may offend or discriminate against others.

SCHOOL CLOSING/EMERGENCIES

If school must be closed, an announcement will be made on Twitter/Facebook and over WMIX (94.1) Radio in Mt. Vernon, TV stations WSIL (Channel 3) in Harrisburg and KFVS (Channel 12) in Cape Girardeau will be notified. Please listen to these stations for verification of school closings in the event of bad weather. School Messenger will also contact the phone number on file for the student's parent/guardian.

SCHOOL RECORDS

An accurate cumulative record shall be maintained for each student enrolled in the public schools. Students' records are in two categories: permanent and temporary. Permanent records consist of basic identifying information, academic transcript, attendance record, health record, extracurricular information, and release of record information. Temporary records consist

of family background information, intelligence and aptitude test scores, achievement test scores, and discipline reports. Permanent records will be maintained for not less than 60 years. Temporary records will be maintained for no less than one year after graduation and/or permanent withdrawal. No one but authorized school personnel, pupils, parents and legal guardians shall have access to the cumulative record without a subpoena or the written permission of the student or his parents. Parents, guardians, and students have the right to inspect the student's school records. Access shall be given within a reasonable length of time after the request has been made. Copies may be made upon request at a charge not to exceed 25 cents per copy.

The parents/guardians of the student must give written consent before the school releases a student's record. However, a release of records without parental notice or consent could be made due to an emergency release of personally identifiable information from education records to provide for release of information in medical health or safety emergency.

The school may release student "directory information" to such entities as colleges, the military, other schools, etc. Directory information includes information such as name and address, telephone number, date and place of birth, participation in sponsored activities, weight and height of members of athletic teams, attendance period in the school, awards received, previous schools attended, etc.

However, a student, parent, and/or guardian have the right to deny publication of the above mentioned information by contacting school officials. Parents/guardians shall be afforded an opportunity for a hearing to challenge the contents of the student's permanent record to ensure the information is accurate or appropriate.

When a student reaches the age of 18, the parent/guardian no longer has any right to the student's records. The student may regulate his/her own record.

NOTIFICATION OF DESTRUCTION OF STUDENT RECORDS: The principal shall be charged with keeping student records. Permanent student records shall be maintained until such time as proper notification of destruction of student records has been met. Proper notification includes:

1. Written approval of the Local Records Commission is obtained.
2. Notify student's parents/guardians and student of impending action.
3. A thirty-day notice placed in newspaper of impending action.

VENDING MACHINE USE

The vending machines may only be used by students at lunch time, before going to the cafeteria or after the second dismissal bell. No food or drinks are permitted to be brought back to the high school after leaving the cafeteria during lunch period. Students are not permitted to go to the vending machine when they come back from the cafeteria. Students may only use the vending machines during the school day if granted permission by a teacher or the office. Students are not permitted to use the soda or snack machine if they are riding the bus.

STUDENT FEES/ WAIVER

A textbook rental fee of \$20 per year shall be charged to all students (\$50 maximum per family). Additional fees may be charged in certain classes to defer additional costs for extra materials. Students in Driver's Education are required to pay additional fees. A fee of \$10 per contact hour per book is required in dual credit classes. Students are responsible for the replacement costs for the loss of items such as: padlocks, athletic equipment, textbooks, library books, and workbooks.

Parents/guardians who meet the guidelines for, or feel they may meet the guidelines for, the free/reduced lunch program may apply for a fee waiver regarding book rentals. To be eligible for the fee waiver, application must be made at the beginning of the school term.

STUDENT VEHICLES

Licensed vehicles driven to school by students must be parked in the school parking lot and not used without special permission during the school day. For safety reasons, students who drive should use the west entrance/exit when arriving to and leaving school. In exchange for the privilege of driving to school, students will be subject to the search of their vehicle when there is reasonable suspicion to do so. Students will not be allowed to sit in their vehicles and visit after parking on

the school lot. This applies before school and during the lunch period. Students are not to be in any vehicle during the school day without office or staff approval. School policy on driving to school: **DRIVE IT, PARK IT, LOCK IT, AND LEAVE IT.** Failure to comply will result in disciplinary action. Parking privileges may be suspended for unsafe car operation.

First Offense possible actions – Warning/detention/report to parents/guardians, possible loss of driving privileges.

Second Offense possible actions – Detention and loss of driving privileges (notice given to parents/guardians).

Parking spots are not assigned and are filled on a first come-first serve basis.

SURVEILLANCE CAMERA POLICY and ENTRY BUZZER

Waltonville CUSD #1 has great concern for the safety of all students, staff, and the public on school property and on school transportation. To better provide a safe and healthy environment, surveillance cameras are used. Areas under surveillance may be recorded at all times. Video surveillance is viewed as being useful in accomplishing three main goals: (1) enhancing the safety of students, staff, and the public; (2) protecting school property against theft or vandalism; and (3) aiding in the identification of intruders and of persons breaking the law.

Only individuals authorized by the superintendent, other district administrator's or designee of the superintendent may view surveillance tapes.

Discipline measures for information derived from video surveillance may result in a conference, detention, suspension, expulsion, parent and/or law enforcement notification depending on the nature and severity of the situation.

All exterior doors will remain locked. To gain entry to the building you must press the buzzer located at the east entrance and wait to be admitted.

SCHOOL TELEPHONE USE

Students should expect to use the school telephone during school time only for emergencies with office approval. They will not, except in extreme circumstances, be excused from class to make or receive telephone calls. Messages will be delivered and information related to the phone calls will be relayed to the students so that they may return the call at a proper time.

TORNADO OR WINDSTORM ALERT

If possible, students should get into the hallway restrooms away from doors and glass windows. Sit on the floor with your head protected between your legs as much as possible. If no advance warning is given lie face down on the floor seeking all the protection you can get from desks, etc. Move away from windows toward inside walls.

VISION AND HEARING SCREENING

The State of Illinois mandates that students in grades K, 2, and 8 be screened for vision, and students in grades K, 1, 2, and 3 be screened for hearing. In addition, all new students and students receiving special education services must be screened. Teachers or parents of students in any other grade level may, at any time during the school year, request that any student be screened.

SECTION II - ACADEMICS

MINIMUM REQUIREMENTS FOR ADMISSION TO WALTONVILLE HIGH SCHOOL

1. The student must show evidence of graduation from the 8th grade from a grade school recognized by the Waltonville Board of Education; or, be 15 years old and be identified for special education.
2. The student must have evidence of transferring from another high school recognized by the Waltonville Board of Education and a letter of 'Student in Good Standing' signed by that school's principal.
3. The student may be a Special Education student meeting the mandates of the statutes for qualifying as a Special Education student.
4. The student must show compliance with Public Act 81-184 concerning immunization, physical exams, and dental examination. **An exclusion date of October 15 will apply for students failing to meet this requirement.**
5. The student must live in the Waltonville school district or have been accepted as a tuition-paying student in accordance with board policy.

GRADUATION REQUIREMENTS

The Illinois State Statutes and Waltonville High School require the following for graduation:

25 Units of Credit Required:

- Computer Applications – 1 credit
- English – 4 credits
- Health – ½ credit
- Mathematics – 3 credits
- Consumer Education – ½ credit
- Science – 3 credits
- Social Studies – 2.5 credits

Must include:

- American History – 1 credit
 - Government – ½ credit
 - Civics – 1 Credit (beginning with class of 2021)
 - Electives – 9.5 credits
- Must include:
- Driver Education – ½ credit**
 - Physical Education – 4 credits*

15.5	Credits Specified Requirements
9.5	Credits Electives
25.0	Total Credits

* Or waiver equivalence

** If student opts to meet State requirement for licensing through the school

In order to participate in graduation exercises, a student must complete 25 credits as required by the WCUSD #1 Board of Education and have successfully completed the requirements in core academic curriculum excluding elective classes.

GENERAL COLLEGE ADMISSION REQUIREMENTS*

English – 4 credits
Mathematics – 3 to 3.5 credits
Science – 3 credits
Social Science – 3 credits
Electives – 2 to 4 credits

*Admission requirements vary from university to university

CERTIFICATE OF COMPLETION FOR SPECIAL EDUCATION STUDENTS (Students with an IEP)

A student with a disability whose Individualized Education Program (IEP) prescribes special education, transition planning, transition services, and related services beyond the student's four years of high school, and who has completed four years of high school by the end of the school year, will be allowed to participate in the graduation ceremony of the student's high school graduating class and receive a certificate of completion. The superintendent must be notified in writing by the student's parent/guardian, or by the student if 18 years of age, at least 90 days prior to the date of the graduation ceremony. Failure to timely notify the superintendent may result in denial of participation.

CHANGING OR DROPPING CLASSES

Schedule changes can be made through the guidance counselor. **Changes must be made by the end of the 3rd day of each semester.** A request does not guarantee a schedule change. Some schedule changes may be made for administrative purposes.

The following procedures must be used to change or drop a class:

1. Conference with guidance counselor. Student will be given Student Schedule Change Form to be signed.
2. Conference with and signature of teacher(s) involved.
3. Conference with and signature of administrator.
4. Parent/Guardian signature.

All signatures must be on the Student Schedule Change Form. All of the above steps must be completed for the schedule change to become official. A request can be denied at any time during the request process.

COLLEGE CLASSES

A second semester senior may take college classes at another campus if they meet the following conditions:

1. The student must have at least a 3.5 on a 4.0 scale at the end of their junior year.
2. The student can meet all Waltonville High School course requirements by attending one-half day for the second semester of the senior year.
3. The student and his/her parents/guardians must file a written request for the student to take college classes by November 1 of the senior year.
4. The student must provide evidence of college enrollment.
5. If the College notifies the High School that a student is making a failing grade in a class or withdraws from that class, the student must return to High School on a full-time basis.

CREDIT EARNED AT PRIVATE AND HOME FACILITIES

Acceptance of credits for course work completed in home school or private school settings for students enrolling in Waltonville CUSD #1 will be determined following consultation with the Regional Office of Education and legal counsel, if necessary, to assure that requirements of the School Code of Illinois are adhered to.

DUAL CREDIT CLASSES

Students may take college courses through the school's Dual Credit Agreement with Rend Lake College and receive both college and high school credit for those classes provided the following conditions are met:

1. The student meets all the requirements set by the college.
2. The student must be in good academic standing.
3. The student must receive approval from the administration in advance.
4. The student must assume responsibility for all fees set by the college.
5. The student must earn a C or better in the class to get credit for the class.
6. Only high school **juniors or seniors** may take dual credit classes. (RLC's policy).
7. Schedule changes for dual credit classes must be made by the end of the 1st week of each semester.

A list of the approved dual credit classes may be found in the Course Descriptions section of this handbook.

GRADES

The percentage system is used for report cards. A four point system is used with marks interpreted as follows:

Grade	Interpretation	Percentage	Numerical Equivalent
A	Superior	93-100	4
B	Above Average	85-92	3
C	Satisfactory	76-84	2
D	Below Average	70-75	1
F	Failing	Below 70	0

Semester averages are computed as; 40% = 1st Quarter grade, 40% = 2nd Quarter grade, and 20% = Semester Exam.

Dual credit and weighted classes will be graded on the college grading scale as follows:

Grade	Interpretation	Percentage	Numerical Equivalent
A	Superior	90-100	4
B	Above Average	80-89	3
C	Satisfactory	70-79	2
D	Below Average	60-69	1
F	Failing	Below 60	0

WEIGHTED CLASSES

The following classes will have 0.25 grade points added per semester.

