

Waterloo High School



Student-Parent Handbook 2024-2025

Table of Contents

Class Schedule.....	7
Section 1 – Introductory Information and General Notices.....	8
1.0 - School Operations During a Pandemic or Other Health Emergency. 8	
1.3 – General School Information.....	9
1.35 – District Annual Budget.....	9
1.4 – Visitors.....	10
1.5 – Equal Educational Opportunities and Sex Equity.....	11
1.6 – Animals on School Property.....	11
1.9 – Emergency School Closings.....	11
1.10 – Video and Audio Monitoring Systems.....	11
1.11 – Accommodating Individuals with Disabilities.....	11
1.12 – Students with Food Allergies.....	12
1.13 – Care of Students with Diabetes.....	12
1.14 – Suicide and Depression Awareness and Prevention.....	12
1.17 – Student Appearance.....	13
1.180 Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations.....	13
1.185 – Faith’s Law Notifications.....	14
1.190 – Prevention of Anaphylaxis.....	14
1.200 – Sexual Abuse Response and Prevention Resource Guide.....	14
1.201L – Accident Insurance.....	14
1.202L – Announcements.....	15
1.203L – Lost and Found.....	15
1.204L – Parent Conferences.....	15
1.205L – Asbestos Management Plan.....	15
1.206L - Pest Control Management.....	15
1.207L - Cell Phones in School Zones.....	15
Section 2 – Attendance, Promotion and Graduation.....	15
2.10 – Attendance.....	15
2.100 – Home and Hospital Instruction.....	15
2.110 – Early Graduation.....	16
2.120 – High School Graduation Requirements.....	16
2.130 – Complaints About Curriculum, Instructional Materials, and	

Programs.....	17
2.20 - Student Absences.....	17
Excused Absence.....	18
Unexcused Absence.....	18
Partial Day Absence.....	19
Partial Day Absence due to illness.....	19
Pre-Arranged (planned) Absence.....	19
Athletic Event Absence.....	19
Field Trip Absence.....	19
College Visitations.....	19
Military Excusal.....	19
2.20L – Sign In/Out.....	20
2.21L - Smart Pass.....	20
2.30 – Release Time for Religious Instruction and Observance.....	20
2.50 – Truancy.....	20
2.80 – Exemption from PE Requirement.....	21
2.90 – Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement.....	22
2.91L – Work Release.....	24
2.92L - Semester Exam Exemptions.....	24
Eligibility Criteria.....	24
Detailed Criteria.....	24
Final Exams.....	25
Section 3 – Student Fees and Meal Costs.....	25
3.10 – Fees, Fines & Charges; Waiver of Student Fees.....	25
3.20 – School Lunch Program.....	26
Section 4 – Transportation and Parking.....	27
4.10 – Bus Transportation.....	27
4.20 – Parking.....	29
Section 5 – Health and Safety.....	30
5.10 – Immunizations, Health, Eye & Dental Examination.....	30
5.20 – Student Medications.....	31
5.30 – Guidance and Counseling.....	33
5.40 – Safety Drill Procedure and Conduct.....	34
5.50 – Communicable Disease.....	34
5.60 – Head Lice.....	34

Section 6 – Discipline and Conduct.....	34
6.10 – General Building Conduct.....	34
6.10L – Restricted Areas.....	35
6.20 – School Dress Code.....	35
6.25L – Book Bags, purses, etc.....	36
6.25L – Student Identification.....	36
6.30 – Student Behavior.....	36
Disciplinary Procedures.....	39
Disciplinary Measures.....	39
Procedure for Removal from Class.....	40
Detention Hall.....	41
Alternative Room (In School Suspension).....	41
Suspension (Out of School).....	41
6.40 – Prevention of and Response to Bullying, Intimidation, and Harassment.....	43
6.42 - Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.....	44
6.45 – Harassment & Teen Dating Violence Prohibited.....	46
6.50 – Cafeteria Rules.....	47
6.55L – Food Delivery.....	48
6.56 L - Outside Beverages.....	48
6.60 – Field Trips.....	48
6.70 – Access to Student Social Networking Passwords and Websites.....	48
6.80 – Student Use of Electronic Devices.....	48
6.81L – School Telephone Use.....	51
6.82L – Closed Campus.....	51
6.83L – Communication Authorization.....	51
6.84L – Gift Deliveries.....	51
6.85L – Hall Passes.....	51
6.86L – Lockers.....	51
6.87L – Illegal Drugs Prohibited.....	51
6.88L- Hazing.....	52
Section 7 – Internet, Technology, and Publications.....	52
7.10 – Acceptable Use of the District’s Electronic Networks.....	52
7.27 – Access to Non-School Sponsored Publications.....	55

7.30 – BYOT Program.....	55
7.40 – Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act.....	56
7.50 – Use of Artificial Intelligence.....	57
Section 8 – Search and Seizure.....	57
8.10 – Search and Seizure.....	57
Section 9 – Extracurricular and Athletic Activities.....	58
9.10 – Extracurricular Athletic Activities Code of Conduct.....	58
9.10L – Extra Curricular Activities.....	58
Extra-Curricular (non athletic) Rules.....	58
Requirements for Participation in Athletic Activities.....	59
Illinois High School Association.....	60
Academic Eligibility – No Pass, No Participate.....	60
Absence from School on Day of Extracurricular or Athletic Activity.....	60
Accidents\Injuries.....	60
Changing a Sport.....	60
Conflicts between Activities.....	61
Dress.....	61
Equipment.....	61
Participation in two sports in one season.....	61
Parties.....	61
Physicals.....	61
Practices: regular, vacation and school closing.....	61
Team cutting policies.....	61
Transportation.....	62
Weight room.....	62
Code of Conduct.....	62
Due Process Procedures.....	63
Appeals/Hearing.....	64
Modification of Athletic or Team Uniform.....	64
9.20 – Attendance at School Sponsored Dances.....	64
9.30 – Student Athlete Concussion and Head Injuries.....	65
Section 10 – Special Education.....	68
10.10 – Education of Children with Disabilities.....	68
10.20 – Discipline of Students with Disabilities.....	69

