

Warrensburg-Latham Community Unit School District No. 11



STUDENT/PARENT HANDBOOK

2026-2027

Mrs. Cheryl Warner
Superintendent of Schools

Board Approved 6/24/26

—Mission Statement—

Warrensburg-Latham Community Unit School District #11 is committed to providing a quality education that empowers students to live productively. We promise to promote:

Community Pride

Academic excellence

Relationships

Data-Driven Instruction

Student Development

Superintendent of Schools

Cheryl Warner

Board of Education

Mrs. Victoria Williams, President

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Mr. David Zaske, Secretary

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Mr. R.J. McKenzie, Member

Mr. Clay Sellmeyer, Member

Mr. Chris Wentworth, Member

SCHOOL DIRECTORY INFORMATION

<i>District Office</i> (430 W. North) (fax) 672-8468 Cheryl Warner, Superintendent Kirsten Perkins, Finance/HR Director	672-3514
<i>High School</i> (427 W. North) (fax) 672-3261 Attendance Line Allison Nolen, Principal Bret Reedy, Assistant Principal/Athletic Director Rachel Tavarczyk, Secretary	672-3531 672-3005
<i>Middle School</i> (425 W. North) (fax) 672-3770 Attendance Line Paul Hoffman, Principal Brenda Goeckner, Secretary	672-3321 672-8534
<i>Elementary School</i> (101 S. West Street) (fax) 672-8614 Attendance Line Laura Wentworth, Principal Nat Dorgan, Assistant Principal Dana Welch-Burns, Secretary	672-3612 672-3006
Maintenance Director, Brett Stock	672-3514
Transportation Director, Keith Shuman (For questions concerning bus routes, drivers, and regulations)	672-8220
District Website - https://www.wl.k12.il.us/	

Key Dates & Events for 2026-2027

Wednesday, August 5th	New Student Registration, 11:00 am – 5:45 pm
Monday, August 17th	Teacher Institute - Open House 6:00-7:30 pm
Tuesday, August 18th	Teacher Institute
Wednesday, August 19th	1st Day of Student Attendance
Monday, September 7th	No School- Labor Day
Friday, September 18th	1st Quarter Midterm
Friday, October 2nd	Homecoming
Monday, October 12th	No School- Columbus Day
Wednesday, October 14th	Parent Teacher Conferences, 3:00-6:30
Friday, October 16th	End of 1st Quarter
Wednesday, October 21st	Parent Teacher Conferences, 3:00-6:30
Friday, November 13th	2nd Quarter Midterm
Wednesday, November 25-27th	No School-Thanksgiving Break
Friday, December 18th	End of 2nd Quarter
December 21st-January 1st	No School-Winter Break
Monday, January 4th	Teacher Institute
Tuesday, January 5th	Students return to school
Monday, January 18th	No School-M.L. King Day
Friday, February 5th	3rd Quarter Midterm
Monday, February 15th	No School - Presidents' Day
March 1st-5th	Spring Break
Friday, March 19th	End of 3rd Quarter
March 26th-29th	Easter Break
Friday, April 23rd	4th Quarter Midterm
Saturday, May 1st	Prom
Sunday, May 16th	Graduation 4:00 PM
Tuesday, May 25th	End of 4th Quarter
Tuesday, May 25th	Student's last day of attendance*
Wednesday, May 26st	Teacher Institute
May 27th-June 3rd	Emergency Days (Needed IF district cancels school)
Monday, May 31st	No School - Memorial Day

*This date may change if the district uses any emergency days

**** Students will be dismissed at 1 PM the 2nd Wednesday of the month (excluding August & January) so that teachers can participate in professional development/School Improvement Planning**

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Warrensburg-Latham Community Unit School District #11

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ACADEMIC POLICIES & REQUIREMENTS

Equal Opportunity 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 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 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.

Grading & Promotion

School report cards are available via Family Access on a quarterly basis. 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.*

Grading Scales:

K-1st Grade: Students are assessed using a standards-based grading system

2nd-5th Grade

A=100-93 A-= 92-90

B += 89-87 B= 86-83 B- = 82-80

C += 79-77 C= 76-73 C- = 72-70

D += 69-67 D= 66-63 D- = 62-60

F = 59

6th-12th Grade

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 - 60

F = 59 - Below

Grade Determination - Grades 6-12

The final grade for the semester is based on the running compilation of scores throughout that semester. The quarter grades, if assigned, represent only a progress snapshot of a period of time and are not used to determine a student's semester grade. This is in line with IHSA eligibility policy for participation in sanctioned activities. The semester grade is the only grade recorded on the student's transcript. **Parents and students are encouraged to regularly access Skyward/Family Access to monitor student performance.**

Honor Roll

The Honor Roll recognizes student achievement in grades 6-12 quarterly for middle school and semesterly for high school. Students are designated as honor, high honor, and highest honor.

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.

Semester Assessments

Warrensburg-Latham High School administers semester assessments in all courses at the end of each semester. These assessments are designed to measure student understanding of key content and skills taught throughout the semester.

- Semester assessments will count for 10% of the final semester grade in each course.
- These assessments may take the form of traditional exams, projects, presentations, or other cumulative evaluations, depending on the course.
- Exam dates will be announced via parent letter each August. Students must be in attendance for assessment dates. Students will only receive makeups for assessments with documented medical issues or emergencies. Students who do not take assessments at the time of their assessment will be given a zero for the assessment.
- Exemption policies for semester assessments are reviewed and communicated annually through a parent letter and outlined in each individual course syllabus.

These assessments play an important role in ensuring students are college and career ready by the time they graduate.

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

Eligibility Requirement Policy - Grades 6-12

High school students who fail more than one course will be deemed ineligible for activities at Warrensburg-Latham High School. Students who are enrolled in co-op, vocational, or Richland classes must pass all classes to be eligible.

End of Semester High School Eligibility: If a student fails two courses or if the student is enrolled in the co-op, vocational, or Richland program and fails ANY class at the end of the semester, he/she is ineligible for the next semester.

Middle school students, per IESA eligibility rules, participating in activities must pass all subjects to maintain "activities eligibility" and participate in out of classroom activities as determined by the local school district in all subjects.

Weekly eligibility is determined by the total points accumulated for the current semester. Eligibility reports are determined every Friday morning for the next week (except at the start of a semester to allow for grades to accumulate). Students who are not passing the required number of classes will be prohibited from participating in athletic competitions and missing school for trips taken during the school day, provided the trip is not part of the grade earning process. If a student is determined to be ineligible on Friday, they are prohibited from competition from the next Sunday to Saturday.

Students WOULD be allowed to participate in those activities which are part of the "grade earning" process. These would include band and choir concerts performed within the District. However, all such **NECESSARY** activities must be determined by the teacher **AND** the principal prior to the beginning of any grade period.

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselor is 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 no 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 the counselor 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.

Complaints About Curriculum, Instructional Materials, & Programs; Ability to Opt-Out of Certain Course Content & Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form.

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

Health Education & Erin's Law

Erin's Law, or Illinois Public Act 097-1147, requires public schools to provide child sexual abuse prevention education for children in pre-kindergarten through twelfth grades. Age-appropriate instruction will help students recognize unsafe situations, keep themselves safe, and how to respond to unsafe situations. The school district utilizes trained professionals from community agencies to provide this prevention education. Parents are notified in advance and are given an option to opt out their student.

In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of adduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Warrensburg-Latham School District does not teach a comprehensive sex education curriculum.

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.

Physical warning signs of child sexual abuse:

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 warning signs of child sexual abuse:

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 of child sexual abuse:

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

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: 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.

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, but are not limited to, the following behaviors: engaging in peer-like behavior with a student, disclosing confidential information, making comments about a student's physical attributes, including excessively flattering comments.

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)

High School 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. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance (ie. US & State Constitution Exams).
4. Participating in the State assessment required for graduation. (ie. ACT)
5. Completion of the FAFSA or waiver of completion of the FAFSA on file.
6. Beginning GY2026, one year of a course that includes intensive instruction in computer literacy, which may be English, social science, or any other subject and which may be counted toward the fulfillment of other graduation requirements is necessary. This requirement will be embedded into graduation requirement classes for GY2026.

Warrensburg-Latham High School Graduation Requirements (24 Credits Required):

The following curriculum and requirements must be met for a student to graduate from WLHS. See additional information in the WLHS Course Catalog.

	Minimum Credit Requirements	Recommended College Preparatory
English ¹	4	4
Mathematics ²	3	4
Science ³	3	4
Intro to Social Studies & World Geography ⁴	1	1
U.S History	1	1
Government ⁵	0.5	0.5
Consumer Education	0.5	0.5
Physical Education	4	4

Health	0.5	0.5
Fine Arts, World Language, or Vocational Education ⁶	1	2
Required Elective Credits ^{7,87}	5.50	2.50

- (1) Two years of writing intensive courses, one of which must be English & the other of which may be English or any other subject.
- (2) This must include Algebra and Geometry.
- (3) Starting GY2028, students must have two lab science courses.
- (4) For transfer students, one social studies elective credit will meet this requirement.
- (5) The Constitution Test must be passed as part of this class.
- (6) Some college programs may require at least 2 years of a world language.
- (7) Core courses beyond the required amounts are classified as electives.
- (8) Careers is worth 0.25 credit hours.

