



Waltonville Community Unit School District #1 2020 - 2021

Home of the SPARTANS
804 West Knob St.
Waltonville, IL 62894

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MISSION STATEMENT

Waltonville CUSD #1 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. Waltonville CUSD #1 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.

TITLE I

Title I of the No Child Left Behind Act is the largest Federal Aid Program to education. The basic aim of this legislation is to provide supplemental education opportunities for those children needing extra help in order to succeed independently in the regular classroom. We presently offer a Title I program in Reading, Language Arts, and Study Skills. Test scores, teacher recommendation, and parent-referral determine a child's eligibility.

TITLE IX COMPLIANCE

It is the policy of Waltonville CUSD #1 not to discriminate on the basis of sex in its educational programs, activities, admission, practices, and employment policies as required by Title IX of the Educational Amendments of 1972.

Non-Discrimination/Title IX/Section-504 Coordinator: Superintendent

Questions and/or complaints in reference to educational opportunities may be directed to the Superintendent at Waltonville CUSD #1, 804 West Knob, Waltonville, IL 62894

Waltonville CUSD ensures equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion, or handicap.

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.

THIS HANDBOOK SERVES AS A SET OF PROCEDURES AND GUIDELINES FOR ALL STUDENTS AND FAMILIES WHO ATTEND WALTONVILLE CUSD #1:

HS = HIGH SCHOOL

GS = GRADE SCHOOL

STUDENT AND PARENT RIGHTS AND RESPONSIBILITIES

The Board recognizes its obligation to provide the best intellectual, emotional and physical environment in the school so as to foster the maximum growth of each pupil. In turn, students shall be expected to accept their responsibilities in the educational process by demonstrating behavior and a social conscience consistent with the standards of good citizenship in a democratic society. All students are expected to abide by all laws of our local, state and federal governments. Any student found in violation of any law and which is not listed in this school's rights and responsibilities shall be turned over to the proper authorities.

PARENT/STUDENT/SCHOOL COMPACT

The new section of Title I regulations requires that a voluntary agreement between the home and school be developed. This agreement will outline how parents, staff and students will share responsibility for improving student achievement. The law requires this compact between the school and parents be signed and turned in when student enters Waltonville CUSD #1. It will be kept on file until the student graduates.

SAFE SCHOOL ZONE

Waltonville CUSD #1 has been identified as a Safe School Zone. Safe School Zone laws increase, in some cases double, the penalties for drug offenses committed on or within 1,000 feet (roughly 2 blocks) of school property, as well as on school buses. For example:

- Any student 15 years or older can be tried as an adult for dealing a controlled substance (crack, cocaine, LSD, etc.) in or near a school and can receive a prison sentence of up to 30 years.
- The school can request that law enforcement officials search for illegal drugs on school grounds, including lockers, using specially trained drug-sniffing dogs.
- Safe School Zone laws also increase the penalties for weapon violations committed on school property.
- A minor age 15 or older can be tried as an adult for carrying or possessing a weapon on school property.
- It is a felony to bring weapons including knives, mace, blackjacks, pistols, revolvers, and other firearms onto school property.

Waltonville Unit # 1

2020 – 2021

***NOTE: The District will be adding up to 4 additional Remote Planning Days. These will be scheduled in advance and added to the schedule as deemed necessary.**