10.30 – Exemptions from PE Requirement.....	69
10.40 Certification of High School Completion.....	69
10.70 PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians.....	69
Section 11 – Student Records and Privacy.....	70
11.10 – Student Privacy Protections.....	70
11.20 – Student Records.....	71
Section 12 – Parental Rights Notifications.....	75
12.30 – Homeless Child’s Right to Education.....	75
12.40 – Family Life & Sex Education Instruction.....	75
12.60 – English Learners.....	76
12.70 – School Visitation Rights.....	76
12.80 – Pesticide Application Notice.....	76
12.90 – Mandated Reporter.....	76
12.105 – Student Privacy.....	76
12.110 – Sex Offender Notification Law.....	76
12.130 – Parent Notices Required by the Every Student Succeeds Act... 77	77
Section 13 – Guidance Department.....	77

Class Schedule

WATERLOO BELL SCHEDULE

High School

	Regular Day	Monday	Wednesday	Half Day
Early Bird	6:50-7:40	6:50-7:40	6:50-7:40	6:50-7:40
1st Hour	7:45-8:35	8:25-9:10	7:45-8:35	7:45-8:11
Activity Period			8:40-9:10	
2nd Hour	8:40-9:35	9:15-10:00	9:15-10:00	8:14-8:40
3rd Hour	9:40-10:30	10:05-10:50	10:05-10:50	8:43-9:09
4th Hour	10:35-11:25	10:55-11:40	10:55-11:40	9:12-9:38
5th Hour Class	11:30-12:20	11:45-12:30	11:45-12:30	9:41-10:07
5th Hour Lunch	11:25-11:55	11:40-12:10	11:40-12:10	
6th Hour Class	12:00-12:50	12:15-1:00	12:15-1:00	9:41-10:07
6th Hour Lunch	12:20-12:50	12:30-1:00	12:30-1:00	
7th Hour	12:55-1:45	1:05-1:50	1:05-1:50	10:10-10:36
8th Hour	1:50-2:40	1:55-2:40	1:55-2:40	10:39-11:05

Daily Dismissal Time

Bus Students: 2:40
All Other Students: 2:45

Section 1 – Introductory Information and General Notices

1.0 - 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.

1.3 – General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.wcusd5.net) or at the Board office, located at:

302 Bellefontaine Drive
Waterloo, IL 62298

The School Board governs the school district, and is elected by the community. Current School Board members are:

Lori Dillenberger, President
Neil Giffhorn, Vice-President
Jodi Burton, Treasurer
John Caupert, Member
Nathan Mifflin, Member
Amanda Propst, Member
James Yaekel, Member

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

Brian Charron, Superintendent
Tim McDermott, Principal
Christy Osterhage, Assistant Principal
Maggie Herring, Assistant Principal
Tim Gould, Athletic Director

The school is located and may be contacted at:
Waterloo High School
505 E. Bulldog Blvd
Waterloo, IL 62298

1.35 – District Annual Budget

The District's final annual budget is posted on the District's website, at www.wcusd5.net, under the School Board section.

1.4 – Visitors

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must wear a visitor ID and lanyard identifying themselves as a guest. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office, return the ID and lanyard, and sign out before leaving the school.

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

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied 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.

1.5 – Equal Educational Opportunities and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mr. Brian Charron at 302 Bellefontaine Drive Waterloo, IL 62298, 939-3453.

1.6 – Animals on School Property

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

1.9 – Emergency School Closings

The phone/text/email system will simultaneously contact our parents/guardians/staff that are listed in our system and will deliver a recorded message that will come from your principal or superintendent. The service will deliver the message within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. It will deliver the message to both live answer and answering machine along with capability of texting and emailing the message. After you answer the phone, there is a pause before the message begins. If you receive a call from the school, please check to see if a message has been left before calling the school back.

TV Channels: (2) (4) (5) and Radio Station: KMOX 1120 AM will be notified directly of a WCUSD5 school closing and they will begin announcements as soon as possible. Please do not call the office as there will likely be no one there to answer the phone.

1.10 – Video and Audio Monitoring Systems

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

1.11 – 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.

1.12 – Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal, Tim McDermott at (618) 939-3455 or tmcdermott@wcusd5.net.

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 supports 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.

1.13 – Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal.

Parents/guardians are responsible for and must:

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

For further information, please contact the building principal.

1.14 – 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 school district's policy, is posted on the school district website. Information can also be obtained from the school office.

National Suicide Prevention Lifeline: call or text 988
Crisis Text line: Text HOME to 741741

Illinois Safe 2 Help Program - 844-4-SAFEIL
Text - SAFE2 (72332)
HELP@Safe2HelpIL.com

1.17 – Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

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

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include physical signs, behavioral signs, and emotional signs. Examples may include, but are not limited to:

- Unusual weight gain or loss
- 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
- Spending an unusual amount of time alone
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Loss or decrease in interest in school, activities, and friends
- Failing grades

Warning Signs of Grooming Behaviors

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

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

- Failing to respect boundaries or listening when a student says "no"
- 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
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Giving a student gifts without occasion or reason

Warning Signs of Boundary Violations

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

Examples of boundary violations include:

- Engaging in peer-like behavior with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Transporting a student in a school or private vehicle without administrative authorization
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- 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)

1.185 – Faith's Law Notifications

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 or requested from the Superintendent's office.

