

# West Carroll Community Unit District #314

## 2009-2010 School Calendar

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**August, 2009**

Monday, August 17 – District Institute  
Tuesday, August 18 – First Day of Student Attendance (1:30 Dismissal)  
Wednesday, August 19 – First Full Day of Student Attendance

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**September, 2009**

Monday, September 7 – NO SCHOOL – Labor Day  
Friday, September 18 – Mid-term reports  
Monday, September 21 – Half-day In-service (11:10 a.m. dismissal)

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**October, 2009**

Friday, October 9 – District Institute  
Monday, October 12 – NO SCHOOL – Columbus Day  
Friday, October 16 – End of First Quarter  
Wednesday, October 21 – Early Dismissal (11:30 a.m.) Parent/Teacher Conferences  
Thursday, October 22 – Early Dismissal (11:30 a.m.) Parent/Teacher Conferences  
Friday, October 23 – NO SCHOOL – Parent/Teacher Conferences (8:00 – 12:00)

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**November, 2009**

Wednesday, November 11 – NO SCHOOL – Veteran’s Day Observed  
Friday, November 20 – Mid-term reports  
Wednesday, November 25 – Early Dismissal at 2:00 p.m.  
Thursday, November 26 & Friday, November 27 – NO SCHOOL – Thanksgiving Vacation

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**December, 2009**

Tuesday, December 22 – End of Second Quarter – Early Dismissal at 2:00 p.m.  
Wednesday, December 23 to Friday, January 1 – NO SCHOOL – Christmas Vacation

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**January, 2010**

Monday, January 4 – School Resumes  
Monday, January 18 – NO SCHOOL – Martin Luther King’s Birthday  
Friday, January 22 – NO SCHOOL – District Institute

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**February, 2010**

Friday, February 5 – Mid-term reports  
Monday, February 15 – NO SCHOOL – President’s Day

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**March, 2010**

Friday, March 12 – End of Third Quarter  
Monday, March 15 – Half day In-service (11:10 a.m. dismissal)

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**April, 2010**

Thursday, April 1 to Monday, April 5 – NO SCHOOL – Spring Break  
Tuesday, April 6 – School Resumes  
Friday, April 16 – Mid-term reports

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**May, 2010**

Monday, May 17 – Last Full Day of School (If no emergency days are used)  
Tuesday, May 18 – NO SCHOOL – District Institute (If no emergency days are used)  
Wednesday, May 19 – Last Day of School (If no emergency days are used)

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**If all 5 emergency days are used, the last day of school will be Wednesday, May 26, 2010.**

# West Carroll School District Staff Listing

## MR. CRAIG MATHERS, SUPERINTENDENT

<b>BOARD OF EDUCATION</b>	
<b>POSITION</b>	<b>NAME</b>
President	David Boyd
Vice President	William Sweeney
Secretary	Mike Highland
Member	Beverly Kilpatrick
Member	John Brigham
Member	Deb Klein
Member	Tim Atherton

West Carroll CUSD #314 School Board Meetings are held every third Thursday at 6:30 p.m. in the West Carroll Intermediate School (media center) in Thomson.

<b>DISTRICT SUPPORT STAFF</b>	
<b>POSITION</b>	<b>NAME</b>
Food Service Director	Cindy Weems
Transportation Director	LaMoine Aude
Maintenance Director	George Kruse
Technology Director	Brad Field
Superintendent's Secretary	Sandra Aude
District Secretary	Claudine Guenzler
District Secretary	Denise Nordhoff

## MRS. JEANETTE ASHBY, PRIMARY PRINCIPAL

<b>POSITION</b>	<b>TEACHER</b>	<b>POSITION</b>	<b>TEACHER</b>
Kindergarten	Kim Falk	Special Education (Excel)	Laura Conover
Kindergarten	Sandra Gabriel	Special Education	Jennifer Goss
Kindergarten	Rochelle Shekleton	Special Education	Rhonda Law
Kindergarten	Laurie Swanson	Special Education	Mindy Cropper
First Grade	Martha Bull	Title I - Reading	Denise Brinkmeier
First Grade	Christa Curley	Title I - Reading	Joan Hartman
First Grade	Angela Kamper	Title I - Reading	Paula Watson
First Grade	Juliene McCormick	Literacy Coach	Keta Foltz
First Grade	Kathleen Prins	Speech	Rhonda Hartman
Second Grade	Amber Findlay	Art	Mary Green
Second Grade	Marna Geerts	Music	Anne Parry
Second Grade	Janell Hartman	Physical Education	Linda Belander
Second Grade	Colleen Herman	Physical Education	Kevin Venner
Third Grade	Tammy Haag	Media Specialist	Jennifer McGinnis
Third Grade	Margaret Haffey	Guidance Counselor	Kari Baisden
Third Grade	Penny Thacher	Social Worker	Teresa Maidak
Third Grade	Cindy VanZuiden	Psychologist	TBA
<b>Support Staff</b>			
Administrative Secretary	Gloria Asay		
Attendance Secretary	Debbie Cottral		
Nurse	Tatem Abney		

Library Aide	Judy Houzenga
Teacher Assistants	Joan Brooks, Ramona Green, Angela Lopez, Kelly Magana, Kim Sturtevant, Deb Todd and Lori Wurster
Building Maintenance	Steve Stiles, David Abney, William Hilgendorf, Thomas Robbe
Food Service Personnel	Renita Bellich, Vernetta Aude, Bonnie Carter, Phyllis Picolotti, Roberta Randall
Breakfast/Lunch Aides	

<b>EARLY STEP PRESCHOOL</b>	
<b>POSITION</b>	<b>NAME</b>
Director	Paula Thoele
Secretary	Lyn Francke
Teacher	Brenda Atherton
Teacher	Kim Caldwell
Teacher	TBA
Teacher Aide	Lisa Campbell
Teacher Aide	Janell Friederich
Teacher Aide	Becky Moon
Parent Coordinator	Janet Dowdall
Parent Educators	Tricia Poffenberger, Kathy Rasmussen, Roberta Smith, Pam Wright, Sandy Wurster

<b>WEST CARROLL SPECIAL EDUCATION PRESCHOOL</b>	
<b>POSITION</b>	<b>NAME</b>
Teacher	Amy Foster
Teacher Assistant	Deta Gillen
Teacher Assistant	Tiffany Mendoza
Teacher Assistant	Tammy Holmbo

<b>REGIONAL ALTERNATIVE PROGRAM</b>	
<b>POSITION</b>	<b>NAME</b>
Teacher	Jeremy Castro
Teacher Assistant	Jo Conley

**MRS. PAM DELP- INTERMEDIATE PRINCIPAL**

<b>POSITION</b>	<b>TEACHER</b>	<b>POSITION</b>	<b>TEACHER</b>
Fourth Grade	Sue Ostrum	Title I	Patricia Laughlin
Fourth Grade	Judy Mathers	P.E.	Linda Belander
Fourth Grade	Pam Watts	Music	Mark Bressler
Fourth Grade	Kris Yingling	Art	Sylvia Schneider
Fifth Grade	Beth Diener	Media Specialist	Jennifer McGinnis
Fifth Grade	Christy Fritz	Speech	Nancy Hakes
Fifth Grade	Scott Schneider	Guidance Counselor	Jack Roemer
Fifth Grade	Lisa Wolfe	Special Education	TBA
EXCEL	Bryan Kamper	Special Education	Julene Bowman
<b>SUPPORT STAFF</b>			
<b>POSITION</b>	<b>NAME</b>		
Administrative Secretary	Christie Grim		
Attendance Secretary	Betty Hartman		
Nurse	Tatem Abney		
Library Aide	Judy Houzenga		
Teacher Assistants	Laurie Biederman, Barb Hamling, Kathy VanBrocklin, and Dawn Wiebenga		
Building Maintenance	Dawn Elliott, Wendy Bradley, and Van Eno (PT)		
Food Service Personnel	Bev Atherton, Shelley Falls, and Beth Holland		
School Psychologist	TBA		
School Social Workers	Teresa Maidak and Peter Smith		

**MRS. JULIE KATZENBERGER- MIDDLE SCHOOL PRINCIPAL**

<b>POSITION</b>	<b>TEACHER</b>	<b>POSITION</b>	<b>TEACHER</b>
Art	Jui-Hsian Apostolos	Physical Education	Joe Guilinger
English	Patti Adelman	Physical Education	Deb Manninen
English	Pat Foltz	Science	Zach Adams
English	Janis Jones	Science	Jodi Purlee
English	Mary Jo Kelley	Science	Bill Timm
English	Tracey Rein	Social Studies	Paul Kaczmariski
English	Gina Wilkinson	Special Education	LeaAnn Michels
Family and Consumer Science	Sue Gerlach	Special Education	Maureen Tyne
Keyboarding/Computers	Jeff Holley	Special Education	Kathy Warfield
Math	Pat McIntyre	Special Education (Excel & Life Skills)	TBA
Math	Mike Rowson	Guidance Counselor	Kari Baisden
Math	Jan Schoening	Social Worker	Peter Smith
Media Specialist	Sharon Law		
<b>SUPPORT STAFF</b>			
<b>POSITION</b>	<b>NAME</b>		
Administrative Secretary	Diane Daggert		
Attendance/Athletic Secretary	Deb Meyers		
Athletic Director	Bob Hartman		
Nurse	Pat Fuller		
Library Aide	Bootsie Holmes		

Teacher Assistants	Sharon Atherton, Dawn Beyer, Jeanine Bielema, Kimberlie McLuckie, and Kathleen Raymond
Building Maintenance	Kaye Cavanagh, Jan Kloeping, and Van Eno (PT)
Food Service Personnel	Ruby Johnson, Brenda Gable, Dwana McFadden, and Doris Grim

**MR. ROBERT LAMB- HIGH SCHOOL PRINCIPAL**  
**MRS. MONICA BURKHOLDER-HIGH SCHOOL ASSISTANT PRINCIPAL**

<b>POSITION</b>	<b>TEACHER</b>	<b>POSITION</b>	<b>TEACHER</b>
Agriculture	Dan Hartman	Music and Drama	Emily Bressler (instrumental)
Agriculture	Don Mathey	Health	Salinda Belander
Art	Kathleen Holmes	Physical Education	Jessica Handel
Business	Salina Belander	Physical Education	Brady Knop
Business	JorjAnn Fink	Physical Education	Josh Knuth
Drivers Education	Brady Knop	Science	Judy Fitzpatrick
Drivers Education	Randy Steinbach	Science	Anita Hollewell
English	Anne Burch	Science	Ron Henze
English	Eileen Carlson	Science	Michelle Konrardy
English	Diane Hoover	Social Studies	Dave Degarmo
English	Chandra Paschal	Social Studies	Travis Findlay
Family & Consumer Science	Sharon Guilinger	Social Studies	Tom Hoch
Family & Consumer Science	Candace Silvius	Spanish	Kathy Dahlman
Math	Mary Haas	Spanish	Carla Whitebread
Math	Pat Kelley	Special Education	Tara Baumgartner
Math	Renee White	Special Education	Casey Gehant
Media Specialist	Sharon Law	Special Education	Stephanie Iben
Music and Drama	Scott Mattison (vocal)	Special Education	Robyn Lamb
		Excel & Life skills	Denise Brotzman

**SUPPORT STAFF**

<b>POSITION</b>	<b>NAME</b>
Administrative Secretary	Anita Stott
Attendance Secretary	Arleta Vian
Athletic Director	Paul Tobin
Athletic Secretary	Deb Gallentine
Nurse	Pat Fuller
Library Aide	Bootsie Holmes
Teacher Assistants	Donna Bielema, Sue McIntyre, Sue Roemer, Dawn Phelps and Becky Wilson
Tutor	Missy Hartman
Building Maintenance	Dawn Cole, Wade McIntyre, Vicki Woods
Food Service Personnel	Diane Chadwick, Deb Johnson, Jennifer Hebler, Shirley Dykema and Diane Calhoun

**SPONSORS AND COACHES**

<b>POSITION</b>	<b>NAME</b>
Freshman Class Sponsors	Chandra Paschal
Sophomore Class Sponsor	Dawn Cole
Junior Class Sponsors	Stephanie Iben, Robyn Lamb
Senior Class Sponsors	Anita Stott, Bootsie Holmes
Student Council Sponsors	Dan Hartman, Missy Hartman
Spanish Club Sponsor	Kathy Dahlman

Science Club Sponsor	Judy Fitzpatrick
Head Drama Club Sponsor	Scott Mattison
FCCLA Sponsor	Candy Silvius
FFA Sponsors	Don Mathey, Dan Hartman
Interact Sponsor	Pat Kelley
National Honor Society Sponsor	Dave Baisden
Varsity Football Coach	Dave Baisden
Varsity Assistant Football Coach	Josh Knuth
Fresh/Soph Football Coaches	Dave Degarmo, Scott Gallentine, Dustin Hayden
Volunteer Football Coaches	Ron Bull, Matt Floming
Varsity Volleyball Coach	John Kovaka
Fresh/Soph Volleyball Coach	Amber Findlay
Freshmen Volleyball Coach	TBA
Golf Coach	Tom Hoch
Varsity Girls' Basketball Coach	Travis Findlay
Fresh/Soph Girls' Basketball Coach	Don Mathey
Varsity Boys' Basketball Coach	Josh Knuth
J/V and Freshman Boys' Basketball Coach	TBA
Fresh/Soph Boys' Basketball Coach	Jerry Biederman
Wrestling Coach	Jeff McIntyre
Varsity Academic Bowl Sponsor	Kathy Dahlman
Fresh/Soph Academic Bowl Sponsor	Mary Haas
Varsity Baseball Coach	Bryan Kamper
Fresh/Soph Baseball Coach	Phil Warden
Varsity Softball Coach	Don Mathey
Fresh/Soph Softball Coach	Brett Guenzler
Football Cheerleading Sponsor	Sue McIntyre
Basketball Cheerleading Sponsor	Missy Hartman
Track Coaches	Dave Baisden, Dave Degarmo, Travis Findlay
Yearbook Sponsor	JorjAnn Fink

## DAILY SCHEDULE

1. **STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 7:15 A.M.**  
**THERE IS NO SUPERVISION AVAILABLE BEFORE THAT TIME.**
2. BUSES ARRIVE DURING THE TIME PERIOD OF  
7:15 – 7:55 A.M.
3. SHUTTLE BUSES DEPART AT 3:00 P.M.  
ROUTE BUSES DEPART AT 3:20 P.M.

