



WESTVILLE
SCHOOL DISTRICT # 2
Engage • Educate • Empower ... for lives of purpose.

Student Handbook

Judith Giacoma Elementary
Westville Junior High
Westville High School

2026-27

CHAPTER 1.00

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CHAPTER 1.30

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.gowestville.org

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

Seth Miller, Superintendent

Nathan Ford, Assistant-Superintendent

Michelle Schaumburg, Westville High School Principal

April McCabe Westville High School Assistant-Principal

John Tosh, Westville Junior High School Principal

Jennifer White, Judith Giacoma Elementary School Principal

Brittany Edwards, Judith Giacoma Elementary School Assistant-Principal

Dustin Dees, Judith Giacoma Elementary School Assistant-Principal

The schools are located and may be contacted at:

Westville High School – (217) 267-2183

918 North State Street

Westville Junior High School – (217) 267-2185

412 Moses Avenue

Judith Giacoma Elementary School – (217) 267-2154

200 South Walnut Street

CHAPTER 1.31

Problems Complaints and Chain of Command

Parents and guardians with concerns of a serious nature are encouraged to seek relief through proper channels. First contact the classroom teacher or activity sponsor to share your concern. The athletic director or building principal would be your next contact, followed by the superintendent. (Unresolved concerns could then be brought to the Board of Education.)

Parents are encouraged to visit school to confer with administrators, teachers, or the counselor when there are concerns. Parents are urged to call the school to make an appointment to see a particular staff member. Teachers will not be called from class, but may schedule conferences during their preparation period if they are free.

CHAPTER 1.40

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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 trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

CHAPTER 1.50R

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity 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 a sex equity or equal opportunity concern should contact the superintendent.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

CHAPTER 1.60

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.

CHAPTER 1.70

School Volunteers

All school volunteers must be approved by the building principal prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive visitor permission before going to their destination.

CHAPTER 1.80

Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students who are not listed in the school directory. The office will not accept delivery of flowers, balloons, etc. for children. Please direct delivery of such gifts to the student's home.

CHAPTER 1.85

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.

CHAPTER 1.90

Emergency School Closings

In cases of bad weather and other local emergencies, please stay alert to the district alert system and website and/or local radio or television station to be advised of school closings or early dismissals. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

The Westville School District uses an alert system to notify staff and parents about emergency situations, school cancellations, etc. Parents will be asked to fill out a form with pertinent contact information. In the event of a change in scheduling or other important information, an automated system will be activated to notify you of the upcoming event or change. It is the parent's responsibility to notify the school's office if contact information changes.

CHAPTER 1.100

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses 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.

CHAPTER 1.110R

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

CHAPTER 1.120

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

CHAPTER 1.130

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.

For further information, please contact the building principal.

CHAPTER 1.180R

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness

- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student

- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

CHAPTER 1.185R

Faith's Law Notifications

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be requested from the Superintendent's office.

CHAPTER 1.200R

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education 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.

CHAPTER 1.210

Free and Reduced-Price Food Services: Meal Charge Notification

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

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.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

CHAPTER 1.211

Textbooks

Students are responsible for textbooks issued to them and will be charged for defaced or lost textbooks. Textbooks must be returned at the end of each course or when students leave the district or records may not be furnished.

CHAPTER 1.212

Use of Student Lockers

WJHS and WHS Locker Guidance

All lockers in the building are the property of the school district. These lockers are made available for student use to store school supplies only. The student's use of the locker does not affect the school district's continued ownership or control of the locker.

The school district retains the right to inspect the locker and its contents at administrators' discretion. Random locker inspections will be conducted periodically. Students writing on or in lockers will be disciplined for vandalism of school property. In general, the following should be observed as to locker use:

1. Each locker has its own combination that is yours alone to use.
2. Students should not give their combination to anyone.
3. Food and pop are not to be stored in lockers.
3. Money and valuables should not be stored in lockers.
4. Report any locker problems to the custodian who will arrange for repair or adjustment of the locker.
5. Do not leave locks set to open or dislodge the locker to open without locking it.
6. K-9 Sweeps: In order to make sure students understand drugs and alcohol are not permitted on campus, the administration may conduct K-9 sweeps of the building on a random basis. During K-9 sweeps, teachers are to close classroom doors and keep all students in their rooms until a P.A. announcement is made.

CHAPTER 1.213

PE Lockers and Locker Rooms

WJHS and WHS

Physical education lockers are provided for each student's use in the locker rooms. Students are not to share lockers with others. Physical education lockers are to be locked at all times. It is your personal responsibility to see that your belongings are secured with this lock. Failure to keep the Physical education locker locked may result in a discipline consequence. The school district is not responsible for any loss of money or personal belongings from the locker rooms. Absolutely no students are allowed in the locker room without adult supervision. Individual students that need to retrieve an item from the locker room or use the restroom must get permission. Students are responsible for replacement cost of locks if they are lost or misplaced.

CHAPTER 2.10R

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.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

CHAPTER 2.20

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

CHAPTER 2.21

Attendance Procedures WJHS and WHS

If a student is not at school, the student cannot participate in the class or learn the material being taught. The importance of student attendance cannot be overemphasized. Consistent with Section 26-1 of the Illinois School Code, the Westville Community Schools, Unit District #2, expect parents and guardians to make reasonable efforts to ensure the regular attendance of their children and to inform the school of any absences and their causes. Parents/guardians who knowingly and willfully permit a child to be truant can be convicted of a class C misdemeanor which means they are subject to not more than thirty days imprisonment and/or a fine of up to \$500.

1. Each day that a student must be absent from school, the parent or guardian should call the school by 10AM. to report the absence and the reason for the absence. If no call has made by 10AM, the parent or guardian will be contacted at home or work to verify the absence.

2. Teachers will be notified daily of verified excused absences by the office. Students will have 24 hours to have the absence verified by the parent or guardian through the office.

3. Excused/Unexcused Absences will be determined by the Principal.

4. Valid reasons for absence include:

- a. Illness—note 3 or more days of illness will require a doctor's note
- b. Observance of a religious holiday
- c. Death in the immediate family
- d. Family emergency
- e. Circumstances causing reasonable safety concerns to the parent
- f. Other situations approved by the Principal
- g. All other absences will be considered as unexcused.

5. Student absences due to illness three days or longer must be accompanied by a doctors' note or fax from the doctor's office.

6. If a student misses more than half day of school they are ineligible to participate in or attend any extracurricular activity or other evening functions for that day. If the absence is for illness; there will be no practice or competition on that day. If the excused absence was on a Friday, the student may compete on Saturday. If the absence is unexcused there will be no practice/competition on Friday or Saturday. If it is a pre-arranged absence cleared through the Principal, the student may practice and compete.

7. After five absences the parent or guardian will be notified by the school.

8. Absences and tardies will be counted toward incentive programs.

9. If a student has an excused absence they will have the same number of days to make up the work that they were gone.

10. After 10 excused absences, without documentation, absences must be accompanied with documentation (physician, court, etc.). The administration will make the final decision to determine the status of the student's absence. If no documentation is furnished, the absence will be unexcused.

Partial Day Absences

This policy presumes that each occurrence is for one day only. If two or more consecutive classes are missed, then the policy for full day absence applies. The Unexcused Full Day Absence Policy and the Unexcused Partial Day Absence Policy will run concurrently. Potential discipline consequences may include the following:

1st offense – One 2-Hour Detentions

2nd Offense – Two 2-Hour Detentions

3rd Offense – One Saturday School Detentions

4th Offense – Further discipline not limited to but including out of school suspension

Unexcused Full Day Absences

This policy presumes that each occurrence is for one day only. If two or more consecutive days occur the principal has the discretion to advance the consequences for the extended truancy to a level deemed appropriate.