August	12	Teacher Workshop – No School
	13	Teacher Workshop – No School
	14	First Day of School
September	4	Half Day Teacher In-service (11:30 Dismissal) – No School Lunch
	7	Labor Day – No School
	11	Mid-Term 1st Quarter
October	9	Half Day Teacher In-service (11:30 Dismissal) – No School Lunch
	9	End of 1 st Quarter
	12	Columbus Day – No School
	16	Report Card Day
	28	Regular Attendance Day: Parent Teacher Conference- 3:30-7pm
	29	No School- Parent Teacher Conference 8am-Noon
	30	Mt. Vernon Teachers' Conference – No School
November	3	Election Day – No School (Remote Planning Day)
	11	No School (Veteran's Day Observed)
	13	Mid-Term 2 nd Quarter
	25-27	Thanksgiving – No School
December	18	Early Dismissal – 2:10 – HS Semesters
	21	Early Dismissal – 2:10 – HS Semesters
	22	End of 1st Semester (End of 2nd Quarter)
	22	Half Day Teacher In-service (11:30 Dismissal) – No School Lunch
	23 - Jan. 1	Winter Break – No School
January	4	School Resumes from Winter Break
	8	Report Card Day
	15	Teacher Workshop – No School
	18	M.L. King's Birthday – No School
February	5	Mid-Term 3rd Quarter
	12	Half Day Teacher In-service (11:30 Dismissal) – No School Lunch
	15	Presidents' Day – No School
March	1	Casimir Pulaski Day – No School
	12	End of 3 rd Quarter - 45 School Days
	19	Report Card Day
	29	Half Day Teacher In-service (11:30 Dismissal) – No School Lunch
	30-April 2	Spring Break - No School
April	16	Mid-Term 4 th Quarter
May	17	Early Dismissal – 2:10 – if we do not use emergency days – HS Semesters
	18	Early Dismissal – 2:10 – if we do not use emergency days – HS Semesters
	19	Half Day Teacher In-service (11:30 Dismissal) – No School Lunch

High School 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	1 st -8:15-8:50	1 st /5 th -8:15-9:00
2 nd	9:01-9:43	2 nd -8:53-9:27	2 nd /6 th -9:03-9:47
3 rd	9:46-10:28	3 rd -9:30-10:04	3 rd /7 th -9:50-10:36
4 th	10:31-11:13	4 th -10:07-10:41	4 th /8 th -10:39-11:25
5 th	11:16-11:58	5 th -10:44-11:18	
ELO	12:01-12:20	6 th -11:21-11:55	
Lunch	12:20-12:50	ELO-11:58-12:17	
6 th	12:52-1:35	Lunch-12:17-12:50	
7 th	1:38-2:20	7 th -12:53-1:28	
8 th	2:23-3:05	8 th -1:31-2:05	

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SECTION I – GENERAL INFORMATION

ANIMALS ON SCHOOL PROPERTY

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

ASBESTOS NOTICE

In accordance with federal and state laws, Waltonville CUSD #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.

ACCEPTABLE USE POLICY:

Each student and parent/guardian must read, understand and sign a Student Computer and Internet Usage form outlining the rules of computer usage at Waltonville CUSD #1. These forms must be turned in at registration. Violation of these rules may result in suspension of computer privileges or disciplinary action by the school.

CLOSED CAMPUS

Waltonville CUSD #1 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.

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.

EQUAL OPPORTUNITY AND EQUITY

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

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

Any student or parent/guardian with equal opportunity and/or equity concerns should contact the Superintendent.

ELEMENTARY PROGRAM K-8

The elementary program provides each student with a foundation in the basic skills areas of Language Arts, Math, Science, and Social Studies. It also offers opportunities for learning and creative expression in art, music, writing, and drama while providing developmental experiences in physical education and health. Teachers develop programs that utilize innovative teaching methods, different grouping techniques, textbooks, technology, and many other instructional materials. The elementary school is a place where children should experience success and develop a good self-concept as well as learn to accept others as equal human beings. Home and school should cooperate to achieve this goal. Parents should not feel reluctant to contact school personnel about any problem that effects the child's adjustment to school.

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.

FOOD- TREATS, SNACKS, VENDING

TREATS AND SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

VENDING MACHINE USE (HS ONLY)

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. Disciplinary action may be taken for students violating this rule. 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 vending machine if they are riding the bus.

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.

HS- Students may come to the guidance office for a conference during study hall, before school, after school, or by special appointment.

GS- Students may ask their classroom teacher to coordinate a time to meet with the counselor and/or individual parents/guardians may contact the counselor for assistance.

Parents are encouraged to visit or contact the counselor when seeking assistance in meeting the needs of their children. The counselor also maintains student and parent resources on suicide and depression awareness and prevention.

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.

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.

Information regarding Insurance and Sports see **Athletics**.

LOCKERS AND DESKS

HS- Hallway and PE lockers are provided for student use. **GS-** Desks 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 or desk.