\*\*WHEN SCHOOL DISMISSES AT 11:30 A.M.  
SHUTTLE BUSES DEPART AT 11:20 A.M.  
ROUTE BUSES DEPART AT 11:40 A.M.

## GRADING SYSTEM REPORT CARDS/PARENT BULLETINS

Report cards are issued at nine week intervals. In addition to receiving a letter grade in each course, students may be evaluated on other criteria regarding their performance in the classroom as posted by the instructor. Progress reports are issued at the midterm of each quarter. It is the responsibility of the student to take the reports home so parents/guardians can be informed as to the progress of the student (K-5). Students in grades 6-12 will have their reports mailed home. *Final semester and end of year grades will be given if students transfer 10 days or less prior to the end of the grading period. If it is prior to that 10-day window, a transfer grade will be given. Unusual circumstances will be dealt with on an individual basis.*

## HONOR ROLL

The purpose of the Academic Honor Roll shall be to give recognition to students whose academic performance is of high quality. The honor roll shall be prepared four (4) times each year based on the grades earned each nine (9) week period.

At the Middle School a student must carry at least seven (7) subjects except students taking band or choir who will be required to carry eight (8) subjects. At the High School a student must carry at least eight (8) subjects except Area Vocational and Work-Study students who will be required to have a minimum of five (5) classes. An AVC class and the job class for Work-Study will be considered one course. A student will be placed on the honor roll for each grading period based upon their Grade Point Average (GPA). Honors will be those with a 3.0-3.59 GPA and High Honors will be those with a 3.60-4.0 GPA. The calculation for grade point average shall be rounded off to three decimal places.

## GRADING SCALES

<b>Kindergarten &amp; Grade 1:</b>			<b>Grades 2</b>		
S	-	Satisfactory	3	-	Consistently Mastered the Task
✓	-	Needs Improvement	2	-	Progressing, Needs Some Help
U	-	Unsatisfactory	1	-	Unsatisfactory

### **Grade 3-12:**

A	-	Excellent (100-90)
B	-	Above Average (89-80)
C	-	Average (79-70)
D	-	Below Average (69-60)
F	-	Failing (59 and below)

In some academic areas and at some grade levels, learning checklists may be used in conjunction with or in place of the traditional grading system. Please feel free to discuss any questions with the teachers, counselors, and/or Principal. Students participating in Work Study Programs or serving as classroom aides will be graded on a Pass/Fail basis.

### **TESTING PROGRAM**

A standardized testing program, required by the State of Illinois, is conducted in the spring of the year. The goals of the program are as follows:

1. Diagnosis of West Carroll curriculum in terms of strengths and weaknesses in specific academic areas; scope and sequence of content, instructional books, materials, supplies, and the amount of instructional time.
2. Identification of struggling learners who may need remediation such as Title I reading, special education services, or other forms of remediation.
3. Providing an analysis of West Carroll academic achievement compared to other students in both state and nation.
4. Student promotion/retention as noted in Board policy.

### **PASS-FAIL OPTION**

Any high school student may elect to choose one subject on a pass-fail basis. It may not be a **required** course for graduation. The subject chosen as pass-fail is taken on a regular schedule and any grade above failing is listed as a "P" on the permanent record and receives credit toward graduation. A failing grade is listed as an "F" and receives no credit. A pass-fail grade is not counted for honor roll or class rank. Teachers are to give regular letter grades for each quarter, but mark either "P" or "F" for each semester grade. The objective is to encourage the taking of additional subjects by students who are hesitant because of a concern about grades and Grade Point Average (GPA). Students have until the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters to declare a course pass-fail. The guidance counselor is to be notified and a pass-fail form needs to be completed and returned with the appropriate signatures to the counselor no later than the last day of the 1<sup>st</sup> and 3<sup>rd</sup> quarter.

### **SEMESTER GRADES**

High School Teachers will calculate semester grades as follows:

1 <sup>st</sup> & 3 <sup>rd</sup> Quarter grades	=	45% of semester grade
2 <sup>nd</sup> & 4 <sup>th</sup> Quarter grades	=	45% of semester grade
Semester exam grades	=	10 % of semester grade

If a senior meets or exceeds standards during their Junior year PSAT testing, they are exempt from all semester finals their Senior year. All students taking Advance Placement or dual credit courses will be expected to take the final exam.

### **WEIGHTED GRADES & TRANSFER**

Any high school student transferring with weighted grades will be asked to document the percentage of each course and then that percentage will be placed on the honors grading scale and letter grades will then be assigned.

## GUIDANCE AND COUNSELING

### Elementary and Intermediate Schools

The counselor at the elementary level is available to all students through classroom guidance classes which are preventative in nature. By addressing social issues in a positive, proactive way, the counselor teaches students useful social skills which strengthen self-esteem and decision-making processes. The counselor also works with teachers and families to address behavior and social/emotional concerns of individual students. The elementary guidance counselor is an integral part of all school efforts to insure a safe learning environment.

### Middle School

The Middle School guidance program focuses on three areas of development: academic, career, and socio-emotional development. A counselor is available to assist students through this transitional stage of life by providing classroom and individual guidance and by working cooperatively with teachers, administrators, and families to assist students to be successful and involved in the school and the community. The counselor will, with the aid of the faculty, assist students in selecting courses, develop class schedules, and organize educational programs. The counselor coordinates state testing schedules and disseminates testing results. The counselor is also available to help with concerns at home as well as at school.

### High School

At the High School, two guidance counselors are available to the students to provide assistance in the planning of programs to enable them to achieve their educational objectives. The counselors will, with the aid of the faculty, assist students in selecting courses of study, develop class schedules, and organize educational programs. In addition, career information, study help, test results, help with home problems, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor can be arranged. Parents are encouraged to arrange an interview with the counselor concerning any phase of their student's educational program.

## REQUESTS FOR SCHEDULE CHANGE

Care needs to be taken on selecting classes. It is the philosophy of the West Carroll School District that all classes are for one (1) full school year unless stated otherwise.

### Middle School

Changes in schedules at the Middle School will be done at the end of a quarter except in specific situations. A conference with the administration, counselor, parent(s)/guardian(s), and/or teachers involved, will be held prior to the schedule change.

### High School

There will be a **four- (4) day** period allowed at the **beginning** of the **first semester** and a **two- (2) day** period at the **beginning** of the **second semester** for the processing of schedule changes. Only necessary changes will be made for the second semester. A conference with the administration, counselor, student, parent, and teacher involved will be held prior to a schedule change.

### Procedures

1. Discuss your intentions with the teacher of the class or classes you wish to drop.
2. Find a class that will fill that hour.
3. Discuss your intentions with the teacher of the replacement class or classes.
4. Pick up "Request To Change Program" form from the counseling office.
5. Get needed signatures from teachers, parents and Principal.

6. Return completed forms by the 4th day of the first semester or on the 2nd day of the second semester.

**Any changes in courses must adhere to one of the following approved criteria:**

1. A change due to attendance or non-attendance in summer school
2. A change due to an unresolved scheduling problem
3. A change due to failure of a class in the previous term
4. A change due to college requirement
5. A change due to health reasons
6. A change due to faculty or counselor recommendation

**PHYSICAL EDUCATION EXEMPTION POLICY**

It shall be the policy of District #314 that students in grades 11 and 12 may request exemption from physical education for the following reasons:

1. The student is determined to be participating in interscholastic athletics/ marching band as certified by the appropriate district personnel.
2. The student provides written evidence from an institution of higher education that a specific course is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.
3. The student lacks sufficient course credit or one or more courses required by state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for this exemption.

Each request for exemption from physical education instruction is to be verified and eligibility determined on a case-by-case basis by school district staff. Every student excused from physical education course requirements will be provided with a schedule which meets minimum school day requirements.

**Exemptions from PE will not be counted towards graduation credit.**

Approvals of exemptions will be for one semester only, but may be renewed for additional semesters if circumstances warrant.

**TITLE I**

The Title I program is federally funded and designed to provide additional instruction for students in grades 1 through 5 who experience problems in developing reading skills. Small group instruction, strategies, and skills are available on a pullout basis, with eligibility determined by district assessment.

**RTI (RESPONSE TO INTERVENTION)**

Response to Intervention (RtI) is “the practice of providing high quality instruction/interventions matched to student needs and using learning rate over time and level of performance to make important educational decisions.” (*Batsche, et al., 2005*)

RtI is part of a systematic problem-solving process. West Carroll School District #314 has adopted the RtI approach to evaluate student needs for additional interventions. The interventions will address specific skill deficit areas. These interventions may be provided by the general education classroom teacher in small groups. The student may be pulled out for more intensive instruction at some point in the school day.

## **AREA VOCATIONAL CENTER - ELIZABETH, ILLINOIS**

Each course taken at the Area Vocational Center (AVC) requires one-half of a school day.

1. A student may earn four credits for all courses taken at the AVC.
2. A student must have Junior Class credit status in order to attend the AVC unless the Principal grants an exception.
3. 92% attendance rate for the previous semester at school and AVC.

## **WORK-STUDY PROGRAM**

A Work-Study student who works on-the-job during the school day can earn .5 – 2.0 credits per semester or 1 -4 credits for a year. Students must work during the school day to earn school credit. Credit is assigned by the following criteria. Students who work 5 hours per week earn 1 credit, 10 hours = 2 credits, 15 hours = 3 credits, 20 hours = 4 credits. A one semester classroom course is required for all work-study students.

Students participating in Work-Study Programs or serving as classroom aides will be graded on a Pass/Fail basis.

## **CORRESPONDENCE COURSES AND SUMMER SCHOOL**

### **Primary School and Intermediate Schools**

Students in grades Kindergarten through four are provided with a summer learning opportunity. Many students “lose ground” in reading and math over the summer break from school. This can be extremely detrimental to students that are already struggling to keep up during the regular school year. Our goal is to combat this loss for struggling students through clear and concise instruction tailored to meet individual needs during summer school. Summer school runs for four weeks at the beginning of the summer. Students attend from 8:00 to 12:00 Monday through Friday. Busing is available to students with bus stops in all three towns. A free breakfast is also provided to students as they arrive for school each day.

### **High School**

If a student has failed a course at West Carroll High School, he/she may take that course, or an approved substitute, from an accredited institution for credit toward graduation from West Carroll High School. Any course taken at another institution must be approved in advance by the West Carroll High School Principal and Guidance Counselor. Each course must be approved before registering for the course.

No more than three (3) semester credits from summer school, or three (3) courses or 1 ½ credits correspondence study, or courses taken outside of West Carroll High School will be counted toward graduation from West Carroll High School. The Principal has the authority to make exceptions to the above guidelines in order to meet students’ needs based upon the recommendation of the guidance counselor.

Credit will be awarded for correspondence courses only if the institution granting the credit is fully accredited by the North Central Association of Secondary Schools and Colleges, and:

1. the student has earned the credit prior to enrolling at West Carroll High School; or
2. the student has been granted permission by the Principal to enroll in a correspondence/ summer course.

Grades earned by correspondence/summer courses will count toward grade point average and verification of credit must be made directly from the institution granting the credit. The student must pay all costs for correspondence/summer courses.

## TRANSFER CREDIT

Students transferring to West Carroll Unit District #314 from other accredited schools shall receive full credit for all the courses for which credit was earned at the former schools. However, credit for work done in unaccredited schools shall only be allowed, when, in the judgment of the Principal, the program of study and quality of work performed, is comparable or better than that offered at West Carroll. Where credit is denied, the student will be permitted to take a proficiency exam for credit. See additional information for a transfer student in the previous section entitled "Weighted Grades & Transfer." A student, after receiving instruction in a non-recognized or non-accredited school, who enrolls in the district, will be assigned a grade level according to academic proficiency which will be determined by the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

## PROCEDURE FOR TAKING COLLEGE COURSES

West Carroll High School students will be allowed to attend college courses or enroll in collegiate internet classes during the school year to access additional educational opportunities. These courses may replace 1 or 2 periods of class during the school day. Students will be required to follow enrollment and registration procedures of the college they choose to attend.

Students must have the written approval of parent, High School guidance counselor, and High School Principal. Credits may be used for high school graduation, or can be kept in escrow by the college. All semester college courses regardless of semester hours, will transfer to West Carroll as ½ credit. Unusual circumstances will be dealt with on an individual basis. The Superintendent has the authority to make exceptions to the above guidelines in order to meet students' needs based upon the recommendations of the High School Principal, guidance counselor and parents, and:

1. Students must have senior standing.
2. Students may take only classes that are not offered by West Carroll High School, including the Area Vocational Center.
3. Students and/or their parents/guardians will pay tuition costs and provide transportation at no cost to the district.
4. Students will complete a request form stating the classes they wish to take, the college the class will be taken through, and if they want dual credit or dual enrollment.

### Dual Credit

Students, with administrator approval, may be dually enrolled at West Carroll High School and Highland Community College and/or Sauk Valley Community College. This provision allows students to receive high school credit and college credit at West Carroll High School simultaneously for the same classes with prior approval. Any high school credit earned in this manner will receive one-half (1/2) credit per semester course toward West Carroll graduation requirements.

In most cases, there are prerequisites for dual credit classes. Please check with your guidance counselor for additional information. **Students will be responsible for tuition related costs and textbooks.**

Dual Enrollment College grades and credits will be recorded on West Carroll High School transcripts and will be figured into GPA and class rank.

### Advanced Placement Courses

Students enrolled in advanced placement courses at West Carroll High School during the second semester **will be required** to take the advanced placement exam in May and be responsible for the cost of the exam. There are fee waivers available from the College Board.

## PROMOTION/GRADUATION

### Promotion and Retention (Primary and Intermediate Schools)

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on classroom assessment and attendance. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom.

The final grade assigned by the teacher cannot be changed by a district administrator without notifying the teacher. Reasons for changing a student's final grade include:

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

Should a grade change be made, the administrator making the change must sign the changed record.

### Promotion and Retention (Middle School)

The general policy of the district is to encourage and assist each student to move along in a continuous growth pattern of academic achievement in harmony with normal social and emotional development. In arriving at a decision for either the acceleration or retention of a pupil, the combined views of the teacher, principal, and superintendent are taken into consideration. The results obtained from standardized achievement tests and class work assignments will be important factors in the decision. As a guideline to determining promotion, the students will be expected to pass 26 of 32 (or 80% of courses) quarters each year (out of a possible 8 courses per quarter). Eighth grade students not passing 26 of 32 (or 80% of courses) quarters will not be eligible to participate in the Promotion Ceremony at the end of the year. The building philosophy for determining acceleration, promotion, or retention will be what is in the best interest of the child after a careful evaluation of the advantages and disadvantages of alternatives.

