



# Waltonville Community Unit School District #1

## 2024 - 2025

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

Mr. Michael Denault, Superintendent  
Mrs. Benay Walker, Grade School Principal  
Mrs. Melissa Szopinski, High School Principal

Phone: 618/279-7211  
High School Fax: 618/279-3291  
Grade School Fax: 618/279-7771  
Website: [www.wcusd1.org](http://www.wcusd1.org)

## **BOARD OF EDUCATION**

Wendell Norris – President  
Chris Anderson – Vice-President  
Tusday Fassett – Secretary

Derek Lamke  
Kristy Kash

Stacey Klingler  
Justin Osborn

## **ADMINISTRATIVE STAFF**

Mr. Michael Denault - 1111 Superintendent  
Mrs. Benay Walker– 1116 Grade School Principal  
Mrs. Melissa Szopinski—1112 High School Principal  
Mrs. Mallory Witges -1212 Director of Guidance/Social Worker

## **HIGH SCHOOL CERTIFIED STAFF**

Anthony Lowery -1113	PE/Athletic Director	Jackie Hoffard – 1313	Science
Bethany Anderson- 1312	Math	Daryl Kiselewski – 1301	Agriculture
Jaid Burkett – 1311	Social Studies	John Walker – 1306	Career Technical Education
Lisa Kiselewski – 1310	English	Chad Harper – 1303	Special Education
Jo Chapman – 1309	Spanish/Dual Credit English	Nealia Lewis- 1221	Art

## **HIGH SCHOOL SUPPORT STAFF**

Angie Smith – 1110 District Bookkeeper/Treasurer  
Mindy Trader – 1120 HS Secretary  
Jamie Long-- 1118 Nurse  
Hailey Norris – 1302 Study Hall Monitor

## **GRADE SCHOOL CERTIFIED STAFF**

Isaac McPhail –1225	Physical Education	Lori Frank -1203	5th Grade
Hillary Sheridan -1202	Math	Michelle D. Miller –1210	4 <sup>th</sup> Grade
Jasie McPhail - 1218	Math Interventionist	Nicole Nicole Wynn - 1220	K - 8 Computers
Michelle McGovern – 1204	6 <sup>th</sup> Grade/Science	Loryn Carpenter - 1217	4 <sup>th</sup> - 8 <sup>th</sup> Grade Special Ed
Holli Hodge –1214	Kindergarten	Hannah Bradshaw – 1209	2 <sup>nd</sup> Grade
Dawn Hamson – 1215	K - 3 <sup>rd</sup> Special Education	Autumn Konkell – 1211	8 <sup>th</sup> Grade/ELA
B. Michelle Miller – 1208	3 <sup>rd</sup> Grade	Jacie McCowen - 1217	Kindergarten
Carrie Mayville –1207	ELA RTI	Nealia Lewis - 1221	K-12 Art
Carolyn Phillips – 1201	7 <sup>th</sup> Grade/Social Studies		
Colene Stanley -1213	1 <sup>st</sup> Grade		
Sensory Room – 1216			

## **GRADE SCHOOL SUPPORT STAFF**

Rachel Lewis – 1115	GS Secretary	Micaela Brewer	Paraprofessional
Kim Lowery	Paraprofessional	Sharon Knox	Paraprofessional
Nichole Lamke	Paraprofessional	Michele Patterson	Paraprofessional
Kelsey Wojtowicz	Paraprofessional	Liz Bunton	Paraprofessional
Sonya Harris	Paraprofessional	Rikki Kirkpatrick	Paraprofessional

## **CAFETERIA STAFF**

Kesha Stewart Head Cook – 1117  
Daisy Ort Cook

## **CUSTODIAL / MAINTENANCE STAFF**

Terry Hale	Head of Maintenance		
Valerie Curlless	Head of Custodial	Justin England	Custodian

## **MISSION STATEMENT**

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

## **TITLE I**

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

## **TITLE IX COMPLIANCE**

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

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

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

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

## **FAITH'S LAW**

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others.

## **DISCLAIMER**

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

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

**HS = HIGH SCHOOL**

**GS = GRADE SCHOOL**

## **STUDENT AND PARENT RIGHTS AND RESPONSIBILITIES**

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

## **PARENT/STUDENT/SCHOOL COMPACT**

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

## **SAFE SCHOOL ZONE**

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

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

## **STUDENT ONLINE PRIVACY PROTECTION ACT (SOPPA)**

Waltonville CUSD #1 leverages the Student Data Privacy Consortium (SDPC), which is a unique collaborative of schools, districts, regional, territories and state agencies, policymakers, trade organizations, and marketplace providers addressing real-world, adaptable, and implementable solutions to growing data privacy concerns. If you would like to read more about the SDPC or learn more about what steps are taken by WCUSD #1's to ensure our students' privacy is protected, visit the district website at [wcusd1.org](http://wcusd1.org).

**Waltonville Unit #1  
2024-2025**

<b>August</b>	1	In-Person Registration/Freshmen Orientation
	<b>12</b>	<b>Teacher Workshop - No Students</b>
	13	First Day of School
<b>September</b>	30	Half Day Teacher In-service (11:30 Dismissal) No School Lunch
	<b>2</b>	<b>Labor Day - No School</b>
<b>October</b>	11	Half Day Teacher In-service (11:30 Dismissal) No School Lunch
	<b>14</b>	<b>Columbus Day - No School</b>
	23	Regular Attendance Day: Parent/Teacher Conferences(3:30-7p.m.)
	<b>24</b>	<b>No School Parent/Teacher Conf. (8a.m.-12p.m.)</b>
	<b>25</b>	<b>No School/ Mt. Vernon Conference</b>
<b>November</b>	<b>5</b>	<b>Election Day/No School</b>
	<b>11</b>	<b>Veterans Day/No School</b>
	26	2:10 Dismissal
	<b>27-29</b>	<b>Thanksgiving Break/No School</b>
<b>December</b>	19	2:10 Dismissal
	20	Half Day Teacher In-service (11:30 Dismissal) No School Lunch
	<b>23-31</b>	<b>21-1/2 Winter Break - No School</b>
<b>January</b>	<b>1-3</b>	<b>Winter Break - No School</b>
	<b>6</b>	<b>Teacher Workshop</b>
	7	School resumes from Winter Break
	<b>20</b>	<b>Martin Luther King Day - No School</b>
<b>February</b>	<b>17</b>	<b>President's Day</b>
	28	Half Day Teacher In-service (11:30 Dismissal) No School Lunch
<b>March</b>	<b>3</b>	<b>Pulaski Day - No School</b>
	21	Half Day Teacher In-service(11:30 Dismissal) No School Lunch
<b>April</b>	11	2:10 Dismissal
	<b>14-18</b>	<b>Spring Break/No School</b>
<b>May</b>	21	2:10 Dismissal - <b>if we do not use emergency days</b> -HS Semesters
	22	2:10 Dismissal - <b>if we do not use emergency days</b> -HS Semesters
	23	Teachers Institute