The Unexcused Full Day Absence Policy and the Unexcused Partial Day Absence Policy will run concurrently. Potential discipline consequences may include the following:

1st offense – Two 2-Hour Detentions

2nd Offense – One 2-Hour Detention and One Saturday School Detention

3rd Offense – Two Saturday School Detentions

4th Offense – Further discipline not limited to but including out of school suspension

Permission to Leave School During the Day

WJHS and WHS are “closed” campuses, all students are required to be in attendance in the building for the entire school day. Students are not to leave school property at any time without permission from the Principal or his designee. Students leaving the building with permission must sign out in the office. Failure to secure permission to leave the school grounds will result in disciplinary action. The student will be marked unexcused for the time he/she is gone and disciplined according to the Unexcused Absence Policy.

Pre-Arranged Absences

Examples of pre-arranged absences include:

1. Medical and dental appointments
2. Special religious observances
3. Funeral service
4. Family vacation time which cannot be arranged at other times.
5. College visits and/or other school related field trips

To pre-arrange an absence, the parent is to contact the Principal by telephone or written in advance indicating the specific details of the planned absence. The student will be given a pre-arranged absence form to take to each of his/her teachers to request a statement of the student’s current standing, homework assignments to be done, and the teacher’s signature. When all of the above steps have been completed, the form must be returned to the Principal prior to the absence. Make-up work must be secured from all teachers by the student and must be completed in advance or upon return.

DACC College Express and Dual Enrollment Attendance

In order to participate in DACC programs such as College Express and Dual Enrollment students must agree to follow applicable DACC policies and procedures. Additionally, continued participation includes the following:

1. Students who attend morning classes at the high school must sign out through the office if they are too ill to attend DACC classes.
2. Students who ride the DACC are to board the DACC bus promptly on arrival.
3. Should a student miss the DACC bus for any reason, he or she must promptly notify the Principal. In cases of failure to board the bus on time discipline action may follow.
4. In cases of truancy from DACC (truancy defined as being absent without valid cause for any school day or portion thereof, and/or the student leaves without the permission of appropriate school personnel), the following will be observed:

1st offense: student referred to administration

2nd offense: student referred to administration; possible DACC removal

Dual enrollment DACC students and Student Tutors

Dual enrollment DACC students and student tutors that leave the building during the school day on a regular basis are expected to reach their destination in an appropriate amount of time. Leaving the school building during the day is considered a privilege, and will be treated as such. Students who fail to arrive in their assigned areas in an appropriate amount of time will be considered unexcused and disciplined according to the Unexcused Discipline Policy. If an emergency should arise, the Assistant Principal's Office is to be notified immediately. Abuse of this privilege may result in the loss of driving privileges and permission to leave campus during the day.

CHAPTER 2.22

Tardy Procedures

Tardy Policy Giacoma

School begins at 8:25AM. There are two morning bells that ring. The first bell is at 8:25 and signals the start of the school day. The second bell rings at 8:30 and declares a student tardy if she/she is not in the classroom at the time the bell stops ringing. If a student is tardy to school, he/she must report to the office to get a pass to be allowed into their classroom. Tardies will be counted as unexcused unless a student comes in with a doctor's note to show that as the reason for being late that day. Students are allowed three (3) tardies per quarter before they receive a consequence.

Tardiness to School WJHS and WHS

A student shall be considered tardy if he/she is not at an assigned place at a designated time including late arrival to school. Excused tardies will include: a doctor's note from that morning, a funeral, or a pre-arranged late arrival that has been prearranged by at least the day before. After the third unexcused tardy in a semester the following actions may take place:

4th offense – One 2-Hour Detention

5th offense – Two 2-Hour Detentions

6th offense – 1 Saturday School Supervised Study

7th offense – referral for administrative for progressive discipline

Tardiness to Class WJHS and WHS

If a student is late to class due to negligence, the teacher will admit the student to class and note the tardy. Students arriving after 8:09Am at WHS are no longer considered tardy to class and will be marked as partial day absent. After the third unexcused tardy to a class in a semester the following actions may take place

3rd offense – One 2-Hour Detentions

4th offense – Two 2-Hour Detention

5th offense – 1 Saturday School Supervised Study

6th offense – referral for administrative for progressive discipline

CHAPTER 2.40

Make-Up Work

Students with excused absences will have the same amount of school days to make-up schoolwork as the number of consecutive absences accumulated. Students with absences due to suspension will be provided an opportunity to earn equivalent academic credit for work missed due to student discipline. Suspended students will be provided equivalent academic credit work by the end of the next school day following a suspension. It is the responsibility of the parent/guardian to pick up the suspended student's work. All equivalent academic credit opportunities to students will be due upon their return to school, unless otherwise stipulated.

CHAPTER 2.50R

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

CHAPTER 2.60

Grading and Promotion

School report cards are issued to students on a quarterly basis at the elementary and junior high; and the semester at the high school. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

All high school students will be classified by grade level based upon the number of credits earned. Students must meet the following: Sophomores- 14 credits, Juniors- 28 credits, and Seniors- 42 credits. Students that are expelled and do not return during the school year will be classified at grade level based upon the number of credits earned should they return to school the following year or semester. A total of 57 credits are required to graduate.

Grading Scale

Primary

A = Excellent (E)

B = Good (S+)

C = Satisfactory (S)

D = Needs Improvement (NI)

F = Unsatisfactory (U)

Secondary

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

CHAPTER 2.61

Honor Roll

School report cards are issued to students on a quarterly basis at the elementary and junior high; and the semester at the high school. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Honor Roll - Giacoma

The Honor Roll at Giacoma School is based on the grades earned in: Language Arts, Math, Reading (including science and social studies), and Spelling. The Honor Roll is calculated at the end of each nine weeks grading period. Two categories of honors are recognized: High Honors and Honors. High Honors is awarded to those receiving all As in all core subject areas. Honors are given to those receiving As and Bs in all core subject areas.

Honor Roll – WJHS

High Honor Roll awarded for all “A’s” for a quarter (Must pass any pass/fail course)

Honor Roll awarded for all “A’s and B’s” for the quarter (Must pass any pass/fail course)

Honor Roll – WHS

High Honor = 3.6 and above semester GPA with no grade below C

Honor Roll = 3.0 – 3.5 semester GPA with no grade below a C

CHAPTER 2.62

WHS Dual Enrollment Policy

Students may be admitted to the dual credit program through DACC provided they meet the following requirements:

- A. Must have a cumulative GPA of 3.0 or better
- B. Must have excellent attendance record
- C. Test at appropriate level through DACC placement testing and/or ACT testing
- D. Student discipline must be exemplary

All students in the dual credit program will follow the rules and regulations outlined in the student handbook regarding attendance, conduct and grade reporting. Only juniors and seniors are eligible to participate in dual credit classes. Students must have parental permission. Any course fees and all book fees are the responsibility of the student. DACC tuition is waived and any registration fees paid to WHS do not apply to dual credit classes. Students that withdraw from a DACC dual credit after the start of the semester may not be

allowed to participate in the dual credit program the following semester unless withdrawal is requested by the DACC instructor. A student that fails a dual credit class will be subject to probation for the following semester regarding dual credit status with DACC.

The WHS guidance office as well as the DACC registration office must approve any change in dual credit courses. WHS reserved the right to exclude students from the dual credit program at any time for violation of any detrimental conduct during the school year. All dual credit course registration must be done through the WHS guidance office. Students may not register for dual credit classes individually.