Chemistry, Rend Lake College Dual Credit Classes, Illinois Virtual School Courses.

HOMEBOUND INSTRUCTION

Students who are absent for a minimum of ten consecutive school days, or have a doctor's prediction that they will be, due to medical reasons, have the right to homebound instruction at the expense of the school district. Requests for such services should be directed to the Superintendent.

HIGH HONOR ROLL AND HONOR ROLL

An honor roll will be published each quarter of the school year.

High honor roll - 3.75 or greater GPA for the quarter.

Honor roll - 3.50 to a 3.74 GPA for the quarter.

INCOMPLETE GRADES

Incomplete grades will be given only in cases where the three-day make-up period overlaps with the end of the grading period or because of extended illness. Instances will be handled on an individual basis through the office. Each teacher will determine which aspects of class work must be completed by every student before the awarding of credit can be considered. Students who do not fulfill all such course obligations to the teacher's satisfaction shall receive an incomplete at the end of the grading period. If the student completes the mandatory work before the end of the following quarter, the incomplete grade will be removed and the earned grade recorded.

MARSHALS AND USHERS

These terms are used synonymously and are intended to have equal importance in the graduation program. The two juniors with the highest cumulative GPA are assigned as marshals, and lead or usher the graduating class into and out of the gymnasium during the commencement ceremony. The next two students academically will be designated program attendants and will pass out programs for graduation.

OBJECTIONABLE MATERIAL

The high school curriculum may contain certain topics/activities that the parent/guardian may find objectionable. In such cases, the parent/guardian may request, in writing, that the student be excused from the topic/activity with the reason(s) stated. With administrative approval, students may be allowed to do an alternative assignment in lieu of the content area of instruction that was objectionable.

PHYSICAL EDUCATION EXEMPTION POLICY

With administrative approval, a student in grades 10-12 may be excused from physical education in order to enroll in a class which if not taken would prevent the student from graduating or result in the student being denied admission to the institution of higher learning of the student's choice.

Student enrolled in the AVC program may be exempt from physical education in the following situations: (a) the class schedule does not allow enrollment in physical education or (b) in order to enroll in a class which if not taken would prevent the student from graduating or result in the student being denied admission to the institution of higher learning of the student's choice.

PROMOTION TO THE NEXT GRADE

Promotion to the next grade level is based solely on academic performance. The Illinois School Code prohibits social promotion of students and prevents promotion based upon age or any other social reason not related to the academic performance of the student.

ELIGIBILITY/GRADES

Waltonville CUSD #1 requires that any student/athlete that participates in any extra-curricular activity/athletic event must maintain a "C" average and no more than one (1) failing grade to remain eligible to participate in the group's activity/game. Grades will be checked on Friday morning. The grading period will end on Thursday. Student eligibility will run from Sunday morning through Saturday night. Students will be given a 10 school day grace period at the beginning of each quarter.

SEMESTER EXAMS

All students in a two semester class will be required to take 1st semester exams. Students in a one-semester class may be exempt from an exam 1st or 2nd semester if they meet the following criteria: have an A average in the class, no unexcused absences, no unexcused tardies, and no detentions or suspensions.

(RLC Dual Credit classes are not exempt from semester exams.)

2nd semester – students may be exempt from semester exams if they have an "A" average for the 3rd and 4th quarters, do not have any of the following; unexcused absences, unexcused tardies, detentions or suspensions for the second semester.

(RLC Dual Credit classes are not exempt from semester exams.)

NOTE: The average of the two quarter grades in the semester will be used to determine semester exam exemption.

STUDY HALL REGULATIONS

A student is to be in his/her assigned seat or go directly to it as soon as the tardy bell rings. Talking should cease when the tardy bell rings. Study hall is established to provide students with a supervised study period. Students are expected to bring school work to do in study hall. Failure to do so may result in disciplinary action. Library books or magazines may be read in the study hall with the approval of the supervisor.

VALEDICTORIAN AND SALUTATORIAN HONORS

Calculations for the valedictorian and salutatorian honors shall be based on cumulative grade point average at the end of seven semesters of grades. Only semester grades shall be counted. The point values and the rounding off to 3 decimal places shall be used in the determination of the grade point average. Recipients of the valedictorian and salutatorian honors must have attended Waltonville High School a minimum of three of the seven semesters and must complete the eighth semester at Waltonville High School.

VIRTUAL HIGH SCHOOL COURSES

Students may take on-line courses for high school credit through the Illinois Virtual High School agreement provided the following conditions are met:

1. The student must receive approval from the administration in advance.
2. Credit is posted by Waltonville High School.
3. Students will be required to take their final exams with a certified proctor in order to receive credit for the class.
4. Student must have a 3.5 GPA to enter courses.
5. All high school students are eligible for virtual courses on an as needed basis.
6. The course is not available at Waltonville High School.

SECTION III - ATTENDANCE

ATTENDANCE/TRUANCY POLICY

The School Board believes that attendance is a key factor in student achievement and success in education. The responsibility for regular student attendance is the responsibility of the parent/guardian and the student. Compulsory attendance is required in the State of Illinois for every child between the ages of 6 and 17, except in those specific instances prescribed by Section 26-1 of the Illinois School Code.

DEFINITIONS

A "Truant" is defined as a child subject to compulsory school attendance who is absent without valid cause from attendance for a school day or portion thereof.

"Valid Cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the school board or the administration or such other circumstances which cause reasonable concern to the parents for the safety or health of the student.

"Chronic Truant" shall be defined as a child subject to compulsory school attendance who is absent without valid cause from attendance for 5% or more of the previous 180 regular attendance days.

"Truant Minor" is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

A "dropout" is defined as any child enrolled in grade 1 through 12 whose name has been removed from the district enrollment roster for any reason other than his/her death, extended illness, graduation or completion of a program of studies and who has not transferred to another public or private school.

ABSENTEEISM POLICY

Student absenteeism should be kept to a minimum. However, the school board recognizes that some absences are unavoidable and are classified as "excused absences" for valid cause. **Parents/guardians of students who are absent must call the high school office within 24 hours from the end of the day in which the absence occurred in order for the absence to be considered an excused absence. A reason for the absence must be noted or the absence will be unexcused.** It will be the administration's discretion whether the absence will be granted excused or unexcused. **Absolutely no Doctor notes/Court notices will be accepted after 24 hours (one school day) from the date of absence.** Failure to comply will cause the absence to be classified as unexcused. Students who receive an unexcused absence will be given zeroes in all class work missed. Work missed due to excused absences may be made up. **If a parent calls and homework is collected, the homework must be turned in the following attendance day or it will result in a zero.** A student will be allowed one day to make up missed class work and assignments for excused absences. An extension of time may be granted at the discretion of the teachers for specific incidences. Students who are present at school for any part of a day are not eligible for the one day time period for make-up work. They are expected to take the responsibility to obtain all assignments for that day, with assignments being due at the same time as other students in the class.

A report to the teachers will indicate whether the student's absence was excused or unexcused. This will be determined by the communication from the parent/guardian within the 24-hour period.

Students with an unexcused absence will receive a zero for the missed assignments.

ABSENCES AND EXTRA CURRICULAR EVENTS

1. Students will not be permitted to **participate or attend** any school activity if they are not in attendance half of the school day.
2. Excusable absences such as funerals, dentist and doctor appointment will be allowed if approved by the administration.
3. Students who are absent in the afternoon because of illness shall not be permitted to **participate or attend** that same evening. This applies only to illness and not to other excused absences.

ABSENCES - EXCUSED

It is the responsibility of the student to make up all class work missed because of absence for the following:

- (1) Personal illness
- (2) Family illness
- (3) Death in the family
- (4) Home emergency – determined by the administration
- (5) Student's medical or dental appointment – must have verification slip from medical or dental office
- (6) Court appearance – must have verification from legal system
- (7) Religious reasons
- (8) Absences pre-arranged and approved through the office - Students should make prior arrangements for homework assignments that they will miss due to a pre-arranged absence. Failure to complete any assignment in the time designated by each individual teacher may result in a zero for that assignment. A Pre-Approved Absence form, available in the office, should be used for recording assignments in advance.
- (9) Pre-approved College Day – is an excused absence.
- (10) **One discretionary day per year (deer hunting, driver's license testing, 2nd college day, etc. will count toward the student's discretionary day).** Students may use two half days or one full day. Discretionary days must be arranged, including a note or phone call from a parent/guardian, and approved by the office at least one day in advance. Any student who has received a half- or full-day unexcused absence will forfeit their privilege of using that same portion of their discretionary day. A discretionary day is an excused absence.

A student will be allowed one school day per absence to make up missed class assignments due to an excused absence. The administration must be notified by the student's parent/guardian within 24 hours for an absence to be determined 'excused' unless special circumstances exist.

Parent/guardian phone call or note will not automatically result in an excused absence. Excused or unexcused status will be determined based on the above list.

Family vacations must have prior approval from the administration for the absences to be excused.

ABSENCES - OFFICIAL

This occurs only when a student is representing the school. This includes; field trips, scholastic bowl matches, music activities, club/organization trips, athletic events, extra-curricular activities, etc. **Students will forfeit their right to an official absence if they have two or more unexcused absences per semester.** Students are not counted absent on these days. Students should make prior arrangements for homework assignments that they will miss due to an official absence. Failure to complete any assignment in the time designated by each individual teacher may result in a zero for that assignment. A Pre-Approved Absence form should be used for recording assignments in advance of an official absence. It is the responsibility of the coach/sponsor of the group to monitor distribution and checking of Pre-Approved Absence forms.

ABSENCES - UNEXCUSED

Absence from school without proper authorization from school authorities or with no notification to school authorities from a parent/guardian noting the reason for the absence is an unexcused absence. Unexcused absences include, but are not limited to, the following examples:

1. Leaving school without office approval or notification
2. Missing the bus

3. Serving an out-of-school suspension
4. Over sleeping
5. **Failing to notify the administration within 24 hours with the reason for an absence**

STUDENTS WILL RECEIVE ZEROS ON ALL ASSIGNMENTS MISSED FOR AN UNEXCUSED ABSENCE.

After 3 unexcused absences in one semester, the student will be referred to the Truant Officer.

The following steps may be taken:

1. Warning letter and Home visit by Truant Officer
2. Meeting with Truancy Board at Jefferson County Courthouse
 - a. As a result, student may be assigned community service or fine.
3. Meeting with Truancy Board at Jefferson County Courthouse
 - a. As a result, the following interventions might be taken:
 - i. Referral to comprehensive community youth service agency
 - ii. Order to obtain counseling
 - iii. Order to perform community service
 - iv. Loss of driving privilege
 - v. Fine from \$1 to \$100 per day for student absence
 - vi. Parent charged with Educational neglect.

ABSENTEEISM - EXCESSIVE

Students shall be permitted **NO MORE THAN FIVE ABSENCES (EXCUSED OR UNEXCUSED) PER SEMESTER.** After the student has five absences (excused or unexcused) in one or more classes during a semester, additional absences may only be excused with a written medical statement from a physician/dentist or notice from the judge. After five absences, the school will notify the parent/guardian by phone or written notice. If a student's absence is verified by a doctor/court excuse **(within the 24 hour reporting period of the absence)** before the student has reached the limit of five days (or classes) of absences, the absence will not count toward the five days permitted by this section. **All doctor's excuses/court notices must be submitted to the office within 24 hours (1 school day) of the student absence.** All absences that are not classified as excused will be considered unexcused. Absences which are excluded from this policy are mandatory court appearances, college visit, medical doctor visits with written verification from the medical facility, funerals (may require verification), and school sponsored trips, suspensions, and Board approved absences. Exceptions may also be made by the administration for a student with a chronic medical condition with verification from a doctor.