1.190 – 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.

1.200 – Sexual Abuse Response and Prevention Resource Guide

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

1.201L – Accident Insurance

Student accident insurance is made available to students for a nominal fee. It is recommended for any student whose family does not have such insurance coverage. The school cannot legally assume any liability for medical expenses due to student injuries sustained in regular school activities. Student insurance claims are processed by the school nurse in the health office. All students having coverage should report any accident to the school nurse immediately. More specific details on the insurance program are available in the letter sent to parents of students in August.

Athletes must buy insurance unless their parents file a waiver with the school. An insurance waiver may be obtained in the guidance office of the high school, completed, and returned to the guidance secretary.

1.202L – Announcements

Announcements are read at the beginning of second period and are posted on the high school webpage. Teachers or club sponsors must approve any items submitted.

1.203L – Lost and Found

Books found in school should be brought to the main office where the owner may obtain them upon identification. Other items are retained in the “Lost & Found” area located inside the entry to the cafeteria. Lost and found items will be discarded at the end of the Fall and Spring terms.

1.204L – Parent Conferences

Parent/teacher conferences may be arranged at any time of the school year. Parents may make an appointment to speak with teachers during the day (teacher’s prep. period) or immediately after school. Parents are urged to call or e-mail the school any time for an appointment whenever they wish to speak with teachers, counselor, or administration concerning their child’s progress. Please call the office (939-3455) to make an appointment.

1.205L – Asbestos Management Plan

Waterloo C.U.S.D. #5 has adopted an Asbestos Management Plan and is available for public review upon request. The plan may be viewed in the building principal’s office during normal business hours.

1.206L - Pest Control Management

Waterloo School District #5 is required by the “Illinois Structural Pest Control Act” to develop and implement an integrated pest management program that incorporates the guidelines developed by the Department. We are required to notify students and parents when spraying for pests inside the schools. Along with spraying we will install glue traps and other types of traps to help minimize the use of any chemicals. Obviously, the safety of the children and staff are our first priority. The following periods have been scheduled for spraying:

Spring Break Holiday, Summer Holiday, Thanksgiving Holiday, Christmas Holiday

For questions, please contact Will Hulett, Director of Buildings and Grounds, at 618-939-9770.

1.207L - Cell Phones in School Zones

According to Illinois statute (Public Act 096-0131) usage of cell phones by drivers in school zones are not permitted.

Section 2 – Attendance, Promotion and Graduation

2.10 – 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.

2.100 – Home and Hospital Instruction

A student who is absent for more than two weeks from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student’s home or hospital.

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Mr. Tim McDermott, principal.

2.110 – Early Graduation

Students must complete seven semesters of high school and complete all requirements before they may graduate. Students may not use correspondence credit to graduate early. Factors to be considered for early graduation include, but are not limited to: student's incentive to graduate early, college/career plans, personal circumstances, attendance, discipline, and academic performance/testing. **Early graduation application must be made prior to June 30th.**

2.120 – 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.
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

- (a) Four years of language arts.
- (b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- (c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
- (d) Two years of science.
- (e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
- (f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
- (g) One semester of health education.
- (h) Physical education classes.
- (i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the

United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.

- (j) Nine weeks of consumer education.
- (k) For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

The above requirements do not apply 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.

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 may 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.

2.130 – Complaints About Curriculum, Instructional Materials, and 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 program by completing a Curriculum Objection Form.

2.20 - Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any

child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

If a student is absent, the parent should call the office (939-3455 and follow the attendance prompts) each day stating the reason for the absence. Failure to do so will result in the absence being classified unexcused. An unexcused absence will not be changed to excused unless the parent calls the school the day of the absence or the following school day. A message can be left on the attendance office's phone messaging system.

Students who enter or leave school throughout the day, for any reason, must sign in or out at the attendance window, with the permission of the parents and the office staff. Failure to do so will result in the absence being classified as truancy. (Note: Parent calls after a student leaves school will not excuse the absence.)

Excused Absence

Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

When a student has been absent *3 or more days in a row for illness or medical reasons*, a physician's note is required within 24 hours upon the student's return to be an excused absence.

An excused absence entitles a student to make up all assignments missed. The student will have one day, plus the number of days absent to turn in makeup work. For example, if you are absent for two days (Monday and Tuesday), your work should be turned in by Monday. It is the responsibility of the student to contact the teacher on the day he/she returns to complete a plan for doing work that was missed. In the event that a student has an excused absence on the day that a specific long-term assignment is due and the student was previously informed of the pre-determined due date, the student may be required to submit such assignment on the day that the student returns to school from the excused absence. The teacher may extend the due date with unusual circumstances.

Unexcused Absence

An absence due to truancy or to any cause, which the administration cannot approve, is classified as unexcused. In such matters, the teacher has no responsibility for assisting the student in making up the work missed, and the student receives no credit.

When a student has been absent *3 or more days in a row*, a physician's note is required within 24 hours upon the student's return to be an excused absence. A physician's note will also be required for each additional absence once student absences become excessive. If the school office does not receive a physician's note, the absences will be counted as an unexcused

absence. In cases of excessive unexcused absences, teachers are not responsible for assisting students with missed work. In these cases, students may not receive credit for missed work.