In order to participate in DACC programs such as College Express and Dual Enrollment students must agree to follow applicable DACC policies and procedures. Additionally, continued participation includes the following:

1. If a student fails (or withdraws from) one class during a semester, that student will be ineligible to take dual enrollment classes the following semester.
2. If a student fails two (or more) classes during a semester, that student will be ineligible to take dual enrollment classes for the next two semesters.
3. Any student may pay tuition and take dual enrollment classes at any time as long as they qualify under the DACC guidelines.

CHAPTER 2.70

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

WJHS Homework Policy

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Classroom detentions will be assigned for students who repeatedly fail to complete homework during each quarter. Detentions assigned by individual teachers are to be served 5 minutes after the school day and will last a minimum of thirty minutes. Grading policies on late homework will be established by the individual classroom teachers.

The following are consequences of not turning in homework on time for a particular class:

- Third occurrence – parent notification
- Fourth occurrence – one classroom detention
- Fifth occurrence – one classroom detention
- Sixth occurrence – one classroom detention
- Seventh occurrence and beyond – student referred to administration

WHS Homework Policy

The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Classroom detentions may be assigned for students who repeatedly fail to complete homework during each semester. Detentions assigned by individual teachers are to be served 5 minutes after the school day and will last a minimum of thirty minutes.

The following are consequences of not turning in homework on time for a particular class:

- First occurrence– Written Warning
- Second occurrence– Written Warning
- Third occurrence– Thirty Minute Detention
- Fourth occurrence – Two Hour Detention
- Fifth occurrence and beyond– Saturday School

CHAPTER 2.80-HS

PE Requirement WHS and Exemption

Students must dress for P.E./Strength and Conditioning in a school designated uniform or face the following discipline:

- 1st offense– Written Warning
- 2nd offense– 30 Minute Detention
- 3rd offense- Two Hour Detention
- 4th offense– Saturday School Detention
- 5th offense- Failing grade in P.E./Strength

A student in grades 9-12 may be excused from physical education courses for certain qualifying reasons.

1. Participation in an interscholastic athletic program;
2. Enrollment in academic classes required for admission to an institution of higher learning;
3. Enrollment in academic classes required for graduation, provided that failure to take such classes would result in the student being unable to graduate;
4. Enrollment in an ongoing marching band program for credit.

CHAPTER 2.80-K8

PE Requirement WJHS

Students are required to dress for P.E. Not dressing for P.E. will be reflective in the P.E. grade and may result in discipline consequences. When a student borrows either a shirt, shorts or both they will lose 2 points and will only be able to receive a maximum of 8 out of 10 points for participation that day. Students may borrow clothes as long as there are clothes to be borrowed. The following consequences will occur in the event a student does not dress due to not having clothes, not being able to borrow clothes or refusing to dress/participate per quarter: 1st No Dress – Warning, Zero participation points for the day.

2nd No Dress – 30-minute teacher detention

3rd No Dress – Two 30-minute teacher detentions

4th No Dress – One 2-Hour detention

5th No Dress – 2-Hour Detention

6th No Dress – Saturday School Detention

7th No Dress – Mandatory parent meeting with PE teacher and/or administrator.

Further no dresses and consequences will be discussed along with a plan to avoid no dresses.

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. 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.

CHAPTER 2.90R

Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

CHAPTER 2.120

Graduation Requirements and Class Rank

WJHS Graduation Requirements

Students will be permitted to participate in graduation exercises only if all graduation requirements are successfully completed, including successful completion of the United States and Illinois State Constitution tests, all fees or fines are paid, and all disciplinary responsibilities are met. To be eligible to participate in the graduation ceremony students must have passed three out of four core classes (Math, English Language Arts, Science, Social Studies). Additionally, students must not have failed any one core subject for all four quarters.

WHS Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Students will be permitted to participate in the graduation ceremony only if all graduation requirements are successfully completed, all fees and fines are paid, and all disciplinary responsibilities are met.

State Mandated Graduation Requirements

English = 4 Units – 8 Credits

Math = 3 Units – 6 Credits

Science Social Studies = 2 Units – 4 Credits

Health = .5 Units – 1Credits

PE* = 4 Units – 4 Credits

Fine Arts = 1 Units – 2 Credits

Consumer Ed = 1 Units – 1 Credits

*PE waivers are available for certain situations.

Students must successfully complete the United States and Illinois State Constitution tests.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

WHS Graduation Honors Criteria

Graduating seniors will be recognized by the following standards for honorable academic achievement based on their cumulative GPA:

Summa Cum Laude Recognition = GPA of 4.0 or better

Magna Cum Laude Recognition = GPA of 3.75 thru 3.99

Cum Laude Recognition = GPA of 3.50 thru 3.74

WHS Class Rank

Class rank is based on the cumulative grade point average. Only semester grades are factored into the total. Class ranks are calculated at the end of each semester.

CHAPTER 2.122

WHS Credit Recovery

The high school provides opportunities at times for students to re-take courses a student has failed. Credit recovery is subject to the school's ability to provide these resources.

Credit recovery is provided as a priority to juniors and seniors to stay on track to graduate with their class.

Underclass opportunities for credit are provided by re-taking courses during the school year, unless there is extenuating circumstances with administrative approval.

CHAPTER 2.123

WHS Cooperative Education Program

All positions of employment must be approved by administration. Students must be employed for a minimum of fifteen (15) hours per week. To qualify, students must be passing all classes from the previous semester and maintain these passing grades throughout the program. Discipline and attendance must meet the guidelines of the program. No student who is behind in credits or does not have at least junior status will be permitted to apply for the program.

CHAPTER 2.124

WHS Final Exam Grading Procedure

Final examinations are to be administered at the end of each semester for each subject. Semester grades will be calculated by using 90% for semester coursework and 10% for the final exam.

CHAPTER 3.10R

Fees, Fines & Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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. As 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 will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

CHAPTER 3.15

Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

CHAPTER 4.10R

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: First Student Bus Director at (217) 267-3736.

CHAPTER 4.15

Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

CHAPTER 4.20

WHS Student Parking

Student drivers must register their vehicles with the Assistant Principal and file a student driver agreement outlining those expectations for student drivers, which is to be signed by both the student and the parent/guardian. In addition, all vehicles must have a parking permit. Students are not to go to the student lot during the day without permission or discipline may be assigned. Students may park their vehicles in the student lot designated during school hours and during school activities. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The teacher parking lot is for school staff, personnel, and others designated by administration. These lots may not be used by students during school hours. Student vehicles parked in these lots during school hours may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration,

and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

CHAPTER 4.21

School Visitor Parking

The school has locations available for school visitor parking. Those dropping off and picking up children may do before and after school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

CHAPTER 4.22

WHS DACC Transportation Regulations

All students involved in DACC coursework are to exit the building promptly at the conclusion of their WHS classes. A bus will be provided for students who attend DACC classes. Driving/riding to DACC is a privilege for students. Westville Community Unit School District reserves the right to revoke this privilege at any time for any reason.

Students who wish to drive/ride to DACC courses must have a completed DACC Transportation Notice and Disclaimer form in the Asst. Principal's office before being allowed to drive/ride. Students may only ride with and/or transport those students for whom they have identified on their DACC Transportation Notice Disclaimer form. Students who ride the DACC bus to DACC classes must ride the DACC bus back from DACC unless they have a DACC Transportation Notice Disclaimer form on file in the Asst. Principal's office. Students are to obey all traffic and transportation laws according to local and state ordinances.