HS- Students are expected to keep their personal possessions and books in the hallway lockers and their PE clothing in locker room lockers. **OPENED 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. Periodic locker inspections may be held without prior notice. 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 superintendent's office. Unauthorized locks will be removed at student's expense.

Student lockers and desks are considered property of the school and are subject to search by school officials at any time.

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.

LUNCH AND CAFETERIA RULES

HS- Students 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. All food and drinks (without lids) must remain in the cafeteria.

Misbehavior will result in disciplinary action. Disciplinary actions may include, but are not limited to: verbal warning, assigned seating, removal from the cafeteria, or office referral for further consequences.

GS- Waltonville Grade School expects that all of its students will conduct themselves properly, practice good table manners, and abide by the cafeteria rules. Misbehavior in the cafeteria will result in disciplinary action. Disciplinary actions may include, but are not limited to: verbal warning, assigned seating, removal from cafeteria, or office referral for further consequences.

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 need to request additional information, please contact the Guidance Counselor.

MEDICAL INFORMATION FOR SCHOOL

Waltonville CUSD has a nurse on staff who is able to assist students with medical needs during the school day. It is the parent's/guardian's responsibility to ensure their child has the appropriate physical, shots, and medical treatment as advised by the health department and/or their individual health provider. See *Athletics* for more information regarding requirements for participation in sports.

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

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

Students with Food Allergies: If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at (618) 279-7211 ext. 118.

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.

LOST AND FOUND

Students should put their name on all items they bring to school. All articles without identifying marks should be turned into the office. Students who lose personal effects should report this loss to the office as soon as possible. The owner of the lost article may obtain it in the office after proper identification. Unclaimed articles will be donated to a charity at the end of each quarter.

MEDICAL EXAMINATIONS

All students entering **kindergarten** or **first grade** for the first time must have a physical examination, eye examination, and dental examination as prescribed by Illinois State Law.

All students entering the **sixth** and **ninth grades**, as well as participating in sports, must have a physical exam.

Dental examinations are required of **second grade**, and **sixth grade** students.

All parents must have proof their child's required physical, dental, and eye exams and all required immunization provided to the school by October 15 or the student will be excluded from school. 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 CUSD #1 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 DURING SCHOOL SPONSORED EVENTS FOR INDIVIDUALS WITH DISABILITIES

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 **HS office** at 279-7211 ext. **120** or **GS office** ext. **115** between the hours of 8:00 a.m. and 4:00 p.m. This notification should occur as far in advance as possible of the school-sponsored function,

program, or meeting. 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 RIGHTS FOR INDIVIDUALS WITH DISABILITIES

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 CUSD #1 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/

PARTIES- (GS ONLY)

Any treats provided at school parties are to be purchased from an approved food vendor, or must still be in the original and unopened container(s). **Please communicate at least one day in advance** with the teacher if treats will be provided.

PEST MANAGEMENT PLAN

Waltonville CUSD #1 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. This policy complies with the law passed in 1999 requiring that public schools notify parents at least 48 hours prior to the application of pesticides on school property. Excluded from this notification requirement are disinfectants, sanitizers, and insecticide and rodenticide baits. Although we have no intention of spraying or fogging with pesticides during the school day when students are in attendance, we are creating a voluntary registration. Contact the school office if you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency where pesticides must be used immediately, we will notify you as soon as possible.

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.

SCHOOL CLOSING/EMERGENCIES

In cases of bad weather and other local emergencies, an announcement will be made over WMIX (94.1) Radio in Mt. Vernon, TV stations WSIL (Channel 3) in Carterville and KFVS (Channel 12) in Cape Girardeau. School Messenger will also contact the phone number on file for the student's parent/guardian. All school closings or early dismissals will be announced using these media or local outlets.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

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.

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, laptops, 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- (HS Only)

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.

VIDEO AND AUDIO MONITORING SYSTEMS AND ENTRY BUZZER

A video and/or audio monitoring system may be in use on school vehicles and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

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

All exterior doors will remain locked.

To gain entry to the HS building you must press the buzzer located at the EAST entrance and wait to be admitted.

To gain entry to the GS building you must press the buzzer located at the WEST entrance and wait to be admitted.

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.