## High School Bell Schedule

Period	Regular Schedule	2:10 Dismissal	11:30 Dismissal
First Bell	8:10	8:10	8:10
Tardy Bell	8:15	8:15	8:15
1 <sup>st</sup>	8:15 - 9:01	1st 8:15 - 8:52	1st/5th 8:15 - 9:00
2 <sup>nd</sup>	9:04 - 9:49	2nd 8:55 - 9:32	2nd/6th 9:02 - 9:47
3 <sup>rd</sup>	9:52 - 10:37	3rd 9:35 - 10:12	3rd/7th 9:49- 10:32
4 <sup>th</sup>	10:40 - 11:25	4th 10:15 - 10:52	4th/8th 10:35-11:25
5 <sup>th</sup>	11:28 - 12:13	5th 10:55 - 11:32	
Lunch	12:13 - 12:43	6th 11:35 - 12:12	
6 <sup>th</sup>	12:46 - 1:31	Lunch 12:12 - 12:45	
7 <sup>th</sup>	1:34 - 2:19	7th 12:48 - 1:25	
8 <sup>th</sup>	2:23 - 3:08	8th 1:28 - 2:05	

ABSENCES – EXCUSED	18	INSURANCE	9 & 43
ABSENCES – UNEXCUSED	20	LEAVING SCHOOL	20
ABSENCES AND EXTRA CURRICULAR	20 & 39	LOCKERS AND DESKS	9
ABSENTEEISM - EXCESSIVE	20	LOST AND FOUND	11
ACCEPTABLE USE POLICY	7	LOST OR DESTROYED BOOKS	9
ALTERNATIVE CLASSROOM PLACEMENT	37	LUNCH ACCOUNT	9
ANIMALS ON SCHOOL PROPERTY	7	LUNCH AND CAFETERIA RULES	9
ASBESTOS NOTICE	7	MANDATED REPORTERS	10
ATHLETIC/EXTRA CURR CODE OF CONDUCT	42	MARSHALS AND USHERS	27
ATTENDANCE	18	McKINNEY-VENTO HOMELESS EDUCATION ACT	10
ATTENDANCE POLICY	18	MEDICAL INFORMATION FOR SCHOOL	11
ARTIFICIAL INTELLIGENCE	34	MEDICAL EXAMINATIONS	12
BULLY/INTIMIDATION/SEXUAL HARASSMENT	30	MEDICATION - STUDENT SELF-ADMINISTERED ASTHMA	12
BUS REGULATIONS & RULES	33	MEDICATIONS - OTHER ADMINISTERED TO STUDENTS	13
BUS RULES AND SAFETY	33	MEDICATIONS – OVER THE COUNTER HEADACHE	13
CARE OF STUDENTS WITH DIABETES	11	MILITARY RECRUITING	24
CERTIFICATE OF COMPLETION (IEP)	24	MINIMUM REQUIREMENTS FOR ADMISSION	23
CHANGE OF ADDRESS	20	MISSION STATEMENT	2
CHANGING OR DROPPING CLASSES	24	NON-DISCRIMINATION STATEMENT	14
CHEATING AND ACADEMIC DISHONESTY	34	NOTICE	14
CLASSROOM RULES	34	NOTICE OF ACCOMMODATIONS	14
CLOSED CAMPUS	7	NOTIFICATION OF DESTRUCTION OF STUDENT RECORDS	16
COLLEGE CLASSES	24	NOTIFICATION OF RIGHTS OF DISABLED STUDENTS	14
COLLEGE DAYS	20	NOTIFICATION OF SEX OFFENDER REGISTRY INFO	15
COMPUTERS	35	OBJECTIONABLE MATERIAL	27
CREDIT EARNED AT PRIVATE AND HOME	24	OUT-OF-SCHOOL SUSPENSION	41
CREDITABLE ATTENDANCE DAY	20	PARENT/STUDENT/SCHOOL COMPACT	3
DANCES	35	PARTIES	15
DETENTION	40	PEST MANAGEMENT PLAN	15
DISCIPLINE	30	PHYSICAL EDUCATION EXEMPTION POLICY	27
DISCIPLINE OF STUDENTS DISABILITIES	15	PROMOTION TO THE NEXT GRADE	28
DISCLAIMER	2	PROTECTIVE EYE DEVICES	16
DISPLAYS OF AFFECTION	36	PROTESTING	38
DISRESPECTFULNESS	36	REMOVAL FROM CLASS	38
DISTRIBUTION OF NON-CURRICULAR LIT	7	REPORT CARDS	29
DRESS AND GROOMING	36	RESIDENCY	20
DRUG POLICY	36	RESPONSE TO INTERVENTION	29
DRUG TESTING POLICY	36	RESPONSIBILITIES – PARENT/STUDENT	3
DUAL CREDIT CLASSES	25	SAFE SCHOOL ZONE	3
ELECTRONIC DEVICES/CELL PHONES	37	SCHOOL CLOSING/EMERGENCIES	16
ELEMENTARY K-8 PROGRAM	7	SCHOOL HOURS	21
ELIGIBILITY	28	SCHOOL RECORDS	16
ENGLISH LEARNERS	15	SCHOOL SPONSORED PUBLICATIONS	44
EQUAL OPPORTUNITY AND EQUITY	7	SEARCH AND SEIZURE POLICY	38
EXPULSION	41	SEMESTER EXAMS	29
EXPULSION PROCEDURES FOR SPECIAL ED	42	SMOKING, VAPING, AND TOBACCO USE	39
EXTRA-CURRICULAR OPPORTUNITIES	42	SPORTSMANSHIP	44
FAITH'S LAW	2	STUDENT FEES/WAIVER	17
FIELD TRIPS	37	STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES	43
FIGHTING	38	STUDENT VEHICLES	17
FOOD- TREATS, SNACKS, VENDING	7	STUDY HALL REGULATIONS	29
FREE/REDUCED LUNCH PROGRAM	8	SUSPENSION PROCEDURES FOR SPECIAL EDUCATION	42
GANGS	38	TARDIES	21
GENERAL COLLEGE ADMISSION REQ	24	THEFT/PROPERTY DAMAGE	39
GLASS CONTAINERS	8	TITLE I	2
GRADING SCALE	25	TITLE IX COMPLIANCE	2
GRADUATION REQUIREMENTS	23	TRUANCY	22
GUIDANCE	8	VALEDICTORIAN AND SALUTATORIAN HONORS	29
GUM	8	VENDING MACHINE USE	8
GYM FLOOR	9	VIDEO AND AUDIO MONITORING & BUZZER	17
HEAD LICE	11		
HOMEBOUND INSTRUCTION	26	VISITORS	18
HONOR ROLL	26	VISION AND HEARING SCREENING	17
INCOMPLETE GRADES	26	WEAPONS	39
INFECTIOUS DISEASES	11	WEIGHTED CLASSES	26
IN-SCHOOL SUSPENSION	40	WITHDRAW OR TRANSFER FROM SCHOOL	23

## **SECTION I – GENERAL INFORMATION**

### **ANIMALS ON SCHOOL PROPERTY**

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

### **ASBESTOS NOTICE**

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

### **ACCEPTABLE USE POLICY:**

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

### **CLOSED CAMPUS**

Waltonville CUSD #1 has a closed campus. Once a student arrives at school he/she is not permitted to leave the campus without special permission or unless the school day has ended.