Partial Day Absence

Permission to miss class for a personal emergency, important business or medical and dental appointments that cannot be scheduled during non-school hours, must be obtained in the attendance office. The office must have parental permission for the student to leave and the student must provide verification upon return. In no case should a student leave the school grounds without reporting to the office, nor shall a student report late to school without first checking into the office. **FAILURE TO DO SO WILL RESULT IN AN UNEXCUSED ABSENCE AND DISCIPLINARY ACTION.**

Partial Day Absence due to illness

Students who become ill while at school must report to the school nurse in order to be excused for the remainder of the day. Students may contact parents while in the nurse's office.

Pre-Arranged (planned) Absence

Pre-arranged absences will be allowed on an individual basis. Primary considerations will be based on the student's current academic status and the number of previous total absences.

Waterloo High School discourages pre-arranged absences planned during semester finals.

Pre-arranged absence requests must be completed at least 48 hours prior to the absence. Pre-arranged absence forms are available in the attendance office and on the school website. Days missed due to family vacations will be considered excused only if a pre-arranged absence has been applied for and granted by the principal or assistant principal. Assignments missed are due the day the student returns, if the student has access to materials and assignments. Tests and quizzes should be arranged by the student with the teacher.

Athletic Event Absence

Students that are absent or leave school early for an athletic event should gather all homework prior to absence. Assignments, tests, and quizzes missed are due the day the student returns.

Field Trip Absence

Field trip absences will be allowed on an individual basis. Students may be denied field trip participation if they are failing a class or have excessive absences. A student may be given an alternative assignment if they are unable to attend and the field trip is curriculum related. Assignments, tests, and quizzes missed are due the day the student returns from the field trip.

College Visitations

A "Senior College Day" is considered a pre-arranged absence and will be considered excused only if a note from an authorized college official on college letterhead is presented upon the return to school. "College Day" request forms are available in the Main Office and on the school website. Seniors are allowed two college days per school year. College days may not be used during the last two weeks of the semester. Assignments missed are due the day the student returns. Tests and quizzes should be arranged by the student with the teacher.

Military Excusal

A student may 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. Pre-arranged absence policy should be followed in these situations.

2.20L – Sign In/Out

A sign-in/sign-out register is maintained in the Attendance Office. Students arriving after 7:50 a.m. must sign-in in this office before going to class. Students up to 5 minutes late (7:45-7:50 a.m.) will be marked tardy by their 1st hour teacher. Students leaving before 2:45 p.m. must come to this office to sign-out.

2.21L - Smart Pass

Students will be utilizing the SmartPass system to sign in and out of classrooms when needing to visit other locations in the building. SmartPass is an online system that is used to manage all passes throughout the building. The system will be replacing a traditional hall pass. The system utilizes technology to allow students to make a request indicating where they wish to go, pass through an approval process, and sign out and back in. Students may be redirected to wait if spaces are previously occupied.

2.30 – Release Time for Religious Instruction and Observance

Students desiring to attend religious services will be allowed to do so. In order for an absence to be excused, the parent/guardian must complete the Pre-Arranged Absence Form and submit it to the office one-day prior to the absence.

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

2.50 – Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants and will be referred to the Right Track Truancy Program through the Regional Office of Education. 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.

2.80 – Exemption from PE Requirement

A student in grades 9-12 may submit a written request to their guidance counselor requesting to be excused from physical education courses for the reasons stated below.

- a. Students may be excused from PE while participating in an interscholastic athletic program. Students may take a study hall during the season they are out for a sport.
- b. Students may be excused from PE to enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the student being denied admission to the institution of his or her choice.
- c. Students may be excused from PE if they are enrolled in a marching band program for credit.
- d. Students in grades 9-10 may be excused from PE the semester they are enrolled in a Health class.
- e. Students may be excused from PE to enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate.
- f. Students may be excused from physical education for medical reasons. A written statement from a doctor is required. This statement, which must state the length of time of the medical excuse, will first be shown to the teacher involved and then turned in to the Guidance Office. The physical education teacher in conference with the student will determine if the student will be assigned to a study hall or be given supplemental activity in the class. If sufficient class is missed to cause a loss of credit, that credit will have to be earned with other class work. 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.
- g. Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

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

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 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.

Proficiency Credit

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

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. Please contact the building principal for additional information.

By the fall of 2023, for each student who meets or 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 meets or 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 meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.

- c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

2.91L – Work Release

Seniors who are lawfully employed to work at least one hour each school day may request a reduction in the required hours of school attendance. See the principal or guidance counselor for specific instructions for work release.

2.92L - Semester Exam Exemptions

All WHS students are required to take a comprehensive semester exam at the end of both 1st and 2nd semester. Students can earn exemptions from their semester exams if they demonstrate excellence in attendance, behavior, and academic performance throughout the academic term.

This policy aims to encourage consistent attendance and positive behavior, contributing to a productive learning environment.

Eligibility Criteria

To qualify for a semester exam exemption, per class, students must meet the following criteria:

1. Attendance
 - Minimum Attendance: Students must have no more than 6 excused absences, per semester.
 - Unexcused Absences: Students must have zero unexcused absences.
2. Behavior
 - Students must exhibit exemplary behavior. This includes:
 - Disciplinary Record: Students may not have more than 2 detentions assigned, per semester and must have zero disciplinary actions leading to an in-school suspension, per semester. If a student receives an out of school suspension, the student is not eligible for exam exemption all school year.
 - Academic Integrity: No incidents of academic dishonesty, including cheating and plagiarism.
 - Conduct: Consistent adherence to the school's code of conduct.
3. Academic Performance
 - Students must have a 70% or above per individual class be exempt from that class' exam two weeks prior to the first scheduled semester exam.