*Some graduation requirements may be met through cooperative programs offered in conjunction with Warrensburg-Latham High school such as the Heartland Technical Academy. All questions regarding completion of graduation requirements and qualifying programs should be first directed to the high school principal or guidance counselor.

*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.

*Valedictorian and Salutatorian will be determined after the 7th semester

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. A school district must award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Assistance with FAFSA Application:

The following individual(s) has/have been designated by the school to assist senior students with questions related to the Free Application for Federal Student Aid (known as FAFSA) or to refer senior students to other appropriate resources.

The school offers a variety of services aimed at helping senior students complete FAFSA paperwork, including the opportunity to receive help during the school day in completing the student's portion of the FAFSA application.

Grade Point Average (GPA)

To determine GPA, total the points earned and divide by the number of grades received (see below). A student's semester GPA will be based only on grades earned in the current semester, while a student's cumulative GPA will be based on grades earned across all semesters. Honors status will be determined at the end of the seventh semester, and be based on cumulative GPA.

Sample Calculation

Class	Grade	Grade Point Earned
1	A	4
2	B	3
3	B	3
4	C	2
5	B	3
6	A	4
7	D	1
8	D	1
Total Grade Points Earned		21
Overall GPA		$21 \div 8 = 2.625$ (on 4.0 scale)

Graduation Honors and Recognition

Starting with Grad Year 2027: To recognize outstanding academic achievement, Warrensburg-Latham High School will honor graduating students using the Latin honor system based on their cumulative weighted GPA on a 4.0 scale. These distinctions celebrate students who have demonstrated exceptional dedication, academic excellence, and commitment to learning throughout their high school careers.

Honor Designations:

- **Summa Cum Laude (With Highest Honors):** Awarded to students who achieve a cumulative GPA of 4.0
- **Magna Cum Laude (With High Honors):** Awarded to students who achieve a cumulative GPA of 3.75-3.99.

Summa Cum Laude will be recognized at our Senior Awards Night. Both honors will be recognized in our graduation program and during the commencement ceremony.

Graduation Honors Regalia

To celebrate and distinguish the academic achievements of our graduating seniors, WLHS awards the following physical honors to be worn during the commencement ceremony:

- **Summa Cum Laude (With Highest Honors):** Students earning a cumulative GPA of 4.00 will be recognized with a golden stole, symbolizing their outstanding academic excellence and dedication.
- **Magna Cum Laude (With High Honors):** Students earning a cumulative GPA of 3.75 – 3.99 will be recognized with a gold honor cord, representing their commitment to academic success.
- **National Honor Society (NHS):** Members in good standing of the National Honor Society will wear a blue honor cord, signifying their dedication to scholarship, leadership, service, and character.

These distinctions serve as a visible recognition of students' hard work and accomplishments throughout their high school careers.

Justification: The adoption of the Latin honor system provides a more inclusive and meaningful way to recognize students' academic achievements beyond traditional class rank. This system encourages students to challenge themselves academically while maintaining a focus on personal growth and excellence. By setting clear GPA thresholds, we celebrate students who have maintained exceptional performance throughout high school, reinforcing our commitment to academic rigor and success.

Early High School Graduation:

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the building principal prior to April 1st of the student's seventh semester. Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown rental, graduation practices, etc.).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the school counselor prior to April 1st of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

High School Credit for Non-District Experiences:

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 courses 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.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit if instructed by a WLHS teacher and enrollment allows..

High School Proficiency Credit:

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

High School Substitutions for Required Courses:

Vocational or technical education- A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered Apprenticeship Program- A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced placement computer science- The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit- A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Accelerated Placement:

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented.

For each student who exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- A. A student who exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- B. A student who exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
- C. A student who exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.
- D. A district must provide the parents/guardians of a student eligible for automatic enrollment with the option to instead enroll in alternative coursework that better aligns with the student's postsecondary education or career goals.

ATTENDANCE REGULATIONS & PROCEDURES

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.

Students are expected to be present every day throughout the school year unless there is an appropriate reason for being absent. Absences that exceed 5 days per semester will not be excused without a doctor's excuse. Family vacation time is included in the 5 days per semester. Please contact the office by 9:00am to report your child's absence. Students that arrive at school after 8:00 am will be marked tardy.

Any student who is absent from school will not be permitted to participate or attend any extracurricular activities that are hosted by Warrensburg-Latham School District or a host school. Administration reserves the right to pre-approve absences and participation in extracurricular events on the day of an absence.

Exemptions From Public School

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.

Types of Absences

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 (grades 6-12), attend a civic event (grades 6-12), 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.

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

High School students who are absent from school due to testing for their drivers license for the first time are considered to have an excused absence. Parents must communicate to the high school office the reason for the absence.

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or 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 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 or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Make-Up Work/Incomplete Grades

All students will be able to make up work missed during an absence. They will be given the number of days absent plus one to make up the work. Any work turned in after the allotted amount of days may result in a zero. It is the expectation that work that was assigned/due (prior to the absence) on one of the absence days should be returned the first day of attendance when the student returns. It is the responsibility of middle school and high school students to initiate contact with teachers regarding missed work upon their return. High school & middle school students are to email their teachers and may refer to Google Classroom regarding missed work. No incompletes will be given at the end of the school year except in emergency situations due to accident or illness.

Students who have irregular attendance and/or whose absences are unexcused may face grade retention due to lack of basic skill development.

Tardies

Student attendance is critical to the learning process; therefore, it is important for the student to be on time in their assigned class when the school day starts at 8:00 am. Students that arrive at school after 8:00 am will be marked tardy. Tardiness is disruptive to the educational process for both students and teachers. Students who arrive after 8:00 am must check-in the main office. Excessive tardiness will result in consequences as described in the student code of conduct section.

Passes/Passbook Policy

Middle School:

Students in grades 6-8 will use the school issued planner/passbook for passes out of class. Students are limited to 10 passes per quarter.

- Passbooks will be utilized by students, teachers, and counselors to track assignments and assessment deadlines and to encourage organization of tasks
- Pass pages must remain in the passbook
- Students do NOT need to use a pass when they need to visit the nurse, the counselor, or an administrator
- Students will be required to use a pass if they need a loaner Chromebook due to their Chromebook being not charged
- If a student loses their passbook they must purchase another one (\$10)

High School:

- The high school utilizes Securly Hall Pass for all passes
- Students are allowed 8 passes per month
- Students must have a charged, school-issued chromebook to request passes

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.

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families to encourage heightened school engagement and improved daily school attendance.

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. "Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. 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.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar

days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

College & Career Days (Juniors and Seniors)

Warrensburg-Latham High School encourages students to explore post-secondary options, including college and university campuses, technical institutions, union testing, and job shadowing. To support this, each junior and senior is allowed up to five (5) college visit days during their high school career.

Guidelines:

- Pre-Approved College & Career visit days are excused absences and do not count against attendance incentives such as exam exemptions.
- These days must be used during the junior or senior year.
- Only the actual day(s) spent visiting the college or university will be excused. Travel days to and from out-of-state schools are not included as visit days.
- Students must provide documentation from the college (such as photos, brochures, email from admissions, as well as a signed WL form) to verify their attendance.
- Students should request approval for the visit at least 3 school days in advance by submitting a Request Form to the high school office.
- Students are responsible for making up any missed assignments or classwork.

We encourage students and families to plan visits thoughtfully and make the most of this opportunity to prepare for life after high school!

When to Keep a Student Home from School

Students with a temperature over 100.4 degrees or higher cannot be at school. If a student has a temperature, vomiting, and/or diarrhea due to illness at school, a parent/guardian will be notified and the student must be picked up from school. Students cannot return to school until they are symptom free for 24 hours, without the use of medications.

BUILDINGS AND GROUNDS

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 principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

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: Brett Stock at stockb@wlcusd11.org

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

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law

enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Not all drills will not be preceded by a warning to the students.

Based on school statute, law enforcement/intruder/active shooter drills must NOT include simulations that mimic an actual school shooting incident or active shooter event with weapons. Staff facilitate these drills in a safe and caring environment and provide age-appropriate learning experiences. During the drill, no entering or exiting of buildings will be allowable for visitors, etc. It is possible these drills may delay the ability to accept phone calls as staff will be participating. If you have any concerns regarding your student participating in drills, please contact your building principal to discuss.

EDUCATION OF ENGLISH LANGUAGE 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, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. For questions contact the building principal.

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the District office.

EDUCATION OF STUDENT 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. 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.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

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.

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.

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.

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

PUNS Designated Employee for Warrensburg-Latham CUSD #11:

Kathy Horath

Director of Special Education

Macon-Piatt Special Education District

KRHorath@dps61.org

217-362-3055

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>.

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 found on the District's website via the Board Policy Manual (Policy 5:120) or requested from the Superintendent's office.

FEES, FINES & DISTRICT CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. The annual district fees can be found on the website; annual fees are due at the time of registration and athletic fees are due prior to the first competition. Unpaid fees may result in the loss of Skyward Family Access and/or referral to a collection agency.