VISITORS

Parents/Guardians are always welcome at Waltonville CUSD #1. To preserve the rights of all students, parents/guardians must request prior approval from the teacher before observing in a classroom. If approval is obtained, the visitor to the building must report to the office immediately and receive a Visitor's Badge. Before leaving the building, the visitor should again report to the office as notification of their leaving.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. All visitors to campus are required to follow *Board Policy 8:30: Visitors to and Conduct on School Property*.

SECTION II - ATTENDANCE

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

Attendance and academic performance are closely related. All students are expected to attend school regularly. Our attendance policy is designed to develop students' punctuality, self-discipline, and responsibility. School is the primary occupation of students, and as in any occupation, attendance is expected. Absences will not be taken lightly.

IMPORTANT: Absences are now noted on transcripts. Transcripts are sent to employers and colleges. Employers and colleges note excessive absences negatively as do committees that award scholarships. Absences do affect your future.

ATTENDANCE POLICY

Student absenteeism should be kept to a minimum. It is the responsibility of the parents to notify the office each day that the student is absent by 10:00 a.m. The offices will be open at 7:45 a.m. The telephone number is **618-279-7211 (Extension: High School-120 and Grade School- 115)**.

Messages may be left 24 hours a day, 7 days a week. Absences must be cleared upon the students return to school or the absence will be unexcused and disciplinary action will be taken. The final determination of an excused absence is decided by the administration and not the parent.

All absences will fall into one of the following categories:

1. Excused Absences
2. Unexcused Absences

ABSENCES – EXCUSED (5 per semester)

Absences resulting from illness, death in the immediate family, doctor/dentist appointment, family emergencies, religious holidays, pre-approved college day, or court appearance where the student's presence is required as set forth in the Illinois School Code. The explanation for these types of absences is the responsibility of the parent/guardian.

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

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. Students with a pre-arranged absence must obtain their work ahead of time. All work is due upon return from the absence. This includes doctor's appointments, trips, etc.

Official Absences- 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 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.

HS only: *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.*

-Work missed due to excused absences may be made up. A student will be allowed one school day per absence to make up missed class assignments due to an excused absence. 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. An extension of time may be granted at the discretion of the teacher or administration for specific incidences.

-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. **A reason for the absence must be noted or the absence will be unexcused.**

-Family vacations must have prior approval from the administration for the absence to be excused. Approval is subject to administration's discretion whether the absence will be granted excused or unexcused. All work is due upon return from vacation unless prior arrangements were made with the teacher and/or administration.

-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.

-After the second day of an absence, a parent/guardian must make arrangements to pick up class work. Students should make every attempt to complete work before returning to school.

-A report to the teachers will indicate whether the student's absence was excused or unexcused.

ABSENCES AND EXTRA CURRICULAR EVENTS

1. Students will not be permitted to **participate or attend** any school activity if they are not in attendance the last half of the school day.
2. Excusable absences such as funerals, dentist and doctor appointments with a doctor's note 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. If an absence occurs on a Friday, the student will not be allowed to participate in a contest or extra-curricular event for the entire weekend.

ABSENCES - UNEXCUSED

Absences including truancy, or other unjustifiable absences as determined by the administration. Examples are oversleeping, working, missing the bus, car problems, no transportation and babysitting. Unexcused absences are subject to disciplinary action. Students with excessive absences will be reported to the proper authority. *All unexcused absences will result in the student receiving a zero for all missed work.*

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 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.

CHANGE OF ADDRESS

Changes in student addresses or phone numbers **must** be reported to the building office immediately.

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.

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 required proofs of residency:

Category A: Must provide 1 form of proof

- ___ Current Lease or Rental Contract (Expiration date: _____)
- ___ Mortgage Statement or Closing Statement (documenting purchase of residence)
- ___ Recent Property Tax Bill (showing address of residence)
- ___ Military Housing Letter
- ___ Section 8 letter
- ___ Residency Attestation / Lives with Resident Form (Homeowner/Leaseholder must provide required proof of residency)

Category B: Must provide 3 forms of Proof

- ___ Current Driver's License or State I.D.
- ___ Home or Apartment Certificate of Insurance
- ___ Voter Registration Card
- ___ Recent utility Bills (i.e. water, gas, electric, phone, or cable bill)
- ___ Vehicle Registration, Vehicle Title, or Auto Insurance Policy
- ___ Public Aid Card
- ___ Medicaid Medical Card
- ___ Paycheck stub
- ___ Bank Statement or Credit Card Statement

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.