Detailed Criteria

1. Attendance Standards
 - Attendance will be tracked from the first day to the last day of the term.
 - Excused absences such as; mental health days, family emergencies, medical, or pre-approved events count towards a student's excused absence record. Doctor notes and planned absence forms are required, when deemed necessary.

- School-related field trips and WHS-sponsored athletic events do NOT count towards a student's excused absence record.
 - No more than two college-day trips will count as a school-related field trip. Only seniors are awarded these college-day trips as school-related trips.
2. Behavioral Expectations
 - Students must have no more than 2 detentions, per semester.
 - Demonstrated academic integrity in all coursework and examinations.
 - Positive behavior in interactions with peers, teachers, and staff, contributing to a constructive school environment.
 3. Academic Performance
 - Eligibility will be determined two weeks prior to the first scheduled semester exam. Academic eligibility will be based on individual classes.
 - Students and parent/guardians will receive notification via email regarding their eligibility for exemption.
 4. Optional Exams
 - Students that are eligible for exemption may choose to still take final exams to raise their current grade.
 - A student will not be penalized for taking a final exam for which they were otherwise exempt. If the student takes the exam and it lowers their existing grade, the exam will be exempted.
 - The final exam will be worth 20% of the student's overall semester grade.
 5. Required Exams
 - Students that are in dual credit courses, Spanish IV (APPL exam), and AP courses will still be required to complete an exam that aligns with the curriculum.
 - Honors courses will have a written component regardless of exemption status. The written component may be administered prior to the scheduled exam period.

Final Exams

1. Students who do NOT qualify for exemptions:
 - a. Students who are not exempt from final exams according to the outlined eligibility criteria will take final exams for each class as scheduled.
 - b. The final exam will be worth 20% of the student's overall semester grade.
 - c. Students who are absent from the final exam period with an unexcused absence will receive a zero on the final exam.

Section 3 – Student Fees and Meal Costs

3.10 – Fees, Fines & Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the 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 does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers 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 program; or
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

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

The building principal will notify the parent/guardian within 30 days as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

3.20 – School Lunch Program

Type A lunches:	\$3.00
Breakfast:	\$1.75
Milk:	\$.60
Juice:	\$.45

Ala Carte may be purchased daily.

Waterloo High School participates in the "Free and Reduced Lunch and Breakfast Program." Applications for the program may be picked up from the office or Cafeteria and completed at any time during the school year. We encourage all those students entitled to free or reduced price meals

to utilize the benefit as often as possible. Please note that this entitlement includes 1 free or reduced breakfast and 1 free or reduced lunch per day. Any purchase other than or in addition to a full meal will be the responsibility of the student.

Section 4 – Transportation and Parking

4.10 – 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, 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.

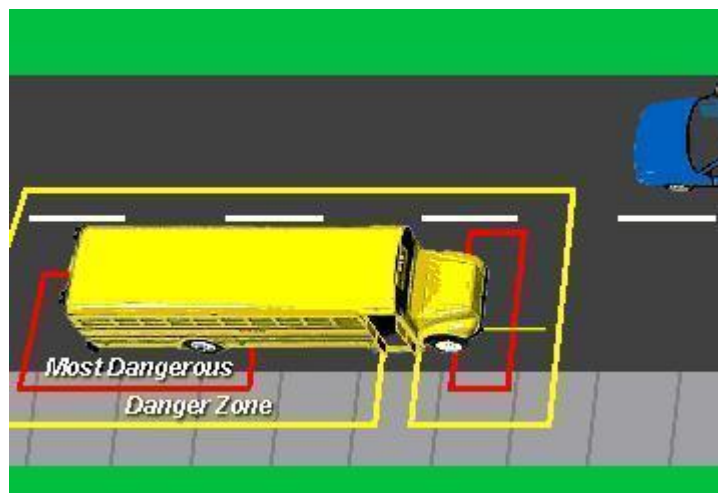
The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.

4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

4.20 – Parking

Students who use cars for transportation to and from school will comply with the regulations listed below. These regulations are reasonable and are for the protection of everyone.

1. Vacate cars immediately upon arrival. Students are not allowed to sit in their cars before school, during lunch, or any other time of the school day.
2. Students driving cars to school must register their license plate with the office. If a student drives more than one car to school, all vehicles must be registered in the office. **Parking permits are non-transferable.** These are to be used only by the person to whom they were issued and on family vehicles that have been properly registered.
3. Parking spaces will be assigned at the time of school registration. Students will be required to park in the same parking space throughout the school year. Permits will be issued as long as spaces are available.
4. Students must purchase a parking permit if they wish to drive a car to school. The cost of the permit is \$60.00 annually, and may be purchased at any time of the year, space permitting. Parking fees will be prorated \$15 per quarter during the school year. The permit is to be hung from the rearview mirror. Failure to display the permit may result in fines, driving privileges being suspended, school discipline, and/or the vehicle being towed away at owner's expense. If the permit is lost or stolen, a replacement may be purchased for a minimal fee.
5. Students whose driving behavior is reckless may have all parking and driving privileges suspended for part or all of the school year. No refund will be given if a student's driving privileges are suspended.
6. Student's cars are subject to be searched.
7. Towing: If a vehicle is found parked in the student parking lot and does not have a valid parking permit the vehicle may be towed immediately at owner's expense. **This notice is your only official warning before the towing of any unauthorized vehicle occurs.**
8. The school assumes no responsibility for damage to cars parked on school property. No special arrangements will be made for such occurrences. Students park on school property at their own risk.
9. Students caught driving recklessly in the parking lot may be subject to disciplinary action including the loss of driving privileges.
10. Vehicles should be driven safely and must yield to pedestrians.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON 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.