Students found to be in violation of DACC transportation regulations may receive discipline consequences ranging from, but not limited to: two-hour detentions, loss of driving/riding privileges, and possible removal from the DACC program.

Students are not to loiter in the school upon returning from DACC. All vehicles used by students attending DACC must be registered in the school office and parked on the school parking lot during school hours.

DACC Bus Conduct

Conduct on the DACC bus must be appropriate or a bus discipline report will be filed with the Principal.

1st offense- one 2-hour detention

2nd offense- one Saturday Supervised Study

3rd offense– referral to administration and possible removal from DACC

CHAPTER 4.23

Giacoma Arrival and Dismissal Procedures

Giacoma

Walkers and car riders will be dropped off on the north side of the building using the circle drive. Students will use the main entrance (Door 1) to enter the building. During dismissal the same procedures will apply. School personnel will help load students into their vehicles. Students will not be allowed in the parking lot without being supervised by the person picking them up. Bus riders will load and unload school buses off of Walnut Street.

CHAPTER 5.10R

Immunization, Health, Eye & Dental Examination

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A

student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

CHAPTER 5.20R

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure 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.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

CHAPTER 5.30R

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

CHAPTER 5.50

Communicable Disease

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

CHAPTER 5.60

Head Lice

The school will observe the following procedures 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.

CHAPTER 5.80R

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Article 26A Resource Person

Seth Miller
125 Ellsworth Street
Westville, IL 61883
millers@gowestville.org
(217) 267-3141

Seth Miller
125 Ellsworth Street
Westville, IL 61883
millers@gowestville.org
(217) 267-3141

Nondiscrimination Coordinator:

Seth Miller
125 Ellsworth Street
Westville, IL 61883
millers@gowestville.org
(217) 267-3141

Title IX Coordinator:

Seth Miller
125 Ellsworth Street
Westville, IL 61883
millers@gowestville.org
(217) 267-3141

Complaint Managers:

Nathan Ford
125 Ellsworth Street
Westville, IL 61883
(217) 267-3141
fordn@gowestville.org

Jennifer White
200 South Walnut Street
Westville, IL 61883
(217) 267-2154
white.jennifer@gowestville.org

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

CHAPTER 6.10

General Building Hours and Conduct

General Building Hours Conduct

Students shall not arrive at Giacoma school before 8AM. and classes begin at 8:30AM. and students are dismissed at 3PM each day.

Students shall not arrive at WJHS before 7AM. and classes begin at 7:50AM. and students are dismissed at 2:20PM each day.

Students shall not arrive at WHS before 7AM. and classes begin at 7:55AM. and students are dismissed at 2:09PM each day.

Extra-Curricular Activities and Conduct

Students are welcome to attend extra-curricular activities and evening events at the schools. Elementary students must be accompanied by an adult. Students must stay inside in the supervised areas. Students who leave extra-curricular activities, may not be permitted to re-enter the building. Problems that occur may result in exclusion from attendance at extra-curricular activities.

CHAPTER 6.20R

School Dress Code & Student Appearance

School Dress Code Giacoma

Students are expected to wear clothing in a clean, well-fit manner on school grounds and at school activities. Expectations for student dress are provided below.

1. These expectations are not meant to be inclusive of every student dress scenario, but a guide. Student dress that disrupts the educational environment will not be permitted.
2. Administration will provide advance notice for instances where student dress expectations may change for special occasions like honors day, graduation, spirit weeks, field trips, school dances, etc.
3. Students will wear clothes covering the mid-thigh to neck so that undergarments (underwear and bras) will be covered at all times.
4. Students will not wear hats, hoods, or sunglasses in the building during school hours.
5. Clothing with inappropriate imagery is prohibited (imagery is not limited to but including: profanity, crude or sexually provocative language, no discriminatory images, images of controlled substances, gang related items, or similarly disruptive material).

Violations of student expectations of dress may result in progressive discipline.

School Dress Code WJHS and WHS

Students are expected to wear clothing in a clean, well-fit manner on school grounds and at school activities. Expectations for student dress are provided below.

1. These expectations are not meant to be inclusive of every student dress scenario, but a guide. Student dress that disrupts the educational environment will not be permitted.
2. Administration will provide advance notice for instances where student dress expectations may change for special occasions like honors day, graduation, spirit weeks, field trips, school dances, etc.
3. Students will wear clothes covering the mid-thigh to the neck and over the shoulders.
4. Undergarments (underwear and bras) will be covered at all times.

5. Students may wear shorts that cover the mid-thigh provided they are not excessively short and not made of spandex-like material (interior short pockets must not be visible).
6. Shirts will have sleeves without deep cutouts at the neck, shoulders, or armpits. (Students will refrain from wearing tank tops, spaghetti straps, halter tops, and shirts with deep cutouts at the armpit or neckline).
7. Students will refrain from wearing skirts, skorts, and/or dresses.
8. Students will not wear hats, hoods, or sunglasses in the building during school hours.
9. Clothing with inappropriate imagery is prohibited (imagery is not limited to but including: profanity, crude or sexually provocative language, no discriminatory images, images of controlled substances, gang related items, or similarly disruptive material).
10. Students will not wear wallet chains or any other clothing accessory that could be used as a weapon.

Student Dress Consequences

Violations of student expectations of dress may result in the following progressive discipline sequence:

1st Occurrence – Written Warning

2nd Occurrence – 30-minute detention

3rd Occurrence – 2-Hour detention

Further occurrences – Administrative review for discipline

Book Bags and Gym Bags

Book bags, gym bags, purses and similar handbags are to be kept only in the lockers during school hours unless approved by the building principal.

CHAPTER 6.30R

Student Behavior

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances

into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited

conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time

the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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

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

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

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function,

including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or

5. During periods of remote learning.

Disciplinary Measures

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

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

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

only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Classroom Detention

The following regulations will be observed regarding detention:

1. Detention will be served in the room of the teacher who assigned the detention, starting 5 minutes after school. Tardiness in arriving for detention may result in a referral to administration.
2. Detentions will be served within 24 hours of the infraction to allow the student to make any necessary transportation arrangements unless mutually agreed upon between the teacher and the student to adjust.
3. Should a student fail to appear for a detention on the date agreed upon, the discipline report will be sent to administration.
4. If a student is absent from school on the date he is to serve a detention, the detention will be served upon his or her return to school.
5. Students are to bring school work to detention and are to work on it during that time. Sleeping, talking or electronic devices will not be permitted.
6. Should a student misbehave during a detention, he/she will be dismissed from the room and the misbehavior will be reported to administration.
7. All detentions will be reported to the parent/guardian prior to the detention being served.
8. In the case of detentions being assigned the same day to a student by more than one teacher, an agreement will be mutually reached to schedule and serve all detentions assigned. Administration may assist in coordination if needed.
9. Detentions assigned by office personnel will be served in the Principal's office after school and will last at least 30 minutes.
10. Students with more than three classroom detentions by the same teacher in the same semester may be referred to administration for discipline consequences beyond classroom detention.

2-Hour After School Detentions

The two-hour after school detentions are scheduled for Tuesday, Wednesday, and Thursday.