SCHOOL HOURS

School will begin at 8:15 a.m. and dismiss at approximately 3:05 p.m. **Children should not arrive at school before 7:30 a.m.** nor remain after the 3:05 dismissal, unless they are attending a school-sponsored activity, or are under direct supervision of a staff member.

Only students remaining after school for school-sponsored events or disciplinary action will be allowed in the buildings after dismissal hours.

TARDIES

HS- Students are expected to follow the bell schedule as listed at the front of the handbook. 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:

- First tardy - warning
- Second tardy – warning
- Third tardy and beyond - detention, written notice to parents (see detention policy regarding detention assignments)

GS- Students who fail to report to any class on time without a valid reason are considered tardy. Students arriving after 8:15 a.m. or leaving before 3:00 p.m. are considered tardy and must report to the office before going to class or leaving the building. A student should always report to the office if he/she comes to school after the class day has started.

A detention will be assigned after 3 unexcused tardies and every tardy thereafter, per quarter.

TRUANCY

A student is considered truant anytime he/she is absent all or part of a day without the permission of the student's parents and of the school. Students who leave without approval will be considered as truant. Any unexcused absence from an assigned class or stipulated location shall be considered an act of truancy, unless otherwise specified.

After 9 unexcused absences (5% of the last 180 days of school), Waltonville CUSD #1 is obligated to report the student to the Regional Office of Education as chronically truant. All documentation and attendance information from WCUSD #1 will be shared with the ROE and utilized should the student and family proceed to court. Students considered to be Chronic Truants will be required to provide documentation for any absence that they may have until no longer considered a Chronic Truant by the Regional Office of Education. Failure to provide documentation for any absence will be considered unexcused and will receive disciplinary consequence for such. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor the student will be referred to the Truant Officer.

The following steps may be taken:

1. Warning letter
2. Home visit by Truant Officer
3. Meeting with Truancy Board at Jefferson County Courthouse
 - a. As a result, student may be assigned community service or fine.
4. 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 per day for student absence
 - vi. Parent charged with Educational neglect.

5. 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:

- Counseling services by social worker
- 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.

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 tried.

WITHDRAWAL OR TRANSFER FROM SCHOOL

The Office should be informed as soon as possible of plans to withdraw from school or to transfer to another school. Proper clearance is necessary before records will be released.

SECTION III - 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

HS- 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 senior 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

HS- 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.

GRADING SCALE

HS- 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

GS- The percentage system is used for report cards.

A = 94-100		C = 77-83
A- = 93		C- = 76
B+ = 92		D+ = 75
B = 86-91		D = 71-74
B- = 85		D- = 70
C+ = 84		E = 69 & below

WEIGHTED CLASSES (HS ONLY)

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

A student who is absent from school a minimum of ten consecutive school days, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. Requests for such services should be directed to the Superintendent.

HIGH HONOR ROLL AND HONOR ROLL

HS- 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.

GS- The school recognizes excellent scholarship by means of an honor roll each quarter. This is based on a 4.0 grading scale for the grades earned in the academic areas for grades 4-8. The value assigned to the quarterly grades are; A (4), B (3), C (2), D (1), E (0). The Academic areas used to compute the honor roll include; Language Arts, Science, Math, Social Studies. Art and Computers are weighted one-fourth. **Students who score 3.75 and above, and do not have a letter grade below a C, will be named to the high honor roll. Students who score 3.25-3.74 and do not have a letter grade below a C, will be named to the honor roll.**

An end of the year awards assembly is held each year to recognize students in all areas of achievement. Parents are invited to attend the assembly.

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

HS- 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.