The student's name may be filed with the state's attorney as a potential chronic absentee. One or more of the following supportive services may be offered to a student who is experiencing attendance problems:

- Student Assistance Program
- Counseling services by social workers
- Parent-Teacher conferences
- Counseling services by psychologists
- Psychological testing
- Alternative education programs when recommended by the administration
- Community agency services for substance abuse, suicide, runaways, and serious family conflict.

If the student desires to be reinstated, the student must make application to the Board of Education. The board shall consider the age of the student and whether the absences were a result of valid cause. Extended injury or illness will be given consideration when documented by a physician.

COLLEGE DAYS

Each Senior will be granted a college day during the school year. The following guidelines will apply:

1. College days must be scheduled and approved by the guidance office.
2. College days must be requested at least two (2) days in advance.
3. Students must complete a Pre-Approved Absence Form.

4. If two or more students are riding in the same vehicle, permission must be given by all parents/guardians of the students involved.
5. College days must be used by May 1 – unless special permission is given.
6. College days are considered an excused absence.

CREDITABLE ATTENDANCE DAY

High School students can only be counted as being in school for a full day when they have a minimum of:

1. 300 instructional minutes for a full day
2. 150 - 299 instructional minutes for a half-day
3. Less than 150 minutes is counted as a full day of absence

LEAVING SCHOOL

Obtaining permission to leave school during the day requires a phone call from the parent/guardian. In case a student becomes ill, the student must secure permission from the office to go to the school nurse. The school nurse will then determine if the student is permitted to go home. The nurse will contact the student's parent/guardian if the student is too sick to remain at school. In no case is a student to leave school during the day without approval and signing out with the office. The sign-in/sign-out sheet must be initialed by a staff member. Students leaving without proper approval will be subject to disciplinary action. Disciplinary actions may include detention, alternative classroom placement, in-school suspension, or possibly out-of school suspension. Parents/guardians will be notified.

MAKE-UP WORK

A student who has an **unexcused** absence from school will receive zeros for missed assignments.

A student who has an **excused** absence will not be penalized for that absence. However, work that is missed must be made up within one day of each absence. **If a parent calls and homework is collected, the homework must be turned in the following attendance day or it will result in a zero.** If a student is absent due to an extended illness, he should see his teachers to determine a make-up work schedule. (An extended illness is defined as being absent more than five consecutive school days.)

TARDIES

Unexcused tardies will be given for being late for school, a particular class, or leaving school early without just cause. Examples of just cause: dentist or doctor appointment, or a student/teacher conference. Consequences for accumulated tardies **per semester** are as follows:

- 1st tardy - warning
- 2nd tardy – warning
- 3rd tardy and beyond - detention, written notice to parents (see detention policy regarding detention assignments)

TRUANCY

Using the definitions cited above, the school district shall determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate school district staff to develop diagnostic procedures to be used with the student who is truant, chronic or habitual, or a truant minor. The diagnostic procedures may include but are not limited to the following supportive services:

- Referral to the county Truant Officer
- Counseling services by social workers for the student and the student's parent/guardian
- Student assistance program
- A health evaluation by the school nurse
- Use of peer groups
- Clinical evaluations by local and/or state agencies
- Parent – Teacher conferences
- Counseling services by a psychologist
- Psychological testing

- Alternative education programs when recommended by the administration
- Community agency services for substance abuse, suicide, runaways, and serious family conflict.

When the supportive services of the school district have been offered to the student and these measures prove ineffective and the behavior persists, the Superintendent may call upon the resources of outside agencies such as the Juvenile Officer, local police department, or the Truant Officer of the Educational Service Region.

In accordance with the School Code of Illinois, no punitive action, including out of school suspensions, expulsions or court action shall be taken against a chronic truant for his/her truancy unless available supportive services and other school resources have been offered to the student.

SECTION IV – STUDENT CONDUCT/DISCIPLINE

DISCIPLINE

Students are entitled to all rights and privileges accorded to them by the Federal and State Constitutions and laws. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others, school rules and regulations may be disciplined in accordance with Board policies and procedures. Disciplinary actions will be determined by the following:

- The seriousness of the student’s conduct.
 - The history or record of the student’s past conduct.
 - The likelihood that such conduct will affect the delivery of educational services to other students.
 - The severity of the punishment.
 - The interests of the student.
 - Pre-determined disciplinary measures.
1. Personal counseling
 2. Withholding privileges
 3. Seizure of contraband
 4. Notification of parent/guardian
 5. Temporary removal from class
 6. Removal from participation in or attendance at any school sponsored event or function. Any student with any disciplinary action due to physical or verbal aggression, disrespect, and/or insubordination may not attend school sponsored events or functions.
 7. Detention
 8. Alternative Classroom Placement
 9. In-School suspension
 10. Suspension of bus riding privileges
 11. Out-of-school suspension (includes all school-sponsored activities) for up to 10 days.
 12. Referral to law enforcement officials.
 13. Expulsion from school for a period of up to 2 calendar years.

AGGRESSIVE OR BULLYING BEHAVIOR

Disciplinary action will be taken against any student who uses any form of aggressive or bullying behavior that does physical or psychological harm to another student or a staff member. Disciplinary action will also be taken against a student who encourages other students to engage in aggressive or bullying behavior or a student who is involved in hazing.

Aggressive behavior is defined as any repeated psychological (verbal or non-verbal) or physical abuse intended to cause harm to another without provocation. Prohibited aggressive behaviors include but are not limited to: hitting, pushing, slapping, kicking, or other acts of violence/force; throwing objects at others; insulting, taunting, teasing, or humiliating behavior intended to hurt someone’s feelings; spreading rumors or gossip to hurt someone’s feelings; threatening, intimidating, or bullying behavior; isolation, alienation, or exclusionary behavior; harassment; unwanted or inappropriate touching; any behavior that makes a student afraid or uncomfortable.

The definition of hazing from the Policy Reference Educational Subscription Service of the Illinois Association of School Boards is any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are, or include, other students. Class levels (freshman, sophomore, junior, senior) are recognized as organizations for the purposes of this policy.

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

- On school grounds or commencing on school grounds, but occurring off school grounds, before, during or after school hours or at any other time the student is participating in or attending a school-related activity
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school
- Traveling to and from school or a school activity, function or event, in school provided and/or school authorized transportation
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member, hazing of a student, or an interference with school purposes or an educational function.

Specific discipline measures and efforts to identify, intervene, and prohibit aggressive behavior will include all staff in reporting and documenting any incidents or reports of aggressive behavior. A conference will be held with involved parties with parent/ guardian notification if aggressive behavior has been exhibited as well as notification of law enforcement officials if deemed appropriate. Additional measures may involve counseling referral (school's or outside), loss or suspensions of privileges, detention, suspensions, and even possible expulsion.

BUS REGULATIONS

When students are being transported to and from school on buses, they are as much a part of the school as though they were on the campus. The rules of good citizenship, conduct and fair play apply. Denial of the privilege of riding the bus may be made only by authority of the Superintendent or Building Principal and only with advance notification of the parents unless an emergency situation exists. Students will be removed from the bus if in the judgment of the administration they pose a threat to the safety of others. In extreme instances, where a long-term or permanent suspension is being considered, the procedure outlined in Section 10-22.6 of The School Code of Illinois shall be followed.

BUS RULES AND SAFETY

Bus safety rules and procedures are regulated by state law.

It is recommended that all bus riders, parents of riders, and teachers become familiar with the following guidelines governing school bus riders. Each student riding a bus will receive a copy of these guidelines during the first week of school or upon their registration if they enroll in school after the first week. All students and their parents must understand that the bus driver is the primary agent of discipline on the bus. Their instructions are to be followed while the student is on the bus or at a bus stop.

1. Be on time at the designated school bus stop.
2. Stay well off the roadway at all times while awaiting the arrival of the bus.
3. Be careful in approaching the place where the bus will stop. Do not move toward the bus until the bus has been brought to a complete stop.
4. Remain in the bus in the event of a road emergency until instructions are given by the driver.
5. Stay in your seat at all times. Do not stand up or kneel in your seat while the bus is in motion.
6. Be alert to a danger signal from the driver. He/she is in complete command of the bus.
7. Keep your hands and arms inside the bus at all times after entering the bus.
8. Never throw things out the windows of the bus.
9. No loud talking, laughing, or unnecessary noise while on the bus.
10. No profanity is allowed on the bus.
11. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this without proper authorization from a school official.
- 12. You must have a signed note by a parent or administrator to get off of the bus any place other than your designated stop.**
13. Be courteous to fellow students and especially to the bus driver.
14. Keep books, packages, band instruments, athletic equipment, project materials and all other objects out of the aisles.

15. No eating or drinking is allowed on the bus.
16. No gum, candy, or soda.
17. Obey the bus driver. The driver is the primary agent of discipline on the bus.
18. No electronic devices, CD players, etc. unless special permission is given by the driver.

Policy for Student Infractions of Transportation Rules

Possible consequences may include, but are not limited to the following:

1. Verbal warning from the bus driver
2. Written warning to the office
3. Change of student's seat
4. Conference with the student
5. Conference with the parent
6. A three (3) day suspension from the bus
7. Loss of bus privileges indefinitely
8. Detention
9. In-school suspension
10. Out-of-school suspension

Consequences will be determined by the severity of the infraction, as well as the number of infractions committed by the student.

CHEATING AND ACADEMIC DISHONESTY

Academic dishonesty by a student degrades the student's character and reputation and impedes the teaching-learning process. Any actions intended to obtain credit for work that is not one's own is considered academic dishonesty or cheating. The action may include, but is not limited to the following:

1. Submitting another student's work as one's own.
2. Obtaining or accepting a copy of tests or scoring devices.
3. Giving or obtaining test questions or answers from a member of another class.
4. Copying from another student's test or computer file, or allowing another student to copy during a test or computer program.
5. Using materials that are not permitted during a test.
6. Plagiarizing (presenting materials as one's own original work when, in fact, the material is copied from a published source without adequate documentation).
7. Copying, or having someone other than the student to prepare the student's homework, paper, project, laboratory report, computer program, or take-home test for which credit is given.
8. Permitting another student to copy, or writing another student's homework, project, report, paper, computer program, or take-home test.
9. Copying materials, including computer software, in violation of the copyright law.

Any student found cheating or plagiarizing will receive zeros (0) on the questioned materials and shall be subject to further penalties by the administration and/or the Board of Education.

CLASSROOM RULES

Each classroom teacher creates his/her own set of classroom rules appropriate for their specific classroom needs. *Students are not to be in any classroom before school or at noon without supervision. Students are not to be in any classroom that is not supervised by school personnel (this includes the Ag shop).* Students should take their seats as soon as they enter a classroom. Talking should cease when the last bell rings.

COMPUTERS

The use of school computers and Internet access are privileges, not rights, and inappropriate use may result in a cancellation of those privileges. The District and/or building administration will deem what is inappropriate use and their

decision is final. **In order to use school computers, staff, students and students' parent/guardian must sign an appropriate usage contract.** Should a student violate the District's Computer Use Policy, the student will be subject to disciplinary action including revocation of the privilege of computer use, suspension, and/or expulsion. No food or drink is allowed while using school computers, including the wireless laptops.