### **DISTRIBUTION OF NON-CURRICULAR LITERATURE**

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

### **EQUAL OPPORTUNITY AND EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with equal opportunity and/or equity concerns should contact the Superintendent.

### **ELEMENTARY PROGRAM K-8**

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

### **FOOD- TREATS, SNACKS, VENDING TREATS AND SNACKS**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade

treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

### **VENDING MACHINE USE (HS ONLY)**

The vending machines may only be used by students at lunch time, or after the second dismissal bell. No food or drinks are permitted to be brought back to the high school after leaving the cafeteria during lunch period. Disciplinary action may be taken for students violating this rule. Students may only use the vending machines during the school day if granted permission by a teacher or the office. Students are not permitted to use the vending machine if they are riding the bus.

### **FREE/REDUCED LUNCH PROGRAM**

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

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, *including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits* to determine if the student qualifies for such benefits under Board policy 4:130, *Free and Reduced-Price Food Services*. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

### **GLASS CONTAINERS**

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

### **GUIDANCE/SOCIAL WORKER**

A school counselor/social worker is available for individual conferences and group counseling with students who need information or assistance concerning personal, social, educational, or career matters. The counselor/social worker has information concerning high school courses, careers, colleges, vocational schools, and scholarships. Students who plan to go to college or take up any other kind of advanced training should keep in close contact with the counselor/social worker

regarding entrance requirements, scholarships, government grants, and expenses connected with post-high school education or training.

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

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

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

### **GUM (GS Only)**

Students are prohibited from chewing gum in the school building or on school grounds at any time during the school day. During the school year gum may be used as a reward/ incentive in the teacher's classroom and during State Testing. Gum may only be chewed in designated areas during these times and must be disposed of properly before exiting these areas.

### **GYM FLOOR**

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

### **INSURANCE**

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

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

### **LOCKERS AND DESKS**

**HS-** Hallway and PE lockers are provided for student use. **GS-** Hallway Lockers are provided to 5th-8th grade students . Desks are provided for all student use. It is recommended that valuables and money not be kept in unlocked lockers. The district is not responsible for any lost, stolen, or missing items from a school locker or desk.

**HS-** Students are expected to keep their personal possessions and books in the hallway lockers and their PE clothing in locker room lockers. **OPENED DRINKS AND FOOD ARE NOT TO BE KEPT IN STUDENT LOCKERS.** Students may have bottled water in their lockers. It is the responsibility of the student if items in their locker are damaged. The water must have a cap or lid. It is the responsibility of the student to keep his/her locker in good order. Periodic locker inspections may be held without prior notice. Students wishing to place their own lock on any school locker, must provide a duplicate key or give a copy of the combination to the superintendent's office. Unauthorized locks will be removed at student's expense.

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

Backpacks/bags may be used to transport books and school supplies to and from school. Upon arriving at school, backpacks are to be stored in the student's locker.

### **LOST OR DESTROYED BOOKS**

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

## **LUNCH ACCOUNT**

The School District provides a cafeteria for students to eat breakfast and lunch. Breakfast is \$1.50 and lunch is \$2.00. Additional milk or juice may be purchased for \$0.25 per carton. Students will sign up for lunch during their first period class. Students that do not sign up for lunch at this time may still eat in the cafeteria, but will have to go to the end of the lunch line. This does not ensure food will be available for those students that have not signed up during 1<sup>st</sup> period. All students are granted a meal account that will be debited when the student purchases a breakfast and/or lunch.

## **LUNCH AND CAFETERIA RULES**

**HS-** Students may not leave campus during lunch, except with permission granted by the administration. When students are finished eating they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to the high school. All food and drinks (without lids) must remain in the cafeteria.

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

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

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

## **MCKINNEY-VENTO HOMELESS EDUCATION ACT**

If your family lives in any of the following situations:

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

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

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

If you have any questions or need to request additional information, please contact the Guidance Counselor.

## **MEDICAL INFORMATION FOR SCHOOL**

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

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

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

**Students with Food Allergies:** If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at (618) 279-7211 ext. 118. While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

### **HEAD LICE**

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

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

### **INFECTIOUS DISEASES**

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

### **LOST AND FOUND**

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

### **MEDICAL EXAMINATIONS**

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

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

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

**All parents must have proof of their child's required physical, dental, and eye exams and all required immunization provided to the school by October 15 or the student will be excluded from school.** Transfer students will be given thirty days to have their records on file. All students participating in sports must have an annual physical examination to participate.

### **MEDICATION - STUDENT SELF-ADMINISTERED ASTHMA**

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

1. The asthma medication must have an individual prescription label with the student's name and be prescribed by either a) a licensed physician; b) a physician assistant who has been delegated the authority to prescribe asthma medication by his/her supervising physician; or c) an advanced practice, registered nurse who has a written collaborative agreement with a collaborating physician that delegates the authority to prescribe asthma medication.
2. Written authorization from the student's parents/guardians for the student to self-administer the asthma medication. Also, a written statement from an authorized health care professional stating the name and purpose of the medication; the prescribed dosage; and times that the medication is to be administered.
3. A written statement from the school district to the parents/guardians notifying them that unless the school district, its employees, and its agents are found to have engaged in willful and wanton conduct, they will not be held liable for any injury resulting from the student's self-administration of asthma medication.
4. A signature from the student's parents/guardians acknowledging that the school district, its employees, and its agents will not be held liable for any injury resulting from the student's self-administration of asthma medication unless they have engaged in willful and wanton conduct. Also, the parents/guardians must indemnify and hold harmless the school district against any claims arising out of the student's self-administration of asthma medication, except for a claim based on willful and wanton conduct.
5. Requests for student self-administration of asthma medication must be renewed annually. Information on student self-administration of asthma medication will be kept on file in the school district's nurse's office.

### **SCHOOL SUPPLY OF UNDESIGNATED OPIOID ANTAGONISTS**

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

### **ADMINISTRATION OF MEDICINAL CANNABIS**

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;

- b. Copies of the registry identification cards are provided to the District;
  - c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and
  - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
  3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **MEDICATIONS - OTHER ADMINISTERED TO STUDENTS**

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

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

### **MEDICATIONS – OVER THE COUNTER**

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

## **NON-DISCRIMINATION STATEMENT**

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

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

## **NOTICE**

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

## **NOTICE OF ACCOMMODATIONS DURING SCHOOL SPONSORED EVENTS FOR INDIVIDUALS WITH DISABILITIES**

Parents/Guardians/Visitors/Students with disabilities that need assistance may arrange for accommodations prior to the event that they want to attend by contacting the **HS office** at 279-7211 ext. **120** or **GS office** ext. **115** between the hours of 8:00 a.m. and 4:00 p.m. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting. Areas will be provided as reasonably as possible at extra-curricular activities to accommodate persons in need. Reserved parking for persons with disabilities is available in the parking lot at the east and west entrance.