1. Students are to:
 - a. Take necessary materials with them to remain busy during the entire time
 - b. Complete any assignment provided by administration.
 - c. Stay in assigned seat.
2. Restroom privileges will be given by permission of teacher.
3. Students will not be allowed to:
 - a. Remain in after school detention without materials to work on.
 - b. Return to locker for additional homework.
 - c. Talk during after school detention.
 - d. Have soft drinks or snacks.
 - e. Sleep during an after-school detention.
 - f. Have cell phones turned on
4. Students who do not successfully complete the two-hour after school detention assignment may be assigned further discipline not limited to, but including out of school suspension.
5. After school two-hour detentions will be served within 24 hours of the infraction to allow the student to make any necessary transportation arrangements.
6. Reassignments will be made only in cases of pre-arranged excused situations by administration and documentation may be required (i.e. doctor's note). Student's work and/or athletic schedules do not have priority over any detentions.
7. Transportation after detentions is the sole responsibility of the parent and student.
8. If a student receives more than one detention, they will serve every detention in consecutive order until all detentions have been served.
9. Students with more than three two-hour detentions in an academic year may be referred to administration for discipline consequences beyond two-hour detentions.
10. A student may choose to serve a Saturday School Detention in lieu of the 2-Hour detention on the first Saturday following the assigned 2-Hour detention unless mutually agreed upon between the principal and the student to adjust.
11. Detentions will start 5 minutes after school. Students not present at The start of the detention will be counted as truant.
12. If a student is truant and/or unsuccessful in completing their two-hour detention she/he will be referred to administration and may receive a discipline consequence not limited to but including out of school suspension. Any students suspended out of school for unsuccessful completion of their two-hour detention will serve their two-hour detention upon their return to school.

Saturday School Detentions

A Saturday School is scheduled on Saturday 8:30 am to 11:30 am

1. Students are to:
 - a. Take necessary materials with them.
 - b. Remain busy during the entire time.
 - c. Complete any assignment which was provided by the Principal.
 - d. Stay in assigned seat.
2. Restroom passes will be given by permission of the teacher in charge
3. Students will not be allowed to:
 - a. Stay in Saturday Study without materials to work on.
 - b. Return to locker for additional homework.
 - c. Talk without teacher permission
 - d. Have soft drinks or snacks
 - e. Sleep
 - f. Have cell phones turned on
4. Students who do not successfully complete the Saturday school detention may be assigned further discipline not limited to, but including out of school suspension.
5. Saturday school detentions will be assigned as follows:
 - a. If the assignment is made on a Monday, Tuesday, or Wednesday, the student will serve the Saturday School Detention that Saturday.
 - b. If the assignment is made on a Thursday or Friday the student may serve the Saturday School Detention that Saturday or the next scheduled Saturday School Detention.
6. Reassignments will be made only in cases of pre-arranged excused situations by administration and documentation may be required (i.e. doctor's note). Student's work and/or athletic schedules do not have priority over any detentions.
7. Transportation to and from the Saturday school detentions is the sole responsibility of the parent and student.
8. Students with more than three Saturday school detentions in an academic year may be referred to administration for discipline consequences beyond Saturday School detentions.
9. The door will be closed at 8:31 AM and students not present will be counted as truant from Saturday school detention.
10. If a student is truant and/or unsuccessful in completing their Saturday school detention she/he will be referred to administration and may receive a discipline consequence not limited to but including out of school suspension. Any students suspended out of school for Saturday school detention truancy and/or unsuccessful completion of a Saturday school detention will serve their Saturday school detention upon their return to school.

Overnight Suspension

Experience with students and their behavior has suggested to us that still another method of controlling student behavior might be "overnight suspension." This means that a student's misbehavior or continued concern may cause him/her to be suspended overnight and until his/her parent/guardian comes to school for a conference. We request that the parent/guardian bring the student to school the following day for a conference with the principal. This would only be after repeated misbehavior or excessive tardiness and only after the student has had explained to him/her the possible consequences of continued misbehavior. The student will be informed of the Overnight Suspension and the parent will be contacted. An inability of the parent/guardian to conference with administration for an overnight suspension may result in an out of school suspension for the student.

Out of School Suspensions

Suspension means any disciplinary action whereby a student is separated from school for a period of 10 days or less. The student will be allowed to make up all missed work, including homework and tests, for equivalent academic credit according to the Make-up Work and Re-Engagement policy. While suspended a student is not allowed to attend any extra- curricular activities in which the school is participating; home or away games, dances, graduation, and/or other similar school activities. The student is not allowed on school grounds during the suspension unless pre-arrangements have been made with administration. Note: Suspensions, of Special Education students, will be in accordance with the IEP's and state and school codes.

Disciplinary Guidelines

The following examples are given for illustrative purposes.

Detentions may be assigned for:

- Rowdyism -unnecessary noise, pushing, shoving, boisterousness

- Tardy

- Littering - Willfully or carelessly discarding debris or waste

- Public display of affection by embracing or kissing.

- Insubordination

- Classroom disruption.

- Eating candy or gum chewing in class.

Two-Hour Detentions - Saturday School Detentions- Out of School Suspensions may be assigned for:

- Recurring violations of the offenses listed under detention.

- Truancy

- Detentions - 5 detentions in a 9-week grading period.

- Giving or using a false report, note, or pass whether written or oral, and phone calls excusing absences.

- Obscenity and Swearing - The use of language, gesture, or activity that can reasonably be considered vulgar, indecent or obscene. This includes possession of similar materials.

Unauthorized distribution of printed or written material.
Missing detention, two-hour detention, and/or Saturday School.
Misbehavior during detention.
Possession of nuisance materials, noise makers, water guns, etc.
Loitering - the act of being in or about any school building, in a specifically restricted area of the school, or on the grounds at unauthorized times, or without the specific authorization of the school's personnel.
Gambling - The act of playing a game of chance for money, property, or other stakes.
Insubordination
Classroom disruption (resulting in removal from classroom)
Discharging pepper spray inappropriately.

Out of School Suspensions may be assigned for:

Assault or physical attack on a school staff member or student.
Arson
False reports of fire or bombs.
Possession, use or sale of fireworks or explosives.
Shakedown and/or strong arm. Extortion.
Theft of a significant amount of school or personal funds, property or belongings.
Sale or distribution of alcohol, drugs, behavior-altering substances, drug look alike, porno-graphic literature or similar contraband; including use, possession or being under the influence of unlawful behavior altering substances.
Vandalism
Possession of Weapons
Repeated violation of rules in student handbook
Initiation, Harassment or Hazing
Ten or more referrals - for chronic misconduct
Smoking including electronic cigarettes
Truancy
Striking another student
Threatening and/or Intimidating Act
Harassment and/or Bullying
Possession or Distribution of Drug Use Paraphernalia
Gangs or Unsanctioned Organization insignias and/or activities
Gross Insubordination

Isolated Time Out, Time Out and 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 prohibited in all circumstances. Corporal punishment is defined as 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 or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Weapons Prohibition

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

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

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

CHAPTER 6.40R

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important 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: (1) 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, (2) 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, and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution 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, posting or distributing sexually explicit images, 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.

Nondiscrimination Coordinator:

Seth Miller

125 Ellsworth Street

Westville, IL 61883

millers@gowestville.org

(217) 267-3141

Complaint Managers:

Nathan Ford

125 Ellsworth Street

Westville, IL 61883

(217) 267-3141

fordn@gowestville.org

Jennifer White

200 South Walnut Street

Westville, IL 61883

(217) 267-2154

white.jennifer@gowestville.org

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

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

CHAPTER 6.42R

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

CHAPTER 6.45R

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 identity¹; 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.