Examples of minor offenses are:

- Changing or attempting to change screen savers
- Accessing or attempting to access unacceptable website(s)- i.e. games
- Printing anything that is not related to a school project without supervisor approval

Examples of major offenses are:

- Intentionally disconnecting cables or cords from technology equipment
- Downloading anything from the Internet without prior permission
- Taking, changing, or rearranging any parts of a computer
- Changing any passwords or computer settings

DANCES

All rules and regulations regarding student behavior during the school day will be in effect for all school dances. The following rules also apply to school dances:

- If a student leaves a dance early, he/she will not be re-admitted.
- No student below the 9th grade or over age 20 will be allowed to attend a high school dance.
- Dates who do not attend Waltonville High School must be pre-approved before a scheduled dance.
- Administration reserves the right to refuse admission to any individual.
- Any WHS Student who is removed from a dance will not be allowed to attend any school dance for one calendar year. (Example – If a student is removed from Homecoming in the Fall, that said student will not be allowed to attend Prom in the Spring, nor Homecoming the following year.)
- Any guest of a WHS Student who is removed from a school sponsored dance will not be allowed to attend any dances sponsored by WHS in the future. (Example – If a student from Mt. Vernon is removed from a WHS dance, he/she will not be allowed to attend any WHS sponsored dance in the future.)
- Appropriate dress will be required for admission to dances. (prom -formal; sock hops - casual).

DISPLAYS OF AFFECTION

Excessive displays of affection may cause a substantial disruption to the educational process. All excessive displays of affection, including kissing and fondling, are prohibited. Any student found in violation of this policy shall be subject to disciplinary action. Repeated offenses may be determined by the severity of the infraction, as well as the number of infractions committed by the student.

DISRESPECTFULNESS

Any student who is disrespectful to teachers, other school personnel or fellow students, uses profanity or abusive language, may be given any of the following: removal from class, office referral, detention, alternative classroom placement, in-school suspension, or out-of-school suspension.

DRESS AND GROOMING

Discipline will be administered in accordance to the severity of the infraction of the rule as determined by administration. Discipline may be administered from counseling, to out of school suspension for repeated offenses or refusal to correct the offense. Even though the district does not want to attempt to regulate style or taste, Illinois revised statutes give the district the right not to permit disruptive clothing as determined by administration.

- Students must be appropriately covered from shoulders to mid thigh (mid thigh is defined as post finger-tip length).
- Shirts/tops must have a one inch strap. Tube tops, tank tops, camies, racerback T's, double or single strapless tops or dresses must have a cover up.
- Yoga pants, stretch pants, leggings, etc. must be worn with a top that covers the student's rear entirely.

Disruptive grooming may be considered as, but not limited to, the following:

- Obscenities, profanity, or suggestive statements on clothing
- Libelous or slanderous material
- Racial or religious prejudice implications
- Disrespect for national symbols
- Bare midriffs
- Jeans that have holes above four inches allowed for the inseam, revealing, suggestive, or disruptive
- Shirts that expose under garments, torso body parts, or cleavage
- Clothing such as tank tops, shirts with spaghetti straps, etc., are not acceptable.
- Advertising of tobacco, alcohol, or drugs in any form
- Articles of clothing that may cause damage to school property (such as cleats, etc.)
- Caps, hats, head bandannas, do-rags, sweatbands on the head, hooded sweatshirts (hood covering head) and sunglasses (inside the building)
- Pants/shorts that are not worn at the waist.
- Any combination of clothing, colors, or emblems that is determined to be gang related
- Wallet chains or chains attached to belts
- Any item considered by the administration to be hazardous to the student or other students, or that is disruptive to the educational process
- Blankets

Students will be required to correct the infraction. Violators will be sent to the office. Repeat offenses will result in discipline according to the severity of the offense as well as the number of infractions. Any class absence due to any infraction listed above shall be unexcused

DRUG POLICY

No person shall use, abuse, possess, or distribute any illegal drug, alcohol, narcotic, drug paraphernalia, look-a-like drugs, or any other illegal drug **on school premises or at any school related activity: i.e., ball game, school trip, dance, etc.** If a student appears to be under the influence of an illegal drug or alcohol, law enforcement officials may be called to check for consumption.

No person shall use school property to store or conceal any illegal drug, drug paraphernalia, narcotic, alcohol, or look-a-like drugs. Upon recovery of such contraband, the assigned person to that item, locker, etc. will be accountable for the contraband until proven innocent through means of a criminal investigation or polygraph requested by the school principal or superintendent.

Given reasonable grounds for suspicion of any student violating this policy, school officials may search for and seize any prohibited articles brought onto school buses or school property. Any student violating this policy shall be subject to the board's disciplinary penalties for misconduct.

1. **First Offense** – Out-of-school suspension for up to 3 days
2. **Second Offense** – Out-of-school suspension for up to 10 days.
3. **Third Offense** - Board Action

Criminal charges may be requested by administration depending upon the seriousness of the violation.

SUSPICION-BASED DRUG AND ALCOHOL TESTING POLICY

The Board of Education recognizes that drug and/or alcohol testing an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity. The Board of Education authorizes drug and alcohol testing of students based upon such reasonable suspicion of drug or alcohol use.

The administration shall establish rules and regulations to implement this policy in compliance with applicable laws governing drug and alcohol testing of students.

ELECTRONIC DEVICES/CELL PHONES/UNAUTHORIZED COMPUTERS

Students must keep electronic devices/phones in their lockers, cars, or in the office. Students may have their devices/phones before the first bell rings and during the lunch period. Students are not permitted to have their phones in the classrooms.

1st Offense – Verbal warning and confiscation of phone/device. Student may pick up the device at the end of the day.

2nd Offense – Detention and confiscation of phone/device. Student may pick device up at the end of the day.

3rd Offense – Detention and confiscation of phone/device. Parent/Guardian must pick up device. The student will no longer be allowed to have or use any phone/device/unauthorized computer at school.

Repeated Offenses – Confiscation of phone. Parent/Guardian must pick up the device. In-school suspension

It is prohibited to use a cell phone, smartphone, video recording device, computer or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take inappropriate photographs/videos, cheat, bully, or otherwise violate student conduct rules. It is prohibited for students to send, receive, or possess sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone. Violators of this policy are subject to the following:

- Removal from class and referral to the office
- Confiscation of device
- Office referral
- Detention
- Alternative classroom placement
- In-school suspension
- Out-of-school suspension
- Expulsion

FIGHTING, THREATS, OR USE OF PROFANE OR ABUSIVE LANGUAGE

Fighting, threats, or use of profane or abusive language will not be tolerated. All persons involved in any fight, threat, or profane/abusive language will be referred to the office immediately. Persons involved are subject to the following:

- Removal from class
- Office referral
- Detention
- Alternative classroom placement
- In-school suspension
- Out-of-school suspension
- Expulsion

GANGS

Behaviors, symbols, or dress determined to be gang related may be subject to disciplinary action.

PROTESTING

There will be no protesting on school property. Students that do choose to protest will receive zeros for every class missed and a suspension for every day missed.

REMOVAL FROM CLASS

Teachers and administration may remove students temporarily from classrooms for violation of the disciplinary code and disruptive behavior. Teachers may use reasonable force as needed to maintain safety. The student will be dealt with

according to the seriousness of the offense. It is recommended that teachers attempt to solve the disciplinary problems that arise in their classes; but if a student fails to respond or to cooperate and thus becomes detrimental to the well-being of the rest of the class, the student(s) will be sent to the administration for disciplinary action. If other attempts fail to bring about the desired results, the student may be removed from class, suspended, placed on probation, or expelled as provided in Section 10-22.6 of the School Code of Illinois.

SEARCH AND SEIZURE POLICY

The primary objective of the Board of Education at Waltonville High School is to maintain the educational environment and protect the health, safety, and welfare of its students. The administration and faculty are charged with the responsibility of meeting this objective and, therefore, may be held negligent if they do not search and seize students or property. A search of a student shall only be conducted when absolutely necessary either for safety reasons or to maintain the orderly administration of the school. Illinois statute permits searches of lockers, desks, parking lots, and other school property owned or controlled by the school as well as personal effects left in those, places and areas by students without notice or the consent of the student and without a search warrant. The methods used to conduct a proper search and to seize illegal/unjustifiable materials will follow the guidelines established by the United States Supreme Court:

1. Any search shall be reasonable and justified at its inception. Justifiable and reasonable shall mean a school official can describe events or behavior that would cause a reasonable person to believe that an offense has been committed or is being committed by the student whose person or property is targeted for search. A search will be used only to gather information and/or evidence to prove a law or rule has been broken.
2. Any search will be reasonably related to the circumstances leading to the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
3. The student should be present when a search of his/her personal belongings is made. However, circumstances requiring immediate action may make it necessary to conduct such a search without the presence of the student.
4. If a search is deemed necessary, an administrator will be present. Any illegal/unjustified items found in the search shall be listed, the list signed by the student and a receipt given to the student.
5. Under no circumstances will an employee of Waltonville High School conduct a strip search of a student.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

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

SEXUAL HARASSMENT POLICY

It shall be the policy of this school to provide its students an environment free from unwelcome sexual advances, requests for sexual favors, other verbal and physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

This school district interprets the definition of sexual harassment to include, but not be limited to, the following behaviors: unwanted sexual behavior such as touching, pulling at clothes, verbal comments, sexual teasing and/or name calling, spreading sexual rumors, gestures, jokes, pictures, leers, personal conversations, and cornering or blocking a student's movement.

Sexual harassment is a form of sex discrimination and disrupts equal education opportunities by interfering with the student's psychological, social, and physical wellbeing. This school district will not condone or tolerate incidents of sexual harassment of the district's students during school hours, during district-sponsored events on school property, and at the site of a district activity involving students.

When there is sufficient evidence of violation of this policy, the Board of Education or its designee shall take appropriate disciplinary action as may be warranted. Employees, students, or other individuals who feel aggrieved because of sexual harassment should contact the Superintendent or other administrative staff.

Students or employees that violate this policy will be disciplined.

SMOKING AND TOBACCO USE

Sections 10-20.5(b) and 34-18.11 of the School Code prohibits the use of tobacco on school property by students, school personnel, or any other person. This policy includes the prohibition of any use or possession of any tobacco or nicotine product, vapor device, electronic cigarettes, e-cigarettes, and/or lighters, on school property. This section specifically prohibits any exceptions or exemptions.

Student use or possession of any tobacco or nicotine product, vapor device, electronic cigarettes, e-cigarettes, and/or lighters is also prohibited at any school related activity (competitions, school trips, dances, etc.). Any student who violates this policy shall be disciplined by the administration. Disciplinary measures may include the possible denial from participation in extracurricular activities and/or suspension from school for a period of up to ten days.

Given reasonable grounds for suspicion of any student violating this policy, school officials may search for and seize any prohibited articles brought onto school buses or school property. Any student violating this policy shall be subject to the board's disciplinary penalties for misconduct.