### Promotion and Graduation (High School)

#### GRADUATION REQUIREMENTS (2009-2010 SCHOOL YEAR)

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<b>English</b>	4 Credits (8 semesters) Required English 1-2-3 Classes marked A or H are by teacher recommendation
<hr/>	
<b>Math</b>	3 Credits (6 semesters) 2 Semesters must be Algebra 2 Semesters must be Geometry 2 Semesters of an elective Math

<b>Science</b>	3 Credits (6 semesters) 2 Semesters of a Biology 2 Semesters of a Physical Science 2 Semesters of an elective Science
<b>Social Science</b>	3 Credits (6 semesters) 2 Semesters of an elective Social Science taken in 9th grade 2 Semesters of U.S. History taken in the 10th grade 2 Semesters of Government taken in the 11 <sup>th</sup> or 12th grade
<b>Physical Education</b>	Must be <b>enrolled</b> in P.E., Health or Drivers Ed every semester One per semester (2010 graduates 2 per semester)
<b>Health</b>	1/2 Credit taken in the 9 <sup>th</sup> grade (1 semester)
<b>Driver Education (Safety)</b>	1/2 Credit taken after 8 classes have been passed and age eligible 15 years old by October 1 (1 semester)
<b>Consumer Education</b>	1/2 Credit taken in the 12th grade (1 semester) Any student may test out using the ICEPT
<b>Music/Art/FL/Vocational</b>	1 Credit (2 semesters)
<b>Electives</b>	9 1/2 Credits (20 semesters)
<b>Total Credits Needed</b>	28 credits (56 semesters)

Students must pass the Constitution Tests to be eligible for graduation.

The State of Illinois will be requiring that students must complete all of the above requirements in addition to two years of writing intensive courses, one of which must be English and the other may be any other subject.

### Class Assignments

#### Class Assignments

Freshmen	-	less than 7 Credits
Sophomore	-	7 Credits
Junior	-	12 Credits
Senior	-	20 Credits

Students will only be reclassified during the fall of each school year. A student will not be considered a member of a class for which they have insufficient credits.

Class meetings will be held during the school year at the sponsor's discretion. All students belong to some class. Therefore, when class meetings are held during school hours we expect every student to attend the meeting.

## GRADE POINT AVERAGES FOR COLLEGE PURPOSES AND SELECTION OF THE VALEDICTORIAN AND SALUTATORIAN

Cumulative grade point averages are calculated at the end of each semester on a 4 point scale. (A= 4, B= 3, C=2, D=1, F=0). Semester grades are the only grades used in figuring grade point averages. Grades received in all courses are calculated into the average. This grading system will determine Valedictorian and Salutatorian G.P.A. Valedictorian and Salutatorian of the graduating class is designated after the 8th semester averages are finalized.

## COMMENCEMENT CEREMONIES

Only those students who are enrolled during the current school year and have met all graduation requirements as established by the Board of Education and the State of Illinois by the date of the graduation ceremony will receive a diploma and be permitted to participate in commencement ceremonies. Students who finish their requirements after the date will receive their diploma after completing all requirements.

## EARLY GRADUATION POLICY

Although the Board of Education believes that it is advisable for the great majority of students to complete a normal four-year sequence for high school graduation, there are instances where a certain student may be able to complete graduation requirements in less than four years and profit from an early graduation, with the approval of the student's parents, guidance counselor, High School Principal and Superintendent. A student who is granted early graduation will forfeit the right to participate in certain activities but is usually permitted to participate in graduation ceremonies. All early graduation requests must be discussed with the High School Principal by the end of the student's junior year. The Board of Education will hear the request and make a decision on approval.

## ACADEMIC ELIGIBILITY FOR EXTRACURRICULARS

Selection of membership to extra-curricular activities is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. In order to be eligible to participate in any **school-sponsored or school-supported athletic or extracurricular activity** (excluding band and band-related activities, chorus, and chorus related activities, drama and drama -related activities and FFA activities), a student must maintain a weekly passing grade in **7 of 8** courses at the High School and **8 of 8** courses at the Middle School in which the student is enrolled (the grade is taken as a cumulative semester grade at the High School and as a cumulative quarter grade at the Middle School). Band, band activities, choir, choir activities, the fall play, and FFA activities are curricular events and are excluded from this requirement. Participation in dances, prom, and homecoming are exempt from this rule. Any student-participant failing to meet these academic criteria shall be suspended from the activity for 7 calendar days. Weekly eligibility will be calculated on Wednesday of every week. **Additionally, a student must pass 7 out of 8 semester courses at the High School in the preceding semester to be eligible to participate in IHSA activities during a semester at the High School.** For a student not qualifying under the semester requirement, the student will be ineligible for the entire semester. Additionally, the student must also comply with the rules for the activity and rules stated in the Student Conduct Code/Athletic Code.

Eligibility for extracurricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to Section 504 of the Rehabilitation Act of 1973, shall be subject to this policy unless otherwise determined by the student's educational team.

**A student must be in school by 9:30 a.m. and remain in school the rest of the day to participate in/attend that days after-school hours' activity. An authorized, pre-arranged absence from the**

**Principal will allow a student to participate/attend in that after school hours activity. A student may participate/attend in weekend activities if a Friday absence was excused. After three consecutive weeks of ineligibility a student will be removed from the team.**

## ATTENDANCE POLICY

### Philosophy

*Good attendance is both essential to academic success as well as being an important characteristic of any vocation.*

A student's educational development and learning is a process that is composed of a number of key elements. In addition to exams, papers, and homework assignments, the daily interaction between student/student and student/teacher are vital elements in the educational development of all students. Therefore, it is crucial that students attend school on a regular basis and refrain from any conduct that results in an unexcused absence.

Regular attendance in school is one of the major ingredients for academic success. Consistent attendance and punctuality are also characteristics that are valuable for success in future endeavors. Parents can assist us by encouraging their students to attend school regularly. According to the Illinois School Code, the only reasons a child may be absent from school are:

1. Illness
2. Funeral
3. Observance of a religious holiday
4. Family Emergency (as determined by administration)
5. Other situations beyond the control of the student, as approved by the Superintendent, Principal or designee.

**After a student has been ill for 5 or more consecutive days, or 10 accumulated single day absences without a doctor's excuse in a year, an excuse from a medical doctor will be required in order for additional absences to be excused. If a student has been absent 10 or more consecutive days without a valid excused medical absence, he/she may be dropped from school.**

The Regional Truant's Alternative Program (TAP) specialist will be contacted after the student misses 2 unexcused absences or no contact has been made by the parent and/or if the student's attendance drops below 90%. The truancy specialist will meet with the parents and students to help encourage student attendance. Parents and students can be reported to the State's Attorney for chronic truancy in order to enforce compliance with the Illinois School Code relating to compulsory attendance.

The basic school attendance policies are as follows:

1. In the event of an absence, we require that a parent call the school and explain the reason for the absence. **Please call your child's attendance center before 8:00 a.m. on the day of your child's absence, and leave a message of your child's absence. Please state your name, your child's name, and the reason for his/her absence (if ill specify the nature of the illness).** The school answering machine is designed to take calls when no one is in the office so you can even call in the middle of the night.
2. The school will call parents if no communication is received (this is required by the State of Illinois under Senate Bill 730).
3. The school will also call parents in the event of extensive and/or habitual absences.
4. **Unless absolutely unavoidable, vacations are not recommended during the school year.** Parents' must submit, in writing, a request for vacation to the Principal's Office one week prior to the student's absence, and must fill out a Vacation/Absence Permission Slip from the office. Students will be granted an excused absence for 5 vacation days per year. Any days in excess of 5 vacation days may be considered unexcused. **The student will be required to turn in all make-up work**

- on the day they return**, and upon return or prior to leaving must schedule a time to make up tests, quizzes, labs or any other in class activity based on teacher approval.
5. Students who have appointments will be given a pass to leave class at the designated time and must report to the office to sign out. Students are to bring back to the attendance office verification from their doctor or dentist when they return to school following their appointment.
  6. An authorized, pre-arranged absence approved by the Principal, will allow a student to participate in/attend that after school activity.
  7. A student must be in by 9:30 a.m. and remain in school the rest of the day to participate in/attend that day's after school activity.
  8. Students with habitual tardiness or absences may be requested to submit a written document from their physician.
  9. Recognition will be provided for students who maintain perfect attendance.

### **UNEXCUSED ABSENCES**

**Unexcused Absences:** Reasons for unexcused absences shall include truancy, failure to have proper verification to explain an absence, any unauthorized departure from the building, and suspensions. Parents and students should be aware that any absence from school other than those listed in the excused or pre-arranged absence category is not acceptable and regarded as unexcused. Shopping, over-sleeping, hair cut, missing the bus, or phone messages saying that the student is "not in", "absent", or "not coming", etc. are not valid reasons for missing school.

All absences which are not excused absences are classified as unexcused. **This would include those absences listed above which were not excused within 24 hours of a student's return to school or were not granted prior approval by the Principal or designee.**

The following list exemplifies absences which will not be excused regardless of parental consent or knowledge:

- A. "Skipping school"
- B. Employment that had not been approved by Principal for school purposes
- C. Baby-sitting
- D. Oversleeping/missing the bus
- E. Car problems
- F. Errands
- G. Other reasons not allowed by policy or not considered reasonable, acceptable or legal

An unexcused absence which, in the judgment of the Principal or designee, is for less than a legitimate reason, will be subject to disciplinary action. A student will not be allowed to make up work for credit that he/she missed during an unexcused absence.

An unexcused absence will be given if parents or school authorities are not aware of the reason for the absence or if the reason is not acceptable.

The school board supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. Further, the Board recognizes the following definitions

**TRUANT** - a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

**CHRONIC OR HABITUAL TRUANT** - a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for ten percent or more of the previous 180 regular attendance days.

**TRUANT MINOR** - a child to whom supportive services, including prevention, diagnostic, intervention

and remedial services, alternative programs and other school and community resources have been provided and have failed to result in cessation of chronic truancy or have been offered and refused. Using the definitions cited, the school district shall determine if the student is a truant, chronic or habitual truant or a truant minor. The Superintendent shall direct the appropriate school district staff to develop diagnostic procedures to be used with the student who is a truant, chronic or habitual truant or a truant minor. The diagnostic procedures may include, but not be limited to, counseling services to the student and the student's parents/guardian, a health evaluation by the school nurse, use of peer groups and clinical evaluations by local and/or state agencies.

When the supportive services of the school district have been offered to the student, and if these measures prove ineffective and the behavior persists, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies such as the Truant Office of the Education Service Region of the County. The School Board, Superintendent, school district administrators and teachers shall assist and furnish such information as they have to aid the Truant Officers in the performance of their duties.

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

**Carroll County truancy protocol will be followed and the Regional Office of Education will be notified after two unexcused absences and will be updated after further unexcused absences.**

### **TARDINESS**

#### **TARDINESS (based on per-semester accounting - Tardy to school up to 20 minutes)**

- A. **Students will be considered tardy if they are not in the room when class is to begin.**  
Punctuality is important. Students less than twenty minutes late first hour will be considered tardy. Students tardy to first hour must report directly to the office before reporting to class.
- B. The following procedure is recommended regarding tardiness.
  - 1. First - Third tardy, warning
  - 2. Fourth - Fifth tardy, detention
  - 3. Sixth - Eighth tardy, 2 hour After-School Assignment.
  - 4. Ninth - Tenth tardy, In-School Assignment.
  - 5. Eleventh tardy, 1 day of suspension.

#### **LATE ARRIVAL/UNEXCUSED PERIOD ABSENCES 8:20 TO 8:45**

From 8:20 to 8:45, the absence is considered unexcused if he/she is more than 20 minutes late to school. The same holds true for each class period of the school day. Students will not be able to make up work for credit if they received an unexcused absence. Parental excuses will not be accepted for oversleeping, transportation problems, errands, or items covered in unexcused absences.

### **UNEXCUSED ABSENCES/TRUANCY/LEAVING SCHOOL WITHOUT PERMISSION**

(based per-semester)

- A. Truancy: A student is considered truant if he/she is absent from a class without the permission or knowledge of his/her assigned teacher, aide, administrator or parent.
- B. **Unexcused absences.** (grades 6-12)

1. First - Detention and Parent Contact
2. Second - 2 hour After-School Assignment
3. Third - 2 hour After-School Assignment
4. Fourth - 1 day In-School Assignment
6. Fifth - Administrative Review

The Administrator has the ability to modify consequences based on individual cases.

**C. Leaving the school building or grounds without permission or skipping class: (grades 6-12)**

1. First Occurrence: 2 hour After-School Assignment
2. Second Occurrence: 2 hour After-School Assignment
3. Third Occurrence: 1 day In-School Assignment
4. Fourth Occurrence: 1 day In-School Assignment and Parent Meeting
5. Fifth Occurrence: Administrative Review

**REQUESTS TO LEAVE SCHOOL GROUNDS**

- A. Written permission forms to leave school grounds will be granted only for legitimate reasons such as medical appointments and emergency situations. (See "Excused Absences.")
- B. Students who need to leave must acquire an office slip from the attendance secretary during the student's unscheduled time before school. If the student's appointment is at the start of school, the office slip should be secured the previous afternoon.
- C. In order to receive an office slip, students should have a signed and dated note from their parent or guardian stating the reason for the request. **Students will not be allowed to leave school grounds without parental approval.**
- D. Upon returning to school after using an office slip, the student must report directly to the attendance office before going to class to sign-in. Students who have had a professional appointment should bring a note from the office visited. Other absences must be excused by parental note or conference within 24 hours of the student's return to school.
- E. Any student leaving the school grounds without an office slip during school hours must be under the direct supervision and accompaniment of a staff member. Students who may be operating a vehicle under such circumstances must obtain an office slip.

**MAKE-UP WORK**

**EXCUSED ABSENCES:** A student will be allowed to make up work for credit that he or she has missed due to any excused absence from class. The responsibility lies with the student to secure assignments upon return and turn work in the following day. Depending on the nature of the assignment the teacher may allow an extra day for completion. The purpose of this guideline is to require students to complete work promptly. **Ultimately, it is the responsibility of the student to see to it that any missed work is made up.** Parents or guardians are encouraged to call the secretary before 7:45 a.m., after three consecutive full day absences, to request homework that will be picked up.