Sexual Harassment Prohibited (Title IX)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment is prohibited. Any person including a District employee or agent or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Teen Dating Violence Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Nondiscrimination Coordinator:
Seth Miller
125 Ellsworth Street
Westville, IL 61883
millers@gowestville.org
(217) 267-3141

Title IX Coordinator:
Seth Miller
125 Ellsworth Street
Westville, IL 61883
millers@gowestville.org
(217) 267-3141

Investigation Process

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

CHAPTER 6.46

Cheating

WJHS Cheating Policy

Cheating, including, but not limited to plagiarism, use of notes without permission, copying from another student will be considered as a serious violation of acceptable and trustworthy behavior for Westville Junior High School students.

1. The first detected offense of cheating will result in automatic failure for the activity, notification to the parents and a two-hour detention.
2. A second detected offense of cheating in the same class will result in automatic failure for the activity, notification to the parents and a Saturday Supervised Study.
3. Third offense is failure for that grading period in which the offense occurs.

WHS Cheating Policy

Cheating, including, but not limited to plagiarism, use of notes without permission, copying from another student will be considered as a serious violation of acceptable and trustworthy behavior for Westville Senior High School students. In all cases of cheating an incident report will be forwarded to the sponsors of school organizations for consideration of eligibility in certain school activities not limited to but including: Spanish Club, National Honor Society and OWL Society.

First Offense– 2-hour detention and automatic failure for the activity

Second Offense– Saturday Supervised Detention

Third Offense – Two-Saturday School Detentions and a failure for that grading period in which the offense occurs.

CHAPTER 6.47

WJHS and WHS Drug Screening

The district reserves the right to randomly screen, for the use of drugs, alcohol, and tobacco, athletes, students who are taking the behind the wheel portion of drivers education, any student issued a driving permit to school, and any student who, as part of their curriculum, may use or be exposed to power equipment of any kind. Procedures will be followed as outlined in the district drug policy.

CHAPTER 6.60

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

Failure to receive appropriate permission from parent/guardian or teacher;

Failure to complete appropriate coursework;

Behavioral or safety concerns;

Denial of permission from administration;

Other reasons as determined by the school.

CHAPTER 6.70R

Access to Student Social Networking Passwords & Websites

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

content that is reported in order to allow school officials to make a factual determination.

CHAPTER 6.80

Student Use of Cell Phones and Electronic Devices

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

During instructional time, which includes class periods and passing periods, electronic devices must be kept on silent/non-vibrating mode and in a designated student locker (or classroom area at Giacoma Elementary) unless: (a) permission is granted by an administrator, teacher, or school staff member; or (b) use of the device is provided in a student's individualized education program (IEP).

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

- (1) using the device to take photographs in locker rooms or bathrooms;
- (2) cheating; and
- (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

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

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

1. First offense – administration will confiscate device, issue written warning, and return device to the student at the end of the school day.
2. Second offense – administration will confiscate device, issue written warning, and return device to a parent/guardian.
3. Third offense and after – administration will confiscate device, issue a discipline consequence, and return device to a parent/guardian.

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

content that is reported in order to allow school officials to make a factual determination.

Classroom Telephones

Unless it is in the case of an emergency, students are not to use classroom phones. Students should use classroom phones in emergency situations. Students must have permission to use the office phone. The office phone should be used only to contact a parent about information that concerns a school matter.

CHAPTER 7.10

Acceptable Use of the District's Electronic Networks

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

Terms and Conditions

The term *electronic* networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use – Access to the District's electronic networks must be:

- (a) for the purpose of education or research, and be consistent with the District's educational objectives, or
- (b) for legitimate business use.

Privileges – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data.

Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.

5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

CHAPTER 7.11

Westville Computer and Internet Acceptable Use Policy

Introduction

This policy is based on the Children's Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing, and safety. This policy is appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. Westville CUSD 2 provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance learners' ability to live and work in the 21st century. Online communication constitutes email, Internet, blogging, any use of network resources, etc. The district's electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

Online communication is critical for learners to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc. which offer authentic opportunities for students to express and share information. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Policy is put in place and updated to accommodate for the many education and global changes to date. This Acceptable Use Policy is written for all those who use school provided network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, and any other occasion students, teachers, or community members use school Network space.

The following is a statement of rules and guidelines for the acceptable use of electronic information resources. These are provided to help understand what is acceptable behavior with the use of technology. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the Westville District (students and staff) will be held accountable.

Usage Policy

Westville CUSD 2 provides students and staff access to various electronic resources including educational materials through Internet and computer online services. We use content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. We realize this and take every effort to monitor online activity.

Student Safety

Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet). Student pictures and/or work may be included on district/ school/ classroom websites without identifying captions unless the site is password protected. Appropriate online behavior including but not limited to (1) (2) interacting with other individuals on social networking sites and in chat rooms, cyberbullying awareness and response, will be taught within the Internet Safety Curriculum.

Password Protection

Internet passwords are provided for each user's personal use only and are confidential. Never share your password, steal or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the network administrator or the technology director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

Privacy

E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files.

Online Etiquette

Follow the guidelines of accepted behaviors within the School handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, 40 threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

Messaging

Teachers may incorporate: email, blogs, podcasts, video conferencing, online collaborations, PDAs, IMing, texting, Virtual Learning Environments and other forms of direct electronic communications (i.e. cell phones, PDAs, cameras) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

Blogging/Podcasting

Uses of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. Students using blogs, podcasts or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting.

Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

Proxies

The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Illegal Activities

Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to

- (a) tampering with computer hardware or software,
 - (b) software piracy
 - (c) unauthorized entry into computers and files (hacking),
 - (d) knowledgeable vandalism or destruction of equipment,
 - (e) deletion of computer files belonging to someone other than oneself,
 - (f) uploading or creating of computer viruses,
 - (g) distribution of obscene or pornographic materials, and sexting. 41
 - (h) Such activity is considered a crime under state and federal law.
- Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

Terms of Agreement

Westville CUSD #2 reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The District will advise appropriate law enforcement agencies of illegal activities conducted through the District's Internet Connection. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access.

Rules for Westville Computer Use

1. Westville faculty, staff, and students are not allowed to bring outside programs, disks, shareware, or commercial software to be used or loaded into any district computer. Some exceptions may be made with the approval of the District Technology Coordinator.
2. Staff members and students are not to communicate any user names and/or passwords to anyone under any circumstance.
3. Students purposely manipulating or damaging any files or computers will be denied access to any district network or computer.
4. Students' and teachers' files will be saved to the appropriate media technology and will remain within the building.
5. Students found violating any of these rules are subject to disciplinary action up to and including expulsion

CHAPTER 7.20

Guidelines for Student Distribution of Non-School Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
 - d. Is reasonably viewed as promoting illegal drug use;
 - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
 - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

CHAPTER 7.25

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 must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal

and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy.

CHAPTER 7.27

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.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students¹; or
6. Encourages or incites students to violate any Board policies.

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.

CHAPTER 7.40R

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)

- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

CHAPTER 7.50

Use of 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.

CHAPTER 7.60

Westville CUSD#2 Chromebook and iPad Policy

Westville Unit 2 School District provides Chromebooks and iPads as essential tools for authentic learning and global communication. Use of these devices is a privilege tied to responsible citizenship and care.