Students that qualify for free meals 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.

Students that were registered and attended the first day of school and then transferred out of the district are not eligible for fee reimbursement as funds collected from fees are allocated to textbooks, instructional licenses, technology, etc. at the time of the start of school.

FOOD SERVICE

School Breakfast & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:55 a.m. Lunch is served every school day except when there is an 11:30 AM dismissal.

Prices for meals can be found on the school district website: www.wl.k12.il.us

Free or reduced price meals are available for qualifying students. Applications are available on the school district website: www.wl.k12.il.us or contact LeAnne Terneus, Food Service Director (terneusl@wlcusd11.org).

Lunch & Cafeteria Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch. Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Lunch Regulations

No outside food from restaurants, fast food establishments, or delivery services may be brought in for students for lunches & parents are not allowed to visit lunch settings.

Treats & Snacks [K-5]

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. Treats for parties should be pre-packaged and remain sealed from the store. Parents who bring treats for parties should make sure they have enough treats for every child in the room and provide any necessary supplies, such as napkins, paper plates, spoons, etc.

Free and Reduced-Price Food Services; Meal Charge Notifications

When a student's funds are low and when there is a negative balance, reminders will be provided to the 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. 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 IL 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. For additional information, please see the [Parent Handbook & Resources](#) tab of the District website.

HEALTH & SAFETY

Immunizations and Health Examination Forms

All students entering **preschool**, kindergarten (or first grade if not previously enrolled in kindergarten), sixth grade and ninth grade at any Illinois public or private school (including charter schools) must provide proof of physical examination on a form approved by both the Illinois Department of Public Health and the Illinois State Board of Education. Students entering an Illinois school from out of state or out of country for the first time at any grade level must also provide the physical exam form. The exam must be completed no earlier than a year (365 days) prior to the start of attendance at an Illinois school. Illinois State Law also requires a child's immunization records to be up to date prior to enrollment.

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. 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 in a public or private school (including charter school) and students entering an Illinois School from out of state or out of country shall have an eye examination performed by a physician or licensed optometrist. This exam is to be completed within the previous one year prior to the child entering an Illinois School for the first time and proof of the exam must be submitted by October 15 of the current school 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. A waiver for children who show undue burden or lack of access may be presented in place of an exam.

Dental Examination

All students in kindergarten, second grade, sixth grade and ninth grade are to submit proof of having been examined by a dentist. The exam must have taken place within 18 months prior to May 15 of the school year in which it is required. For students entering an Illinois School from out of state or out of country the oral health exam is only necessary to be completed if entering at the grade levels listed (K, 2, 6, 9). 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. Waivers for situations that hinder a child from completing the exam may be submitted for circumstances listed on the waiver form.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement by the provider explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption by the provider and parent/guardian;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Exclusion due to Medical Conditions

Disease/Illness	Criteria for Exclusion from School
Bronchitis, Common Cold, Croup, Ear Infection, Pneumonia, Sinus Infection	Exclude until fever free for 24 hours without the use of fever-reducing medications.
Chickenpox (Varicella)	Exclude for at least 5 days and until all lesions have crusted. For vaccinated individuals with atypical rash: Exclude until afebrile and no new lesions have developed for at least 24 hours.
Conjunctivitis, Bacterial or Viral (Pink Eye)	Exclude if conjunctivitis is accompanied by symptoms of systemic illness. Exclude if the student is unable to keep their hands away from their eyes.
Diarrhea (due to illness)	Exclude until 24 hours after the last episode of diarrhea.
Fever	Exclude until fever free for 24 hours without the use of fever-reducing medications.
Fifth Disease (Human Parvovirus)	No exclusion unless febrile or other symptoms meeting illness exclusion criteria are present.

German Measles (Rubella)	Exclude for 7 days after the onset of the rash.
Hand, Foot & Mouth Disease	Exclude if the student cannot maintain hygiene (e.g., excessive drooling) or avoid contact with others. Exclude until fever free for 24 hours without the use of fever-reducing medications.
Head Lice	Students do not need to be sent home early from school; they can go home at the end of the day, be treated, and return the morning after the first treatment.
Impetigo	Sores should be covered and the student excluded at the end of the day. Can return 24 hours after treatment is started.
Influenza (Flu)	Exclude until fever free for 24 hours without the use of fever-reducing medications and symptoms are improving overall.
Measles (Rubeola virus)	Exclude for at least 4 days after the start of the rash. Susceptible contacts (individuals who have not received MMR vaccine): Those who do not receive vaccine within 72 hours of exposure shall be excluded for 21 days after onset of last case.
Meningitis (Bacterial)	Exclude until after at least 24 hours of antibiotic treatment received, including antibiotics to eliminate carrier state.
Molluscum Contagiosum	No exclusion.
Mononucleosis (Mono) Infectious	No contact sports for 4-6 weeks, or until cleared by the student's provider.
MRSA (Methicillin-resistant Staph aureus) Skin Infections	Exclude if wound drainage cannot be well contained under a dressing. Exclude from high-risk activities such as contact team sports if the wound cannot be completely covered with a secure bandage that will remain intact throughout the sport activity, until completely healed.
Mumps	Exclude until 5 days after onset of parotitis (inflammation and swelling of the salivary glands).
Pertussis (Whooping Cough)	Exclude until after 5 days of antibiotic treatment or 21 days after cough onset if no treatment is received.
Pinworms	No exclusion.
Ringworm (e.g., Tinea Corporis, Tinea Capitis)	If the lesion can be kept covered, exclusion is not required. If the lesion cannot be kept covered, exclude from school until 24 hours after treatment begins.
RSV	Exclude until fever free for 24 hours without the use

	of fever-reducing medications and symptoms are improving overall.
SARS-CoV-2 (COVID-19)	Exclude until fever free for 24 hours without the use of fever-reducing medications and symptoms are improving overall.
Scabies	Exclude until the morning after treatment has been started.
Shingles/Zoster	Exclude if rash cannot be covered, or if child cannot comply with keeping rash covered until crusted over. Exclude until fever free for 24 hours without the use of fever-reducing medications.
Strep Throat/Scarlet Fever	Exclude until after 24 hours of antibiotic treatment and fever free for 24 hours without the use of fever-reducing medications.
Vomiting (due to illness)	Exclude until 24 hours after the last episode of vomiting.

Exclusions from Physical Education

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

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

Vision and Hearing Screenings

An individual who is certified to conduct vision and hearing screenings will perform the test. Vision screening is required annually on all children in special education, children new to the district, and teacher/parent referrals. Vision screening is also required beginning at age 3 in all licensed daycare/preschool programs. Once a child begins school, vision screening is required in grades K, 2 and 8. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Hearing screening is required annually on all children in special education, children new to the district, and teacher/parent referrals. Hearing screening is also required beginning at age 3 in all licensed daycare/preschool programs. Once a child begins school, hearing screening is required at grades K, 1, 2 and 3. In lieu of the screening services, a completed and signed report form, indicating that the child has had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months is

acceptable. In cases of known hearing loss, an audiological evaluation completed by an audiologist within the previous 12 months may be accepted instead of threshold monitoring services. Parents can opt out of the testing by contacting their child's school.

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 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 provided the student's parent/guardian and provider have **completed and signed a School Medication Authorization Form. The parent/guardian must also submit an Allergy Action Plan and/or Asthma Action Plan that has been completed by the provider and signed by parent/guardian.** All medications, prescription and over the counter (OTC), require provider authorization before administration can occur.

Students who have diabetes 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. A completed and signed School Medication Authorization form is also required for any medications needed for diabetes at 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. A completed and signed School Medication Authorization form is also required for any medications needed for seizures at school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian and provider have **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.

Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the 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.

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. Provide completed School Medication Authorization forms for any medications needed for diabetes at school.
- E. 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 and/or the district nurse.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Communicable Diseases

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.

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 school district nurse at 217-672-3097. A parent/guardian must submit an Allergy Action Plan, completed by both the parent/guardian and provider.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Suicide and Depression Awareness and Prevention

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

- Safe2Help Illinois: Dial 844-4-SAFEIL, Text SAFE2 (72332), email HELP@Safe2HelpIL.com
- Suicide & Crisis Lifeline: Text or Dial 988
- Crisis Text Line: Text HOME to 741741

Accommodating Breastfeeding Students

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

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.

5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child, or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, via the anonymous [WL crisis tip line](#), or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

Students Who are Parents, Expected 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.

Nondiscrimination Coordinator/Title IX Coordinator: Superintendent Cheryl Warner (warnerc@wlcusd11.org)

Complaint Managers: Laura Wentworth (wentworthl@wlcusd11.org), Paul Hoffman (hoffmanp@wlcusd11.org), Allison Nolen (nolena@wlcusd11.org)

Article 26A Resource Person: School Social Worker, School Counselor, School Nurse

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.