GS- Honor Marshals and Ushers Criteria is as follows:

1. Exclusive of ties, the top two (2) seventh graders as determined by their GPA shall be chosen as Honor Marshals for the graduation program. Their duties shall be to lead the graduates into the gymnasium.
2. The next two (2) seventh graders shall be chosen as ushers for the graduation program. They shall distribute programs and perform other duties determined by the Principal.
3. Ushers & marshals are based on grade point averages for grades 5, 6, and the first 3 quarters of 7th grade.

OBJECTIONABLE MATERIAL

The 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

HS- In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated within their IEP.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

GS- In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program.

The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated within their IEP.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

PROMOTION TO THE NEXT GRADE

HS- 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.

GS- Kindergarten - 3rd Grade:

For grades kindergarten through 3rd grade, promotion or retention of students will be determined by the teacher and administration based upon individual achievement and need. Progress will be communicated to the parent or guardian on an on-going basis by the classroom teacher.

4th - 8th Grade:

For grades 4th through 8th grade, promotion or retention will be based upon the following criteria:

1. A student must have a cumulative grade point average of 1.0 or higher.
2. A student must be passing four (4) of the five major subject areas for the year. A student is considered passing when he or she maintains a 1.0 grade point average or higher in 4 of the 5 core subjects. Core subjects include reading, English, Math, Science, and Social Studies.
3. Under extenuating circumstances, a student may be promoted/retained when deemed necessary by the administration and/or the board of education. Social promotions are not allowed as prohibited by law.
4. Other factors that will be considered are effort, attendance, and student assessments.

* School personnel reserve the right of placement as deemed appropriate for incoming transfer students or home schooled students. Placement is determined by, but not limited to, teacher recommendations and testing results. Consultation and input of parents and/or staff will be considered. (Example-- Special education considerations, IEP's, etc.)

ELIGIBILITY/GRADES

HS- 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 weekly and eligibility is based on weekly grades per quarter. Students will be given a 10 school day grace period at the beginning of each quarter.

GS- 5 – 8- Students in the 5-8 grades are invited to try out for various extra-curricular activities. Involvement may include, but not limited to, baseball, softball, basketball, track, cross country, cheerleading, volleyball, book club and scholar bowl, etc. Awards may be earned in all activities with qualifications determined by the sponsors. Eligibility will be checked on a weekly basis. Students will be given a 10 school day grace period at the beginning of each quarter. **Students must maintain a "C" average to be eligible for extracurricular activities and have no more than one (1) failing grade in Reading, English, Science, Math, Social Studies, Computers, and/or Art to remain eligible to participate in the group's activity and or game.** All required fees and all equipment must be paid for in full before a student will be allowed to participate in any event.

****All students are unable to attend contests or practices while on the ineligibility list.***

REPORT CARDS

HS- Report cards are issued following the completion of each nine-week grading period. The letters A, B, C, D, and F are used to report how well your child is doing in various subject areas.

GS- Report cards are issued following the completion of each nine-week grading period. The letters A, B, C, D, and E are used to report how well your child is doing in various subject areas. Check marks and satisfactory and unsatisfactory grades are also given. These grades are based on the degree to which your child appears to be realizing his/her potential.

No report card can possibly communicate to the parent everything that the teacher would like to express or everything that the parent would like to know. Conferences can be arranged at any time throughout the year at the initiative of the parents or teachers for an opportunity to discuss the student's progression and give the parent an opportunity to ask questions about their child's progress in school. We urge you to call the office if you would like to talk to the teacher concerning your child so that a conference can be set up.

Grades may be verified at any time on the Teacherease portal.

RESPONSE TO INTERVENTION (RTI)

Waltonville CUSD #1 recognizes that all students learn differently. We are committed to helping all students succeed.

HS- Student progress will be monitored and student needs will be addressed during ELO period.

GS- We will be monitoring the academic progress of our students by conducting "universal screenings" during the fall, winter, and spring. This process is referred to as Response to Intervention. More information will be given at registration.

SEMESTER EXAMS

HS- 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 more than 2 excused 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, no more than 2 excused 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

HS-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

HS-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.