- **Agreements:** Both students and parents/guardians must sign the Chromebook Agreement before a device is issued.
- **End of Year:** All devices and accessories must be returned. Failure to do so results in a full replacement charge (\$320 for Chromebook, \$40 for cord) and a potential police report for stolen property. Lost or stolen power cords or devices will not be replaced by school for free; they must be purchased.
- **Graduating Seniors:** Students graduating from WHS may have the opportunity to take ownership of their device, after which the district is no longer responsible for repairs.
- **Withdrawal:** If leaving the district, devices must be returned to the Main Office on the last day of attendance. Transcripts will be withheld until all fees are settled.
- **General Rules:** No food/drink nearby; keep away from pets; do not lean on or place heavy objects on the device.
- **Screen Safety:** Never lift by the screen or carry it open. Clean only with a dry microfiber cloth.
- **No Third Party Repairs:** Never take a district device to an outside repair shop. Report issues via a student tech ticket immediately. Do It Yourself "DIY" Repairs are also prohibited.
- **Identification:** Do not remove or tamper with asset tags, barcodes, or serial numbers.
- **Charging:** Students are expected to bring their device to school fully charged every day. Failure to bring a fully charged and functional device to class may result in discipline.
- **Sound:** Mute devices unless a teacher gives permission. Use personal headphones for hygiene.
- **Webcams:** Built-in cameras are for educational use and will never be used by the district to monitor students.
- **Login:** Use only school-issued Google accounts. Never share passwords.
- **No Expectation of Privacy:** The district reserves the right to monitor all activity on district-owned devices. Teachers and staff may use software to view student screens in real-time.
- **Filtering:** Devices are filtered via CIPA-compliant software both at school and at home. If a site is blocked at school, it is blocked everywhere.
- **Cloud Storage:** Work should be saved to Google Drive. The district is not responsible for lost files.
- **Software:** Students may only install district-approved apps and extensions.

CHAPTER 8.10R

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

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

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

Students Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity
Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

CHAPTER 9.09R

Extra-curricular Eligibility

Eligibility Requirements: IESA

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IESA and this Code, the most stringent rule will be enforced.

Eligibility Requirements: General Eligibility Requirements IESA

All students involved in IESA sanctioned sports have specific eligibility requirements. IESA rules state that participants must be passing all classes in order to participate in IESA activities. The AD will publish a list of students who are ineligible on Friday of each week. Any student who is failing any class will be considered ineligible. Ineligibility will begin on Monday of the week after the list is published and run through the next Saturday. Once a student is ineligible they will remain ineligible until the next list is published.

Eligibility Requirements: IHSA

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Eligibility Requirements: General Eligibility Requirements IHSA

To participate in extracurricular activities a student must be passing 25 credit hours of high school work per week. Additionally, a student may not be failing more than two classes to be eligible for the following week.

Teachers will calculate the cumulative grade in each course on Thursday. A student must be passing at least five (5) 1 credit courses (25 credit hours) to be

eligible the following week. Additionally, a student may not be failing more than two classes to be eligible for the following week. In the second nine-week period the eligibility is an accumulation of the total grade average of the first nine weeks and to that date of the second nine weeks. Eligibility calculations start over with the second semester.

A student must have passed twenty-five (25) credit hours of high school work the previous semester to be eligible for the ensuing semester.

Illustrations of weekly eligibility for the purpose of assisting in the understanding of the policy:

Q. If a freshman student is failing English I and Algebra I (which is a double blocked class) is that student eligible?

A. The student is failing 3 classes due to algebra 1 being doubled block. He or she would not be eligible to participate in extra-curricular activities for that week.

Q. If a junior student is failing an Art III class and a 4-hour class at DACC through the College Express program is that student eligible?

A. The junior is only failing two classes, however because those classes account for 5/8 of the class hours in the student's schedule that means for that week the student is currently only passing 3 classes (15 hours). Because the student is not passing at least 25 hours of work the student is ineligible to participate in extra-curricular activities for that week.

Requirements for Participation in WJHS and WHS Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. The student is covered by medical insurance.
3. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
4. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Attendance and Extra-Curricular Participation

Students who are not present at school for at least half the school day are ineligible to practice, participate, or attend school functions that day, unless there

is a prearranged absence and/or extenuating circumstances with administrative approval. Students are not eligible to practice, participate, or attend school functions on the day of an unexcused absence.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

CHAPTER 9.10

Westville Athletic Code of Conduct

The purpose of this athletic code for Westville School District is to assure the physical, mental, and moral well-being of all student athletes. The administration and athletic department will adhere to the following regulations for all sports for boys and girls, including cheerleading and dance team, throughout their entire athletic career.

Policy Provisions

1. This code is in effect 365 days per year. Thus, athletes must be aware that out of season or out of school conduct is important and may affect their future participation.
2. Student athletes, having been promoted from the 6th grade, are accountable to these rules and regulations during the summer between the 6th grade and 7th grade years. Likewise, student athletes, having graduated from the 8th grade, are accountable to these rules and regulations during the summer between the 8th grade and freshman years.
3. Coaches, with AD review and approval, will develop specific rules pertaining to individual sports.
4. Participants will be provided with a copy of coaches' rules and the athletic code. Coaches' rules are to be reviewed and signed by the student participant.
5. Penalties and rules of conduct reflect each building's programs, coaches, and age of participant.

Application of Policy

An administrator, coach, or law enforcement official who has written documentation from a law enforcement agency and/or district employee that an athlete has violated the athletic code shall notify the administration of the violation and the circumstances.

The AD and/or his or her designee shall:

1. Give the athlete verbal notice of the violation.
2. Inform the athlete of the penalty involved.

In the event the athlete denies the charge, the AD shall give the athlete an explanation of the evidence and facts leading to the charge, and an opportunity

to present his or her version. Following the outcome of the meeting with the AD, the student may appeal the AD decision to the Athletic Hearing Committee.

The Athletic Hearing Committee

The committee will consist of the principal, assistant principal, athletic director, a faculty representative, and coaches.

1. The committee will meet within one week from said offense with the athlete and parent. If school is not in session, then the committee would meet in the first week after returning to school. The purpose of the meeting is to discuss the student's behavior and to determine whether the offense occurred. If the committee believes that an offense has been committed, then it shall impose the penalty provided by the rules. In the event that the committee cannot reach a decision, the principal will make the final ruling.
2. If dissatisfied with the decision of the committee, the student and parent/guardian may request a hearing before the board of education, to review the decision.

Sportsmanship and Conduct

All athletes, managers, coaches, parents, and fans will conduct themselves in a sportsmanlike manner at all times before, during, and after all contests.

Sportsmanship violations include, but are not limited to: swearing, stealing, disrespect for any school personnel, vandalism, taunting (trash talking), slandering coaches on social media, or other serious acts of misbehavior.

Coaches may immediately discipline students for serious un-sportsmanship-like behavior which occurs in the coaches' presence, including dismissal from the team. However, prior to dismissing an athlete from the team, the coach shall discuss the athlete's behavior with him or her and provide an opportunity for the student to respond. Misconduct occurring outside the presence of the coach shall be reported to the athletic director.

Athletic Appearance Policy

All athletes must recognize that they represent our school and therefore shall be properly dressed and well groomed. Guidelines regarding hair length will be determined by the coach of each sport, with safety and appearance as primary consideration. The athletic committee will decide if the policy is being met.

Conflict Resolution- Chain of Command

If a situation should arise that a student-athlete and/or parent feels should be addressed by a coach, the following protocol will be followed:

Step One

The student-athlete should speak directly to the coach first. In the event circumstances arise that a parent/guardian should be involved they may also arrange to discuss a concern with the coach at a mutually agreed upon time. Concerns will not be addressed during or following a game. Requests for a conversation should be placed via email to the coach and/or a phone call the

following day to set up a time to talk. Concerns should not be discussed via social media. After discussion with the coach, if satisfactory resolution is not achieved the player/parent may take the concern to the athletic director.

Step Two

The student-athlete and/or parent should speak directly to the athletic director. If necessary, a face-to-face meeting may be scheduled with the coach, athletic director, and/or building administrator. Step two will only occur after step one has not established a satisfactory resolution and/or substantive explanation.