**A student has one day for every day missed to make up work for credit.**

Students are encouraged to keep in contact with classmates concerning assignments and course work. If a student has difficulty in gathering assignments during a prolonged absence, the guidance office should be contacted. An "Incomplete" for a grade report must be made up within one week.

**SUSPENSIONS:** The student will not be allowed any grace days for makeup work during a suspension. All work assigned during a suspension will be due when the student returns to school. Assignments must be secured by the student either before or during the suspension (via the office) and turned in when the student returns to school. Parents may call and request work from the students attendance center and may pick the work up.

### **COMPUTER/ELECTRONIC NETWORK ACCEPTABLE USE POLICY (AUP)**

We are pleased to offer students of the West Carroll Public Schools access to the District computer network for the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission. Permission forms are available and can be signed during registration.

#### **School Responsibility**

1. Starting as early as elementary, students in District #314 will be offered an age-appropriate training program for the Internet and other computer programs offered by the District.
2. The computer lab will be supervised by a classroom teacher or other appropriate staff member.
3. Teachers will give students who wish to use the computer lab a pass with specific details as to the assignment on which the student is working.
4. The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet.
5. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.
6. The District and/or agents may access and monitor student use of the electronic networks and download material without prior notice to the student.
7. Within reason, freedom of speech and access to information will be honored.

#### **Student Responsibility**

##### **Awareness:**

1. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway.
2. Communications on the network are often public in nature. General school rules for behavior and communications apply.
3. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that all users are using the system responsibly. Users should not expect that files stored on district servers would always be private.
4. The network is provided to students for educational purposes exclusively.
5. Access to network services is given to students who agree to act in a considerate and responsible manner.
6. Parent/Guardian permission is required.
7. Access is a privilege – not a right.
8. Access entails responsibility.

##### **Encouragements:**

1. Access the Internet to explore thousands of libraries, databases, and bulletin boards.
2. All users must respect the privacy of others. They shall not intentionally obtain copies of or modify files, passwords, or data that belong to anyone else. No one should represent himself as someone else by using another username or password. No one should forward personal material without prior consent.
3. Be careful to protect your password. Call the system administrator if you forget your password. Any abuse of your account by someone else is your responsibility. If you believe someone else may have your password, you should immediately report the problem to the system administrator.
4. All must abide by existing Federal and State laws in force regarding electronic communication. This includes accessing information without authorization, giving out passwords, or causing a system to malfunction. These laws carry penalties of up to 20 years in prison.

5. All users must respect the legal protection provided by copyright license to programs, articles, and data.
6. All users must respect the integrity of computing systems. For example, no one should develop programs that harass other users or attempt to infiltrate a computer or computing system.

Not Allowed:

1. Playing games on the computers or not working on a valid classroom assignment.
2. Tampering or damaging keyboards, mice, or other hardware.
3. Using the printers or other peripherals for anything other than classroom assignments or documents longer than 10 pages unless given specific permission by staff.
4. Sending, downloading, or receiving works protected by a copyright (a property right in original authorship, such software, written work product, graphic works) without the permission of the owner of the copyright.
5. Sending, viewing, downloading, and receiving the following material in any form (photographs, graphics, sound, video, or text).
6. Material related to illegal activity (including without limitation to any material that violates copyright laws).
7. Obscene or pornographic material.
8. Harassing material (including without limitation to sexually and racially harassing material).
9. Threatening material.
10. Material that contains references to an individual's corporate entity character or competence which are false, are defamatory, would invite contempt and ridicule, or would interfere with an existing potential business relationship.
11. Material that invades another individual's or corporate entity's right to privacy (including without limitation surreptitiously reading another's e-mail, disseminating).
12. Sending, downloading, viewing, or receiving the proprietary and confidential information of another person or entity.
13. Sending, downloading, viewing, or receiving any other material deemed inappropriate by school staff or administration.
14. Uploading pictures and names of students under the age of 18 on the electronic network without staff and Parent/Guardian permission.
15. Advertising for profit or campaigns for political office through the electronic network.
16. Due to the rapid change in technology, changes to the AUP may be made during the school year at the discretion of the administration.

Consequences:

1. First offense: Removal for up to nine weeks from computer access; no use in study hall; library, or a class setting in an unsupervised situation; student may stay in any computer class and receive classroom instruction.
2. Second offense: Removal for a minimum of nine and up to 18 weeks; no use in homeroom, library or class in an unsupervised situation; student may stay in any computer class in which he/she is currently enrolled.
3. Third offense: Removal from computer access for a minimum of one semester, including all classes the student may be currently taking.
4. Fourth offense: Permanent removal from computer access for a calendar year. Student will receive a suspension and be responsible for all costs of replacing any damaged equipment.
5. **A gross violation of the computer use policy could result in third or fourth offense consequences being invoked on the first through third violations. Examples would be: Destruction of equipment, accessing or utilizing banned materials, programs, or software, and tampering with files essential to delivery of instruction. To have electronic network access, a student must have a signed permission slip on file.**

**\*Students and/or their parent/guardian will be financially held responsible for damage to network hardware or software.**

## COMPUTER TAMPERING

Students will be subject to disciplinary action if found guilty of tampering with any school computer, the electronic grading or attendance program.

### Parent/Guardian Responsibility

1. The parent/guardian should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.
2. During school, teachers of younger students will guide them toward appropriate materials, but outside of school Parent/Guardians bear the same responsibility for such guidance with information sources such as television, telephones, movies, radio, and other potentially offensive media.
3. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. **The West Carroll Public Schools support and respect each family's right to decide whether or not to apply for access.**

## WEST CARROLL COMMUNITY UNIT DISTRICT # 314 POLICY AND PROCEDURES FOR THE USE OF BEHAVIORAL INTERVENTIONS

It is the purpose of this document to outline the procedure of West Carroll Community Unit District # 314 relative to the use of behavioral interventions with students with disabilities. The fundamental principle of this procedure is that non-aversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions.

The use of positive interventions is consistent with the educational goals of enhancing a student's academic, social, and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity and personal privacy and adhere to professionally accepted treatment practices. All of the procedural protections available to students with disabilities and their parents under the Individuals with Disabilities Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

It is the intent of West Carroll Community Unit District # 314 that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered non-restrictive are preferred because of the low risk of negative side effects and high priority placed on behavior change rather than behavior control. These interventions may be used without the development of a Behavioral Management Plan or inclusion in the student's Individual Education Program (IEP).

Restrictive interventions should only be used when a Behavioral Management Plan has been developed by the IEP team and included in the student's IEP or emergency situations. Restrictive interventions shall be used for the minimal amount of time necessary to control the individual's behavior and shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors.

When confronted with an emergency situation in which immediate intervention is needed to protect students, other individuals or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's Behavior Management Plan. The emergency intervention selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has

been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

West Carroll Community Unit District #314 shall maintain a Behavioral Intervention Committee to implement the district policy on the use of Behavioral Interventions. In addition, this committee shall monitor the use of restrictive interventions with students with disabilities.

This procedure has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities". This document was prepared by the Illinois State Board of Education and is dated June 30, 1994. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001.

### **STUDENT DISCIPLINE**

Rules of conduct are essential to the successful operation of any organization. West Carroll District #314's expectation of student conduct and school regulations apply to all school related activities, on or off school grounds. Below is a list of a few fundamental rules regarding school conduct.

#### **General Rules:**

1. Be courteous and respectful to other students and staff members.
2. Running, shouting and conduct which could be injurious and/or disruptive to others is prohibited.
3. Follow the instructions of any staff member.
4. Keep the building and school grounds neat and clean.
5. Treat school property and property of others with respect.
6. No one is to be in the halls during class time without a pass or supervision of a teacher.

#### **Cafeteria:**

1. Leave the tables and the area neat and clean.
2. Be considerate to others so that all will be able to eat in a pleasant atmosphere.
3. If anything is spilled that cannot be cleaned with napkins, report this to the cafeteria.
4. There is to be no food or drink outside of the cafeteria unless permission has been granted by lunch supervisor.
5. Students are to remain in the cafeteria unless approved by an administrator.
6. Talking should remain as indoor voices with no shouting. A general rule of thumb is that if you are not close enough to touch them you are not close enough to talk to them using an indoor voice.

#### **Assemblies:**

1. Be courteous toward speakers, listen and no side talking.
2. Stomping, yelling, and whistling are not in good taste.
3. Leave the speaker with a good impression of our school through your good behavior.

#### **Athletic events and extracurricular activities:**

1. Act like ladies and gentlemen.
2. Cheer positively for your school and every athlete.
3. A student who has been suspended out of school or expelled will not be admitted during the period of his/her suspension or expulsion.
4. Students possessing, transmitting, or under the influence of alcoholic beverages, drugs or tobacco products, at any extracurricular event, (including dances and athletic contests), will

be subject to the same regulations and penalties outlined under those sections in the handbook.

5. If a student is asked to leave, by an administrator or athletic director, from any district extracurricular event, or if misconduct is reported to the administrator after the fact, the following procedure is the procedure against misconduct at extracurricular events:

1<sup>st</sup> offense: He/She will not be allowed back at the next same type of district extracurricular event during the school year.

2<sup>nd</sup> offense: He/She will not be allowed to attend any more district events of the same type that season.

3<sup>rd</sup> offense: Administrative Review.

All school rules apply to assemblies, extracurricular activities, field trips, and dances. Attendance at all of these events is a privilege. Students are expected to be respectful, be courteous, and to behave appropriately.

### **PROHIBITED STUDENT CONDUCT**

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Disobeying rules (student conduct) or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
2. Engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
3. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property, or violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
4. Being involved with any public school fraternity, sorority, or secret society, by:
  - (a) being a member;
  - (b) promising to join;
  - (c) pledging to become a member; or
  - (d) soliciting any other person to join, promise to join, or be pledged to become a member.
5. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia, and/or satanic worship.
6. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to conduct that may reasonably be considered to be a threat or an attempted intimidation of a staff member; or endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situation in which the item is:

- (a) on the student's person;

- (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile;
- (c) in a school's student locker, desk, or other school property; or
- (d) at any location on school property or at a school sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including to but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event.

#### Disciplinary Measures

Disciplinary measures may include but are not limited to:

1. Seizure of contraband.
2. Notifying parents/guardians.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Disciplinary conference.
6. Detention
7. After-school assignment provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher, the Building Principal or designee.
8. In-school assignment for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
9. Suspension of bus riding privileges, provided that appropriate procedures are followed.
10. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
11. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," illegal use of legal drugs, alcohol, or weapons.

12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, education, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
13. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.

### **ACADEMIC INTEGRITY** **CHEATING AND ACADEMIC DISHONESTY**

Academic dishonesty by a student degrades the student's character and reputation and impedes the teaching-learning process. Any action intended to obtain credit for work which 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 an earlier 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 which are not permitted during a test.
6. Plagiarizing (presenting material 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 prepare the student's homework, paper, project, 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, research paper, computer program, or take-home test.
9. Accessing restricted computer files without teacher authorization.
10. Copying materials, including computer software, in violation of the copyright law.
11. Any cellular communication device used to communicate academic work.

Those who are involved in cheating or academic dishonesty are subject to penalties, including one or more of the following:

1. First offense - grade of zero on test or assignment and an After-School Assignment.
2. Second offense - grade of zero on test or assignment, 1 day suspension, and parent meeting with Principal.
3. Third offense – administrative review.

### **SEARCH AND SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

#### **School property, equipment, and personal effects left by students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers and desks), as well as personal effects of a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left behind.

The Administrator may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

## **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

## **DISCIPLINARY REVIEW PROCEDURE**

Grade level teams or the Administrator will hold disciplinary review conferences with students or students and parents as they feel necessary throughout the year.

## **DETENTIONS**

Academic Detentions: Teachers may assign academic detentions which will be monitored in their rooms. Academic detentions will not be counted as regular staff detentions, but skipping an academic detention will be treated in the same manner as regular staff detentions.

Teachers will be assigned to monitor their own detentions in their rooms. Detentions will be 30 minutes in length and can be served before or after school. A detention can be assigned at the discretion of either the individual teacher or the office. Detentions are to be served within five school days upon receipt of the detention. The teacher and student will agree to the time of the detention.

If a student earns more than **four** staff detentions during the semester then:

5th detention – 2 hour After-School Assignment

Each subsequent detention will result in an After-School Assignment until the guidelines in After-School Assignment rule number nine have been met.

**Failure to serve a detention as assigned will result in the assignment of a 2 hour After-School Assignment.**

## **LUNCH DETENTIONS**

A lunch detention is requiring a student to be detained in the office for 15 minutes during his/her assigned lunch. After 15 minutes or the end of the line, he/she will be released to the cafeteria to get his/her lunch and return to the office to eat. Students in lunch detentions are expected to bring homework or appropriate reading material, if time permits. Failure to serve a lunch detention will result in additional consequences. Lunch detentions will be given as necessary by the teaching team and administration.

Reasons students may earn a lunch detention include, but are not limited to:

1. Unprepared for class (not having necessary supplies, book, etc)
2. Not dressing properly for PE class (2 times per quarter at the middle school)
3. Incomplete or missing homework
4. Tardy
5. Hallway misbehavior
6. Having gum, candy, or soda without teacher's permission
7. Failure to follow directions or a reasonable request made by a staff member

At various times, the administration has the right to review a student's discipline status on a case by case basis.