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.

Section 5 – Health and Safety

5.10 – Immunizations, Health, Eye & Dental Examination

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning.

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

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents:

(1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

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 explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
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.

5.20 – Student Medications

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

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

Self-Administration of Medication

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

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

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

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

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian

must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Use of Undesignated Medications

Waterloo Community Unit School District #5 has a standing order protocol for trained school personnel to use epinephrine injection and opioid antagonists in the setting of medical emergencies wherein a student, visitor, or staff person is experiencing a severe allergic/anaphylactic reaction and/or opioid overdose. The medications will be administered in appropriate circumstances.

As described in 105 ILCS 5/22-30, the school district, public school, charter school or nonpublic school and its employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of epinephrine and opioid antagonists regardless of whether authorization was given by a pupil's parents or guardians or by a pupil's physician, physician assistant, or advanced practice registered nurse.

Parents or guardians must indemnify and hold harmless the school district, public school, charter school, or nonpublic school and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of asthma medication, an epinephrine injector, or an opioid antagonist regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician assistant, or advanced practice registered nurse.

** If a parent or guardian does not want their student to receive an undesignated medication in emergencies, please submit a written request to the school that their student shall not be administered the drugs under any circumstances.

Emergency Aid to Students

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

The safety of every student is a primary concern. Waterloo High School has a nurse to assist in the health and safety of your child during school hours. The Board of Education has adopted policies and procedures to follow in order to assure the safety of all students in the school district. If medication is needed for temporary illness, chronic conditions or diseases such as asthma, behavioral disorders, headaches, stomachaches, etc., a completed physician and parental consent form (a medical dispensation form) must be on file in the health office. **NO** medications will be dispensed without a medical dispensation form on file. The forms may be obtained from the main office or the health office at any of the buildings. Medication must be brought to school in a container appropriately labeled by the pharmacist or physician. No student shall possess or consume

any prescription or non-prescription medication on school grounds other than as provided for in this policy and its administering procedures.

The Health Office will accept a faxed copy of the form from the physician with the proper instructions included. Also, written parental consent must be obtained before any medication is given. **The Board of Education allows no student to carry over-the-counter medication on his or her person at any time while on school property.** No student is allowed to leave the school building to retrieve medication from any other source, i.e. a vehicle or person. If your child requires an over-the-counter medication such as Tylenol, allergy medicine, Motrin or other pain medication, etc., the same procedure must be followed as for prescription drugs. Please contact the school nurse at your child's building as soon as possible if your child is in need of any medication during school hours. The nurse is able to assist in obtaining the necessary documentation to allow your child to take even over-the-counter medications while at school.

The Health Office is equipped with a locked cabinet in order to keep all medication safe. The parent would be responsible for bringing the prescribed medication to the school health office in the original container with their name printed on it. A record will be kept in the health office when each student receives medication. No medication will be given without physician and parental written consent.

Should a student become ill while at school and need medication, every effort will be made by the school nurse or administrative staff to contact the responsible party and request medication be brought to school for the student. In such cases where a responsible party cannot be reached, comfort measures will be given to the student until someone is available. The school does not have medication on hand to administer to students randomly.

A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and 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 or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 and/or asthma inhaler, or the storage of any medication by school personnel.

5.30 – Guidance and Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Additional information about the guidance office can be found at the Guidance Department website.

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

5.40 – Safety Drill Procedure and Conduct

Safety drills will occur at times established by administration. 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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

5.50 – Communicable Disease

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

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

5.60 – Head Lice

The school will observe the following procedures regarding head lice.

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

Section 6 – Discipline and Conduct

6.10 – General Building Conduct

Students shall not enter the school building before 7:30 a.m. (except early bird classes) and with normal dismissal times of 2:40 for bus students and 2:45 for all other students. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas worn as a head covering shall not be worn in the building. Any hat brought to school shall be removed before entering.

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

6.10L – Restricted Areas

A restricted area is any area of campus where a student's presence is not required as a result of his/her instructional program. Between classes students are allowed to use the hallways, restroom and lockers. Movement at any other time requires a pass from a staff member. Such movement must be done promptly and by the most direct means. Student presence in a restricted area will result in disciplinary action.

6.20 – School Dress Code

We take pride in the appearance of our school. Student's dress reflects the quality of the school, student conduct, and school work. Students are expected to dress in a clean, neat and appropriate manner. Clothing that creates a health problem, safety hazard, or is disruptive to the learning process will not be permitted. This includes clothing that is excessively revealing, displays profanity, lewd pictures, sex, inappropriate language, and is overtly vulgar.