1. **First Offense** – 2 days out of school suspension
2. **Second Offense** – more than 2 days out of school suspension
3. **Third Offense** - Board Action

THEFT/PROPERTY DAMAGE

Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property is prohibited. Persons involved in stealing or property damage are subject to the following:

- Removal from class and referral to the office
- Detention
- Alternative classroom placement
- In-school suspension
- Out-of-school suspension
- Referral to law enforcement officials
- Expulsion

WEAPONS

Weapons will not be tolerated at school, on school property, or at any school-sponsored activity. Weapons shall be interpreted to mean any item that could be used to inflict bodily harm. Possession of a gun (firearm as defined by federal law) will result in expulsion from school for two calendar years and notification of law enforcement officials. Possession of dangerous weapons or look-alike weapons will be dealt with as follows:

1. Any such items will be confiscated.
2. Notification of law enforcement authorities if a state law is violated.
3. Notification of parents/guardians.
4. Immediate 10-day suspension pending possible expulsion.

DETENTION

Detention is a period of time when a student is assigned to stay before or after school for unacceptable behavior. Students are expected to serve detentions on the date and time assigned. If a student has an excused absence from school on the day of an assigned detention, the detention will be assigned for the following regularly scheduled detention day. If the

student has an unexcused absence from school, or skips detention, a half-day in-school suspension will be assigned and a zero given for any graded assignments missed. A second offense will result in a full day of in-school suspension. A third offense will result in an out-of-school suspension. In-school or out-of-school suspensions served will replace the detention assignment.

A maximum of three (3) detentions will be assigned to any one student in a semester. The 4th incident will result in a ½ day in-school suspension. The 5th incident will result in a full day of in-school suspension. Additional incidents will result in out-of-school suspensions.

Participation in extra-curricular activities or student's jobs is not accepted excuses. Students will bring school related materials to study during this time. Detention periods may last for 90 minutes. The severity and frequency of the behavior will be determining factors in the length of administrative assigned detentions.

Students are expected to serve detentions on the date and time assigned **regardless of employment, sports practices, prior engagements, etc...**

ALTERNATIVE CLASSROOM PLACEMENT

For disciplinary reasons students may be assigned to an alternative classroom placement by the administration. The administration will assign the room location and will provide supervision for the student. The student will be under adult supervision for the length of the placement. The student will not be permitted to attend regular classes and will have no contact with other students during the length of the placement. The student will eat lunch in the same assigned location. The student will be responsible for all class work missed and will receive grades for all work turned in. The student will bring books and other work to do while serving the alternative classroom placement.

SUSPENSIONS

When students are suspended out-of-school, the absence is considered unexcused. However, students will be given the opportunity to make up daily work missed. The student is responsible for making up the work and turning in the work on the day the student returns to school. A student may be suspended when the student's behavior or actions pose a threat to school safety, or are a disruption to other students' learning opportunities. This applies when students are at school, on the way to or from school, and are at school sponsored activities.

All suspended students will be accorded a re-entry plan that will include:

- Parent/guardian contact
- Missed work will be available to the student.
- A list of community agencies for possible needed services will be given to the student and/or parent/guardian.

EXPULSION

Expulsion is the prohibition of a student from attending school during a semester or a school year. Expulsion is the most severe penalty that can be imposed on a student. A student who is expelled will not receive any credit for the semester or school year in which the expulsion occurs. Students guilty of gross disobedience or misconduct may be expelled for a period of time ranging from in excess of ten days to a definite period of time not to exceed 2 school years. (Illinois School Code, section 5/10-22.6)

In expulsion cases, the following procedures shall be used:

1. An expulsion shall occur only after the student and the student's parents/guardians have been afforded the right to a hearing before the Board of Education or a Board appointed hearing officer. The student and the student's parents/guardians shall be notified by certified mail of the reasons for the expulsion and the date, time, and place of the Board hearing.
2. At the hearing by the Board, the student has a right to counsel at his/her own expense, the right to question the person who made the recommendation to expel, the right to present and question witnesses, and the right to make a statement in his/her own behalf.
3. If requested by the student, the parent/guardian, or their representative, a record of the proceedings shall be kept.

If the Board of Education finds in a hearing on the suspension or expulsion of a student that the action was unjustified or unreasonable, the following procedures will be followed:

1. The student's record will be expunged of all notations or remarks in regard to the suspension or expulsion.
2. The student's absence(s) will be recorded as "excused."
3. The student shall be afforded all educational opportunities and services missed during the suspension. Tutoring will be provided for the number of days suspended if requested or deemed necessary.

SUSPENSION PROCEDURES FOR SPECIAL EDUCATION STUDENTS

The following procedures shall be used in suspension cases involving special education students:

1. Whenever a special education student is suspended out-of-school an excessive number of times, the school district shall hold a relatedness conference to determine whether or not the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations To Govern the Administration and Operation of Special Education. A case study reevaluation shall be completed and/or updated at the relatedness conference.
2. Such determination shall be made by staff members who are familiar with the student's handicapping condition and educational program in consultation with the staff of the Franklin and Jefferson Counties Special Education Cooperative.
3. If the misconduct is the result of the student's handicapping condition, he/she shall not be suspended out-of-school except as provided by section 4 below. In such cases, the student's program shall be reviewed in a conference and, if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.
4. The local district may suspend out-of-school the student, even if the misconduct is the result of the student's handicapping condition, if the student's presence poses a danger to the student, other students, faculty, or school property, or disrupts the educational process.

EXPULSION PROCEDURES FOR SPECIAL EDUCATION STUDENTS

The following procedures shall be used in expulsion cases involving special education students:

1. The school district may expel students from school for gross disobedience and misconduct. An expulsion may be for a period in excess of ten (10) days, but not beyond the remainder of the school term.
2. An expulsion shall occur only after the student's parents/guardians have been afforded the right to a hearing before the School Board or a hearing officer appointed by it. The parents shall be notified of the hearing by certified mail, and the notification shall state the time, place, and purpose of the hearing.
3. Prior to the expulsion of a special education student, the school district shall determine if the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations to Govern the Administration and Operation of Special Education. Such determination shall be made by the local district staff and with Franklin and Jefferson Counties Special Education Cooperative staff familiar with the student's handicapping condition and educational program in a conference with the student's parents/guardians. If the misconduct is not determined to be the result of the student's handicapping condition, the local school district staff may choose to expel the student. Procedures required by the Rules and Regulations regarding changes in educational placement shall be followed prior to implementing any expulsion, including advising parents of their rights to a due process hearing.
4. If the misconduct is the result of the student's handicapping condition, he/she shall not be expelled. In such cases the student's program shall be reviewed in a multidisciplinary staff conference, and if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged. The Rules and Regulations shall also be followed.
5. The school district may seek a court order to change the student's placement or expel the student if his/her behavior poses a continuing danger to himself/herself or others in the school.

SECTION V - EXTRA-CURRICULAR/ATHLETIC POLICY

Students are expected to adhere to the standards of conduct outlined in this Student Handbook when attending or participating in any extra-curricular activities or school-sponsored events. Failure to do so may result in disciplinary action.

EXTRA-CURRICULAR OPPORTUNITIES:

CLUBS/ORGANIZATIONS

Beta Club
FBLA
FFA
Scholar Bowl
Student Council
Yearbook

ATHLETICS

Football
Golf
Volleyball
Cheerleading
Girls' Basketball
Boys' Basketball
Baseball
Softball
Track
Bass Fishing

ABSENCES AND EXTRA CURRICULAR EVENTS

1. Students will not be permitted to participate in or attend any school activity if they are not in attendance half of the school day.
2. Excusable absences such as funerals, dentist and doctor appointment will be allowed if the student has preapproval by the administration.
3. Students who are absent in the afternoon because of illness shall not be permitted to participate that same evening. This applies only to illness and not to other excused absences. The idea is that if a student is not well enough to attend school, then it would be unwise to permit strenuous activities that same day.

ATHLETIC/EXTRA-CURRICULAR CODE OF CONDUCT

1. Alcohol, Tobacco, Illegal Drugs, Inhalants, and Drug Paraphernalia

Any athlete/participant using, possessing, distributing, purchasing, or selling alcoholic beverages, tobacco, illegal drugs, inhalants, or drug paraphernalia will face these consequences:

- Any violation of athletic code of conduct committed by an athlete who is participating in a sport, which is part of an IHSA Co-operative agreement, will be subject to the host school's policies for discipline according to the Co-operative intergovernmental agreement.
- A Minimum number of scheduled contests have been established for each of the sports in which Waltonville High School is considered the host sport.

Boy's Golf- 19 Matches (Including Regional Play)

Boy's Basketball – 27 Games (Including 1 Regional Game)

Boy's Baseball- 30 Games (Including 1 Regional Game)

Girl's Softball- 35 Games (Including 1 Regional Game) (Conf. DH counts as 1 Game)

First Offense: three (3) game suspension, with the exception of football, which is a one game suspension.

First Offense: Suspension from 10% of Sports Season.

Examples:

Golf: 10% of 19 Contests = 1.9 (2 Games)

Basketball: 10% of 27 Contests = 2.7 (3 Games)

Baseball: 10% of 30 Contests = 3.0 (3 Games)

Softball: 10% of 35 Games= 3.5 (4 Games)

Second Offense: Suspension for the remainder of that season plus three (3) games in the next sport's season in which the student-athlete participated in the previous calendar year. He/she must finish that sport in good standing.

Second Offense: Suspension from 25% of Sports Season.

Examples:

Golf: 25% of 19 Contests = 4.75 (5 Games)

Basketball: 25% of 27 Contests = 6.75 (7 Games)

Baseball: 25% of 30 Contests = 7.5 (8 Games)

Softball: 25% of 35 Games= 8.75 (9 Games)

Third Offense: Suspension from all sports/activities for one calendar year.

- Offenses accumulate throughout grades 8 to 12. Participation in religious ceremonies is an exception. Any and all school imposed consequences for the offense (those stated in the school's Student Handbook) will also be enforced.
- If the offense occurs during the off-season or between sports seasons, the student-athlete must serve the suspension in the next sport's season in which the student-athlete participated in during the previous school year. He/she must have finished that sport in good standing.
- If a suspension occurs at or near the end of a sport's season and cannot be completed during the current sport's season, the suspension will carry over to the next sport's season in which the athlete competed in during the previous school year.
 - Senior Exception: Senior athletes who choose to play a sport not played in a previous year will serve the remainder of the suspension during the new sport UNLESS there is still a sport's season remaining in which the senior athlete competed in during the previous school year.

2. Practices, Dress, and Curfew

Each individual coach will determine these and discuss them with his/her team members.

3. Conduct

Athletes are expected to follow all school rules while at school or school activities.

4. Grades/Eligibility

Waltonville CUSD #1 requires that any student that participates in any extra-curricular activity or athletic event must maintain a "C" average and no more than one (1) failing grade to remain eligible to participate in the group's activity and or game. Grades will be checked on Friday morning. The grading period will end on Thursday. Student eligibility will run from Sunday morning through Saturday night. Students will be given a 10 school day grace period at the beginning of each quarter.

5. Travel to Games

All athletes must ride to and from games on the school's bus/van, unless they have the Coach's/Sponsor's permission and parental consent.

6. Physicals

All athletes must have a current physical on file with the school before they will be allowed to practice. Physicals are good for one calendar year.

7. Random Drug Testing

Students participating in any extra-curricular activity sport or activity will be subject to random drug testing.

8. Miscellaneous

Disciplinary action will be taken by each coach for the following violations: Falsifying a signature on parental consent forms, theft or vandalism, repeated acts of unsportsmanlike conduct (cheating, fighting, insubordination or verbal abuse of officials, contestants, or spectators), repeated misbehavior during the school day, intimidation or acts that jeopardize the health, safety, and welfare of school personnel or other students.