HOME & HOSPITAL INSTRUCTION

Medical homebound instruction may be provided to a student if that student will, OR is anticipated, due to a medical condition, be out of school for a minimum of 10 or more consecutive days on an ongoing intermittent basis (refer to policy 6:150). The goal of home instruction is to enable the student to return to the classroom synchronized with the other students. Medical homebound instruction **is not** a substitute for the classroom. The school is often able to make accommodations which may allow a student to attend school rather than receiving medical homebound instruction. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact the building principal.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
 - b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

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.

Contact Laura Wentworth, Elementary School Principal regarding questions.

INVITATIONS & GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these should be mailed.

MANDATED REPORTING

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.

MILITARY OR INSTITUTIONS OF HIGHER LEARNING REQUESTS

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.

PARENT ORGANIZATION & BOOSTER CLUBS

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.

5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

PROBLEM RESOLUTION STEPS & CHAIN OF COMMAND

The school recognizes that problems and concerns sometimes arise. Individuals closest to the situation are in the best position to provide background information and often, are able to resolve the issue. Consequently, it is important that parents/guardians first contact those closest to the situation.

The proper sequence of communication is as follows:

1. Contact the appropriate teacher or staff member with direct involvement to your concern.
2. If the problem is not resolved at step one, the parent contacts the principal. The building principals oversee everything in their buildings, from the curriculum, instruction, schedules, programs (such as Driver's Ed, vocational classes, band, foreign language, etc.), activities, after-school events, discipline, lunch, recess (if applicable), assemblies, school improvement goals, academic & social-emotional support, and health/welfare of students.
3. If the problem is not settled at step two, the parent contacts the superintendent. The Superintendent oversees the operations and management, finances, grants, human resources, public relations, professional training, and District school board meetings.
4. Following the superintendent, the final appeal is to the school board. School Board members oversee the policies and operations of the District. They do not resolve day-to-day issues, as that is the responsibility of the administration.

SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. Additional information will be supplied via School Reach telephone notification and School App. School closings for any reason will be announced ASAP and whether an e-learning day will be used. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

SCHOOL DANCES

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 under 21 years old and is not K-8. Students who are not currently enrolled in high school or college, must be a WL graduate and not over 20 years old.

School dances are school functions, and as such, students are expected to dress and behave in ways that are appropriate for the school setting. Students and their guests are expected to behave appropriately on the dance floor. Sexually explicit dancing or any type of dancing that is construed as vulgar or provocative is prohibited. Students may be told to leave if they dance and/or behave in a manner considered inappropriate by a chaperone. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS AND WEBSITE GUIDELINES

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted 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 disrupts the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

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, school district or an expression of school board policy

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 – 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.

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. 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>

STUDENT DISCIPLINE - CODE OF CONDUCT

The Board of Education of Warrensburg-Latham Community No. 11 believes that the primary function of its schools must be the preparation of all students for meaningful, rewarding participation in our democratic society. Each student has a right to those educational experiences which will enable him/her to meet his/her present and future needs and to realize his/her individual potential for participation. This right will be respected so long as it does not result in behavior which denies others the same right. This is a basic concept of democracy which must be progressively nurtured in all of our students during their school years as a part of their normal physical, social and emotional maturation.

The Warrensburg-Latham School District is committed to the goal of safe schools and an orderly process of instruction. This commitment requires that everyone - students, parents, teachers, school administrators, central office personnel, and members of the Board of Education - assumes his/her share of responsibility toward the attainment of that goal. To do otherwise would be a great disservice to the young people of Warrensburg-Latham.

Establishment of Policies and Regulations

This code is intended, in general terms, to describe some of the rights and responsibilities of students in the Warrensburg-Latham Community Unit Schools and to set forth regulations governing school behavior. This code does not define ALL types and aspects of student behavior.

The Board of Education and the Superintendent of Schools, through the authority granted by Illinois School Code Chapter 122, Article 10, Sect. 20.5, may establish written policies, rules and regulations of general application governing student conduct in all schools.

In addition, each principal, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

Areas of Prohibited Student Conduct

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

- 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 which bears a reasonable relationship to school;
- 3) Traveling to or from school or a school activity, function or event, in school provided and/or school authorized transportation.

- 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.

Range of Administrative Consequences

The following displays the range of consequences for misbehavior. It begins with the least severe consequence and ends with expulsion. 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 listed below. The list does not imply a required sequence of disciplinary actions.

Warning

Parent Contact

Parent Conference

Detention/Saturday School

Technology/Device Revocation

Restitution

Assignment of Educational Resources/Tasks (ie. online learning module)

Social Probation

Office Supervision

In School Suspension

Referral to Outside Agencies

Out of School Suspension (1-10 Days)/Bus Suspension

Mental Health Assessment

Referral to an Alternative Ed Program

Expulsion (up to 2 years)

Parent notification may occur at all levels in the "Range of Administrative Discipline Consequences", but will occur from the "Parent Contact" through "Expulsion" levels.

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.

Definitions of Consequences

Warning

Students are told that repeated offense(s) will result in more severe disciplinary action.

Parent Contact

Parent is notified of the discipline concern by phone, mail or in person.

Parent Conference

A formal scheduled meeting with parent/guardian to discuss a student's behavior.

Detention/Saturday School

Time assigned to the student by a staff member or administrator to be served at the discretion of the administrator.

Technology/Device Revocation

Students who engage in a pattern of technology violations (two or more instances) may have their district-issued Chromebook confiscated for up to the remainder of the year. Students will still have access to a loaner Chromebook when needed for in-class work, but loaners are not to leave the building. Students are still responsible for all online work including that which needs to be completed outside of school hours.

Restitution

The parent/guardian and student shall be billed by the respective building or department for the cost of damages. Students may be required to perform simple work consistent with the nature of the offense committed to remedy the damage which they or others have caused to property or grounds, for example: removal of gum from under desks and seats, repair of damaged property, removal of gang identifiers painted on buildings, repair of grounds damaged by vehicles, etc. Restitution may also be in place for purposeful damage to district electronic devices. Restitution must be paid prior to attending athletic events or field trips.

Assignment of Educational Resources/Tasks (ie. online learning module)

Online learning modules typically contain content and activities organized to create a clear learning path for students related to a specific behavior.

Social Probation

Exclusion from participation in and/or attendance at an extracurricular school-sanctioned activity. This may be assigned in cases where students are disruptive before, during, after school, or at off-campus school activities. Measures such as restriction or revocation of the right to drive or the right to attend school functions, including graduation, may be a part of social probation. Behavior problems and/or excessive tardiness and/or absenteeism may result in social probation and restriction from social functions. After the conclusion of the normal school day your child may not be present on school grounds owned or controlled by the school district, or at any school district activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Office Supervision

Temporary holding situation: Students are placed in a supervised area for one or two class periods after a staff member has removed them from a class or situation for disciplinary reasons. During a supervision period, the student will work on class assignments under the supervision of a district employee.

In-School Suspension

Alternative to out-of-school suspension, not to exceed ten days at a time. Students assigned for a full day will be required to attend seven hours of closely supervised instruction designed to help the student make appropriate behavior modifications and receive 100% credit. Students are excluded from all activities sanctioned by the Warrensburg-Latham School District until time served is completed.

Referral to Outside Agencies

Referral for services to community agencies including, but not limited to, the local police department, the truancy office at Macon-Piatt Regional Office of Education, medical professionals, etc.

Out-of-School Suspension

A temporary exclusion of a student from school (including all activities sanctioned by the Warrensburg-Latham School District), from all school district property, from riding the school bus or from a

class or classes for a period of time not to exceed ten (10) attendance days and receive 100% credit for work made up and submitted to the teacher. Students who have been suspended for 4-10 days may receive support services during the out-of-school suspension. Students will receive re-engagement services as determined by administrators upon their return to school. If suspension was a result of a threat, a student may be determined by the administration to require an evaluation from a mental health professional before returning to school. If such a determination is made, the building principal and the parent will meet and then a letter discussing the need for a mental health evaluation will be sent home with the parent.

Bus Suspension

A student may be suspended from riding the school bus in excess of ten (10) attendance days for safety reasons. If a student does not have alternative transportation to school, it is the parent/guardian's responsibility to inform the school that no such alternative transportation is available. If the District receives notice from the parent that no alternative transportation is available, that student can receive 100% credit for work made up and submitted to the teacher.

Referral to an Alternative Education Program

Referral to an alternative education program, which students attend in place of their regular attendance center.

Expulsion

Board of Education approved exclusion of a student for a period of time greater than ten (10) attendance days but not to exceed two (2) calendar years. Expelled students are not allowed on Warrensburg-Latham School District property or allowed to attend any activity sanctioned by the Warrensburg-Latham School District until their term of expulsion has been completed. Students will receive re-engagement services as determined by administrators upon their return to school.

Discipline Violations and Ranges of Consequences

Discipline is determined on a case-by-case basis and is at the discretion of school administrators and Board of Education. The level of consequences imposed will be consistent with the Illinois School Code.

The guidelines do not allow for zero-tolerance discipline except as required by federal law or in the Illinois School Code. The asterisk (*) also indicates violations that may be reported to the police. All parents/guardians and students should be aware that some of the acts listed below as well as violations of the District Handbook, can also bring criminal prosecutions and penalties in addition to school disciplinary action. The school, the police or state's attorney, parents/guardians, and/or students can also bring legal action against a student/parent for certain offenses. The District will notify the police department of any act involving drugs, weapons, and assault of district employees. Students should notify the administration of any violation of the discipline policy.