### **AFTER-SCHOOL ASSIGNMENT (ASA)**

1. After-School Assignment will meet from 3:05 p.m. to 5:05 p.m. on Tuesdays and Thursdays at the High School and at the Middle School on Wednesdays during the 2<sup>nd</sup> & 4<sup>th</sup> weeks of the month and on Thursdays during the 1<sup>st</sup> & 3<sup>rd</sup> weeks of the month.
2. Students are expected to be in the After-School Assignment room with all of their materials by 3:05 p.m. Students who arrive after 3:05 p.m. will be sent home and considered as failing to serve their After-School Assignment.
3. Students who fail to serve a 2 hour After-School Assignment:  
1<sup>st</sup> offense - 1 day In-School Assignment  
2<sup>nd</sup> offense - 1 day out of school suspension  
3<sup>rd</sup> offense- administrative review
4. Students will be allowed to reassign an After-School Assignment under special circumstances that are approved by the administrator. This reassignment must be completed 24 hours prior to the assignment by having the parents contact the building Principal in person or by phone. (Students will be reassigned to the next After-School Assignment; failure to serve will be considered a skipping of After-School Assignment.)
5. Students may be asked to leave After-School Assignment for violation of any rules or for poor behavior or poor attitude. If a student is asked to leave, they will be assigned a one day out of school suspension.
6. Students must bring with them all materials needed to study during the assigned time. Students may not leave the class for any reason except during break.
7. Students may only speak with the staff member in charge.
8. Students are to study and/or read during their time in After-School Assignment.
9. After a student receives their sixth After-School Assignment, all subsequent After-School Assignments will become suspensions of up to ten days or possible expulsion.
10. All of the steps are contingent upon administrative review.

#### **Four Basic Rules for After- School Assignment**

1. No talking
2. No sleeping
3. No eating
4. No electronic devices

### **IN-SCHOOL ASSIGNMENT (ISA)**

1. In-School Assignments will be held from 8:00 a.m. until 3:00 p.m. ½ day In-School Assignment will be held from 8:00 a.m. until the end of 4<sup>th</sup> period.
2. Students may be asked to leave In-School Assignment for violation of any rules or for poor behavior or poor attitude. If a student is asked to leave, they will be assigned a two day out of school suspension.
3. Students are to study or read during In-School Assignment and may only speak to the staff member in charge.
4. Students are to speak to their teachers prior to serving their In-School Assignment to obtain any homework they need.
5. Four (4) basic rules for In-School Assignment
  1. No talking
  2. No sleeping
  3. No eating
  4. No electronic devices

## OUT OF SCHOOL SUSPENSION REVIEW AND DUE PROCESS RIGHTS

### Grounds for Expulsion or Suspension

The grounds for expulsion or suspension in the following sections apply when the student is:

1. On school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from a school activity, function, or event on school provided or approved transportation.

The following types of student conduct constitute grounds for expulsion or suspension from school:

- A. Gross use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct.
  1. For example: Occupying any school building or school grounds without permission of a certified staff member.
  2. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from or use of the building, corridor or room.
  3. Setting fire to substantially damaging school building or property.
  4. Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
  5. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any other lawful meeting or assembly on school property.
  6. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with school purposes or an educational function.

This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Illinois of the United States.
- B. Causing or attempting to cause substantial damage to school property or stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property. **Stealing or attempting to steal school property or private property will not be tolerated in this school. Recommendation for expulsion may be made on the first offense.** The Board will seek restitution from students for student acts that cause damage to school property.
- C. Engaging in any activity forbidden by the laws of the State of Illinois that constitutes an interference with school purposes or an educational function. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an education function.
- D. In addition to the grounds for expulsion or suspension above, a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an education function.

### A. PRE-SUSPENSION CONFERENCE

1. The authorized administrator shall confer with any student who is under consideration for suspension prior to taking such disciplinary action.
2. Prior to or during a pre-suspension conference, the authorized administrator shall ascertain whether the student is a special education student or may be eligible for special education services. If so, the authorized administrator must follow the procedures set forth in Section G.
3. The students shall be advised of the reasons for the proposed suspension and the evidence in support of those reasons. The students shall also be afforded an opportunity to respond.
4. The authorized administrator conferring with the student shall make a written record of the conference.

5. The authorized administrator, after following the above pre-suspension procedures, may then determine whether to suspend the student in accordance with section B.
6. When, in the opinion of the authorized administrator, a student poses an immediate threat to school personnel, other students or school property, or poses an ongoing threat of disruption to the educational process, the student may be summarily removed from the school without holding a pre-suspension conference as soon as practicable after the notice is received. Failure to attend the scheduled conference shall constitute a waiver of such conference. Regardless of the student's attendance at the post-suspension conference, the parents shall be advised by written notice of any subsequent disciplinary decision.

**B. SUSPENSIONS NOTIFICATION**

1. If the pre-suspension or post-suspension conference results in a decision to suspend, the parents of the student shall be advised immediately of the decision by written notice sent by certified mail, return receipt requested.
2. The notice to the parents shall include:
  - a. A statement of the reasons for the suspension, including any school rule which has been violated
  - b. The dates and duration of the suspension
  - c. A statement of the parents' right to request a review of the suspension with the Board of Education
  - d. A statement that the failure to request such a review within five (5) days after of the notice, or eight (8) days after the date of the mailing, whichever is earlier, shall be deemed a waiver of the right to review hearing with the Board. Such review will be at the regular monthly school board meeting
  - e. Notification of the right to be represented at the suspension review hearing by an attorney or other representative
  - f. A copy of the suspension review hearing procedures
3. A request to review the suspension may be oral or in writing, directed to the Superintendent's Office. Oral notification shall be confirmed in writing by a letter to the parents. If a request for review of the suspension is timely made, the parents of the suspended student shall be given written notification of the time and place at least one (1) week prior to the review with the Board of Education. If the parent, in requesting a review of the suspension, asserts that the student is a special education student, then the authorized administrator shall follow the procedures set forth in Section G.
4. The authorized administrator, who shall forward a copy of the parental notice of suspension to the Superintendent or the Secretary of the Board, shall notify the Superintendent and the Board of Education of the student suspension.
5. When students are suspended from school, they are not allowed to attend school functions during that time.

**C. OUT OF SCHOOL SUSPENSION REVIEW PROCEDURES**

1. A suspension review shall be conducted by the Board of Education or designee.
2. The Board may take such action after the review, as it deems appropriate, including affirming or overruling the suspension.
3. If the Board finds that a suspension was unjustified, the student records may be expunged of all notations regarding the suspension and any related student absences for disciplinary reasons shall be marked "excused".
4. The decision of the Board shall be final.
5. Written notification of the Board's decision with respect to the suspension review shall be mailed to the parents.

D. **PRE-EXPULSION PROCEDURES**

1. Prior to any recommendation for expulsion, the authorized administrator shall ascertain whether the student is a special education student. If so, then the procedures set forth in Section G must be followed. If the expulsion is preceded by a suspension, the suspension procedures set forth in Section B (regarding notification) must be followed and the parents notified that a suspension review hearing will be combined with an expulsion hearing.
2. Expulsion notification:
  - a. The authorized administrator shall send a letter by certified mail, return receipt requested, to the parents of the student notifying them of the expulsion hearing.
  - b. The expulsion notice to the parents shall include:
    1. A statement of the reasons for the proposed expulsion, including any school rule which has been violated.
    2. The potential maximum duration of the expulsion.
    3. The time and place of the expulsion hearing.
    4. A statement of the parents' right to be represented at the expulsion hearing by an attorney or other representative.
    5. A copy of the expulsion hearing procedures.

E. **GENERAL PROCEDURES FOR EXPULSION HEARINGS**

1. Hearing Structure
  - a. An expulsion hearing shall be conducted by the Board of Education.
  - b. The Board may take such action after the hearing, as it deems appropriate, including affirming or over-ruling the proposed expulsion, or conditioning reentry of the student to school.
  - c. If the Board finds that an expulsion was unjustified, the students' records may be expunged of all notations regarding the proposed expulsions and any related student absence for disciplinary reasons shall be marked "excused". The student may be afforded an opportunity to make up all lost educational opportunities including, but not limited to, their class work.
  - d. The decision of the Board shall be final.
  - e. Written notification of the Board's decision with respect to the expulsion hearing shall be mailed to the parents. An expulsion may be effective immediately or as specified by the Board.
2. Hearing Procedures
  - a. All student discipline hearings shall be held in executive session.
  - b. The student may attend the hearing with his or her parents and may be represented by an attorney or other representative. If the parent or student does not attend, but the authorized administrator has proof of notice given and received, the Board may choose to proceed with or reschedule the hearing.
  - c. The hearing may be recorded stenographically or by tape. If either party causes a recordation to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.
  - d. The Board shall determine and make findings on the following two (2) issues at the hearing:
    1. The validity of the charges of gross disobedience or misconduct.
    2. The appropriate disciplinary measure, if the charges are to be upheld
  - e. If the student is a special education student, the Board must also follow the procedures set forth in Section G (Special Education Procedures).
  - f. The hearing shall be conducted as follows:
    1. At the commencement of the hearing, either party may request the exclusion of witnesses.

2. The authorized administrator and the student may make short opening statements concerning both the charges of gross disobedience or misconduct and the appropriate discipline.
  3. The authorized administrator shall first present his evidence, including proof of compliance with Section F of this policy, if applicable. The student may cross-examine all witnesses in attendance and review any written evidence presented by the student.
  4. The student may then present evidence to refute the charges. The authorized administrator may cross-examine all witnesses in attendance and review any written evidence presented by the student.
  5. The Board may, at any time, direct questions to the parties or their witnesses.
  6. The authorized administrator and the student may make closing statements at the conclusion of the hearing concerning the issue of the appropriate discipline.
- g. The Board may receive all relevant oral or written evidence without regard to the legal rules of evidence, but shall consider the weight of the evidence in determining the issues
1. If the authorized administrator determines that any of his witnesses would be subject to physical or mental harassment or that an emergency exists, the authorized administrator need not present his witness at the hearing, but may present as evidence a written summary prepared by the absent witness of his testimony. The summary shall include the reason for the witness' absence and a statement verifying that the contents of the summary are true. If an imminent fear of reprisal exists, the authorized administrator may also present a written statement in which the witness' identity has been concealed.
  2. The Board shall not consider the student's academic or disciplinary records in determining the validity of the charges of gross disobedience or misconduct. The Board may review a student's records, however, in determining the appropriate discipline.

**F. LESSER DISCIPLINARY MEASURES**

Detention, probation, in-school suspensions, removal from the classroom, or other disciplinary measures may be imposed for student disobedience or misconduct warranting lesser penalties.

1. Students shall be notified of the rules, as established by the School Board, authorized administrator, local school, and/or classroom teacher, which will lead to imposition of lesser disciplinary measures if violated.
2. Students shall have no right of review by the Board of Education for the imposition of the lesser disciplinary measures of this Section.

**G. SPECIAL EDUCATION PROCEDURES**

1. General
  - a. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is, or results from, a behavior or a condition defined as an exceptional characteristic in Article 14 of the School Code. Any special education student whose gross misconduct or disobedience is unrelated to, or does not result from, his handicapping condition, as defined in Article 14 of the School Code, may be expelled pursuant to Sections D and E of this policy.
  - b. A special education student may be suspended pursuant to Section E of this policy regardless of whether the student's gross disobedience or misconduct is related to his handicapping condition. A suspension of a special education student is not a change in educational placement.
  - c. Notwithstanding Section G.1, a. above, any special education student may be temporarily excluded from school if exclusion is warranted because of the student's physical danger to himself, other students, faculty, or school property. During the period of temporary expulsion, the School District shall be responsible for

developing and providing an appropriate educational program for the special education student.

- d. If the authorized administrator reasonably concludes that a non-special education student may be eligible for special education services, he shall not discipline the student immediately, but shall refer him for a case study evaluation pursuant to the Special Education Rules and Regulations. If warranted, the authorized administrator may stay disciplinary proceedings until a case study report is completed and reviewed.

## 2. Suspension Procedures

- a. All pre-suspension, notice and suspension review procedures set forth in Section E of this policy must follow in suspending a special education student.
- b. At the time of a pre-suspension conference of a student ascertained as a special education student, the authorized administrator shall determine whether the student's gross disobedience or misconduct related to, or results from, his handicapping condition. Such determination shall be made only after consultation with the appropriate personnel.
  1. If the authorized administrator reasonably concludes that the special education student's behavior is related to, or results from, his handicapping condition, the School District shall provide appropriate services to the student during any period of suspension.
  2. If the authorized administrator reasonably concludes that the special education student's behavior is unrelated to, or does not result from, his handicapping condition, the School District need not provide services during any period of suspension.
- c. If the parents of a suspended student object to the suspension for special education reasons, whether prior to or at a review hearing before the Board, the parents shall be informed in writing that they may request a case study evaluation or a due process hearing pursuant to the Special Education Rules and Regulations.

## 3. Expulsion Procedure

- a. Prior to making a recommendation to expel a special education student, the authorized administrator shall convene a multi-disciplinary conference to determine whether the student's act of gross disobedience or misconduct is related to, or results from, his handicapping condition.
- b. If at the multi-disciplinary conference it is reasonably concluded that the special education student's act of gross disobedience or misconduct is related to, or results from, the student's handicapping condition, the authorized administrator shall not recommend expulsion. The authorized administrator may request review of the appropriateness of the education placement of the student in accordance with the Special Education Rules and Regulations.
- c. If at the multi-disciplinary conference it is reasonably concluded that the special education student's act of gross disobedience or misconduct is not related to, or results from, the student's handicapping condition, the authorized administrator may recommend expulsion to the Board. The expulsion notice to the parents sent pursuant to Section D.2, shall also include two (2) additional statements that:
  1. Any Board decision to expel the student will constitute a change in placement.
  2. The parents are entitled to all rights set forth in the Special Education Rules and Regulations, as available to the parents from the School District.
- d. The expulsion procedures set forth in Sections D and E of this policy shall be followed in expelling a special education student.
- e. In addition to the two (2) issues regularly determined at an expulsion hearing (see Section E. 2d.), the authorized administrator must present evidence and the Board must make a finding on a third issue: whether the special education student's gross disobedience or misconduct is unrelated to, and does not result from his handicapping condition.

- f. If the Board finds that the special education student's particular act of gross disobedience or misconduct was related to, or resulted from, his handicapping condition, then the Board shall not expel the student, but may request a review of the student's special education placement or may temporarily exclude the student, as provided in Section G. 1c., pending a review of the student's placement.
4. Parental Objection to Expulsion
    - a. If the parents of a special education student, either prior to or at the expulsion hearing, object for special education reasons to the recommendation for expulsion, the Board shall:
      1. Proceed with the expulsion hearing and determine the three (3) issues as set forth in Sections G. 3e. and E 2d.
      2. If the Board determines that expulsion of the special education student is appropriate, the Board will stay with expulsion pending results of the parents' request for proceedings under the Special Education Rules and Regulations.
      3. Temporarily exclude the special education student, if warranted pursuant to Section G. 1c.
      4. Commence appropriate proceedings pursuant to the Special Education Rules and Regulations.
    - b. If the parents of an expelled special education student, after the expulsion hearing, object for special education reasons to the recommendation for expulsion, the Board shall:
      1. Proceed with the expulsion hearing and determine all three (3) issues as set forth in Section G. 3e. and E. 2d.
      2. If the Board determines that expulsion is appropriate, the expulsion will not be stayed by the parents' objection, but shall go into effect, as provided by Section E.
      3. Commence appropriate proceedings under the Special Education Rules and Regulations.