## **ACCOMMODATING BREASTFEEDING STUDENTS**

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child, or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

## **NOTICE OF RIGHTS FOR INDIVIDUALS WITH DISABILITIES**

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

## **ENGLISH LEARNERS**

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### **NOTIFICATION OF SEX OFFENDER REGISTRY INFORMATION**

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

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

### **PARTIES (GS ONLY)**

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

### **PEST MANAGEMENT PLAN**

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

### **PROTECTIVE EYE DEVICES**

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

### **SCHOOL CLOSING/EMERGENCIES**

In cases of bad weather and other local emergencies, an announcement will be made over WMIX (94.1) Radio in Mt. Vernon, TV stations WSIL (Channel 3) in Carterville and KFVS (Channel 12) in Cape Girardeau and Facebook. The student's parent/guardian will also be notified through Teacherease. All school closings or early dismissals will be announced using these media or local outlets.

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

### **SCHOOL RECORDS**

An accurate cumulative record shall be maintained for each student enrolled in the public schools. Students' records are in two categories: permanent and temporary. Permanent records consist of basic identifying information, academic transcript, attendance record, health record, extracurricular information, and release of record information. Temporary records consist of family background information, intelligence and aptitude test scores, achievement test scores, and discipline reports. Permanent records will be maintained for not less than 60 years. Temporary records will be maintained for no less than one year after graduation and/or permanent withdrawal. No one but authorized school personnel, pupils, parents and legal guardians shall have access to the cumulative record without a subpoena or the written permission of the student or his parents. Parents, guardians, and students have the right to inspect the student's school records. Access shall be given within a reasonable length of time after the request has been made. Copies may be made upon request at a charge not to exceed 25 cents per copy.

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

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

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

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

### **NOTIFICATION OF DESTRUCTION OF STUDENT RECORDS**

The Principal shall be charged with keeping student records. Permanent student records shall be maintained until such time as proper notification of destruction of student records has been met. Proper notification includes:

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

### **STUDENT FEES/ WAIVER**

A textbook rental fee of \$20 per student is required per year. Additional fees may be charged in certain classes to defer additional costs for extra materials. Students in Driver's Education are required to pay additional fees. A minimum fee of \$10 per book for each dual credit class is to be paid by student/parent/guardian. Some dual credit classes may charge a higher fee and the amount is available to students by request. These fees are set by Rend Lake College. Students are responsible for the replacement costs for the loss of items such as: padlocks, athletic equipment, textbooks, laptops, library books, and workbooks. Note: Students entering school at any time during the school year are responsible for any fees associated with registration.

Parents/guardians who meet the guidelines for, or feel they may meet the guidelines for, the free/reduced lunch program may apply for a fee waiver regarding book rentals. To be eligible for the fee waiver, application must be made at the beginning of the school term. Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

### **STUDENT VEHICLES- (HS Only)**

Licensed vehicles driven to school by students must be parked in the school parking lot and not used without special permission during the school day. In exchange for the privilege of driving to school, students will be subject to the search of their vehicle when there is reasonable suspicion to do so. Students will not be allowed to sit in their vehicles and visit after parking on the school lot. This applies before school and during the lunch period. Students are not to be in any vehicle during the school day without office or staff approval. School policy on driving to school: **DRIVE IT, PARK IT, LOCK IT, AND LEAVE IT.** Failure to comply will result in disciplinary action. Parking privileges may be suspended for unsafe car operation. Students who wish to drive to school will be provided with an initial parking tag at no cost. Additional stickers will cost \$5. Students will be assigned a designated parking spot with seniors receiving first choice, juniors second, etc. The student is required to display the parking tag in the car at all times when parked on the WCUSD #1 lot. A Driver is only allowed to park in his/her assigned parking spot. Drivers who violate this agreement will lose parking privileges. Students must provide proof of insurance to the office.

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

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

### **VIDEO AND AUDIO MONITORING SYSTEMS AND ENTRY BUZZER**

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

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

All exterior doors will remain locked.

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

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

### **VISION AND HEARING SCREENING**

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

### **VISITORS**

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

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

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

## **SECTION II - ATTENDANCE**

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

Attendance and academic performance are closely related. All students are expected to attend school regularly. Our attendance policy is designed to develop students' punctuality, self-discipline, and responsibility. School is the primary occupation of students, and as in any occupation, attendance is expected. Absences will not be taken lightly. **IMPORTANT:** Absences are now noted on transcripts. Transcripts are sent to employers and colleges. Employers and colleges note excessive absences negatively as do committees that award scholarships. Absences do affect your future.

### **ATTENDANCE POLICY**

Student absenteeism should be kept to a minimum. It is the responsibility of the parents to notify the office each day that the student is absent by 10:00 a.m. The offices will be open at 8:00 a.m. The telephone number is

**618-279-7211 (Extension: High School-1120 and Grade School- 1115).**

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

**All absences will fall into one of the following categories:**

1. Excused Absences
2. Unexcused Absences

### **ABSENCES – EXCUSED**

Absences resulting from illness (including mental or behavioral health by the subject), death in the immediate family, doctor/dentist appointment, family emergencies, religious holidays, civic event, pre-approved college day, or court appearance where the student's presence is required, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety as set forth in the Illinois School Code. The explanation for these types of absences is the responsibility of the parent/guardian. Student's absent with an illness including a fever should be fever free for a 24 hour period without the use of a fever reducing medication before returning to school.

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

***Absences pre-arranged and approved through the office*** - Students should make prior arrangements for homework assignments that they will miss due to a pre-arranged absence. Failure to complete any assignment in the time designated by each individual teacher may result in a zero for that assignment. Students with a pre-arranged absence must obtain their work ahead of time. All work is due upon return from the absence. This includes doctor's appointments, trips, etc.

***Official Absences***- This occurs only when a student is representing the school. This includes: field trips, scholastic bowl matches, music activities, club/organization trips, athletic events, extra-curricular activities, etc. **Students will forfeit their right to an official absence if they have two or more unexcused absences per semester.** Students

should make prior arrangements for homework assignments that they will miss due to an official absence. Failure to complete any assignment in the time designated by each individual teacher may result in a zero for that assignment.

**HS only: One discretionary day per year (deer hunting, driver's license testing, 2<sup>nd</sup> college day, etc. will count toward the student's discretionary day).** Students may use two half days or one full day. Discretionary days must be arranged, including a note or phone call from a parent/guardian. and approved by the office at least one day in advance. Any student who has received a half- or full-day unexcused absence will forfeit their privilege of using that same portion of their discretionary day. *A discretionary day is an excused absence.*

-Work missed due to excused absences may be made up. A student will be allowed one school day per absence to make up missed class assignments due to an excused absence. Students who are present at school for any part of a day are not eligible for the one day time period for make-up work. They are expected to take the responsibility to obtain all assignments for that day, with assignments being due at the same time as other students in the class. An extension of time may be granted at the discretion of the teacher or administration for specific incidences.