1. Students shall not wear halter-tops, crop tops, spaghetti strap tops, tank tops, cut off shirts, or clothes that expose undergarments. Top attire must touch bottom attire all the way around a student's waist. Bare backs, plunging necklines, and exposed midriffs are unacceptable.
2. Bottom attire (skirts, shorts, and pants) must provide coverage when standing, sitting, and/or bending. Undergarments should be covered by outer attire.
3. Students shall not wear sunglasses, bandanas as head coverings, sweatbands, hats, or caps while inside the school building, with the exception of head scarves or head covering worn as part of a student's religious practice.
4. Properly fitting clothes are to be worn. Oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waistline; "sagging" is prohibited. Shoes must be worn at all times.
5. Tattoos that, by their content, violate any provisions of the Student Dress Code must be covered at all times.
6. All pierced jewelry must be removed during physical education class or other classes where safety is an issue.
7. Spiked apparel, accessories or chains that can be used as weapons shall not be worn in the building during the school day.
8. Shoes with rollers or wheels attached are prohibited at school.
9. Heavy winter coats and trench coats shall not be worn during school hours. Students may utilize coats when arriving and departing school. Coats are not permitted in classrooms and should be stored in the student's locker during school hours.

Faculty and staff will make every effort to be consistent in the manner in which they determine the appropriateness of student dress. If a teacher or staff member finds student dress to be a disruption to the learning in the classroom, the student will be sent to the office. Students will be asked to change or leave school grounds if they are found in violation of the above guidelines. All dress code violations, even those classified as warnings, will be documented by the teacher or office staff. Multiple violations of the dress code guidelines will be considered insubordination. The building administration is the final authority for judging the appropriateness of a student's appearance at school.

The administration reserves the right, if necessary, to modify the dress code policies to include any items that affect the safety and/or security of the school, disrupts the learning environment, or are not conducive to a school setting.

6.25L – Book Bags, purses, etc.

Students may utilize coats, purses, and book bags when arriving and departing school. Book bags, purses, and coats are not permitted in the classrooms. A computer sleeve without a strap, may be used to carry a student's personal computer/Chromebook.

6.25L – Student Identification

Students are issued IDs once pictures are completed. Students are expected to carry their ID and present it if a staff member requests to see their ID. Students will also need their ID for student pricing at sporting events and extracurricular activities. Only the school ID may be worn from the lanyard. ID's that are defaced or decorated in any way are unacceptable, and students will be required to purchase a replacement.

ID costs: A replacement ID is \$3.00 and includes the ID plastic insert. Students are required to pay for replacements immediately.

6.30 – Student Behavior

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The

prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; (d) it is used during passing periods; or (e) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to,

conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or

5. During periods of remote learning.

Disciplinary Procedures

Teachers and other certified educational personnel shall maintain discipline in the schools. In all matters relating to the discipline in and the conduct of the school and the school children, they stand in the relations of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardians. (Illinois School Code). Cooperation among parents, teachers and administrators is both necessary and desirable. In order for the student to benefit from disciplinary procedures, it is most important that they understand the reasons for such actions. Discipline should be fair and constructive, not arbitrary or excessive.

The development of discipline is a major element of the maturation process. As a child matures, he/she must progress from the need of external control to internalized self-discipline necessary to become an effective, responsible adult. The goals of a disciplinary policy are to develop self-control, orderliness and change the behavior. The elements of a disciplinary policy must focus on these goals for the institution in its corrective, behavior modification measures.

An individual has the right to the opportunity of public supported education. However, an individual does not have the right to interfere with the rights of others to an education in a safe, secure and orderly manner. The rights of an individual and the institution must be balanced.

Delegation Of Authority

Each teacher and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may use reasonable force as needed to maintain safety for other students and remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Principal are authorized to impose the same disciplinary measures as teachers and may also suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.

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

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

Procedure for Removal from Class

In the event that a teacher feels it necessary to remove a student from class or study hall, the student must be directed to the assistant principal's office. The teacher indicating the reason for the dismissal should complete a disciplinary referral form and give it to the student when he/she comes to the office. The administration regards student removal from class as a serious offense indicating that the teacher has previously utilized all means to improve student behavior and is now seeking administrative assistance.

The following minimum procedures will be followed:

- **First Offense:** There must be parent-teacher contact (telephone/e-mail) to discuss the problem and potential solutions. Students will remain out of class and under the supervision of the office for the remainder of the class period and additional discipline may be necessary. The student will receive a zero for all work missed during his/her absence.
- **Second Offense:** If a student is removed from class for a second time, a call will be made home requesting that a conference be arranged between the teacher, student, parent and administration. The student remains out of class and under the supervision of the office for a period not to exceed ten days or until the conference has been held. It will be decided at the conference if and under what conditions the student will be admitted back to class.
- **Third Offense:** The student may be removed from class and all accumulated academic credit for the class lost.

Detention Hall

Detention will be served Monday through Thursday from 2:50 to 3:50 p.m. Any student assigned a detention and failing to serve it will be assigned another detention. Students arriving late will not be admitted. Students accumulating two unserved detentions or more will be suspended and/or assigned an AR. The suspension/AR will remove all accumulated detentions. If a student is removed at any time from the Detention Hall will serve one day of Alternative Room. Serving assigned detention will take precedence over all other extracurricular activities.

Alternative Room (In School Suspension)

Alternative room placement is a disciplinary consequence assigned in an effort to allow students to remain in school. AR begins at 7:45 a.m. and ends at 2:45 p.m. Academic work completed in AR will be counted for full credit. Failure to cooperate and complete work in a timely manner will result in further discipline.