GS- A Valedictorian and Salutatorian are chosen from the 8th grade graduating class by using the following criteria:

1. Selection shall be based on the grade point averages for grades 5, 6, 7, and the first 3 quarters of 8th grade.
2. Each quarterly report card shall be used to determine the GPA. The major subjects to be included in the computing of the GPA shall include Reading, Language Arts, Math, Social Studies and Science. Minor subjects (Music, Art, Computers, & Health) will be weighted to the honor roll schedule.
3. The value assigned to the quarterly grades shall be as follows: A(4.0), B(3.0), C(2.0), D(1.0), E(0)

- 4 In the event of a tie for Valedictorian, all students tied shall share the honor, title awards, and any other duties that go with such honor.
- 5 The Valedictorian(s) and Salutatorian(s) shall make a brief speech during the graduation ceremony.

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 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.

BULLYING, INTIMIDATION AND HARASSMENT (SEXUAL HARASSMENT)

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct. No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual

orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school. Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school or home computer, a school or home computer network, or other similar electronic school or home equipment, or other comparable conduct which includes the posting/sharing of pictures or video.

Making a threat on an Internet website against a school employee, a student, or any school-related personnel that could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school or harassing such an individual or group is in violation of the bullying/harassment policy. School authorities may require a student or his/her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with their counselor or building principal. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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 during lunch without supervision. Students are not to be in any classroom that is not supervised by school personnel (*this includes the Ag shop – HS*).

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 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.

Students who have school issued computers are responsible for the care of the computer. S/He must charge the computer before school each day and promptly report any damage or issues with the computer to the school immediately. Charges may be assessed if the laptop is broken or lost while in the student's possession.

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

Students who are on the ineligibility list due to grades are unable to attend school dances, games, and functions during the period s/he is on the ineligibility list. This includes Jr. High dance, homecoming, prom, etc.

HS-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, s/he 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 by the Friday 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

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 at Waltonville CUSD #1 are expected to be neat and clean in appearance and clothing is expected to be appropriate to the school situation. The following guidelines are to be adhered to:

- Students must be appropriately covered from shoulders to mid-thigh (mid-thigh is defined as post finger-tip length).
- Shirts/tops must have sleeves. 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.
- Clothing with holes determined by the administration to be obscene or disruptive to the teaching/learning process will not be allowed.

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

- Clothes or garments obtaining 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 above the knee and/or are 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.

First offense - Warning

Second Offense - Detention

Third Offense – Detention and/or In-School Suspension

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

GS- 6-8 Grade students must wear required PE clothing (tee shirt, mid-thigh shorts, socks, and clean gym shoes) during PE class.

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.

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

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

Third Offense – ISS 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

FIELD TRIPS

-Students who are on the ineligibility list due to grades are unable to attend field trips during the period s/he is on the ineligibility list.

-Teachers from any class and/or Administration reserve the right to ask a student to remain at school if said student is not completing work, exhibiting poor behavior, missing school/class, etc. This must be communicated to the student why s/he is unable to attend.

-Students attending field trips are required to request work before the field trip. All work must be returned the day following the field trip (if it is a full-day field trip).

Eligibility is checked weekly every Friday at 8:30 a.m.

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 chose 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 CUSD #1 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 CUSD #1 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.

SMOKING, VAPING, 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.

First Offense – 2 days out school suspension

Second Offense –More than 2 days out of school suspension

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. 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.

IN-SCHOOL SUSPENSION

Student will be removed from regular classes and assigned to the ISS for a designated number of days. Students may receive 100% of their earned grade for work completed and turned in to the ISS supervisor on the day(s) they are assigned to In-school Supervision. Failure to complete assigned work while in ISS may result in receiving a "0" for the day's assignment.

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.

OUT-OF-SCHOOL 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 work will be available to the student to complete before school from 7:00 a.m. until the first bell rings on days immediately following the suspension when the Principal is in his/her office. The work is due the day the work is picked up and one day for each suspended day will be allotted. 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.