-Parent/Guardian phone call or note will not automatically result in an excused absence. Excused or unexcused status will be determined based on the above list. **A reason for the absence must be noted or the absence will be unexcused.**

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

**-Absolutely no Doctor notes/Court notices will be accepted after 24 hours (one school day) from the date of absence.** Failure to comply will cause the absence to be classified as *unexcused*. Students who receive an unexcused absence will be given zeroes in all class work missed.

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

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

### **In-person versus Remote Attendance**

A student's academic progress should weigh heavily upon the decision related to a student's attendance choice. When remote learning is deemed necessary by the Illinois Department of Public Health, ISBE or the State of Illinois, students who are considered most at risk will be given priority when determining in-person versus remote attendance. During anytime where the state of Illinois requires the school district to provide for a parent choice of remote or in-person attendance, any student who fails to meet the requirements of the school district (including but not limited to attendance, assignment completion, behavior) or fails to make satisfactory progress (i.e- passing grades) or fails to maintain passing grades during any quarter, semester or school year may be required to return to the school building for in-person learning. The board of education has provided the building principal with the authority to require a student to return to in-person learning when deemed necessary by the principal.

### **ABSENCES AND EXTRACURRICULAR EVENTS**

1. Students will not be permitted to **participate or attend** any school activity if they are not in attendance the last half of the school day due to illness. Students should be at school no later than 11:30.
2. Excusable absences such as funerals, dentist and doctor appointments with a doctor's note will be allowed if approved by the administration.
3. Students who are absent in the afternoon because of illness shall not be permitted to **participate or attend** that same evening.

## **ABSENCES - UNEXCUSED**

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

## **ABSENTEEISM - EXCESSIVE**

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

## **CHANGE OF ADDRESS**

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

## **COLLEGE DAYS**

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

1. College days must be scheduled and approved by the guidance office.
2. College days must be requested at least two (2) days in advance.
3. Students must complete a Pre-Approved Absence Form.
4. If two or more students are riding in the same vehicle, permission must be given by all parents/guardians of the students involved.
5. College days must be used by May 1 – unless special permission is given.
6. College days are considered an excused absence.

## **CREDITABLE ATTENDANCE DAY**

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

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

## **LEAVING SCHOOL**

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

Disciplinary actions may include: detention, alternative classroom placement, in-school suspension, or possibly out-of-school suspension. Parents/guardians will be notified.

## **RESIDENCY**

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

The following is a list of acceptable required proofs of residency:

### **Must provide 2 forms of proof**

- \_\_\_ Current Lease or Rental Contract (Expiration date: \_\_\_\_\_)
- \_\_\_ Mortgage Statement or Closing Statement (documenting purchase of residence)
- \_\_\_ Recent Property Tax Bill (showing address of residence)
- \_\_\_ Military Housing Letter
- \_\_\_ Section 8 letter
- \_\_\_ Residency Attestation / Lives with Resident Form (Homeowner/Leaseholder must provide required proof of residency)
- \_\_\_ Current Driver's License or State I.D.
- \_\_\_ Home or Apartment Certificate of Insurance
- \_\_\_ Voter Registration Card
- \_\_\_ Recent utility Bills (i.e. water, gas, electric, phone, or cable bill)
- \_\_\_ Vehicle Registration, Vehicle Title, or Auto Insurance Policy
- \_\_\_ Public Aid Card
- \_\_\_ Medicaid Medical Card
- \_\_\_ Paycheck stub
- \_\_\_ Bank Statement or Credit Card Statement

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

## **SCHOOL HOURS**

School will begin at 8:15 a.m. and dismiss at approximately 3:05 p.m. **Children should not arrive at school before 7:45 a.m.** nor remain after the 3:05 dismissal, unless they are attending a school-sponsored activity, or are under direct supervision of a staff member.

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

## **TARDIES**

**HS-** Students are expected to follow the bell schedule as listed at the front of the handbook. Unexcused tardies will be given for being late for school, a particular class. Examples of just cause: dentist or doctor appointment, or a student/teacher conference. Consequences for accumulated tardies **per semester** are as follows:

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

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

## **TRUANCY**

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

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

The following steps may be taken:

1. Warning letter
2. Home visit by Truant Officer
3. Meeting with Truancy Board at Jefferson County Courthouse
  - a. As a result, students may be assigned community service or fine.
4. Meeting with Truancy Board at Jefferson County Courthouse
  - a. As a result, the following interventions might be taken:
    - i. Referral to comprehensive community youth service agency
    - ii. Order to obtain counseling
    - iii. Order to perform community service
    - iv. Loss of driving privilege
    - v. Fine per day for student absence
    - vi. Parent charged with Educational neglect.
5. The student's name may be filed with the state's attorney as a potential chronic absentee. One or more of the following supportive services may be offered to a student who is experiencing attendance problems:
  - A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absences, including interviews with the student, his or her parent(s)/guardian(s), and staff members of other people who may have information about the reasons for student's attendance problems.
  - Identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including: parent-teacher conferences, student and/or family counseling, or information about community resources. See Board policy 6:110, Programs for Students At Risk or Academic Failure and/or Dropping Out of School and Graduation Incentives Programs.
  - Counseling services by psychologists
  - Psychological testing
  - Alternative education programs when recommended by the administration
  - Community agency services for substance abuse, suicide, runaways, and serious family conflict.
  - A process for the collection and review of chronic absence data and to:
    - Determine what systems of support and resources are available to engage chronically absent students and their families, and

- o Encourage the habit of daily attendance and promote success.

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

### **WITHDRAWAL OR TRANSFER FROM SCHOOL**

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

## **SECTION III - ACADEMICS**

### **MINIMUM REQUIREMENTS FOR ADMISSION TO WALTONVILLE HIGH SCHOOL**

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

### **GRADUATION REQUIREMENTS**

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

25 Units of Credit Required:

- Computer Applications – ½ credit
- Introduction to Business - ½ credit
- English – 4 credits
- Health – ½ credit
- Mathematics – 3 credits
- Consumer Education – ½ credit
- Science – 3 credits
- American History – 1 credit
- Government – ½ credit
- Civics – ½ credit
- Physical Education – 4 credits\*
- Driver Education – ½ credit\*\*
- Electives – 6.5 credits

18.5 Credits Specified Requirements

6.5 Credits Electives

25.0 Total Credits

\* Or waiver equivalence

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

In order to participate in senior graduation exercises, a student must complete 25 credits as required by the WCUSD #1 Board of Education and have successfully completed the requirements in core academic curriculum excluding elective classes. Senior students must also complete the FAFSA form. Home school students are NOT eligible for graduation from Waltonville High School

### **GENERAL COLLEGE ADMISSION REQUIREMENTS\***

English – 4 credits

Mathematics – 3 to 3.5 credits

Science – 3 credits

Social Science – 3 credits

Electives – 2 to 4 credits

\*Admission requirements vary from university to university

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

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

### **CHANGING OR DROPPING CLASSES**

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

### **MILITARY RECRUITING**

From time to time, military recruiters and postsecondary educational institutions request the names, telephone numbers and addresses, and electronic mail addresses of students. The school must provide this information unless the parent/guardian or student if they she/he has attained the age of 18, submits a written request that the student's records not be released without written permission.