#### **DELEGATION OF AUTHORITY**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, such as, but not limited to warnings, missed recess, lunch detentions, sentence writing and after school detentions other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other staff providing a related service for or with respect to a student, may use reasonable force as need to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Principal, or Assistant Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days. The School Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

#### **GRIEVANCE PROCEDURE**

Student and parent complaints should be directed to the following people until the complaint is resolved:

1. The faculty or staff member directly involved.
2. The Principal
3. The Superintendent
4. The Board of Education

## **CLASSROOM DISCIPLINE**

All classroom teachers will develop basic classroom rules of acceptable conduct based on Illinois School Code and West Carroll School Board Policy. They are responsible for necessary and proper standards of discipline on a daily basis in their teaching areas.

It is recognized that cooperation and support from the Principal, Superintendent, and Board of Education are essential for the implementation of necessary and proper standards of discipline.

Disciplinary action appropriate to age and grade level will be taken by school authorities. Parents will be notified whenever it is considered necessary. Students may be kept after school for failure to do work or as a disciplinary action, as well as to receive individual academic help. Parents will be notified ahead of time should this occur. Students who disrupt the educational process may be removed from class for an undetermined period of time. Students will climb a discipline ladder for repeated disruptive and inappropriate behavior.

### **Elementary Discipline**

Discipline steps could include a warning, missed recess, eat lunch in the office, sentence writing, detention, or suspension. Students may be assigned to the office during their Special classes (Art, Music, P.E.) if the problems occur in that Special class during the previous session. Consequences may increase in severity as determined by the number of offenses. Discipline is assigned at the discretion of the Principal.

## **INSUBORDINATION**

As a West Carroll student, one has the absolute obligation and responsibility to follow oral and written instructions from any staff member and to identify oneself to any staff member in regard to all aspects of one's behavior and conduct at school and school activities. Insubordination to an administrator will automatically be under administrative review. Willful and deliberate refusal to do so is insubordination and may result in a suspension not to exceed ten school days and a possible expulsion recommendation. Verbal or physical abuse of school personnel, destruction or theft of personal property of school personnel, or use of profane words or gestures towards school personnel may result in a suspension not to exceed ten school days and a possible expulsion.

- 1<sup>st</sup> Offense – After-School Assignment
- 2<sup>nd</sup> Offense – 1 day Out of School Suspension
- 3<sup>rd</sup> Offense – 3 day Out of School Suspension
- 4<sup>th</sup> Offense – 5 day Out of School Suspension
- 5<sup>th</sup> Offense – Administrative Review

## **PUNISHMENTS FOR GROSS DISOBEDIENCE OR MISCONDUCT**

It is up to the discretion of the administration to decide the severity of any student misconduct and impose punishments accordingly.

## **CELL PHONES /ELECTRONIC DEVICES**

IPODs, Hand-Held Video Games, laser pointers, cameras, Pagers, Electronic Signaling Devices, Telecommunication Devices (Including but not Limited to Cellular Radio Telecommunication Devices, Cellular Phones and Picture Cellular Phones)

During the school day all cellular phones should be turned off and kept in the student's car, locker, or turn the cell phone into the teacher. A student may not carry a cellular phone on their person during the school day. A student may not use his/her cellular phone to take pictures or video during the school day. Electronic devices are not to be used or in plain sight in the restrooms or locker rooms at any time. Using a cellular telephone, or other electronic device in any manner that disrupts the educational environment,

including using the device to cheat, signal others, or otherwise violate the student conduct rules or other District disciplinary policies and/or procedures is subject to discipline. Any such use is prohibited and students or staff seeing violations of this provision should report the observed violation to a teacher or administrator.

1. **West Carroll School District #314 accepts no liability for loss, theft, or breakage of any cellular phone equipment, cameras and any other electronic devices.**
2. Cell phones will not be used on school property during school hours 8:00 – 3:00.
3. Cameras and other electronic devices are not to be used on school property during school hours 8:00 – 3:00 (3:10 at the middle school) unless specifically allowed by staff.
4. Staff will determine any usage limitations on school sponsored trips.

- 1<sup>st</sup> Offense – Confiscation – Detention – Students pick up at end of day
- 2<sup>nd</sup> Offense – Confiscation – After-School Assignment – Parents pick up
- 3<sup>rd</sup> Offense – Confiscation – 1 day Out of School Suspension – Parents pick up

**PUBLIC DISPLAY OF AFFECTION (PDA)**

Students should not, under any circumstances, while on school grounds, anywhere in the building or at school functions, show affection to one another that creates a scene or draws attention to them. Anything beyond handholding would be deemed inappropriate. Staff members seeing inappropriate displays of affection may assign detentions to the offending parties. In the case of repeated violations, parents will be called for a conference with the students and Principal.

**HAZING POLICY**

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students engaging in hazing will be subject to disciplinary action.

**ANTI-BULLYING POLICY**

The West Carroll C.U.S.D. #314 is committed to making our school a safe and caring place for all students. We will treat each other with respect and we will refuse to tolerate bullying of any kind at our school. **What is Bullying:** Bullying occurs when a person willfully and repeatedly exercises power over another with hostile or malicious intent. A wide range of physical or verbal behaviors of an aggressive or antisocial nature are encompassed by the term bullying. These include “insulting, teasing, abusing verbally and physically, threatening, humiliating, harassing, and mobbing”. Bullying may also assume less direct forms (sometimes referred to as “psychological bullying”) such as gossiping, spreading rumors, and shunning or exclusion.

<b>Descriptions of Common Forms of Bullying</b>		
	<b>Direct Bullying</b>	<b>Indirect Bullying</b>
<b>Verbal Bullying</b>	taunting, teasing, name calling	spreading rumors
<b>Physical Bullying</b>	hitting, kicking, destruction or theft of property	enlisting a friend to assault someone for you
<b>Nonverbal/Nonphysical Bullying</b>	threatening or obscene gestures, negative facial expressions	excluding others from a group, manipulation of friendships, threatening e-mail

The staff will closely supervise students at all times. We are committed to look into all reported bullying incidents. When necessary staff will refer students to the Principal for appropriate discipline. Support services will be utilized as needed.

- 1<sup>st</sup> Offense – 1 day Out of School Suspension
- 2<sup>nd</sup> Offense – 3 day Out of School Suspension
- 3<sup>rd</sup> Offense – 5 day Out of School Suspension
- 4<sup>th</sup> Offense – Administrative Review

Physical Bullying will be treated as fighting and the discipline for fighting will be applied.

### **SEX EQUITY/SEXUAL HARASSMENT POLICY**

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

Sexual harassment of students will not be tolerated during school hours or school activities. Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the building Principal. Acts of sexual harassment will be considered very serious and disciplinary action will occur which may include expulsion

### **FALSE EMERGENCY ALARM**

The unauthorized pulling of a fire alarm, bomb threat, disaster alert, or any activation of false alarms on an AED case will result in a minimum out of school suspension of five days, and a maximum of ten days, with a possible recommendation for expulsion and a referral for criminal prosecution. Restitution for any damages or charges incurred as a result of a false emergency alarm may be required.

### **FIGHTS - TOBACCO - ALCOHOLIC BEVERAGES - DRUGS – WEAPONS**

Students having knowledge of weapons, drugs, threats to do harm to staff, students, school or property should make a report to a school official.

The following regulations address physical fights, tobacco, alcoholic beverages, drugs, and weapons:

1. On school grounds or **in the immediate vicinity of the school**, immediately before, during, and immediately after school hours and at any time when a school group is using the school
2. Off school grounds at a school activity, function, or event
3. Traveling to or from school or a school activity, function or event.

#### **Fighting**

A student found to be physically fighting with another student will be subject to the following disciplinary actions:

1. The **first** offense: OSS - 3 days and if offense occurred during lunch, restrictions will also occur.
2. The **second** offense: OSS - 5 days.
3. The **third** offense: OSS - 10 days, the student will be recommended for expulsion  
In a fight if all participants are determined to be aggressive and not defensive, all participants will receive the same punishment

In addition to school policy, law enforcement officers may be called.

## Tobacco

A student found using, transmitting, selling, or possessing tobacco in any form will be subject to the following disciplinary actions:

1. The **first** offense: OSS - 3 days and if offense occurred during lunch, restrictions will also occur
2. The **second** offense: OSS - 5 days.
3. The **third** offense: OSS - 10 days the student will be recommended for expulsion.

## Alcoholic Beverages

A student found possessing, using, transmitting, selling, or being under the influence of any alcohol will be treated as though they had alcohol in their possession. They will be subject to the following disciplinary action:

1. The **first** offense: OSS - 5 days
2. The **second** offense: OSS 10 days and recommendation for expulsion will be made.

## Drugs

- A. Using, possessing, distributing, purchasing, or selling:
  1. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  2. Any anabolic steroid not administered under a physician's care and supervision.
  3. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  4. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
    - a. that a student believes is, or represents to be capable of causing intoxication, hallucination, excitement, or dulling of the brain or nervous system
    - b. about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    - c. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one:
      - (1) that a student believes to be, or represents to be, an illegal drug or controlled substance; or
      - (2) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
    - d. Drug paraphernalia, including devices that are or can be used to:
      - (1) ingest, inhale, or inject cannabis or controlled substances into the body; and
      - (2) grow, process, store, or conceal cannabis or controlled substances.
- B. Students found in possession of any prohibited substance are not permitted to attend school or school functions and a recommendation for his/her expulsion will be made and the student will be suspended from school.
- C. West Carroll District #314 is a **Drug Free Zone** and following school policy, law enforcement officers will be called to file charges.

## Weapons

A. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy. A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years.

B. “Weapon” means possession, use, control, or transfer of:

(a) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code;

(b) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or

(c) “look-a-likes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered a weapon if used or attempted to be used to cause bodily harm.

C. The School Board, however, may modify the expulsion period on a case-by-case basis. The Principal shall notify the criminal justice system of any student who brings a firearm or weapon to school.

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she:

- (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision;
- (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident; or
- (3) observes a battery committed against any staff member.

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **DRESS AND APPEARANCE CODE**

West Carroll students need to follow two basic rules regarding dress code. All students shall dress in a manner that **reflects self-respect and the fact that they are in an academic setting.**

The following guidelines have been established to help students accomplish this goal. Because the guidelines provide for a great freedom of choice, variation from the code will not be tolerated.

1. Shoulders must be covered with a minimum of one-inch wide straps. A guideline for mid-thigh is defined as: A student standing in an upright position with arms hanging along the side of the body when the fingertips are touching the thigh.
2. **NO BARE MIDRIF, NO PLUNGING NECKLINES REVEALING CLEAVAGE, NO UNDERGARMENTS OR BUTTOCKS SHOWING.** Clothing made of spandex or similar material (biking shorts) may not be worn unless other clothing is worn over it from shoulder to mid-thigh.
3. Clothing that advertises drugs, alcohol or tobacco, has suggestive or obscene materials written or displayed may not be worn. Vulgar, obscene or violent messages on clothing will be treated as vulgar/obscene language or expression.

4. Outerwear: Coats, jackets, coveralls, gloves, sunglasses, hats and other headgear are not to be worn in the building. Carrying these items within the building is also prohibited, unless the student is directly entering or leaving the building.
5. Excessive beads, chains, chain wallets, studded accessories, drug, gang or cult related jewelry, etc., are not to be worn.
6. Students who have courses that require safety equipment or special dress codes must adhere to wearing the proper equipment and/or clothing.
7. Blouses, shirts and camisoles must not be worn in a revealing manner.
8. Short shorts or short skirts are not to be worn. Clothing which poses safety issues or has holes/slits in them that are in poor taste or are revealing are not allowed.
9. **Any equipment used to carry books (including backpacks and book bags) is not to be carried from class to class. Book bags and such should be stored in student lockers.**
10. No gang-related apparel or insignia will be allowed.
11. Sagging pants/shorts are not allowed.
12. Slippers and pajamas are not allowed.
13. Male tank tops that are transparent or that are used as underclothing are not allowed.
14. Hooded sweatshirts may be worn but the hood must stay down at all times.
15. Anything deemed inappropriate by the staff and/or administration will be prohibited.

When a student is not properly dressed, teachers have the authority to request the student to change attire. The student may be sent to the Principal's office and excluded from classes until arrangements for acceptable attire can be made if the student is cooperative. Repeated infractions will lead to disciplinary action ranging from parental notification to possible out of school suspension.

## TRANSPORTATION

### Conduct on the bus

All students who ride buses or other school vehicles are required to conduct themselves properly in order to ensure safe transportation. Guidelines for proper conduct are as follows:

1. Students should be at their designated loading zones on time. In addition, students should never leave the zone area, bus, or destination point without the consent of the driver or the supervising teacher.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. After boarding the buses, students will not be allowed to leave without the permission of the bus driver.
5. Students are required to keep their hands, heads, and arms inside the bus at all times.
6. Students are required to remain seated when buses are in motion.
7. Excessive loud talking, inappropriate language, harassment, horseplay, and fighting will not be tolerated on the bus.
8. No eating on the bus or carrying animals on the bus.
9. Students will not be permitted to "litter" the buses. A trash receptacle will be provided on each bus.
10. Be alert to a danger signal from the driver.
11. Be absolutely quiet when approaching and crossing railroad crossings.
12. Remain on the bus in the event of a road emergency until instructions are given by the driver.
13. Bus drivers will report excessive and habitual misconduct to the administration. The following steps will be taken by the administration:
  - a. Parents will be notified
  - b. The privilege of riding the bus is revocable (if suspended a student will not be allowed to ride in any school transportation vehicle for any reason)
  - c. The length of the revocations will depend on the circumstance of the individual incidents
14. **Students should provide written request from parents for bus transfer passes.** The privilege of bus transfers should not be abused by excessive requests.