9. Assumption of Risk

All students participating in athletics must have a signed Assumption of Risks and Release Form.

Regular school disciplinary actions will also be taken for infractions occurring on school time and at school-sponsored events.

INSURANCE

It is mandatory for any student participating in interscholastic athletics to be covered by an insurance plan. The school district's insurance covers interscholastic sports with the exception of football. Optional tackle football coverage may be purchased by the student or parent/guardian through the school time insurance plan. This purchase is not mandatory if the student is covered by an existing family medical insurance plan for accidents sustained as a result of participation in high school tackle football.

Information on policy provisions and purchase of the optional 24-hour and high school football coverage will be distributed to students at the beginning of each school year.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

SPORTSMANSHIP

Waltonville CUSD1 believes that sportsmanship is a core value and its promotion and practice are essential. One of the missions of co-curricular school activities is to serve as an extension of the classroom. There are strong lessons to be learned in athletics. One of those lessons is to set and maintain high standards of sportsmanship, ethics, and integrity in our schools and our society. It is up to us to provide the direction and constant vigilance under which good sportsmanship can prosper and have a positive impact on our children, the leaders of tomorrow, and ourselves.

We are asking for your support in this effort by emphasizing your sportsmanship at athletic events. After all, such events are an extension of the school day and we should expect the same type of respectful behavior exhibited in athletics as we do in the classroom.

In order to promote sportsmanship at Waltonville CUSD 1, the following procedures will be implemented for spectators that are ejected from any Waltonville CUSD 1 athletic event, home or away:

- **1st offense** – the spectator will be suspended for the next home athletic event within the sport that they were ejected.
- **2nd offense** – the spectator will be suspended for the next five (5) home athletic events within the sport that they were ejected.

(These procedures will continue into the next school year. For example if you are ejected at the final basketball game of the season and it is your second offense, you will be suspended for the first 5 home games of the next year's season.)

- **3rd offense** – the spectator will be suspended from all home athletic events for one calendar year.

COURSE DESCRIPTIONS

ELO

Length: One year

Grade Level: 9-12

Credit: ½ credit per year

In Extended Learning Opportunity (ELO) students will receive extra math and reading remediation. If remediation is not deemed necessary by the teacher the class will be assigned projects to challenge the students and further engage the students in core instruction, healthy lifestyle and social/emotional topics.

AGRICULTURE

INTRODUCTION TO AGRICULTURE

Length: One Year

Grade Level: 9-12

Credit: 1.0

This course introduces the student to the vast field of agriculture including plant and soil studies as well as animal industries. Students will be introduced to FFA, the FFA record book, and advancement areas in FFA. Intro is usually offered as a first year class.

AGRICULTURAL CONSTRUCTION AND TECHNOLOGY

Length: One Year

Grade Level: 11-12

Credit: 1.0

Prerequisites: Introduction to Agriculture

This advanced course focuses on the knowledge, hands-on skills, and work place skills applicable to construction in the agricultural industry. Major units of instruction include: personal safety, hand tools, power tools, blue print reading, and surveying, construction skills in carpentry, plumbing, electricity, concrete, block laying, drywall and painting. Careers such as agricultural engineers, carpenter, plumber, electrician, concrete and block layers, finishers, safety specialists, and other related occupations will be examined. Improving workplace and computer skills will be a focus. Participation in FFA student organization activities and Supervised Agricultural Experience (SAE) projects is an integral course component for leadership development, career exploration and reinforcement of academic concepts.

NATURAL RESOURCES MANAGEMENT AND CONSERVATION

Length: One Semester

Grade Level: 11-12

Credit: .5

Prerequisites: Intro to Agriculture

This course develops management and conservation skills in understanding the connection between agriculture and natural resources. Student knowledge and skills are developed in: understanding natural resources and its importance; fish, wildlife, and forestry management and conservation; and exploring outdoor recreational enterprises. Hunting and fishing as a sport, growing and managing tree forests, and outdoor safety education will be featured. Career exploration will be discussed including: park ranger, game warden, campground manager, forester, conservation officer, wildlife manager, and related occupations. Improving computer and workplace skills will be a focus. Participation in FFA student organization activities and Supervised Agricultural Experience (SAE) projects is an integral course component for leadership development, career exploration and reinforcement of academic concepts.

AGRICULTURE MECHANICS

Length: One Year
Grade Level: 11-12
Credit: 1.0
Prerequisites: Introduction to Agriculture
Ag Construction and Technology

This course is designed to develop student knowledge and skills in the areas of agribusiness operations and agriculture mechanics. Instructional units include the organization and functions of agricultural business, agricultural business math, agricultural business procedures including microcomputer applications, human relations skills, sales related duties, machinery selection and maintenance, small engines, electricity, welding skills, surveying, carpentry and construction processes, and agribusiness shop design, layout, and safety.

BIOLOGICAL SCIENCE APPLICATIONS IN AGRICULTURE

Length: One Year
Grade Level: 10-12
Credit: 1.0
Prerequisites: Introduction to Agriculture
Beginning science and math courses

This course is a science credit offered through the vocational program that is accepted in all Illinois universities and colleges. This course studies plant and soil sciences as they apply to everyday life. The second semester is spent in the study of animals, feeds, and body systems and functions. Students should have completed a previous beginning science and math course before taking this course.

INTRO TO AG PRODUCTION

Length: One Year
Grade Level: 11-12
Credit: 1.0
Prerequisites: Introduction to Agriculture

This is a course is an introduction to the fundamental principles of agronomy. Topics will revolve around essential basics of crops and soil sciences as they apply to production agriculture. This course is designed with the intent to build a working knowledge of agronomic principles in order to prepare for more in-depth subject matter

AGRICULTURAL BUSINESS MANAGEMENT

Length: One Semester
Grade Level: 11-12
Credit: .5
Prerequisites: Introduction to Agriculture and current school year FFA member

This course will develop students' understanding of the agricultural industry relating to the United States and World marketplace. Instructional units include: business ownership types, planning and organizing the agribusiness, financing the agribusiness, keeping and using records in an agribusiness, operating the agribusiness, agricultural law, taxes, and developing employability skills. Student skills will be enhanced in math, reading comprehension, and writing through agribusiness applications. Improving computer and workplace skills will be a focus. Participation in FFA student organization activities and Supervised Agricultural Experience (SAE) projects is an integral course component for leadership development, career exploration and reinforcement of academic concepts.

During the 2nd semester, students will have the option of registering for Agriculture 1221 – Introduction to Ag Occupations through Rend Lake College and receiving 1 college credit hour.

INTRODUCTION TO AG OCCUPATIONS

Length: One Semester

Grade Level: 11-12

Credit: .5

Prerequisites: Introduction to Agriculture

The student is introduced to the broad field of agricultural business and its many employment opportunities. Job titles are described on the basis of duties performed, knowledge and abilities needed. Included are an orientation to the Supervised Occupational Experience Program and completion of a resume for future use and to be filed in the RLC Placement Office. 1 college credit

This course is incorporated into the 2nd semester of the regular curriculum Ag Business Management course.

ART

ART I

Length: One Year

Grade Level: 9-12

Credit: 1.0

Art I uses the text "How to Draw What You See" or equivalent units for skill development. All the basics are developed through practice in dry and wet media, by computer and pre-studio situations. Additional units explore the elements and principals of art in two and three dimension. The art classes work also in theater/stage scenery and prop productions.

ART II

Length: One Year

Grade Level: 10-12

Credit: 1.0

Prerequisites: Art I

Art II uses the text "Keys to Drawing" or equivalent units for skill development. Art II deals with further development of the student's drawing and painting skills. In addition, Art II works in various styles of the masters. Art II works in theater/stage scenery and prop productions.

ART III

Length: One Year

Grade Level: 11-12

Credit: 1.0

Prerequisites: Art II

Art III continues the "Keys to Drawing" text and development of drawing and painting skills. Art III may possibly move into the "Studio Projects in Art History" set. Art III works in theater/stage and prop production.

ART IV

Length: One Year

Grade Level: 12

Credit: 1.0

Prerequisites: Art III

Art IV works in "Studio Projects in Art History" as well as the basic projects listed above in the developing years.

BUSINESS

ACCOUNTING I

Length: One Year
Grade Level: 11-12
Credit: 1.0

This course will allow students to explore the accounting procedures for a service business organized as a proprietorship and a merchandising business organized as a corporation. The students will also study information regarding accounting as a career. There is also a unit on automated accounting.

INTRODUCTION TO BUSINESS (Business Tech I)

Length: One Year
Grade Level: 9-12
Credit: .5

This course is a survey of the basic fundamentals of business. The course is designed to give students exposure to all areas of business and form a solid base for further study in the field. Topics include: economics; business environments; the organization, operation and management of the business firm; marketing; finance; accounting; computer systems; business law; and international business.

MARKETING

Length: One Year
Grade Level: 9-12
Credit: .5

This course is a survey of the basic fundamentals of marketing as applied in business operations. This course is designed to give students exposure to the marketing perspective and how it is practiced. Topics include the seven functions of marketing: distribution, financing, marketing-information management, pricing, product/service management, promotion, and selling.

COMPUTER APPLICATIONS I (Keyboarding, Typewriting, and Formatting I)

Length: One Semester
Grade Level: 9-12
Credit: .5

This course is designed for the beginning student to develop touch control of the keyboard as well as the proper techniques of typing. The student will apply document formatting skills to the production of letters, memorandums, tables, reports, and other administrative documents from unarranged and rough-draft copy using word processing software. The student should be able to key a minimum of 35 words per minute for five minutes, with a maximum of five errors by the end of the semester.

COMPUTER APPLICATIONS I (Keyboarding, Typewriting, and Formatting I)

During the 2nd semester, students will have the option of registering for OFTC 1202 – Beginning Document Formatting through Rend Lake College and receiving 3 college credit hours.

COMPUTER OPERATIONS AND PROGRAMMING

Length: One Year

Grade Level: 11-12

Credit: 1.0

Prerequisites: Computers Applications I and II

Students will continue to develop keyboarding and computer skills using more advanced features of the Microsoft Office XP Professional software. Desktop publishing skills will be enhanced using Adobe PageMaker and Microsoft Publisher. Special school projects will also be completed throughout the course.

CONSUMER EDUCATION

Length: One Semester

Grade Level: 10

Credit: .5

This course, which is required for graduation, discusses a variety of topics to help students become informed consumers. The students will learn how our economy functions, how to make purchases wisely, how to manage money, how to evaluate sales and advertising practices, how to guard against fraudulent or deceptive sales practices, and lastly how to be socially responsible.

WEBMASTERS/YEARBOOK

Length: One Year

Grade Level: 11-12

Credit: 1.0

Prerequisites: Consent of instructor and completed Computers II with a B or better average

Students will develop and maintain the District Website and produce the school yearbook. Elements of the course include advertising, sales, photography, and page layout/design. Each student will have an assigned role, i.e. Chief Editor, Assistant Editor, Copy Editor, Photographer, etc.

SAFETY EDUCATION

SAFETY EDUCATION

Length: One Semester

Grade Level: 9-12

Credit: .5

This is a nine (9) week classroom course proceeding 'Behind the Wheel' training. Students passing the classroom portion of the class will receive their permits and will drive under supervision.