### **COLLEGE CLASSES**

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

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

### **CREDIT EARNED AT PRIVATE AND HOME FACILITIES**

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

## **DUAL CREDIT CLASSES**

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

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

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

## **8TH ALGEBRA 1/HS CREDIT**

A number of criteria will be considered when determining which students will participate in Algebra 1 at Waltonville High School their 8th grade year. These criteria include but are not limited to: STAR testing data, state standardized test data, quarterly grade reports, and teacher referrals. A local test will be administered to all interested students and a final determination will be made and communicated to the students and parents.

## **GRADING SCALE**

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

<b>Grade</b>	<b>Interpretation</b>	<b>Percentage</b>	<b>Numerical Equivalent</b>
A	Superior	93 -100	4
B	Above Average	85 - 92	3
C	Satisfactory	76 - 84	2
D	Below Average	68 - 75	1
F	Failing	Below 67	0

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

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

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

**GS-** The percentage system is used for report cards.

A = 94-100		C = 77-83
A- = 93		C- = 76
B+ = 92		D+ = 75
B = 86-91		D = 69-74
B- = 85		D- = 68
C+ = 84		E = 67 & below

### **WEIGHTED CLASSES (HS ONLY)**

The following classes will have 0.25 grade points added per semester.  
Rend Lake College Dual Credit Classes, CNA Program

### **HOMEBOUND INSTRUCTION**

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

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

### **HIGH HONOR ROLL AND HONOR ROLL**

**HS-** An honor roll will be published each quarter of the school year.  
High honor roll - 3.75 or greater GPA for the quarter.  
Honor roll - 3.50 to a 3.74 GPA for the quarter.

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

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

### **INCOMPLETE GRADES**

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

## **MARSHALS AND USHERS**

**HS-** These terms are used synonymously and are intended to have equal importance in the graduation program. The two juniors with the highest cumulative GPA are assigned as marshals, and lead or usher the graduating class into and out of the gymnasium during the commencement ceremony. The next two students academically will be designated program attendants and will pass out programs for graduation. Eligible students must be completing at a minimum their 4th consecutive/uninterrupted semester prior to being named Marshals or Ushers.

**GS-** Honor Marshals and Ushers Criteria is as follows:

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

Eligible students must be completing at a minimum their 3rd consecutive/uninterrupted semester prior to being named Marshals or Ushers.

## **OBJECTIONABLE MATERIAL**

The curriculum may contain certain topics/activities that the parent/guardian may find objectionable. In such cases, the parent/guardian may request, in writing, that the student be excused from the topic/activity with the reason(s) stated. With administrative approval, students may be allowed to do an alternative assignment in lieu of the content area of instruction that was objectionable. The board reserves the right to require subject matter which is required by the Illinois School Code and provides the building principal with the authority to require students to participate under these circumstances. (See Board Policy 6:80)

## **PHYSICAL EDUCATION EXEMPTION POLICY**

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

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

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

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

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

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

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

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

### **PROMOTION TO THE NEXT GRADE**

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

#### **GS- Kindergarten - 3<sup>rd</sup> Grade:**

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

#### **4<sup>th</sup> - 8<sup>th</sup> Grade:**

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

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

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

### **ELIGIBILITY/GRADES**

**HS-** requires that any student/athlete that participates in any extra-curricular activity/athletic event must maintain a 2.0 average on our scale and no more than one (1) failing grade to remain eligible to participate in the group's activity/game.

Grades will be checked weekly and eligibility is based on weekly grades per quarter. Students will be given a 10 school day grace period at the beginning of each quarter. ***Eligibility is checked weekly by 9 am on Fridays.***

**GS- 5 – 8-** Students in the 5-8 grades are invited to try out for various extracurricular activities. Involvement may include, but not limited to, baseball, softball, basketball, track, cross country, cheerleading, volleyball, book club and scholar bowl, etc. Awards may be earned in all activities with qualifications determined by the sponsors. Eligibility will be checked on a weekly basis. Students will be given a 10 school day grace period at the beginning of each quarter. **Students must maintain a 2.0 average on our grading scale to be eligible for extracurricular activities and have no more than one (1) failing grade in English, Science, Math, Social Studies, Computers, PE and/or Art to remain eligible to participate in the group's activity and or game.** All required fees and all equipment must be paid for in full before a student will be allowed to participate in any event.

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

## **REPORT CARDS**

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

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

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

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

## **INTERVENTION (RTI)**

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

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

## **SEMESTER EXAMS**

**HS- All students in a two semester class will be required to take 1<sup>st</sup> semester exams.** Students in a one-semester class may be exempt from an exam 1<sup>st</sup> or 2<sup>nd</sup> semester if they meet the following criteria: have an A average in the class, no unexcused absences, no more than 5 excused absences (this includes **all** types of excused absences), no more than one unexcused tardy, and no detentions or suspensions in the first semester. **(RLC Dual Credit classes are not exempt from semester exams.)**

**2<sup>nd</sup> semester** – students may be exempt from semester exams if they have an "A" average for the 3<sup>rd</sup> and 4<sup>th</sup> quarters, do not have any of the following; no unexcused absences, no more than 5 excused absences, more than one unexcused tardy, and no detentions or suspensions in the second semester. Absences totaling more than 5 can be reviewed by the high school office. **(RLC Dual Credit classes are not exempt from semester exams.)**

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

## **STUDY HALL REGULATIONS**

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

## **VALEDICTORIAN AND SALUTATORIAN HONORS**

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

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

1. Selection shall be based on the grade point averages for grades 5, 6, 7, and the first 3 quarters of 8<sup>th</sup> grade.
2. Each quarterly report card shall be used to determine the GPA. The major subjects to be included in the computing of the GPA shall include Language Arts, Math, Social Studies and Science. Minor subjects (Music, Art, Computers, & Health) will be weighted to the honor roll schedule.
3. The value assigned to the quarterly grades shall be as follows: A(4.0), B(3.0), C(2.0), D(1.0), E(0)
4. Recipients of the valedictorian and salutatorian honors must have attended Waltonville Grade School a minimum of 7 of the 15 quarters and must complete the 16th quarter at Waltonville Grade School.
5. In the event of a tie for Valedictorian, all students tied shall share the honor, title awards, and any other duties that go with such honor.
6. The Valedictorian(s) and Salutatorian(s) shall make a brief speech during the graduation ceremony.

## **SECTION IV – STUDENT CONDUCT/DISCIPLINE**

### **DISCIPLINE**

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

- The seriousness of the student's conduct.
- The history or record of the student's past conduct.
- The likelihood that such conduct will affect the delivery of educational services to other students.
- The severity of the punishment.
- The interests of the student.
- Predetermined disciplinary measures.

1. Personal counseling
2. Withholding privileges
3. Seizure of contraband
4. Notification of parent/guardian
5. Temporary removal from class
6. Removal from participation in or attendance at any school sponsored event or function. Any student with any disciplinary action due to physical or verbal aggression, disrespect, and/or insubordination may not attend school sponsored events or functions.
7. Detention
8. Alternative Classroom Placement
9. In-School suspension
10. Suspension of bus riding privileges
11. Out-of-school suspension (includes all school-sponsored activities) for up to 10 days.
12. Referral to law enforcement officials.
13. Expulsion from school for a period of up to 2 calendar years.