15. Bus drivers have complete responsibility and authority while driving school buses. Bus drivers also have the general prerogative to enforce any other rules and support safe transportation.
16. All guidelines are designed to aid the bus drivers and consequently, the total school district, in providing safe transportation.
17. Students are not allowed to use or have in plain sight cell phones, radios, headsets, or any other electronic devices on the bus. These items will be confiscated and held in the Principal's office until the end of the day.
18. Students riding the bus to & from school **are not** allowed to leave school property prior to the start of school or prior to leaving school.

Student behavior on the school bus to and from the school and school sponsored events, falls under the guideline of conduct during the school day. Inappropriate behavior on school buses will not be tolerated. Bus offenses will start over at the end of one calendar school year (August through June).

- First offense: Warning by driver and reported to administration with a written statement or interview by the driver and student
- Second offense: Possible suspension from riding the bus for one or two days
- Third offense: Possible suspension from riding the bus for three to five days
- Fourth offense: Suspension for five days and Administrative review

**During a bus suspension the student is expected to be in attendance at school or the absence will be unexcused. A suspension from any bus will result in a suspension from all school provided transportation.**

Parents will be notified of all offenses by written notification. This will be logged in student's records. Severe behavior problems on the bus may be handled differently than the above criteria of discipline.

Parents or legal guardians who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the cost, for example, bus fares, or mileage reimbursement for private automobiles at .505 per mile.

If you answer yes to the following questions you may be eligible to receive reimbursement for providing such transportation.

1. Will the pupil be under the age of 21 at the close of the school year?
2. Is the pupil a full-time student in grades kindergarten through 12?
3. Does the pupil either live 1 ½ miles or more from the school or live less than 1 ½ miles from school but **must be transported** due to a serious safety hazard approved by the Illinois Department of Transportation? (See the following paragraphs)
4. Does the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
5. Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?

If you answered yes to the above questions, live in Illinois and wish to file a claim, you must go to the school where your child is enrolled by June 30, 2010, to submit claim information. You may provide claim information to appropriate school personnel at your child's attendance center until June 30, 2010.

In addition, parents/guardians who have pupils living **less than 1 ½ miles** from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazards. Parents can obtain a copy of the Application for Determination of Serious Safety

Hazards from the Office of the Regional Superintendent of Schools for the county in which they reside **except** parents residing within the City of Chicago. Chicago residents can receive a copy of the Application for Determination of Serious Safety Hazards from the Illinois State Board of Education, Division of Funding and Disbursement Services, 100 North First Street Springfield, IL 62777. All applications for Determination of Serious Safety Hazards must have been received no later the February 1, 2007, at the office from which the application was requested. Example: ISBE (Chicago residents), ROE (Illinois residents other than those residing in Chicago). The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard to be verified. **If the safety hazard is approved, the parent/guardian must go to the school the pupil attends to submit claim information.** Parents who received verification of a safety hazard during and after the 2000-2001 school year, whose children attend the same school and live at the same address do not have to reapply for safety hazard verification.

Once all claim information is submitted at the school, it will be transmitted electronically to the Illinois State Board of Education. If your claim information is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

If you have any questions, please call or come to the school as soon as possible.

#### **. AUTOMOBILES/VEHICLES**

1. Students who are licensed to drive by the State of Illinois may apply for permission to use the High School's parking lot.
2. Students may park east of the High School and also south of the pool and High School. The first three rows closest to the building are reserved for staff/visitors along with the east side angle parking.
3. After a vehicle arrives in the school parking lot, it must be parked and all occupants must immediately leave the vehicle.
4. Students may not return to their vehicle without special permission from the High School office.
5. Student vehicles must remain stationary once the buses have started to depart.
6. A vehicle parked on school property is subject to search by school officials.
7. The speed of any vehicle on school property is not to exceed 10 MPH.
8. Any student who engages in any unsafe or disruptive action with a vehicle is subject to discipline.  
First offense – warning  
Second offense- After-School Assignment,  
Third offense – Administrative review.
9. A car may be towed if it is parked in a reserved parking spot or poses a safety issue.

#### **WEST CARROLL DRIVER EDUCATION BEHIND THE WHEEL**

##### **Student Expectations**

Students will be given a Behind the Wheel driving schedule approximately two weeks after the start of each semester.

1. Students will be responsible for bringing their permits.
2. Students will be responsible for meeting the teacher in front of the boys' physical education locker room.
3. Students will need to write their schedules in their planners and tape it inside their lockers.
4. Students, remind your driving partner when you drive next time to insure driving lessons will not be missed.
5. Students will attend driving schedule even if they do not have their permit.

### **Student Consequences**

Students who forget their driving permit or miss a scheduled drive due to not showing up for their drive while at school will follow these consequence guidelines.

1 <sup>st</sup> Time	Verbal Warning
2 <sup>nd</sup> Time	30 Minute Detention and call home to parents
3 <sup>rd</sup> Time	2 Hour After-School Assignment and call home to parents
4 <sup>th</sup> Time	2 Hour After-School Assignment and call home to parents
5 <sup>th</sup> Time	Drop from Behind the Wheel Driving and start again the following semester

Students who miss a total of five or more scheduled driving times due to sickness, doctors appointments, vacation time, not attending school, forgetting their permit, missing a scheduled driving time (if present at school that day), or any other situation that was not covered will be dropped from the Behind the Wheel Driver Education Class. Students will take Behind the Wheel Driving the following semester unless the instructors have time to finish them up at the end of the current semester.

Please call your son or daughter's driver education teacher if you have any questions or concerns at (815)273-7715.

HAVING A DRIVER'S LICENSE IS A PRIVILEGE  
MAKE THE RESPONSIBLE DECISION

### **SPECIAL EDUCATION RIGHTS**

West Carroll C.U.S.D. # 314 offers a full range of free special education services and programs to meet the needs of exceptional or disabled students. Programs are developed to supplement, support, modify or replace the regular program. The special education services include mentally handicapped, learning disabled, emotionally disturbed, speech and language, hearing and vision, Occupational Therapy, and Physical Therapy. Related services are available through a social worker, psychologist and itinerant staff from Northwest Special Education. For further information contact the Building Principal.

### **SPECIAL EDUCATION**

The West Carroll C.U.S.D. # 314 Special Education Program is organized on the basis of three major divisions, they are as follows:

1. **Instructional Program:** This division is designed to meet the education needs of students who devote 50% or more of their daily schedule to special education. The remaining 50% or less of the daily schedule operated on an "inclusion" basis. This means students are integrated into the regular curriculum for all music, art, physical education, recess, lunch, etc.
2. **Resource Room Program:** This division is designed to meet the education needs of students who devote less than 50% of their daily schedule to special education. This is spent in two (2)

ways; a) Pull-out – The student works on skills on an individual basis or b) Inclusion – The resource room teacher enters the regular classroom and works cooperatively with the regular education teacher, modifying classroom work as necessary. The resource room, by definition, encompasses more grades and therefore operates on the principle of serving a wide range and number of students for less time per student.

3. **Speech Program:** The goals and objectives of this department are oriented to meet specific speech and language needs of students who have developmental delays. Since this area of special education also applies to all grades, it also encompasses a wide range and number of students on the basis of more limited time per student.

Please be advised that for some of the related services, if provided for your child by the district, the district may be able to obtain some reimbursement from the State Medicaid Program. As a State approved Medicaid provider it may be necessary for the district to share the following information to the State Department of Medicaid Administration on a monthly schedule: Your child's name; date of birth; name of need service, such as speech-language pathology; service provided, such as speech-language assessment; how much service was provided, such as 30 minutes of speech-language assessment service; and date or dates of service. Please understand that the district's receipt of Medicaid reimbursement for any of the related services listed above will, in no way, eliminate or reduce Medicaid funding for any other health services that are being or may be provided for your child outside of the school for example by doctor, a clinic, or a hospital.

If you have any questions or want more information about the district's Medicaid reimbursement activities, please contact the district superintendent. If you do not want the district to share any or all of the above information with the State Medicaid Agency please notify us in writing within ten (10) school days after you receive this Handbook.

### **HEALTH EXAMINATIONS AND IMMUNIZATIONS**

The State of Illinois requires all students entering preschool, kindergarten, sixth grade, and ninth grade for the first time to have a physical examination. Evidence of a physical must be provided on Illinois Department of Public Health school examination forms signed by physician, nurse practitioner, or physician's assistant (chiropractors are not acceptable). The health record must also include proof of immunization for communicable disease.

All health requirements must be met by September 1<sup>st</sup> of the school year in which they are required. Communication with the parent is required and a parent conference will be held to deal with failure to meet these requirements. Students who do not meet these requirements prior to the September 1<sup>st</sup> deadline will be excluded from school until such time as these requirements have been completed and returned to the nurse at the school building where the student is enrolled, as is required by law. Any child not meeting these requirements by this date will be reinstated by the administration upon receipt of evidence of completion of all requirements. Unusual circumstances will be dealt with on an individual basis by the administration. The school's nurse will be involved in this process.

New students enrolling from out of state or out of the country for the first time at any grade level at West Carroll CUSD #314 shall have 10 school days from enrollment to complete the Illinois school health certification and immunization requirement. New students transferring in from within an Illinois school will be deemed in compliance with these requirements until school records are received from the transferring school and reviewed by the school nurse.

In addition, students who are entering Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grades for the first time are required to have a Certificate of Dental Examination completed and turned in to the West Carroll nurse prior to May 15<sup>th</sup> of the school year in which it is required. Illinois requires an eye examination by a qualified practitioner to be completed by students entering Kindergarten or at any grade level if enrolling for the first time in an Illinois school. Forms for eye exams must be completed and turned in to the school nurse prior to October 15<sup>th</sup> of the school year in which it is required. Failure to comply with the state requirement for dental or

eye exams will result in report cards being withheld until these are scheduled. All forms for these requirements are available on the district website.

### **MEDICAL SERVICES/MEDICATIONS**

The school district employs nurses and/or health aides, with hours and location of personnel determined by building administrators based on student needs. School health care providers offer emergency and first aid services only, as available. Parents will be contacted and are responsible for any additional care needed.

The use of medications at school is discouraged unless absolutely necessary. Please confirm with the doctor that any medicine must be taken at school, as medicine needed three times a day can generally be taken before school, after school, and at bedtime. Medication taken daily in the A.M. should be given at home unless specified by the doctor to be given at school.

If it is necessary for a student to receive prescription or non-prescription medication during school hours, a medication form must be completed. These are available in the school offices and on the school website. The form must be filled out in its entirety.

Medication brought to school must be taken to the office immediately at the start of the day. Medication must be in the original package. No medication is to be kept in a student's possession, desk or locker, with the exception of epi-pens and asthma inhalers.

In addition to the physician's written order, the school must receive a written request, signed by the parent or guardian, that the medication be given during school hours. The request must include the parent/guardian's name and a phone number where they can be reached in case of emergency or problem with the medication.

Administering medication during school-related activities, i.e. games or field trips, is discouraged unless it is necessary for the critical health and well-being of the student. In such instances, a student may self-administer with parental consent and the School Medication Authorization Form on file in the office. Medication shall be stored in a locked container in the office for safe-keeping. Only asthma inhalers and epi-pens may be carried by competent students.

**All medications provided to the school are to be picked up by a parent or responsible adult prior to the last day of pupil attendance. Any medications left in the building after that day will be destroyed. We will not send any medication home with the student.**

### **ILLNESS**

The teacher or supervisor should send any student who becomes ill or injured while at school to the office. School personnel must contact the parent by phone before the student will be allowed to leave school. The teacher and parent may talk, if needed before sending a student home.

Students should be excluded from school if they show symptoms such as:

1. Fever above 101 degrees

2. Vomiting and/or diarrhea
3. SEVERE cold, cough
4. Severe pain
5. EXTREME fatigue
6. Communicable disease
7. Undiagnosed rash or eye infections
8. Ringworm, head or body lice, until treated

Exclusion for health concerns may be made at the discretion of the nurse or health aide, in accordance with IDPH communicable disease rules, and may require a physician's statement for readmission.

### **ACCIDENTS**

Any accident in the school building, on the school grounds, or at any school-sponsored activity, must be reported immediately to the person in charge or to the school office. The school has the responsibility to provide immediate first aid, contact qualified medical personnel as deemed necessary and contact parent, legal guardian, or authorized emergency contact and apprise them of the situation.

If EMS transport is necessary, the school official will follow procedure per Emergency Plan. School official refers to the Superintendent, Principal or designee.

Accident reports must be completed for all school related accidents. This pertains to students as well as staff and visitors. Forms need to be filled out immediately after the accident, by the supervising teacher. Forms can be obtained from the office.

### **EMERGENCY CLOSINGS**

Inclement weather, mechanical failure, or other circumstances may necessitate emergency school closings or early dismissals.

AlertNow, the District's automated calling system will be used to notify parents or designated contacts of emergency closings or early dismissals. Parents are responsible for keeping current phone numbers on file in the school office.

The radio stations that will usually be notified by 6:00 a.m. in the event of school closings are as follows:

WCCI - Savanna - 100.3 FM	WFPS - Freeport - 92.9 FM
KCLN - Clinton - 1340 AM	

These stations will also be called in the event of an early dismissal. When in doubt, please stay tuned to this station.

### **STUDENT PLANNERS**

All students (grades 3-12) will receive an assignment notebook/planner upon registration. This notebook will have school schedules, reference materials, and areas to write down homework assignments. Also this notebook will double as a hall pass. Therefore, a student asking permission to leave a classroom must have their assignment notebook signed by the classroom teacher/office before leaving their assigned area. If the planner is lost, it is the responsibility of the student to replace it at a cost of \$6.00.

## **SAFETY PRECAUTIONS**

Instruction in the area of safety and implementation of safety measures is a continual effort

**Primary School:** A crossing guard is provided at the intersection of Wacker Road and Willow Street in Savanna.

**Intermediate School:** A crossing guard is provided at the intersection of South Street and Route 84 in Thomson.

**Middle School:** Two pedestrian crosswalks are to be used by students and parents. Parents are also expected to follow the flow of traffic and use the student drop off zone to safely drop their children off.

\*All students are expected to cross at these locations.

## **PRIMARY/INTERMEDIATE RECESS**

A reasonable amount of recess is conducive to physical fitness and emotional health and these are important ingredients in any educational program.