Step Three

If resolution has not been established at the building level through step one and step two, a student-athlete and/or parent may request to meet with the superintendent. This meeting may include any and/or all of the following participants: student-athlete, parent/guardian, coaching staff, athletic director, and building administrator. Step two will only occur after step one has not established a satisfactory resolution and/or substantive explanation.

*Playing time– Extra-curricular participation is a competitive environment and game time participation is at the discretion of the coaching staff based on their decision making for the team. For this reason, coaches, athletic directors, and/or administrators will not respond nor discuss concerns and/or complaints about playing time.

Tobacco Products, Drugs, and Alcohol Policy

Any athlete who tests positive for substance abuse in Westville CUSD #2 Drug Testing Program, uses or is in possession of tobacco (in any form), behavior altering substances such as alcohol or unlawful drugs, steroids, and/or unauthorized prescription medication, on or off school property at any time, or who frequents a business whose primary purpose is selling alcoholic beverages (i.e. a tavern, lounge, pub) may receive the disciplinary actions outlined below.

This policy applies to private parties where alcohol may be illegally consumed, or riding in vehicles where alcohol and/or drugs may be consumed or transported. The intent of this policy is to assure that our student athletes rise above the peer pressure to consume alcohol, drugs, or use of tobacco products.

This policy is not intended to prohibit students from accompanying his/her parents to establishments that serve food and alcoholic beverages. In addition, this policy does not prohibit student athletes from working in businesses that serve food and alcoholic beverages.

Athletic Code Violation Procedures

All athletic code violation suspension calculations will be based on varsity (A-team) contests of all scheduled athletic contests including all tournament games except end of season state tournament series competition. For example: If the student athlete's suspension consists of five contests, then the five contests will

be varsity contests, even if the athlete only participates at the junior varsity or freshman level. Likewise, to calculate the total number of suspension games in a basketball season for a first offense would count all scheduled contests and all scheduled contests in tournaments except for the state tournament series and multiply that total by .30 for a first offense of 30% suspension.

If a suspension period included a fraction of an athletic contest and that fraction is .5 or higher, the athlete will not be allowed to participate in any part of the contest. If the fraction is lower than .5, then the athlete will be allowed to participate in the entire contest.

An athlete's suspension will carry over to the next sport he/she participates in. For example: if an athlete has a 30% suspension from football and only 10% of the season remains, then 20% of his/her next season would be suspended. Athletes who violate the athletic code in regards to Westville CUSD #2 Drug Testing program are subject to the drug testing's procedures for reinstatement regarding a negative drug screen and participation in drug counseling before becoming eligible to return to athletic competition regardless of the period of suspension.

Suspension periods for athletic code violations will carry over from one school year to the next.

Other than any carry over suspensions that may apply, student discipline status will re-set at the beginning of each school year. For example, a freshman who violates the athletic code for a first offense will receive a 30% suspension. If the freshman has no future penalties that school year his or her status will reset as an incoming sophomore the next year.

To assist the suspended athlete to be in proper conditioning and to be sport knowledgeable, the athlete will be required to continue to practice with the team and follow sport rules. In addition, the student must complete the season in good standing with the team. If these stipulations are not met, no credit will be given for any time served for the suspension (i.e. the student suspension starts over). (Note: Permission to practice must have coach and administrative consent, if approval is withheld, the suspension days will begin to accrue immediately).

All honors may be forfeited for the suspended sport.

Athletic Code Violation Consequences

First Offense

30% suspension of all athletic contests of the sport in which the athlete involved, which may carryover under the provisions stipulated above

Second Offense

50% suspension of all athletic contests of the sport in which the athlete was involved, which may carry over under the provisions stipulated above.

Third Offense

One calendar year suspension from athletic participation from the date of suspension.

School Detention Policy

School Detention Policy Suspension from play applies only to the specific day, or days, of an out of school suspension, not detentions. Out of school suspension automatically bans practice and play.

School Equipment Policy

Participants are expected to take care of any equipment provided by the school. This includes, but is not limited to uniforms. Uniforms are not to be worn to school without coach and/or administrative approval.

Punctuality Policy

Participants are expected to be at practice and games on time. It is your responsibility to get to all practices and games. Participants should also be picked up on time. Coaches may penalize participants who are consistently picked up from games and/or practices late.

Spectator Responsibilities

We expect our parents to set a positive example for their children during games. Parents should remember to support the athletes and coaches during the game. We expect all of our fans to not "Boo" the opposing team, but acknowledge good play by both teams. It should be understood that immediately following a game is not the best time to question a coach. If you do have a question, please contact the coach the following day so a time can be set up to meet with the coach. Spectators that are not representing themselves or their school in an appropriate manner or those that cause a disruption to the event may have the privilege of attending extra-curricular activities taken away.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Drug Screening

The district reserves the right to randomly screen, for the use of drugs, alcohol, and tobacco. This applies to athletes and students who are involved with any

extracurricular organization. Procedures will be followed as outlined in the district drug policy. Drug policy manuals will be given out by each coach/sponsor for that activity.

CHAPTER 9.20

Attendance at School Dances

WJHS School Dance Attendance Policy

Attendance at school-sponsored dances is a privilege. School dances are for only those students that are currently enrolled at Westville Junior High. Students must be academically eligible and all school rules apply. All school rules, including the school's discipline code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

WHS School Dance Attendance Policy

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as being younger than the age of 21 years old. All school rules, including the school's discipline code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Criteria for attending a Westville High School dance are as follows:

1. Students must be enrolled at WHS
2. Any student withdrawing from WHS is not permitted to attend a WHS dance during the same school year that the student has withdrawn. If the student has re-enrolled in another school district, then he/she should meet the following requirements (#3) in order to attend the dance.
3. Any student requesting to bring a date who is not a WHS student must have the "Westville High School Dance Request Form" completed prior to the dance. Forms can be picked up in the Dean's office. Non-WHS students attending the dance must have a picture ID in order to enter the dance.
4. Students not enrolled at WHS and without a date will not be allowed to enter. Only 1 date per each WHS student will be allowed.

CHAPTER 9.30

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association¹ before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

CHAPTER 10.10R

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact the building principal

CHAPTER 10.20R

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

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.

Isolated Time Out, Time Out, and 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 effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as 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.

CHAPTER 10.70R

PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services. IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

You may also contact the building principal for assistance.

CHAPTER 11.10R

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may:

- (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or

(2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

The school expects to administer the following surveys that request personal student information on the following approximate dates: The Five Essentials Survey third quarter of each school year.

CHAPTER 11.20R

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.¹ Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance

examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are

being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district;² any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Grade level

Birth date

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

CHAPTER 11.30R

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

CHAPTER 11.40

Military Recruiters & Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

CHAPTER 12.30R

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families may be available. Contact the building principal for information about local resources.

CHAPTER 12.40R

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

CHAPTER 12.60R

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State 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; (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; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the building principal in writing.

CHAPTER 12.70R

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

CHAPTER 12.80R

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the assistant superintendent.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

CHAPTER 12.90

Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

CHAPTER 12.110R

Sex Offender Notification Law

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 for any reason – 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. A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry,
<https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry,
<https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders,
<https://isp.illinois.gov/Sor/FAQs>

CHAPTER 12.120

Sex Offender & Violent Offender Community Notification Law

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website.

CHAPTER 12.130R

Parent Notices Required by Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website.

IV. Parent & Family Engagement Compact

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100.

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.

VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30.

For further information on any of the above matters, please contact the building principal.