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.

1. Alarms, False (Including Bomb Threats)*

Making a false fire alarm or any other knowingly false and disruptive rumor or report.

- **Middle School/High School:** In School Suspension through recommendation for Expulsion up to 2 years.
- **K-5:** In School Suspension through Out of School Suspension up to 10 days.

2. Use, Under the Influence or Possession, Sale or Distribution of Drugs Including Alcohol*

Any student exhibiting signs of possessing, using, selling, buying, transmitting, or secreting any alcoholic beverage, narcotic or hallucinogenic drug, marijuana (including CBD oils and/or other substances with THC), medical cannabis (unless authorized to be administered under Ashley's Law), anabolic steroid or performance-enhancing substance (unless it is being administered in accordance with a physician prescription), any prescription drug when not prescribed for the student by a physician, barbiturate, amphetamine, intoxicant, inhalant, drug paraphernalia and/or any other controlled substance including any look-alike drug and/or any look-alike non-alcoholic beverage, while on the campus, at a school activity, or in a vehicle used for transportation to school and parked on or in the vicinity of the campus, or at any time under school jurisdiction, shall be subject to suspension/expulsion. The sale, distribution, intent to sell or deliver drugs including look alike drugs and alcohol in the school building, on campus, school activity, or in a vehicle used for transportation to school and parked on or in the vicinity of the campus or at any time under school jurisdiction is prohibited. Police or juvenile authorities and the Superintendent of Schools shall be notified.

- **Middle School/High School:** In School Suspension through recommendation for Expulsion up to 2 years.
- **K-5:** Parent contact through recommendation for Expulsion up to 2 years.

3. Arson *

- **K-12:** In School Suspension through recommendation for Expulsion up to 2 years.

4. Bullying/Hazing

Bullying is defined as persistent, negative, psychological or physical acts directed by a stronger student or group against a weaker one. Bullying includes, but is not limited to, aggressive or negative gestures, or written, verbal or physical acts that place another student in reasonable fear of harm to person or property, or that has the effect of insulting or demeaning any student in such way as to disrupt or interfere with the school's educational missions or education of any student. Please reference the bullying policy on Page 43 for more details.

- **Middle School/High School:**
First Offense: Detention through Out of School Suspension.
Repeated Offenses: In-School Suspension through Out-of-School Suspension.
- **K-5:** Warning through Out of School Suspension.

5. Bus Misconduct (K-12)

In the interest of safety, the Warrensburg-Latham School District expects students who ride buses to follow its expectations for their behavior on the bus.

- **1st & Subsequent Offense(s):**
Warning through Bus Suspension.

6. Cheating

Cheating and/or stealing assignments, answer books, violation of copyright laws, plagiarism, use of artificial intelligence or "AI", etc. is prohibited.

- **Middle School/High School:** Automatic Zero and up to Social Probation.
- **K-5:** Teacher Discretion through In School Suspension.

7. Destruction of or Damage to Public or Private Property/Vandalism (K-12) *

Willfully or negligently defacing, destroying, damaging, stealing (or attempting to steal), or causing the same to be done to any school property or another person's personal property is prohibited. Police or juvenile authorities may be notified. The student will be held financially responsible for the cost of replacing or restoring such property to its original condition.

- **1st & Subsequent Offense(s):** Warning and restitution through Suspension with recommendation for Expulsion up to 2 years

8. Detention, Failure to Serve (K-12)

- **1st Offense:** Teacher Detention (5 days to serve).
Not Served with Teacher - Office Detention
Not served in Office - Saturday School

9. Disruptive Behavior/Horseplay (K-12)

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 endanger the health or safety of students, staff, or school property.

- **1st & Subsequent Offense(s):** Verbal Warning through Out of School Suspension.

10. Electronic Communication/Devices/Cell Phones/Earbuds/Smart Watches

The use of cell phones/devices/earbuds/smart watches on school property by students is considered a privilege. Failure to follow the rules related to the use and possession of cell phones/devices/earbuds/smart watches may result in the loss of the privilege. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event is prohibited unless granted permission by administration.

Warrensburg-Latham CUSD #11 is not responsible for lost, damaged, or stolen electronic communication/entertainment devices/ cell phones/earbuds/smart watches. Students are prohibited from connecting their communication/entertainment devices/cell phones/earbuds/smart watches to school wireless networks during school hours without consent of administration for educational purposes. Warrensburg-Latham CUSD #11 is not responsible for monetary charges for students using data plans or other cell phone/device services. This is the responsibility of the owner of the cell phone/ device.

Middle School/High School: (8:00a.m. - 3:01 p.m.)

- Cell phones/**personal** devices may be carried by the students **before and after school, during passing periods, and at lunch.**
- Students in grades **6-8** are allowed to use their cell phone/device during their lunch time as long as it is not disruptive to the educational process or infringing on the rights of others.
- Students in grades **9-12** are allowed to use their cell phone/device during passing periods and during their lunch time as long as it is not disruptive to the educational process or infringing on the rights of others
- During **instructional time**, cell phones/**personal** devices may not be used and **will be stored in a designated location of the classroom unless authorized by administration.**
- Earbuds may not be worn unless authorized by administration.
- Unauthorized use of a cell phone/personal device/earbuds during the school day will result in consequences.

For the protection of students, employees, and the educational process, the use of cell phones/**personal** devices is strictly prohibited for the locations and situations described below.

1. The use of a cell phone/device in a locker room or a restroom is prohibited. Circumstances may warrant a violation of this stipulation to be treated the same as sexual harassment/misconduct.
2. The use of a cell phone/device during quizzes or tests may be treated the same as cheating/academic dishonesty.
3. Students serving in-school suspension, detention, or Saturday School are prohibited from using a cell phone/personal device.
4. Personal listening devices (i.e. headphones, earbuds, etc.) are prohibited during the school day, unless approved by a teacher for academic purposes.

- **1st Offense:** The student will be given a warning and the phone/personal device/earbuds may be picked up by the student after 3:01 p.m.
- **2nd and 3rd Offense:** The student will be assigned an Office Detention, and the phone/device/earbuds may be picked up by the student after 3:01 p.m.
- **4th Offense:** The student will be assigned a Saturday School, and the phone/personal device/earbuds may be picked up by the student after 3:01 p.m.
- **5th Offense:** The student will be assigned a Saturday School and an Office Detention, and the phone/personal device/earbuds may be picked up by the student after 3:01 p.m.

K-5: (8:00 a.m. - 3:01 p.m.) Cell phones/personal devices/earbuds must be turned off and kept in either the student's locker or backpack. Cell phones/personal devices/earbuds may not be carried or worn by students at any time during the school day. The use of a cell phone/personal device in a restroom is prohibited. Circumstances may warrant a violation of this stipulation to be treated the same as sexual harassment/misconduct.

- **K-5:** Warning through suspension. Device confiscated (parents may be required to pick up the device after 3:01 p.m.)

K-12: The use of a cell phone to record staff members or students recording other students without their permission is prohibited. Circumstances may warrant a violation of this stipulation to be treated the same as harassment.

11. Failure to Follow Directions/ Insubordination

Willful failure to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel. **This includes failure to follow a request for a reasonable search.**

- **K-12:** Warning through Out of School Suspension.

12. Forgery/False Reports to Staff *(K-12)

False reports may include providing false reports of student or staff behavior to others. It may also include, in the absence of a reasonable belief that an emergency exists, calling emergency responders; 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.

- **1st & Subsequent Offense(s):** Warning through recommendation for Expulsion up to 2 years.

13. Gambling (K-12)

Gambling is prohibited on school premises or at school events.

- **1st & Subsequent Offense(s):** Warning through Social Probation.

14. Gang-Like Activities* (K-12)

"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.

- **1st & Subsequent Offense(s):** Warning through recommendation for Expulsion up to 2 years.

15. Harassment-Other Than Sexual (K-12)

- **1st & Subsequent Offense(s):** Warning through recommendation for Expulsion up to 2 years.

16. Harassment-Sexual

Sexual harassment is defined as engaging in unwelcome sexual advances, requests for sexual favors, and engaging in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex. Examples of sexual harassment include unwelcome touching, indecent exposure, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

- **Middle School/High School:** In School Suspension through recommendation for Expulsion up to two years.
- **K-5:** Warning through recommendation for Expulsion up to two years.

17. Illegal Entry* (K-12)

- **1st Offense:** In School Suspension through recommendation for Expulsion up to 1 calendar year.

18. In An Unauthorized Area

- **Middle School/High School**
 - **1st Offense:** 1 Saturday School
 - **2nd Offense:** 2 Saturday Schools
- **K-5** - Parent contact through In School Suspension.

19. Inappropriate Dress (K-12)

Dressing, grooming, or behaving, in a manner which presents a clear and present danger to a student's health and safety, or in a manner that causes an interference with schoolwork or which creates a classroom or school disruption.

- **1st & Subsequent Offense(s):** Remedy the situation through Out of School Suspension.