ENGLISH

ENGLISH I

Length: One Year

Grade Level: 9

Credit: 1.0

This is a required course for incoming freshman students. The course is analytical in nature and covers all three types of literature: poetry, prose, and drama. A great deal of emphasis is placed on improving the writing skills of each student. Students must complete English I before enrolling in English II.

ENGLISH II

Length: One Year
Grade Level: 10
Credit: 1.0
Prerequisites: English I

This is a required course for sophomore students. The course is analytical in nature and covers all three types of literature: poetry, prose, and drama. The literature is more challenging and sophisticated than the literature in English I. Improved writing skills will be sought. The course will culminate in a nine-week reading and writing workshop. Students must complete English II before enrolling in English III.

ENGLISH III

Length: One Year
Grade Level: 11
Credit: 1.0
Prerequisites: English II

This is a required course for junior students. The course is a study of the American literary tradition beginning with the Puritans and concluding with the modern writers of the twentieth century. The course also includes a research unit concluding with a required research paper.

ENGLISH IV

Length: One Year
Grade Level: 12
Credit: 1.0
Prerequisites: English I, II, III

During the first semester, this course covers the classics of British literature, following chronologically the history of England and includes a study of history and politics of England as they affect the literature. The course begins with the Anglo Saxon tradition and features readings such as *Beowulf* and will conclude with the Victorian Era. The novel, *The Hobbit* will also be covered. Second semester will focus on Modern Literature and will consist of novel units including *Night* by Elie Wiesel and *Brave New World* by Aldous Huxley. .

FOREIGN LANGUAGE

SPANISH I

Length: One Year
Grade Level: 9-12
Credit: 1.0

This elective course focuses on basic grammatical principles and vocabulary of the Spanish language. Upon completion of this course students should be able to read, write, and understand basic spoken Spanish.

SPANISH II

Length: One Year
Grade Level: 10-12
Credit: 1.0
Prerequisites: Spanish I

This elective course is a continuation of Spanish I with more emphasis on conversational skills. Advanced grammatical concepts will be studied. Upon completion of this course students should be able to function at a basic level in speaking Spanish.

MATH

Pre-Algebra

Length: One Year

Grade Level: 9

Credit: 1.0

This course includes challenges in number sense showing the theory and logic behind the use of basic skills such as multiplication, calculating with decimals and using percentages. Problem solving is an integral part of each lesson and presents opportunities for the students to work cooperatively. This course incorporates problem solving with mathematics skills and additional material such as proportions, mental math techniques, probability, geometry, coordinate geometry, and algebraic symbol manipulation.

ALGEBRA I

Length: One Year

Grade Level: 9-10

Credit: 1.0

This course covers the basic concepts of introductory algebra. Topics include linear and quadratic equations, factoring fractions, and graphing.

GEOMETRY

Length: One Year

Grade Level: 9-11

Credit: 1.0

Prerequisites: Algebra I

This course includes proofs, geometric constructions, volume, and area.

ALGEBRA II

Length: One Year

Grade Level: 10-12

Credit: 1.0

Prerequisites: Algebra I

This course is a continuation of Algebra I including solving and graphing quadratic equations, polynomial equations, radicals, sequences, series, permutations, and probability.

PRE-CALCULUS

Length: One Year

Grade Level: 11-12

Credit: 1.0

This course includes limits, techniques of differentiation, applications of the derivative, curve sketching, introduction to techniques of integration and applications of the definite integral.

MUSIC

BAND

Length: One Year (MWF)

Grade Level: 9-12

Credit: 1.0

This class includes participation in local concerts, state contest, and graduation.

CHORUS

Length: One Year (TuTh)
Grade Level: 9-12
Credit: .5

This class includes rehearsals for performances in local concerts, state contest, and graduation. Meets 3 days a week.

HEALTH AND PHYSICAL EDUCATION

PE

Length: One Year
Grade Level: 9-12
Credit: 1.0

This class is required for all students. It stresses physical fitness and development of motor, recreational, and game skills. Game rules are covered. Good sportsmanship is encouraged.

HEALTH

Length: One Semester
Grade Level: 10
Credit: .5

This class studies the human body. Areas of concentration include drug education, AIDS education, and first aid and safety education.

SCIENCE

BIOLOGY I

Length: One Year
Grade Level: 9-12
Credit: 1.0

Biology is a course that has much to offer high school students. It represents a valuable experience for the student who will be taking additional science classes but needs information relevant to cells, photosynthesis and respiration, genetics, mitosis and meiosis, classification of organisms, botany, invertebrates, and vertebrates. Laboratory experience is a part of Biology, which includes dissection. Biology is an essential base to advanced science department courses. This is a good place to start for those whose math skills still need work.

PHYSICAL SCIENCE

Length: One Year
Grade Level: 9-12
Credit: 1.0

This course is designed as an introduction to the worlds of chemistry and physics. The concepts covered include motion, work, energy, power, machine, heat, waves, sound, light, electricity, magnetism, solar system, the universe, matter, atoms, atomic structures, chemical reactions, nuclear chemistry, and more. Laboratory exercises will be provided to emphasize concepts discussed. (ROTATES WITH EARTH SCIENCE FROM YEAR TO YEAR)

EARTH SCIENCE

Length: One Year

Grade Level: 9 -12

Credit: 1.0

This course provides students with the fundamental concept of the Universe, the environment, the Earth, and the oceans. It is designed as an intermediate science course for students that need further improvement in math skills. (ROTATES WITH PHYSICAL SCIENCE FROM YEAR TO YEAR)

CHEMISTRY

Length: One Year

Grade Level: 11-12

Credit: 1.0

Prerequisites: Algebra I

This course is designed to give students a good basic understanding of chemical principles. Topics include classification of matter, problem solving, and structures of the atom, mechanics of which atoms are combined, naming, formula writing, scientific notation, significant figures, organic chemistry, nuclear chemistry, and more. A strong background in mathematics is recommended. Laboratory exercises will provide emphasis of concepts.

ANATOMY AND PHYSIOLOGY

Length: One Year

Grade Level: 10-12

Credit: 1.0

Prerequisites: Biology with recommended grade of C or better

This course provides the students with fundamental concepts of anatomy (structure) and physiology (function). Course materials contain general information on a wide range of topics that are relevant to the health and well-being of not only students but all members of the community in which they live. This course is designed to help students prepare for higher education to further their studies in the area of biological interest, or to enter a health-related profession.

BIOLOGY II

Length: One Year

Grade Level: 10-12

Credit: 1.0

Prerequisite: Biology I

This course is designed to reinforce basic biology concepts which include taxonomy, invertebrates, and vertebrates. Lab activities will include dissections that emphasize the studied animals phyla.

LIFE SCIENCE

Length: One Year

Grade Level: 11-12

Credit: 1.0

Life Science is a year-long course that provides an opportunity for students to develop basic food preparation skills. Students will be given strategies for engaging in healthy lifestyle by increasing skills in healthy eating and physical fitness. Students will also focus on the study of child development and the care of a child and appreciate its relevance to their lives and families. This course is designed to prepare young adults to make wise choices on their journey to becoming independent consumers. Students will use the decision making process to set goals, map a career, manage finances and select and maintain clothing, housing, food and transportation.

SOCIAL SCIENCES

CIVICS

Length: One Year

Grade Level: 9-12

Credit: 1.0

This course is a study of the various aspects of American society. Government, history, economics, and current events are covered. This is primarily a freshman level course.

WORLD GEOGRAPHY

Length: One Semester

Grade Level: 12

Credit: .5

This course is a study of physical features and cultures involving the America's, Europe, Africa, Asia, Australia, and the Pacific.

MODERN AMERICAN HISTORY

Length: One Year

Grade Level: 11

Credit: 1.0

This course is a study of the US history from colonial to the present. This course is required for graduation.

EARLY AMERICAN HISTORY

Length: One Year

Grade Level: 9 – 10

Credit: 1.0

This course is about American history from the earliest colonial beginnings through the period of the Reconstruction. For about the first third of the course the subject materials covered include: colonial settlement, the growth of self-government in the English colonies, and the problems which beset the British Empire during the years 1763-1775. Next, are the American Revolution and its military, social and political dimensions. The starting of the new government under a federal constitution and the growth of political parties form the broad pattern for the middle of the course. The student's attention is directed to the concepts of American nationalism and expanding the mainland United States. The remaining portion of the course emphasizes the events that divided our nation and then, fighting the Civil War and end the course with the events of Reconstruction.

GOVERNMENT

Length: One Semester

Grade Level: 12

Credit: .5

This course is a study of our government and a citizen's responsibility in it. The US constitution and the Illinois constitution are studied. This course is required for graduation and must be passed as required by the Illinois School Code.

WORLD HISTORY

Length: One Year

Grade Level: 10-12

Credit: 1.0

This course looks as the heritage we have from various peoples. It begins with the people of the Middle East and moves to Egypt, Greece, Rome and finally to Europe.

SPORTS HISTORY

Length: One Year

Grade Level: 10 – 12

Credit: 1.0

In this course we will explore the significance of sport in American history. As we read stories of races won, touchdowns scored, and players rounding the bases, we will look beyond the action on the field of competition and focus on these main themes: the impact of immigration, industrialization, and urbanization on the games Americans played; the class origins of sports like baseball, volleyball, soccer, basketball and football; sport and the conflict between labor and capital; racial prejudice, exclusion, and integration in sport; athleticism and the evolving ideas about masculinity and womanhood; the links between sport, patriotism, and national identity.

DUAL CREDIT CLASSES OFFERED THROUGH REND LAKE COLLEGE

Only juniors and seniors are eligible for dual credit classes.

ENGLISH 1101 (1st Semester)

The general objectives are to prepare students for college work through teaching them to use the Library, to read more effectively, and to write good expository prose. Grade of 'C' or better required for IAI credit. 3 college credits.

ENGLISH 1102 (2nd Semester)

The general objectives are to prepare students for college work through more advanced application. A research paper is required. Grade of 'C' or better required for IAI credit. 3 college credits.

PSYCHOLOGY 2101 (1st Semester)

An introductory course in the scientific study of affect, behavior, and cognition. The broad scope of the field of psychology will be covered, with emphasis on major theories, multi-cultural and gender differences, and behavior patterns of the individual. Child development, learning theories, abnormal psychology, mental health, personality and mental measurement and their practical applications will be studied. IAI. 3 college credits.

SOCIOLOGY 1101 (2nd Semester)

This course is a study of the basic elements of sociological inquiry, including culture, personality, social structure, stratification, community and deviant behavior. It is designed to equip sociology majors with the necessary foundation to continue in sociology and provide non-majors with a general understanding of the structure and process of society. IAI. 3 college credits.

MATH 1108 – COLLEGE ALGEBRA (1st Semester)

This course covers complex numbers, quadratic equations, polynomial and rational inequalities, the algebra of functions, graphing functions, inverse functions, rational functions, polynomial functions, systems of equations, determinants, Cramer's Rule, the binomial theorem and other selected topics. IAI. 3 college credits.

MATH 1109 – PLANE TRIGONOMETRY (2nd Semester)

This course deals with definitions of trigonometric functions, graphing, formulas, identities, solution of triangles using trigonometric functions and logarithmic functions, solution of trigonometric equations, inverse trigonometric functions and their graphs, complex numbers and the solution of practical problems. IAI. 3 college credits.