**Students are unable to attend contests or practices while on the ineligibility list.*

HS EXTRA-CURRICULAR OPPORTUNITIES:

Clubs/Organizations: Chess Club – Beta Club – FBLA – FFA – Scholar Bowl – Student Council – Yearbook – Environmental Club – WYSE – Youth and Government

Athletics: Bass Fishing – Football – Golf – Volleyball – Cheerleading – Girls' Basketball – Boys' Basketball – Baseball – Softball – Track – Cross Country

GS EXTRA-CURRICULAR OPPORTUNITIES:

Clubs/Organizations: Book Club – Band & Chorus – Scholar Bowl

Athletics: Volleyball – Cheerleading – Girls' Basketball – Boys' Basketball – Baseball – Softball – Track – Cross Country

ABSENCES AND EXTRA CURRICULAR EVENTS

For additional information on Athletics, please refer to the Athletic Handbook.

School Attendance: Athletes will be expected to exhibit exemplary student behavior in regard to attendance. Whenever possible, contests will be scheduled so as not to conflict with classes. The athlete must be in attendance at least the last 1/2 of the day on the day of a contest to be eligible, unless authorized by the Principal/Superintendent. If a student has a doctor's appointment, s/he may bring a note to be excused. *If a student misses school on a Friday, participation in contests and/or extra-curricular events will not be allowed on the weekend of the absence.*

Attendance in all academic classes will be insisted upon by the head coach. Any missed class work should be requested before leaving for the contest and returned the day the student returns to school.

Participation: Participation in athletics is available to all students. Every athlete is expected to attend each practice unless excused by the coach **in advance**, or except in emergency. Promptness is also imperative if a person is to succeed as an athlete. The attitude and conduct of the athlete must coincide with the rules and regulations set forth and should be above reproach.

Concussion: Any athlete suspected of suffering a concussion should be removed from the contest or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical assistance. A student athlete who has been removed from an interscholastic contest for possible concussion or head injury may not return to that contest unless cleared to do so by a physician or certified athletic trainer. If not cleared to return to that contest, the student athlete may not return to play or practice until cleared *in writing* by a medical professional. At which time, the student athlete will follow *IHSA RTP/RTL* policy.

Insurance: (For SPORTS) It is mandatory for any student participating in interscholastic athletics to provide proof of health insurance (e.g. private health insurance, Medicaid coverage, school accident insurance) before participating in district extra-curricular activities. Participation in school district sporting events will **not** be allowed until proof of primary insurance is provided.

For those students participating in S-V-W football, see Sesser-Valier insurance policy requirements.

*If a student is on the academic

ATHLETIC/EXTRA-CURRICULAR CODE OF CONDUCT

Waltonville Community Unit School District #1 students will follow the athletic code and consequences set forth by the Waltonville CUSD #1 Board of Education even while participating in co-op sports with Sesser-Valier. All students will further be expected to follow the policies and procedures set forth by each school while participating in their sports program.

The following rules are automatic violations of the Code of Conduct and consequences will apply.

- **Use or possession of all forms of tobacco, vapes, e-cigs and tobacco products by a student-athlete or participant.**
- **Use or possession of alcohol, drugs, drug paraphernalia, or look alike drugs by a student or participant.**
- **Participation in criminal activity resulting in arrest.**

First Offense- Suspension from the Athletic/Extra-Curricular Program for 10% of Sports Season to occur immediately. If less than 10% of the season remains, the consequence will conclude during the next season in which the student participates. If a student is participating in more than one extracurricular activity, the student will be suspended for 10% of each activity. ***Students may continue to practice during the suspension and/or try out for a sport in the event the suspension takes place at the start of a school year.***

Second Offense- Suspension from the Athletic/Extra-Curricular Program for 40% of a Sports Season to occur immediately. If less than 40% of the season remains, the consequence will conclude during the next season in which the student participates. If a student is participating in more than one extracurricular activity, the student will be suspended for 40% of each activity. ***Students may continue to practice during the suspension and/or try out for a sport (with approval from the coach) in the event the suspension takes place at the start of a school year.***

Third Offense- Suspension from Athletic/Extra-Curricular Program participation for one calendar year from the date of the infraction.

SPORTSMANSHIP

Waltonville CUSD #1 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 (In addition, IHSA or SIJHSAA may impose their own consequence):

First Offense – the spectator will be suspended for the next home athletic event within the sport that they were ejected.

Second Offense – the spectator will be suspended for the next five (5) home athletic events within the sport that they were ejected.

Third Offense – the spectator will be suspended from all home athletic events for one calendar year.

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date