20. Inappropriate Public Display of Affection (K-12)

- **1st & Subsequent Offense(s):** Warning through In School Suspension.

21. Inappropriate Sexual Conduct (K-12)

- **1st & Subsequent Offense(s):**
- **4th - 5th, Middle School/High School:** In School Suspension through recommendation for Expulsion up to two years.
- **K-3:** Warning plus parent contact through recommendation for Expulsion up to two years.

22. Computer Acceptable Use Policy Violations

- **1st & Subsequent Offense(s):** Detention through recommendation for Expulsion up to 2 years.

23. Parking Lot Violations

- **1st & Subsequent Offense(s):** Warning through Saturday School.

24. Participation in Acts Designed to Disrupt School (strikes, mass defiance etc.) (K-12)

- **1st & Subsequent Offense(s):** Unexcused absence through Out of School Suspension.

25. Physical Confrontation/Physical Violence with Students*

Causing or attempting to cause physical injury to any student, or other person is unacceptable in the Warrensburg-Latham Schools. The District expects all students to exhibit no violent behavior.

- **Middle School/High School:** Detention through recommendation for Expulsion up to 2 years.
- **K-5:** Warning through recommendation for Expulsion up to 2 years.

26. Physical Confrontation/Physical Violence with Staff *

Causing or attempting to cause physical injury to any employee, or authorized adult, including touching of the employee/person who is attempting to stop the confrontation, is unacceptable in Warrensburg-Latham Schools. The District expects all students to exhibit no violent behavior.

- **K-12:** In School Suspension through recommendation for Expulsion up to 2 years.

27. Profanity

Profane and obscene language, gestures, or drawings and possession of magazines/literature with overt sexual content are not tolerated.

- **K-12:** Warning through In School Suspension.

28. Saturday School, Failure to Serve

- **Middle School/High School:** Saturday School through Social Probation and reassignment of missed Saturday School.

29. Sex Texting (Sexting) (K-12)*

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.

- In-School Suspension through recommendation for Expulsion up to 2 years.

30. Unexcused Tardiness-Classroom (K-12)

Students are expected to comply with state and local attendance laws including, but not limited to, truancy from specific classes and tardiness in general or to specific classes.

- **1st and Subsequent Offense(s)** - Warning through Social Probation.

31. Unexcused Tardiness/ Late to School

Students who are late to school are required to sign in at the office. The policy and related discipline actions for late arrivals at the elementary schools are as follows:

- **Middle School/High School:**
 - Tardy 1 and 2 - Student Conference/Warning
 - Tardy 3 and 4 - 30 minute detention- before/after school or lunch detention
 - Tardy 5 and 6 - Student surrender of cell phone to office for the day
 - Tardy 7 and 8 or any subsequent offense- Saturday School, Social Probation, and student surrender of cell phone to the office for the day

- Tardies will reset at the beginning of the quarter
- **K-5:** Parent contact through referral to Macon-Piatt Regional Office of Education for truancy

32. Theft *

- **Middle School/High School:** Detention through recommendation for Expulsion up to 2 years with restitution.
- **K-5:** Warning through In School Suspension.

33. Threats to Staff *

Threatening or intimidating any teacher, other school employee or visitor is prohibited. An open previously published letter to parents depicts this theory. Interfering with school purpose or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means. This includes verbal, written or implied threats and/or discussions about using weapons, guns, bombs, etc. which could alarm, disturb, or interfere with the orderly operation of the school. This also includes making an explicit threat on an Internet website against a school employee if the 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.

- **Middle School/High School:** In School Suspension through recommendation for Expulsion up to 2 years with a recommendation that an assessment occur before re-enrollment
- **K-5:** Warning through recommendation for Expulsion for up to 2 years with a recommendation, if appropriate, for a mental health assessment by a recognized medical doctor, psychologist, or licensed counselor at parent expense before re-enrollment.

34. Threats to Students*

Threatening or intimidating any student is prohibited. Interfering with school purpose or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means. This includes verbal, written or implied threats and/or discussions about using weapons, guns, bombs, etc. which could alarm, disturb, or interfere with the orderly operation of the school. This also includes making an explicit threat on an Internet website against a student if the 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.

- **Middle School/High School:** In School Suspension through recommendation for Expulsion up to 2 years with a recommendation that an assessment occur before re-enrollment.
- **K-5:** Warning through recommendation for Expulsion up to 2 years with a recommendation, if appropriate, for a mental health assessment by a recognized medical doctor, psychologist, or licensed counselor at parent expense before re-enrollment.

35. Use, Possession, Distribution, Purchasing or Selling Tobacco, Electronic/ Vapor Cigarettes or Tobacco Materials in any form*

The use, possession, distribution, purchase or sale of tobacco related products/paraphernalia on school grounds during school hours and during school functions is prohibited.

- **Middle School/High School:** Saturday School and Social Probation. Students may also be required to complete an online education course regarding the effects of vaping with no cost to the student.
- **K-5:** Warning through Out of School Suspension.

36. Truancy

Students are expected to comply with state and local attendance laws including, but not limited to, truancy from specific classes. Truancy includes being more than 5 minutes late to a class as well as no parent contact in relation to a student absence. Truancy will result in parent contact through referral to Macon-Piatt Regional Office of Education.

- **K-12:** Parent contact through referral to Macon-Piatt Regional Office of Education.

37. Verbal Confrontation with Staff

Obscenity and/or indecent conduct or language, including any verbal abuse of a teacher, secretary, food service worker, custodian, bus driver, and/or supervisor at school activities or on or off school property.

- **K-12:** Detention through In School Suspension.

38. Verbal Confrontation with Student

Obscenity and/or indecent conduct or language, including any verbal abuse of a student at school activities or on or off school property.

- **K-12:** Warning through In-School Suspension.

39. Weapon Related *

Possession, use, control or transfer of guns, firearms, rifles, shotguns, or look-alikes are prohibited in school buildings, on campus (school grounds), or at a school activity. For purposes of this section, a weapon is defined to be a gun, rifle, shotgun, slingshot, sand club, sand bag, metal knuckles, throwing star, knife, switchblade knife, ballistic knife, num-chucks, pellet gun, or air gun. Look-alikes include, but are not limited to, BB guns, air-soft pistols, paintball guns, cigarette lighters and laser pointers shaped like a gun.

Use of any weapon, defined above or hereinafter, that is used for the purpose of intimidating or injuring others in a school building on campus (school grounds), or at a school activity is also prohibited. Items including, but not limited to, medical paraphernalia, knives, baseball bats, pipes, bottles, locks, sticks, pencils and pens if used or attempted to be used in a threatening manner or to cause bodily harm will be considered a weapon.

Possession of explosive devices (e.g. grenade, mine, rocket, missile, bomb, bomb-shell, black powder bombs and Molotov cocktails, artillery projectiles, firecracker, fireworks, M80's, or similar devices containing some type of explosive that is designed to explode); stun gun or taser; tear gas gun; and all other weapons including, but not limited to, weapons as defined by Section 24-1 of the Criminal Code (720 ILCS 5/24-1), including knives that are prohibited by law, brass knuckles, billy clubs, or "look alikes" thereof, is prohibited in school buildings, on campus (school grounds), or at a school activity.

Middle School/High School

- **1st & Subsequent Offense(s):** In School Suspension through recommendation for Expulsion up to 2 years.
- **K-5:** Parent contact through recommendation for Expulsion up to 2 years.

40. Any Other Acts That Endanger the Well-Being of Students, Teachers, or Any Other Employees (K-12)

- **1st & Subsequent Offense(s):** In School Suspension through recommendation for Expulsion up to 2 years.

Students Suspended From Other Schools

Any student suspended or expelled for any reason from any other public or private school in Illinois or any other state must complete the entire term of the suspension or expulsion before admission to this School District is permitted.

Other Discipline Alternatives

Other discipline measures which can be taken by teachers and/or appropriate administrative personnel include, but are not limited to the following: (1) verbal reprimand, (2) parent conferences, (3) time out, (4) detention, (5) Saturday School, (6) withdrawal of privileges, (7) behavioral contract, (8) peer counseling, (9) referral to counselor, (10) referral to social worker, (11) letter of apology/essay about proper conduct, (12) referral to police liaison officer, (13) rearrangement of class schedules, (14) directed study (in-house suspension), (15) restitution, (16) seizure of contraband, (17) mandatory counseling, and (18) social probation.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Co-Curricular Misconduct

While participating in co-curricular activities (either as a participant or as a spectator), students will adhere to the Warrensburg-Latham Community Unit School District No. 11 Discipline Code as well as all federal, state, and local laws. Student misconduct during co-curricular activities may be handled similarly to misconduct taking place during school hours on district premises. Appropriate discipline measures may be taken by the sponsor/teacher/coach as well as referrals to the administration for disciplinary action. This may cause the student to be removed from co-curricular activities and/or positions of leadership (e.g., Student Council, FFA, NHS).

Students and parents are reminded that participation in activities is a privilege. Students must assume responsibility for their behavior during their participation and abide by any rules and codes as may be implemented.

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 or collaboration with local police. **Willful failure to comply with a reasonable search will result in consequences ranging from warning through out of school suspension.**

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.