AGRICULTURE 1221 – INTRODUCTION TO AG OCCUPATIONS (2nd Semester)

The student is introduced to the broad field of agricultural business and its many employment opportunities. Job titles are described on the basis of duties performed, knowledge and abilities needed. Included are an orientation to the Supervised Occupational Experience Program and completion of a resume for future use and to be filed in the RLC Placement Office. 1 college credit

Note: This course is incorporated into the 2nd semester of the regular curriculum Ag Business Management course.

AGRICULTURE 1251 – INTRO TO AG PRODUCTION (2nd Semester)

This course is an introduction to the fundamental principles of agronomy. Topics will revolve around essential basics of crops and soil sciences as they apply to production agriculture. This course is designed with the intent to build a working knowledge of agronomic principles in order to prepare for more in-depth subject matter1 college credit

Note: This course is incorporated into the 2nd semester of the regular curriculum Natural Resources course.

INTRODUCTION TO COMPUTERS CSCI 1101 (2nd Semester)

This course is an introduction to the concepts and features of computer systems, with an emphasis on information processing. Topics covered include computer hardware, application software, system software, networks, Internet, computer applications and social issues, data security and control. The student will learn the basic commands and operations of IBM/PC and Windows. 3 college credits

Note: This course is incorporated into the 2nd semester of the regular curriculum Computer and Console Operations course.

ART 1101 – ART APPRECIATION (1 Semester)

This course leads the student to a discovery and understanding of the visual arts. Through readings, discussions, slides and films, the student will examine the role of the artist and the complex aspect of art as a humanizing element. 3 college credits

MUSI 1100 – MUSIC APPRECIATION (1 Semester)

A course for the non-music major designed to develop an understanding and appreciation of music. It covers fundamentals, terminologies, forms, and styles, with an emphasis on listening. 3 college credits

ILLINOIS VIRTUAL HIGH SCHOOL COURSES OFFERED: (ONLINE)

Foreign Language only when not offered by Waltonville High School

AVC CLASSES OFFERED AT Rend Lake College (afternoon classes only):

AVC GUIDELINES

- ◆ Students register in the previous spring. Students that withdraw from AVC classes will be required to reimburse the district for the tuition lost to Rend Lake College
- ◆ Waltonville High School will provide bus transportation to AVC. All students are expected to use this transportation. Students with a need to drive may have their parents/guardians submit a request to drive to AVC. The administration will make a decision about the request. If approved, the student who drives to AVC will need a signed parent permission form.
- ◆ Students enrolled in AVC are expected to go directly from Waltonville High School to Rend Lake College and return to Waltonville High School unless previous arrangements are made with the administration.
- ◆ Failure to abide by these regulations may result in the student being dropped from the AVC program and placed in regular classes at Waltonville High School.
- ◆ Only juniors and seniors are eligible for AVC.

AVC COURSE DESCRIPTIONS:

Automotive:

AUTO 1231-Intro to Automotive

This course is a study of shop safety, shop operation and career opportunities in automotive technology. Also covered are basic serving techniques as applied to automatic transaxles, electrical systems, air conditioning and engine repairs.

AUTO 1201-Engine Repair

This course is a study of the diagnosis and repair of cylinder heads and valve trains, short blocks and lubrication and cooling system components. General engine diagnosis and engine completion and start-up procedures also are covered.

AUTO 1240-Air Conditioning

This course is a study of automotive air conditioning and climate control systems.

AUTO 1235-Engine Performance A

This course is a study of ignition systems, beginning with breaker point systems and covering the evolution through computerized ignition systems.

AUTO 1232-Electrical Systems A

This course is a study of the principles of electricity and general electrical systems diagnosis. Battery diagnosis and service and starting system diagnosis and repair are covered.

AUTO 1245-Braking Systems

This course is a study of the hydraulic principles and application of braking systems, includes drum, disc and power brakes.

AUTO 2230- Electrical Systems B

Prerequisite: AUTO 1232 or consent of Dean

This course is a study of charging system diagnosis and repair, lighting system diagnosis and repair and gauges and electrical accessories.

AUTO 2245-Suspension and Steering

This course is a study of steering systems, front suspension systems, rear suspension systems and wheel alignment diagnosis and repair.

Welding/Machining:

WELD 1270-Intro to Welding Processes

This course is designed to give the student an overview of the various metal-joining processes used in general industry, construction and fabrication industries. Processes include shielded metal arc welding, gas metal arc welding, oxy-acetylene welding and brazing and gas tungsten arc welding.

MACH 1201-Machining Technology

This course is the first in a series to prepare students to obtain entry-level positions in the machine trades. This course is designed to introduce the student to basic skills in lathe operations, mill operation, drill press operation and layout. Emphasis will be on basic shop skills, machine operation and safe work habits.

WELD 1272-Structural Shielded Metal Arc

Concentrated instruction in the use of different welding electrodes, electrode identification, electrode storage and basic welding symbols. The course provides practical application of AC/DC theory in the area of fillet joints in the vertical up and overhead positions.

MACH 1202-Machining Technology II

Prerequisite: MACH 1201

This course is the second in a series in the machine trades. It is designed to improve the skills development in MACH 1201. The student also should learn additional and advanced skills in lathe operation, milling operation, drill press operation and other types of machinery. Emphasis will be placed on precision and quality of work.

WELD 1282-GMAW/GTAW Pipe Welding

Introduces Gas Metal and Gas Tungsten Arc Welding for use in auto body and production manufacturing process where light gauge metals are used. The ability of GMAW and GTAW processes to weld nonferrous materials with high quality results will be stressed.

WELD 2274-Blueprint Reading

The purpose of this course is to aid the student in becoming proficient in reading filed blueprints for fabrication work in the welding industry. The course will include various written exams and identification of symbols and details of field blueprints.

WELD 1283-GMAW/GTAW Pipe Welding

Prerequisites: WELD 1282 and WELD 1272 or consent of instructor

Introduces Gas Metal Arc Welding and Gas Tungsten Arc Welding for use in pipe welding manufacturing. Safety and proper welding technique will be stressed.

WELD 1284-GTAW Welding

This course provides the student with a thorough knowledge of gas tungsten arc welding fundamentals, arc characteristics and welding safety. The course will include lecture and lab activities on the welding characteristics of carbon steel, stainless steel and aluminum.

Manufacturing

WELD 1270-Intro to Welding Processes

This course is designed to give the student an overview of the various metal-joining processes used in general industry, construction and fabrication industries. Processes include shielded metal arc welding, gas metal arc welding, oxy-acetylene welding and brazing and gas tungsten arc welding.

MACH 1201- Machining Technology I

This course is the first in a series to prepare students to obtain entry-level positions in the machine trades. The course is designed to introduce the student to basic skills in the lathe operations, mill operation, drill press operation and other types of machinery. Emphasis will be placed on precision and safe work habits.

WELD 1272- Structural Shielded Metal Arc

Concentrated instruction in the use of different welding electrodes, electrode identification, electrode storage and basic welding symbols. The course provides practical applications of AC/DC theory in the area of fillet joints in the vertical up and overhead positions.

MACH 1202-Machining Technology II

Prerequisite: MACH 1201

This course is the second in a series in the machine trades. It is designed to improve the skill developed in MACH 1201. The student also should learn additional and advanced skills in lathe operation, milling operation, drill press operation and other types of machinery. Emphasis will be placed on precision and quality of work.

MFG 1207- Safety (8 week 1)

This course is an introduction to the manufacturing workplace. The training covers a variety of safety and health hazards which a worker may encounter at a general industry site. The course is intended to provide a broad awareness of recognizing and preventing hazards in an industrial environment. Students will have the opportunity to earn the Safety Certification through the Manufacturing Skills Standards Council.

MFG 1208-Manufacturing Processes & Production (8 week 2)

In this course, students will learn the basics of how manufacturing transforms materials into products. Various types of production, materials and processes used in manufacturing will be covered, including machining, casting and assembly. Students also will discover the job skills necessary for a successful career. Topics include listening skills, oral communication, human relations, decision making/problem solving, teamwork and resource management. Students will have the opportunity to earn the Manufacturing Processes & Production Certification through the Manufacturing Skill Standards Council.

CSCI 1101—Intro to Computers

Prerequisite: Typing Skill

This course is an introduction to the concepts and features of computer systems. Topics covered include computer hardware, application software, systems software, networks, Internet, computer applications and social issues, data security and control. The student will learn basic operations of the personal computer, general application fundamentals and the basic commands and operations of Windows.

MFG 1209-Maintenance Awareness (8 week 1)

This course provides a basic understanding of tools and equipment used in manufacturing. Students will learn how to monitor production equipment for both routine and preventive maintenance. Students will have the opportunity to earn the Maintenance Awareness Certification through the Manufacturing Skill Standards Council.

MFG 1210-Quality Practice & Measurement (8 week 2)

This course covers the basic of controlling and improving quality in a manufacturing setting. Students will learn ways which manufacturers use data and analysis to improve and produce high-quality products. Students will have the opportunity to earn the Quality & Measurement Certification through the Manufacturing Skill Standards Council.

BUSI 1202-Work Ethics

This course is designed to acquaint students with the importance of good work ethics. The topics included are identified as desirable work traits which will enhance the student's value as an employee.

CNA/Nursing

CAN 1201-Certified Nursing Assistant

Prerequisite: Student must score a 53 or higher on the reading portion of the Accuplacer test

This is a course designed to teach those individuals basic nursing skills which would enable them to work as a nurse assistant in various health care facilities. This course is approved by the Illinois Department of Public Health.

PSYC 2101-Intro to Psych

An introductory course in the scientific study of affect, behavior and cognition. The broad scope of the field of psychology will be covered, with emphasis on major theories, multi-cultured and gender differences, and behavior patterns of the individual. Child development, learning theories, abnormal psychology, mental health, personality and mental measurement and their practical application will be studied.

HEA 1103-Health Nutrition

A study of the basic principles of nutrition, including their application to solving nutritional problems. Includes the classification of major nutrients, food sources, and functions in metabolism and daily requirements for different age groups.

ALH 1203-Careers in Health Care

Students will explore a variety of health care occupations as they relate to students' interests, abilities and skills. The course provides a personal assessment, self-evaluation and a multimedia approach, and enables students to make informed choices about a health care center that best suits them. This course is geared towards students who want to work in health care.

Early Childhood Education

ECE 1201-Child Development

A foundation course in theory and principles of the developmental continuum, including an in-depth study of physical, social/emotional, cognitive, language, and aesthetic development; an examination of current research and major developmental theories. An exploration of child development within a sociocultural context, such as gender, family, race,

ethnicity, language, ability, socioeconomics, religion, and society. An emphasis on the implications for early childhood professional practice encompassing birth through age eight and may include pre-adolescents/adolescents.

ECE 1202- Introduction to Early Childhood Education

This course is an introduction to early childhood education, including the basic values, structure, organization and programming. Examination of the student's personal qualities in relationship to expectations of the field is addressed throughout the course. The course acquaints students with various career options, program models, and professional personnel working with children from birth to age eight.

ECE 1204-Creative Art for Young Children

This course examines art as a creative expression of young children. The focus is on practical ways in which adults can encourage and foster creative expression. The course is also designed to equip students with some introductory competencies in this area.

ECE 1205-Health, Safety and Nutrition for Young Children

The course explores the principles of a healthy lifestyle including nutrition, health and safety issues. Additionally, health, safety, and nutrition for children in group care are explored. Preventative health and community health are also examined.