In order to maintain proper standards of behavior during recess times, the following basic guidelines have been established:

1. A minimum list of fair and reasonable recess rules will be maintained.
2. All students will remain in the playground areas within sight of the supervisors and students will be required to request permission to leave the playground area.
3. Students will not engage in rough playground activities.
4. Student fighting will not be tolerated.
5. Student use of profane, obscene, or offensive language will not be tolerated.
6. Students will not be allowed to bring any large toys, roller skates, heelys, skateboards, sleds, snowboards, etc. to school in order to provide a safe environment for our students.
7. Students will not be allowed to throw snowballs, rocks, or any item that may injure other children.
8. During recess Parents must report to the office and school personnel will then make sure the child is properly dismissed.
9. Students may not re-enter the building during recess, exception only in the case of an emergency and with the permission of the supervisor. Use of the water fountain and rest room should be done prior to leaving the building.
10. At the conclusion of all recesses, students will line up until directed by playground supervisor to return to the school building.

Weather conditions such as snow, ice, rain, and wind chill will be monitored closely for students going outdoors for recess. Length of recess outdoors may be modified based on the weather conditions.

During the winter months especially, students are expected to have appropriate cold weather gear including coats, snow pants, hats, mittens, scarves, and boots. All of these items must be worn when there is snow on the ground.

Indoor recess will be held when necessary in the gym, if available. The library and/or classrooms will be used when the gym is not available. Students will be supervised in watching movies or playing games.

## **STUDY HALL**

### **Middle School**

Study hall will be a daily class period for students not taking band and/or chorus at the Middle School. This is a time for additional study and the climate must be quiet and orderly. Passes to the media center

and computer lab must be obtained from the teacher giving an assignment before study hall begins. Passes to the Student Services office must be secured in advance before admission will be granted. Other study hall guidelines will be issued as they become necessary. Study hall is considered another class period and all policies, rules and guidelines apply to student behavior and responsibilities.

### **High School**

At the High School study hall will be on Thursdays for 25 minutes and will take place on a rotating schedule throughout the year. On occasion, class and organizational meetings may be held. This is a time for additional study and the climate must be quiet and orderly. Passes to the media center and computer lab must be obtained from the teacher giving an assignment before study hall begins. Passes to the Student Services office must be secured in advance before admission will be granted. Other study hall guidelines will be issued as they become necessary.

Study hall is considered another class period and all policies, rules and guidelines apply to student behavior and responsibilities.

### **FIELD TRIP POLICY**

Student activities involving travel shall be authorized by the Building Principal and each trip shall be based on the written rationale of the educational value, as well as, the safety and welfare of the students involved. Students on trips are subject to all school rules. Furthermore, students attending field trips are to leave a positive impression on outside contacts made during the field trip. See Board Policy for more details. Teachers or sponsors must complete a transportation request at least **7** days prior to the trip.

### **POP AND JUICE MACHINES**

The juice machine will be operational during lunch hours, before, and after school. The pop machine will be on before and after regular school hours. Liquids are to be consumed in the cafeteria. No liquids will be allowed to be stored in lockers.

### **SCHOOL VISITORS**

As a general rule, student guests are not allowed to come to school with a West Carroll student. An exception to this rule might include Student Council exchanges, Foreign Exchange students, or a student considering transferring to West Carroll. All cases of a student visiting our school must have prior approval of the Principal. **ALL PARENTS/VISITORS MUST REPORT IN AT THE SCHOOL OFFICE.** Parents/Grandparents/Guardians are welcome to visit our school, however proper procedures must be followed. Visitors are not to disrupt the education atmosphere and must sign-in in the school office where they will be directed to the correct classroom.

### **PHYSICAL EDUCATION DRESS (6-12)**

All students enrolling in physical education are required to wear a plain gray T-shirt (no writing or artwork) and black shorts (5" to 8" inseam). All items must be in good condition. Physical education t-shirts will be available to purchase from the High School office and both gym shirts and shorts will be available in the Middle School office. **Separate gym shoes (other than street shoes) must be worn for physical education class. Winter clothing is at the instructor's discretion.**

### **BICYCLE RIDING**

Bicycles may be ridden to school. Upon arriving to school, the bicycle is to be parked in the bike rack. There is to be absolutely no bicycle riding during the loading and unloading of buses. Please walk your bike to and from the bus area. At the Middle School, skateboards and scooters are to be secured at the bike racks and the school is not responsible for stolen or damaged bikes, skateboards, scooters, etc.

### HALLWAYS

- 1) Students must walk in the hallways.
- 2) Students must use conversational tones of voice in the hallways

### LOCKERS

Lockers are school property and should be treated with care. A student may be assessed a fee to cover the cost of locker cleaning or repair. Lockers may be searched by school officials with or without the student's permission at any time. For more information, see the section on Search and Seizure on page 25. Make sure the locker is safely locked at all times. The student is responsible for materials in the locker whether it be locked or unlocked.

### LUNCH PROGRAM

Students who eat hot lunch may put money into the computerized lunch program, preferably on a weekly or monthly basis. Students will put money in their accounts before the first bell rings in the morning. Money will be given to cafeteria staff in the lunchroom area. Anyone who needs to purchase a lunch and has not put money in their account in the morning will need to go to the end of the line during lunch periods. All students will be issued a LUNCH CARD in grades 6-12. Students who bring cold lunch may buy milk to go with their lunch. All food and beverages are to remain in the cafeteria. Food from outside sources are not to be brought to the school for students, or by students, over lunch hour. Food may be confiscated and not returned.

1. Students may either eat hot lunch provided by the school cafeteria or bring a sack lunch.
2. The cost of milk is included in the hot lunch fee, but students who bring sack lunches will be assessed a fee for milk if they choose to purchase milk.
3. Free and reduced lunches are available for eligible families. The Food Service Director will provide information and application forms. Snack milk for students in grades K-5 is optional and is not included in the free lunch eligibility. If your child would like snack milk at school, it costs \$5.00 per month.
4. Each child has a minimum twenty-five minute lunch period.
5. All students are expected to behave properly at all times in the cafeteria. Both the lunchroom and noon recess period (K-8) are supervised and corrective action will be enforced in the event of inappropriate student behavior. Guidelines for appropriate student behavior are as follows:
  - a. Elementary students will walk in a quiet and orderly manner to the cafeteria under the supervision of the classroom teacher.
  - b. Quiet and orderly lunch lines will be maintained in the cafeteria.
  - c. High school students will be allowed in the foyer area (between the double doors) after eating but will need to talk quietly and will not be allowed to go outside or open the outside doors.
  - d. State guidelines require students to take 3 of the 5 items offered on the lunch menu. If students want seconds on the main entrée, it's an additional cost. The cost will vary, depending on the item.
  - e. Excessive loud talking, inappropriate language, harassment, and fighting will not be tolerated.
  - f. Students leave the cafeteria in a quiet and orderly manner.

- g. Any violation of these guidelines may result in disciplinary action deemed appropriate by the Principal.
- 6 You are encouraged to send money weekly or monthly. No charge will be allowed for breakfast or lunch. Low balance notes will be sent home when your child's account falls below \$5.00. No purchases will be allowed with a zero balance unless your child has cash. Students will be served a sandwich and milk if they have a zero balance and no money with them to purchase breakfast/lunch. Account balances transfer from child to child, year to year, and building to building. Refunds are issued upon graduation or transfer to another district.
  - 7 Breakfast for students is available from 7:30-8:00 in the cafeteria. Students eligible for free lunches will receive free breakfast; students eligible for reduced lunches will receive reduced price breakfast which is \$.30.
  8. School lunches are designed to offer a nutritional meal to students based on USDA guidelines, the regulations of the National School Lunch Program, and the District's Wellness Policy.

**STUDENT FEES**

**2009-2010**

**School Fees**

Primary/Intermediate K-5	\$60.00
Middle School 6-8	\$70.00
High School 9-12	\$90.00

**Technology/Activity/**

**Consumable Fees**

Grades K-8
Grades 9-12
Driver Education
AVC

**Class Fees**

incl. above
incl. above
\$75.00
\$20.00

**Cafeteria Prices**

	<b><u>Lunch</u></b>	<b><u>Breakfast</u></b>	<b><u>Milk/Carton</u></b>
Grades K-5	\$2.00	\$1.50	\$0.25
Grades 6-12	\$2.25	\$1.50	\$0.25
Adults	\$2.75	\$1.50	\$0.25

**LOST AND FOUND**

1. Lost and found items are maintained in the hallway near the office in the Primary and Intermediate buildings, and in the office in the Middle and High School buildings.
2. Students who find lost items on school property should report it to their teacher or the office.
3. Students who have lost items should also report this to their teacher or the office, and request to examine the Lost and Found.
4. Lost and found items left at the close of the school year will be contributed to "Goodwill".

**WORK PERMITS**

Any child under 16 years of age who is employed must secure a work permit. Work permits may be obtained from the High School Office.

**BOOK DAMAGE AND LOSS**

The District Office determines fees for damaged books with the teacher determining to what extent the book has been damaged. The student will pay the assessment at the office and a receipt will be given before report cards, etc. will be issued.

### **JUNIOR-SENIOR PROM**

A common social tradition of most high schools is the Junior-Senior prom, which is planned primarily for the pleasure of the Juniors and Seniors of West Carroll. Any Junior or Senior of West Carroll in **good standing** may attend. Good standing is defined as a student who is not currently suspended or expelled.

**Any High School Student or graduate of a High School who is 20 years of age or younger may attend as a date companion of a West Carroll Junior or Senior, provided that the student of West Carroll will assume full responsibility for the behavior of the date and all of the permission form is correctly completed.** Any student attending the prom who is suspected of gross misconduct will be placed in the custody of local authorities. The parents will be notified immediately.

### **DANCES**

- A. School dances are permitted provided they are properly chaperoned and are held under the social regulations of the school.
- B. The following scheduling rules are in effect:
  - 1. Calendar dates selected for dances must be approved by the administration staff.
  - 2. Dances will begin at the discretion of the sponsor and last to 9:00 P.M. for the Middle School and 10:30 P.M. for the High School.
  - 3. If a student has earned an in – school or out of school suspension for the day/night of the dance he/she will not be permitted to attend.
  - 4. If the student dance or activity is during school hours and he/she is on in-school suspension, or is failing a class he/she will be expected to remain in in-school suspension, or with a teacher to make up the work.

### **PROTECTIVE EYE EQUIPMENT**

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.

### **NATIONAL HONOR SOCIETY**

National Honor Society (NHS) is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. Seniors and Juniors who have a GPA of 3.25 will be invited to submit a request for membership. West Carroll faculty members will participate in the selection process.

### **DISCLOSURE OF DIRECTORY INFORMATION**

Two federal laws require schools to notify parents of their right to refuse to allow the release of their child's directory information. Directory information includes names, addresses, and telephone numbers. West Carroll CUD #314 routinely discloses directory information to military recruiters and institutions of higher learning. If you do not want directory information released about your child, please contact the Building Principal.

### **WEBSITE**

Parents may view the West Carroll School District website at [www.wc314.org](http://www.wc314.org). Information available on the site includes curriculum, student handbook, academics, faculty e-mail addresses, sports, organizations, calendar of events, and lunch menu.

### **STUDENT HANDBOOK**

The Superintendent, with an annual input from the parent-teacher advisory committee, shall prepare a handbook which outlines disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A Student handbook, including the District disciplinary policies and rules, shall be distributed to the student's parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

### **STUDENT RECORDS' RIGHTS**

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record. These records may be integrated.

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**
  - a. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they want to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for the inability to pay this cost.
  - b. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a. and 750 ILCS 60/214(b)(15)).
2. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.**
  - a. Parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.
  - b. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA of Illinois School Student Records Act authorizes disclosure without consent.**
  - a. Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
  - b. A school official has a legitimate educational interest in the official need to review an education record in order to fulfill his or her professional responsibility.
  - c. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by State or Federal law. Before information is released to individuals described in this paragraph, the parent/guardian will receive prior written notice of the same nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
  - d. The right to challenge school student records does not apply to: (1) academic grades for their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.
  - e. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
  
4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
  - a. Student records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.
  
5. **The right to prohibit the release of directory information concerning the parent/guardian's child.**
  - a. Throughout the school year, the District may release directory information regarding students, limited to: name, address, gender, grade level, birth date and place, parent/guardian names and addresses, academic awards, degrees, honors, information in relation to school-sponsored activities, organizations, athletics, major field of study, and period of attendance in school.

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.*
  
6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State Law.**
  
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**
  - a. The name and address of the Office of administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

## **ASBESTOS-CONTAINING BUILDING MATERIALS MANAGEMENT PLAN**

The West Carroll School District #314 Asbestos Management Plans have been prepared pursuant to the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for each school in our District. Copies of the Management Plans are available in each school office and at the office of the Superintendent of Schools. These Plans are available for your inspection during normal school hours and during other times by special arrangement. Should you desire to review these Plans, please make an appointment with the Building Principal or the Superintendent of Schools.

## **INTEGRATED PEST MANAGEMENT PROGRAM**

The State of Illinois has mandated that an Integrated Pest Management (IPM) program be used in controlling insect pests in schools. IPM programs will include the use of a variety of pest management tools including non-chemical and chemical choices. District #314 has an IPM program, which incorporates building maintenance, sanitation, and physical barriers and pesticide application. District #314 contracts with a local pest management service to assist in our program. You may request prior notification two days in advance of any pesticide application if you wish. Call the District office if you would like your name on a notification list. Our pest management service is not responsible for providing prior notification in instances where there is an imminent threat to health or property. Examples of such instances include pesticide applications where the insects may spread to numerous locations if immediate procedures are not taken to control them. Our pest management service uses pesticides, which are low in volatility, and when making interior applications, will place these materials into cracks and crevices or use child-resistant bait stations for their placement. A list of the pesticides will be supplied to the school on an annual basis.

## **STATEMENT OF NON-DISCRIMINATION**

It is the policy of West Carroll School District # 314 not to discriminate on the basis of disability or sex in access to, use of or employment in the School District's programs, services, and activities pursuant to Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The School District has designated the Superintendent as their coordinator for implementing these statutes. He can be contacted at 801 South Street, Thomson, Illinois, or by calling 259-2735. Please contact him with any questions or concerns between 8:00 a.m. and 4:00 p.m., Monday – Friday.

### **JURISDICTIONAL STATEMENT**

West Carroll School District #314 does hereby confirm that all handbooks and school rules apply to all school-related events whether on or off school grounds, before, during or after school hours.

**This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school and its current general, practices, procedures, rules, and regulations at the time of publication for appropriate code of conduct. The rules and procedures are subject to change without prior notification.**