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, 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.

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.

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.

These regulations do not restrict a school administrator from questioning students about discipline-related events/investigations.

Video & Audio Monitoring Systems

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

Isolated Time Out, Time Out and Physical Restraint

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.

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.

Student Dress and Appearance Code

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- Backpacks, bookbags and purses must be left in the students' locker; administration may provide an exemption based on medical needs.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Interpretation of dress code violations is up to building administration and is determined based on safety and appropriateness.

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, parenting status, 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 nonschool-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/Title IX Coordinator: Superintendent Cheryl Warner (warnerc@wlcusd11.org)

Complaint Managers: Laura Wentworth (wentworthl@wlcusd11.org), Paul Hoffman (hoffmanp@wlcusd11.org), Allison Nolen (nolena@wlcusd11.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.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*. See Board of Education policies (Board Policy Manual) on the district website at www.wl.k12.il.us

Consistent with Federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee

with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

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, 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.

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; 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.

Nondiscrimination Coordinator/Title IX Coordinator: Superintendent Cheryl Warner (warnerc@wlcusd11.org)
Complaint Managers: Laura Wentworth (wentworthl@wlcusd11.org), Paul Hoffman (hoffmanp@wlcusd11.org), Allison Nolen (nolena@wlcusd11.org)

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

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.

STUDENT DISTRIBUTION OF 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 students; 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.

STUDENT RECORDS & PRIVACY

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.

Military Recruiters & Institutions of Higher Learning (High School Only)

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.

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 copyrights 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.

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, 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:

- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Name
- Address
- Grade level
- Birth date
- 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:

TECHNOLOGY ACCEPTABLE USE FOR INTERNET & ELECTRONIC RESOURCES

Warrensburg-Latham CUSD #11 recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. The use of the district network is a privilege, not a right. To this end, the district encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the district and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication and information sharing, information available to staff and students is impossible to control. Therefore, the district adopts this policy governing the voluntary use of electronic resources and the Internet to provide guidance to individuals and groups obtaining access to these resources on district-owned equipment or through district-affiliated organizations.

Warrensburg-Latham CUSD #11 Rights and Responsibilities

It is the policy of the district to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the district recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the district retains the following rights and recognizes the following obligations:

1. To log network use and to monitor file server space utilization by users; assume no responsibility or liability for files deleted due to violation of file server space allotments.
2. To remove or suspend a user account on the network.
3. To monitor the use of online activities both at school and off-site on district owned resources. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to district owned equipment and, specifically, to exclude those who do not abide by the district's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. The District is obligated and reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the district.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

3. Staff must obtain approval from the Student Data Privacy Officer prior to its use of any third-party software or online educational resources that require the sharing of any personally identifiable student information.

User Responsibilities

1. Use of the electronic resources provided by the district is a privilege that offers a wealth of information and resources for education and research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

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 use to support the legitimate business operations of the district.

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 suspect 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.

Privileges - These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples have been provided. **The failure of any user to follow these rules may result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The system administrator or Building Principal will make all decisions regarding whether a user has violated these policies and may deny, revoke, or suspend access at any time. His or her decision is final.

Disclaimer

1. The district cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The district will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
4. Warrensburg-Latham CUSD #11 makes no warranties (expressed or implied) with respect to:
 - a. the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - b. any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. The user agrees to indemnify the School 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.
6. The district reserves the right to change its policies and rules at any time.

Student Authorization for Access to the District's Electronic Networks

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. Your signature as receipt of this handbook communicates that you have read the terms and conditions of the Technology Acceptable Use Policy carefully and understand their significance.

Student Use of District Assigned Chromebooks

1. The district issued chromebook is required and intended for use during each school day. Students are required to bring the chromebook to each class every school day unless instructed otherwise. Student substitution of a district issued chromebook with a personal device is not permitted. Use of the district issued chromebook and personal devices will be monitored.
2. Use, expectations, and frequency in which the chromebook goes home varies by grade level and building due to the maturity and need of student use.
3. The intentional damage of district provided technology equipment will require restitution for repairs or the full cost of a replacement unit. Intentional damage of district property may also result in the loss of technology privileges including access to the network or internet.

4. Students are required to ensure their chromebooks are fully charged every school day. Allowances are made for occasional issues, however, staff may revoke charging or loaner privileges for repeated violations of the charging procedure.
5. Chromebook are required to be returned during the designated time at the school year or upon withdrawal of the student from Warrensburg-Latham CUSD #11. If a student fails to return the chromebook the student and parents/guardians will pay the replacement cost of the chromebook.

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

The Student Online Personal Protection Act, or SOPPA, is the Illinois data privacy law that regulates student data collection and use by schools, the Illinois State Board of Education, and education technology vendors. SOPPA requires Illinois school districts to provide additional guarantees that student data is protected when collected by technology companies and that data is used for beneficial purposes only. SOPPA requires all Illinois public school districts to provide these guarantees to protect student data privacy, effective July 1, 2021 (105 ILCS 85/15). For additional information, see the District website via [Student Data Privacy](#).

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.

TRANSPORTATION

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.

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

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. Be aware of moving traffic and pay attention to your surroundings.
2. 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.
3. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. 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.
7. 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.
8. 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.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. 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.

11. 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.
12. Never run back to the bus, even if you dropped or forgot something.
13. No one may at any time video or audio record driver or passengers.
14. All school rules apply to athletic events or educational trips.

Video and audio cameras may be active on buses 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 Keith Shuman (shumank@wlcusd11.org)

Parking

Students may park their vehicles in the large main lot designated for students and located North of the track/football field. 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. HS students will be charged an annual parking fee of \$50.

The lots in front of the middle school as well as in front of and behind the elementary school are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots 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.

Visitor Parking and Student Drop Off

The school has various locations available for school visitor parking. Visitor parking is available in front of the elementary school and middle school. Visitors to the high school should park in the main lot north of the HS entrance. Parents of Elementary School children can drop off in the back of the ES. Doors will open at 7:50 a.m. Parents of Middle School children can drop off in front of the MS. 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.

VISITOR POLICIES

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 during the school day will be required to provide a valid ID that can be processed via the Visitor Management System. 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, including School District policies, the school's Student/Parent Handbook, and IESA/IHSA sportsmanship guidelines during their time on school property, at school-sponsored events off of school property, and while communicating with school personnel (ie. in person, in writing, via social media). A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event (including athletics and extra-curriculars) 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.

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.

VOLUNTEERS

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. 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 a visitor badge before going to their destination.

APPENDIX A



Warrensburg-Latham Community Unit School District #11 **Extracurricular and Athletic Code of Conduct**



This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities.

Requirements for Participation in 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. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.
5. 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.
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.
7. Submit payment of \$60 for athletic fee per sport or activity (fee for 4th sport or activity will be waived), and pay for any curriculum fees prior to the first competition.

Illinois Elementary School Association/Illinois High School Association

Eligibility for most athletics is also governed by the rules of the IESA/ IHSA 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/IHSA and this Code, the most stringent rule will be enforced.

Academic Eligibility

In agreement with the philosophy of the coaches and administration at Warrensburg-Latham Schools, participants in extra-curricular activities are students first and athletes second. Grades will be checked from the grade book program, and/or teachers will submit names to the athletic director of middle and high school students who are failing each class each Friday.

Eligibility is based on grades from Friday to the following Friday; however, if an athlete becomes ineligible, the athlete will not be able to participate starting the following Monday through Saturday. Eligibility for the semester will not be counted until there is a minimum of four (4) grades recorded in the teacher's grade book. Grades that are indicated on the weekly eligibility sheet shall be cumulative for the semester. At the end of each semester, the grade evaluation period starts over. Therefore, the following scholastic guidelines have been established for the middle school and high school:

Middle School: All participants must pass all subjects taken each week. A student receiving a failure (F) for the semester will be ineligible until the next midterm report. During the participant's ineligibility, he/she will

attend all practices if the coach so chooses.

High School: Students who fail more than one course will be deemed ineligible for activities at Warrensburg-Latham High School. Students who are enrolled in co-op, vocational, or Richland classes must pass all classes to be eligible.

End of Semester High School Eligibility: If a student fails two courses or if the student is enrolled in the co-op, vocational, or Richland program and fails ANY class at the end of the semester, he/she is ineligible for the next semester.

Absence from School on Day of Extracurricular or Athletic Activity

A student must be at school by **9:00 a.m.** in order to be able to participate in or attend any extracurricular or athletic activities on that day. Anyone who is absent from school after 9:00 a.m. is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Also, any HTA student must be in attendance during their designated class time or they will not be eligible to participate in extracurricular activities. Exceptions may be made by the administration, designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

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 administration, designated teacher, sponsor or coach.