### **BULLYING, INTIMIDATION AND HARASSMENT**

Bullying, intimidation, teen dating violence, grooming, child abuse, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

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

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

*Bullying* includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. Grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to conduct occurring:

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

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

Waltonville High School provides counseling and referral services for victims of teen dating violence. This request for services may result from incidents that have taken place on school property or off school grounds. Upon the occasion that Waltonville High School is unable to provide adequate services needed to assist the student, the school will refer the student to the appropriate help agencies. This may include but not limited to, People Against Violent Environment (PAVE) and Sexual Assault and Family Emergencies (SAFE). Waltonville High School is committed to educating its students on this important issue and providing any help necessary.

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

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

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

## **Teen Dating Violence Prohibited**

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

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from Mrs. Witges office.

## **BUS REGULATIONS**

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

## **STUDENT BUS ASSIGNMENTS**

The district and Sherman Bus Service agree that transportation guidelines must be based on safety, not on convenience. Therefore, each student will be assigned to one bus to provide transportation to and from school. Students will only be allowed to ride that bus. In the event a student's living arrangements change, parents may request a permanent change with the school by telephone or in written form. The contractor requires a 36-hour notice to make a change to a student's bus assignment. No exceptions will be made to this requirement.

## **BUS RULES AND SAFETY**

Bus safety rules and procedures are regulated by state law.

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

1. Be on time at the designated school bus stop.
2. Stay well off the roadway at all times while awaiting the arrival of the bus.
3. Be careful in approaching the place where the bus will stop. Do not move toward the bus until the bus has been brought to a complete stop.
4. Remain in the bus in the event of a road emergency until instructions are given by the driver.
5. Stay in your seat at all times. Do not stand up or kneel in your seat while the bus is in motion.
6. Be alert to a danger signal from the driver. He/she is in complete command of the bus.
7. Keep your hands and arms inside the bus at all times after entering the bus.
8. Never throw things out the windows of the bus.
9. No loud talking, laughing, or unnecessary noise while on the bus.

10. No profanity is allowed on the bus.
11. Do not ask the driver to stop at places other than the regular bus stop
12. Be courteous to fellow students and especially to the bus driver.
13. Keep books, packages, band instruments, athletic equipment, project materials and all other objects out of the aisles.
14. No eating or drinking is allowed on the bus.
15. No gum, candy, or soda.
16. Obey the bus driver. The driver is the primary agent of discipline on the bus.
17. No electronic devices, CD players, etc. unless special permission is given by the driver.

### **Policy for Student Infractions of Transportation Rules**

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

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

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

### **CHEATING AND ACADEMIC DISHONESTY**

Academic dishonesty by a student degrades the student's character and reputation and impedes the teaching-learning process. Any actions intended to obtain credit for work that is not one's own is considered academic dishonesty or cheating.

The action may include, but is not limited to the following:

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

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

### **ARTIFICIAL INTELLIGENCE**

Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI,

including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

## **CLASSROOM RULES**

Each classroom teacher creates his/her own set of classroom rules appropriate for their specific classroom needs. *Students are not to be in any classroom before school or during lunch without supervision.* Students are not to be in any classroom that is not supervised by school personnel (*this includes the Ag shop – HS*).

## **COMPUTERS**

The use of school computers and Internet access are privileges, not rights, and inappropriate use may result in a cancellation of those privileges. The Administration will deem what is inappropriate use and their decision is final. **In order to use school computers, staff, students and students' parent/guardian must sign an appropriate usage contract.** Should a student violate the District's Computer Use Policy, the student will be subject to disciplinary action including revocation of the privilege of computer use, suspension, and/or expulsion. No food or drink is allowed while using school computers, including the wireless laptops.

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

Examples of minor offenses are:

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

Examples of major offenses are:

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

## **DANCES**

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

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

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

## **DISPLAYS OF AFFECTION**

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

### **DISRESPECTFULNESS**

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

### **DRESS AND GROOMING**

Even though the District does not want to attempt to regulate style or taste, Illinois revised statutes give the district the right not to permit disruptive clothing as determined by administration. Students at Waltonville CUSD #1 are expected to be neat and clean in appearance and clothing is expected to be appropriate to the school situation. Any item considered by the administration to be hazardous to the student or other students, or that is disruptive to the educational process may be brought to the attention of administration and be subject to disciplinary action. Students will be required to correct the infraction. Violators will be sent to the office.

**First offense - Warning**

**Second Offense - Detention**

**Third Offense – Detention and/or In-School Suspension**

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

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

### **DRUG POLICY**

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

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

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

1. **First Offense** – Out-of-school suspension for up to 5 days
2. **Second Offense** – Out-of-school suspension for up to 10 days.
3. **Third Offense** - Board Action

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

### **SUSPICION-BASED DRUG AND ALCOHOL TESTING POLICY**

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

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

### **ELECTRONIC DEVICES/CELL PHONES/UNAUTHORIZED COMPUTERS**

**HS** - Students are to place their cell phone in their locker by the first bell. Students are to leave their cell phones in their lockers until lunch. Students will return their cell phones to their lockers at the conclusion of lunch. Students are not allowed to remove their cell phones from their lockers during class hours or passing periods. Students may have their devices/phones before the first bell rings and during the lunch period.

**GS** - Upon entering the school building, students are to keep their cell phones turned off and in their backpack, locker, or teacher appointed location in their homeroom.

**First Offense** – Verbal warning, documentation, and confiscation of phone/device. Students may pick up the device at the end of the day.

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

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

**Repeated Offenses** – Confiscation of phone. Parent/Guardian must pick up the device. Further disciplinary action.

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

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

### **FIELD TRIPS**

Students who have been suspended and students who are on the ineligibility list due to grades may be unable to attend field trips during the period s/he is on the ineligibility list.

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

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

***Eligibility is checked weekly every Friday at 9:00 a.m.***

## **FIGHTING, THREATS, OR USE OF PROFANE OR ABUSIVE LANGUAGE**

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

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

## **GANGS**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request

any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## **PROTESTING**

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

## **REMOVAL FROM CLASS**

Teachers and Administration may remove students temporarily from classrooms for violation of the disciplinary code and disruptive behavior. Teachers may use reasonable force as needed to maintain safety. The student will be dealt with according to the seriousness of the offense. It is recommended that teachers attempt to solve the disciplinary problems that arise in their classes; but if a student fails to respond or to cooperate and thus becomes detrimental to the well-being of the rest of the class, the student(s) will be sent to the administration for disciplinary action. If other attempts fail to bring about the desired results, the student may be removed from class, suspended, placed on probation, or expelled as provided in Section 10-22.6 of the School Code of Illinois.