Team Rosters

Middle School

1. **Baseball/Softball:** Boys baseball/Girls Softball are open to all middle school students. Each sport's roster will be composed of the top (18) players.
2. **Track:** Track needs no roster adjustments, because all boys and girls are allowed to participate.
3. **Boys and Girls Basketball:** The 7th grade team will be open to all 6th and 7th grade boys/girls who try out. There will be open competition for up to 15 roster spots on the 7th grade team. The 8th grade team will be limited up to a roster of 15. The roster will be filled, up to 15, with only 8th graders. If fewer than 15 8th graders try out, the 8th grade coach can select any 7th grade team member(s) to fill his/her roster with administrative approval. This process will be done at the conclusion of tryouts. No roster can be finalized until the coaches, AD, administration, children and parents in question have been consulted. The roster, turned in at the end of tryouts, will be final until regional play. There will be no regular season adjustments after tryout rosters are complete. The 8th grade roster may be adjusted for the postseason. Seventh grade team members will be eligible to play in the 8th grade postseason only after the 7th grade team has been eliminated from post- season play. The 7th grade roster selected in tryouts will be the regional roster for the 7th grade postseason play.
4. **MS Wrestling:** The MS wrestling team will involve a co-op with Maroa-Forsyth MS with Warrensburg-Latham serving as the host school. This co-op will allow for students in 5th - 8th to participate in MS Wrestling.
5. **Girls Volleyball:** The 7th grade girls volleyball team will be limited to 15 players, consisting of 6th and 7th grade girls who try out for the team. The 8th grade team will be limited to 15 players. If fewer than 15 8th graders try out, the 8th grade coach can select any 7th grade team member(s) to fill his/her roster with administrative approval. This process will be done at the conclusion of tryouts.
6. **Cheerleading:** The cheerleading squad will consist of no more than twelve 6th, 7th and 8th graders. Squad will be selected by try-outs. The Middle School Cheerleaders will cheer at home boys' or girls' basketball games as determined by the cheerleading coach and athletic director, boys' and girls' IESA

tournaments, and may cheer at conference tournaments, pending administrative approval.

7. Managers: Managers will be defined as non-playing members of the team.

No roster may be finalized or publicized without the approval of building administration.

High School

1. At the high school level, rosters are determined by the coaching staff of that sport and are typically based upon the IHSA guidelines.
2. The cheerleading squad will have a Fall Season and a Winter Season which will consist of separate try-outs prior to each season. Any team member beyond the 14th team member will be the financial responsibility of the team to cover the cost of uniforms. The traveling cheerleading squad for football and basketball games will consist of no more than 14 members. Cheerleaders cheer at home/ away Varsity football games, and home and away JV/ Varsity boys' or girls' basketball games as determined by the Cheerleading coach and athletic director.
3. The dance team will consist of no more than (14) members.
4. Members of the dance team and cheerleading squad must have administrative approval to wear something other than the provided uniform.

No roster may be finalized or publicized without the approval of building administration.

General Regulations

Any athlete who is removed from a sport or quits a sport may not be allowed to participate in another sport during that season without the agreement of both coaches and the athletic director.

Team Uniforms

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with his or her religion, cultural values, or modesty preference. A student is not required to receive prior approval of the school board for such modification.

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.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 24 hours a day from the first day of fall sports' practices as established by the IESA/IHSA and ending with the finals of the IESA/IHSA activities in the spring.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

The student shall not:

- Violate the school rules and School District policies on student discipline including policies and procedures on student behavior
- Ingest or otherwise use a beverage containing alcohol (except for religious purposes)

- Ingest or otherwise use tobacco or nicotine in any form
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia
- Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet
- Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors
- Act in an unsportsmanlike manner
- Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving
- Haze or bully other students
- Violate the written rules for the extracurricular or athletic activity
- Behave in a manner that is detrimental to the good of the group or school
- Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff
- Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health
3. Interfering with the student's or students' academic performance
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

LEVEL ONE VIOLATIONS

Drug, Alcohol, Random Drug Testing, or Criminal Misconduct-Level One Violations include, but are not limited to, use, being under the influence of or possession of alcohol, drugs, being charged with a criminal violation, or attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors. The cost of the assessment and related counseling and testing will be the responsibility of the parent and/ or student. Results must be sent to the principal or athletic director. Proof of ongoing participation must be provided by the parent or guardian.

First offense:

- Tobacco Related Misconduct (including e-cigarettes/vapor devices/cigarettes) - Suspension from all competition and/or participation for 15 contact days (practices or game days).
- Drug, Alcohol, Random Drug Testing, or Criminal Misconduct - Suspension from all competition and/or participation for 30 contact days (practices or game days). To return to participation the student must provide written documentation of completing a minimum of three counseling sessions that focus on drug and/or alcohol dependence and produce a 10- Panel drug test with a negative test result from a Physician.
- Students may practice during the suspension at the coach's discretion.

Second offense:

- Tobacco Related Misconduct (including e-cigarettes/vapor devices/cigarettes) - Suspension from all competition and/or participation for 30 contact days (practices or game days).
- Drug, Alcohol, Random Drug Testing, or Criminal Misconduct - Suspension from all competition and/or participation for 60 contact days (practices or game days). To return to participation the student must provide written documentation of completing a minimum of three counseling sessions that focus on drug and/or alcohol dependence and produce a 10-Panel drug test with a negative test result from a Physician. Students may practice during the suspension at the coach's discretion.

Third offense:

- Drug, Alcohol, Random Drug Testing, or Criminal Misconduct - Suspension from all competition and/or participation for a minimum of one calendar year through the remainder of the student's high school career. To return to participation the student must provide written documentation of completing a minimum of three counseling sessions that focus on drug and/or alcohol dependence counseling sessions and produce a 10-Panel drug test with a negative test result from a Physician.

LEVEL TWO VIOLATIONS

Drug, alcohol, or criminal misconduct-Level two violations include, but are not limited to, sale, distribution, intent to sell, or deliver drugs including look alike drugs or being charged with a criminal violation.

First Offense:

- Suspension from all competition and/or participation for 60 contact days (practices or game days). To return to participation the student must provide written documentation of completing a minimum of three counseling sessions that focus on drug and/or alcohol dependence and produce a 10-Panel drug test with a negative test result from a Physician.

Second Offense:

- Suspension from all competition for a minimum of one calendar year through the remainder of the student's high school career. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.- To return to participation the student must provide written documentation of completing a minimum of three counseling sessions that focus on drug and/or alcohol dependence and produce a 10-Panel drug test with a negative test result from a Physician.

Additional rules and regulations are at the discretion of each individual coach. These regulations must be written by the coach and approved by the school administration. Athletes will be informed of these regulations before they go into effect.

All students, athletes, and parents remain subject to the School District's policies, the school's Student/Parent Handbook, and IESA/IHSA sportsmanship guidelines.

IHSA Performance-Enhancing Substance Policy

In 2008, the IHSA Board of Directors established the association's Performance-Enhancing Substance (PES) Policy. A full copy of the policy and other related resources can be accessed on the IHSA Sports Medicine website. Additionally, links to the PES Policy and the association's Banned Drug classes are listed below. School administrators are able to access the necessary resources used for policy implementation in the IHSA Schools Center.

As a prerequisite to participation in IHSA athletic activities, we have reviewed the policy and agree that I/our student will not use performance-enhancing substances as defined by the policy. We understand that failure to follow the policy could result in penalties being assigned to me/our student either by the my/our student's school or the IHSA. We understand that, if the student or the student's team participates in state series competitions, the student may be subject to testing for banned substances. No student athlete may participate in IHSA state series competitions unless the student and the student's parent/guardian consent to random testing.

IHSA PES Policy

[IHSA Performance Enhancing Substance Policy](#)

IHSA Banned Drug Classes

[IHSA Banned Substances Information](#)

Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

● Headaches	● Amnesia
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● “Pressure in head” ● Nausea or vomiting ● Neck pain ● Balance problems or dizziness ● Blurred, double or fuzzy vision ● Sensitivity to light or noise ● Feeling sluggish or slowed down ● Feeling foggy or groggy ● Drowsiness ● Change in sleep patterns	● “Don’t feel right” ● Fatigue or low energy ● Sadness ● Nervousness or anxiety ● Irritability ● More emotional ● Confusion ● Concentration or memory problems (forgetting game plays) ● Repeating the same question/comment
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Signs observed by teammates, parents and coaches include:

● Appears dazed ● Vacant facial expression ● Confused about assignment ● Forgets plays ● Is unsure of game, score, or opponent ● Moves clumsily or displays incoordination ● Answers questions slowly	● Slurred speech ● Shows behavior or personality changes ● Can’t recall events prior to hit ● Can’t recall events after hit ● Seizures or convulsions ● Any change in typical behavior or personality ● Loses consciousness
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What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete’s safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Youth Sports Concussion Safety Act requires athletes to complete the Return to Play (RTP) protocols for their school prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. You should also inform your child’s coach if you think that your child may have a concussion. Remember it’s better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

[IHSA Concussion Risk Program](#)

Acknowledgement and Consent

Student/Parent Consent and Acknowledgements

By signing this form, we acknowledge we have been provided information regarding concussions and the IHSA Performance-Enhancing Substance Policy. *Form is electronically signed via online registration

STUDENT

Student Name (Print): _____ Grade (9-12): _____

Student Signature: _____ Date: _____

PARENT or LEGAL GUARDIAN

Name (Print): _____

Signature: _____ Date: _____

Relationship to student: _____