## **SEARCH AND SEIZURE POLICY**

The primary objective of the Board of Education at Waltonville CUSD #1 to maintain the educational environment and protect the health, safety, and welfare of its students. The administration and faculty are charged with the responsibility of meeting this objective and, therefore, may be held negligent if they do not search and seize students or property. A search of a student shall only be conducted when absolutely necessary either for safety reasons or to maintain the orderly administration of the school. Illinois statute permits searches of lockers, desks, parking lots, and other school property owned or controlled by the school as well as personal effects left in those, places and areas by students without notice or the consent of the student and without a search warrant. The methods used to conduct a proper search and to seize illegal/unjustifiable materials will follow the guidelines established by the United States Supreme Court:

1. Any search shall be reasonable and justified at its inception. Justifiable and reasonable shall mean a school official can describe events or behavior that would cause a reasonable person to believe that an offense has been committed or is

being committed by the student whose person or property is targeted for search. A search will be used only to gather information and/or evidence to prove a law or rule has been broken.

2. Any search will be reasonably related to the circumstances leading to the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
3. The student should be present when a search of his/her personal belongings is made. However, circumstances requiring immediate action may make it necessary to conduct such a search without the presence of the student.
4. If a search is deemed necessary, an administrator will be present. Any illegal/unjustified items found in the search shall be listed, the list signed by the student and a receipt given to the student.
5. Under no circumstances will an employee of Waltonville CUSD #1 conduct a strip search of a student.

### **SMOKING, VAPING, AND TOBACCO USE**

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

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

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

**First Offense** – Up to 2 days out school suspension

**Second Offense** –Up to 5 days out of school suspension

**Third Offense** - Board Action

### **THEFT/PROPERTY DAMAGE**

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

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

### **WEAPONS**

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

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

Possession of dangerous weapons or look-alike weapons will be dealt with as follows:

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

### **DETENTION**

Detention is a period of time when a student is assigned to stay before or after school for unacceptable behavior. Students are expected to serve detentions on the date and time assigned. If a student has an excused absence from school on the day of an assigned detention, the detention will be assigned for the following regularly scheduled detention day. Participation in extracurricular activities or student's jobs is not an accepted excuse. Students will bring school related materials to study during this time. Detention periods may last for 90 minutes. The severity and frequency of the behavior will be determining factors in the length of administrative assigned detentions.

### **IN-SCHOOL SUSPENSION**

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

### **ALTERNATIVE CLASSROOM PLACEMENT**

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

### **ISOLATED TIME OUT, PHYSICAL RESTRAINT**

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **CORPORAL PUNISHMENT**

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student’s unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

## **OUT-OF-SCHOOL SUSPENSIONS**

When students are suspended out-of-school, the absence is considered unexcused. However, students will be given the opportunity to make up daily missed work. The work will be available to the student within a reasonable amount of time by the student's teacher(s). The work is to be completed the first day the student is allowed to return to school and at the beginning of the class session for which the work was completed. Any work not completed and turned in will be considered a zero. A student may be suspended when the student's behavior or actions pose a threat to school safety, or are a disruption to other students' learning opportunities. This applies when students are at school, on the way to or from school, and are at school sponsored activities. Students will not be allowed to remote into classes while suspended unless required by Illinois law.

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

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

## **EXPULSION**

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

In expulsion cases, the following procedures shall be used:

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

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

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

## **RE ENGAGEMENT OF RETURNING STUDENTS**

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

## **SUSPENSION PROCEDURES FOR SPECIAL EDUCATION STUDENTS**

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

1. Whenever a special education student is suspended out-of-school an excessive number of times, the school district shall hold a relatedness conference to determine whether or not the misconduct is the result of the student's

handicapping condition as defined by the Rules and Regulations To Govern the Administration and Operation of Special Education. A case study reevaluation shall be completed and/or updated at the relatedness conference.

2. Such determination shall be made by staff members who are familiar with the student's handicapping condition and educational program in consultation with the staff of the Franklin and Jefferson Counties Special Education Cooperative.
3. If the misconduct is the result of the student's handicapping condition, he/she shall not be suspended out-of-school except as provided by section 4 below. In such cases, the student's program shall be reviewed in a conference and, if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.
4. The local district may suspend out-of-school the student, even if the misconduct is the result of the student's handicapping condition, if the student's presence poses a danger to the student, other students, faculty, or school property, or disrupts the educational process.

### **EXPULSION PROCEDURES FOR SPECIAL EDUCATION STUDENTS**

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

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

### **SECTION V - EXTRA-CURRICULAR/ATHLETIC POLICY**

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

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

### **ABSENCES AND EXTRACURRICULAR EVENTS**

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

**School Attendance:** Athletes will be expected to exhibit exemplary student behavior in regard to attendance. Whenever possible, contests will be scheduled so as not to conflict with classes. The athlete must be in attendance at least the last 1/2 of the day (**By 11:30 am**) on the day of a contest to be eligible, unless authorized by the Principal/Superintendent. If a student uses a discretionary day or if the student has a doctor's appointment, s/he may bring a note to be excused. *If a student misses school on a Friday, participation in contests and/or extra-curricular events will not be allowed on the weekend of the absence.*

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

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

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

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

### **ATHLETIC/EXTRACURRICULAR CODE OF CONDUCT**

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

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

- ▯ **Use or possession of all forms of tobacco, vapes, e-cigs and tobacco products by a student-athlete or participant.**
- ▯ **Use or possession of alcohol, drugs, drug paraphernalia, or look alike drugs by a student or participant.**
- ▯ **Participation in criminal activity resulting in arrest.**
- ▯ **Student-athletes will be held accountable for their actions displayed through electronic device communications.**
- ▯ **Behave in a manner that is detrimental to the good of the group or school while participating or observing school activities.**

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

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

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

***\*In addition to the WCUSD #1 Athletic & Extra- Curricular Activities Handbook, Students who violate ANY handbook rule resulting in disciplinary action will likely be issued consequences related to participation in his/her respective team activities.***

## **SPORTSMANSHIP**

Waltonville CUSD #1 believes that sportsmanship is a core value and its promotion and practice are essential. One of the missions of co-curricular school activities is to serve as an extension of the classroom. There are strong lessons to be learned in athletics. One of those lessons is to set and maintain high standards of sportsmanship, ethics, and integrity in our schools and our society. It is up to us to provide the direction and constant vigilance under which good sportsmanship can prosper and have a positive impact on our children, the leaders of tomorrow, and ourselves.

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

In order to promote sportsmanship at Waltonville CUSD #1, the following procedures will be implemented for spectators that are ejected from any Waltonville CUSD #1 athletic event, home or away (In addition, IHSA or SIJHSAA may impose their own consequence):

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

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

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

## **GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS AND WEBSITES**

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites. Student journalists may not create, produce, or distribute school sponsored media that is libelous, slanderous, obscene, an invasion of privacy, violates state law or incites students to violate any school district policy or is disruptive to the orderly operations of the school.

## **ACCESS TO NON-SCHOOL SPONSORED PUBLICATIONS**

### **Non-School Sponsored Publications Accessed or Distributed On Campus**

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District. Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

### **Non-School Sponsored Publications Accessed or Distributed Off-Campus**

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.