If assigned class work is not completed or a student is removed for their actions violating the Alternative Room contract, the student will be subject to additional discipline. If it becomes obvious that AR is not effective for certain students, it will no longer be offered to those students as an option. **AR is considered to be a privilege and is not an inherent right of the educational process. WHS Administration reserves the right to remove the privilege of Alternative Room for any student grades nine through twelve. This restriction of privileges may be levied for a portion or entirety of the school year.**

Suspension (Out of School)

Suspension out of school is a disciplinary action taken by school officials to separate a student from school for a period of ten days or less. Students who are suspended are not permitted to be on or near campus, to use school transportation, or to attend school sponsored activities. It shall be the responsibility of the student to request assignments for the duration of the suspension, and the student must turn in all work and complete tests for his/her teachers on the day the student returns from the suspension in order to earn credit. Furthermore, a student will have the opportunity to earn 100% credit on all academic work during the suspension if completed and turned in upon return. Assignments made during the suspension but due after the suspension is over will be accepted. There will be no due date extension.

Suspension Due Process

The Superintendent, Building Principal, and the Assistant Principal are authorized to suspend students guilty of gross disobedience or misconduct from school and all school functions for a period not to exceed ten (10) school days. The student and/or parents are due the following procedural protection:

1. Prior to suspension, the student shall be provided oral or written notice of the charges.
2. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
3. Prior notice and hearing as stated above may not be required and the student immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the academic or educational process. In such cases, the necessary notice and hearing shall follow as soon as it is practical.
4. Any suspension shall be reported to the parents or guardian of the student. Such reports shall contain a full statement of the reasons for suspension and a notice to the parents or guardian of their right of review. Also, a copy of the notice shall be given to the Superintendent and the Board of Education.

Upon request of the parents or guardian, a hearing shall be conducted by the School Board or hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board. After the hearing or upon the receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

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.

Corporal Punishment

Corporal punishment is illegal and will 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 reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property. The use of prone restraint is prohibited.

Weapons Prohibition

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

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

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

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

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts.

No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

- (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or
- (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
- (3) request any person to pay protection or otherwise intimidate, harass or threaten any person;
- (4) commit any other illegal act or other violation of district policies,
- (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

6.40 – 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 marital, 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 non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the

creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms including without limitation one or more of the following: name-calling, using derogatory slurs, harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or retaliation for asserting or alleging an act of bullying. This list is non-exhaustive. All forms of bullying are prohibited.

Students are encouraged to immediately report bullying. A report may be made verbally 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, or via the "Tell Someone" form, which can be accessed through the Guidance Department web page.

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.

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.

6.42 - 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 incidences 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.

6.45 – 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

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

Investigation Process

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.

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.

Making a Report or Complaint

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

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

6.50 – Cafeteria Rules

Lunch 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 bell 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.

Because classes are in session throughout the lunch periods, students are not allowed in any part of the building except the cafeteria during lunch. The courtyard will also be utilized weather permitting and with administration discretion.

Cafeteria Rules

- Food or drinks are not permitted out of the cafeteria.
- Return trays to the dish window.
- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the bell rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students accidentally spilling food or drinks are asked to report spills and broken containers to the lunchroom supervisor and participate in the cleanup.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

6.55L – Food Delivery

Students are not allowed to place or receive food delivery orders for lunch. The main office will not accept delivery for students from restaurants, DoorDash, etc.

Parents or guardians may drop off food for their child. Only an individual lunch may be delivered. Parents may not drop off food for their child's friends or for a group of students.

6.56 L - Outside Beverages

Students are permitted to bring water to drink throughout the school day as long as it is in a container with a spill resistant lid. Students will not be permitted to drink other beverages throughout the school day except in the cafeteria during lunch.

Students may not bring open containers and beverages into school as they enter in the morning. For example, open energy drinks, soda, and coffee.

6.60 – Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Failing or at risk of failing classes;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

6.70 – Access to Student Social Networking Passwords and 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.

6.80 – Student Use of Electronic Devices

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

The possession and use of cell phones, other communication devices, and electronic devices are subject to the following rules:

1. Students are permitted to use cell phones before and after school hours, during passing periods, and during their lunch hour.
 - a. Cell phone use is only permitted in designated areas only.
 - b. Use of cell phones for educational purposes is allowed if explicitly permitted by a faculty member, administrator, or school staff member for specific activities.
 - c. If a student is ill, a student may contact a parent during transition periods but will still need to report to the school nurse to receive permission to leave school.
 - d. If it is needed in an emergency that threatens the safety or individuals, students, and staff.

Eligibility for Cell Phone Use During Study Hall:

- a. Students who do not have grades of D or F in any subject are allowed to use their phones during study hall periods.
- b. Academic eligibility will be assessed periodically and any time a student is seen using a cell phone during study hall.
- c. Eligible students may use their cell phones during study hall for educational purposes, such as researching, reading, or using educational apps, as well as for personal use in a manner that does not disrupt others.
- d. Ineligible students (those with a D or F in any subject) must keep their phones out of sight and focus on their studies to improve their academic performance.
- e. The allowance of cell phones may be restricted and modified as deemed necessary by administration and staff.

Visibility and Use:

1. Cell phones must be kept out of sight at all times during instructional periods. This includes all learning spaces.
2. While in the classroom or other prohibited areas, electronic devices should be silenced and placed out of sight or in a designated area assigned by the teacher, unless specific permission has been granted by the supervising teacher.
3. Cell phones should be stored in lockers, bags, pencil pouches or pockets and must not be visible on desks or in hand during instructional time.
4. Headphones or earbuds may be used during passing periods and lunch if the volume is low enough for students to hear staff prompts and they are removed when the bell rings.

Prohibited Use:

1. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:
 - a. Using the device to take photographs in locker rooms or bathrooms
 - b. Cheating
 - c. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).
 - d. Social media posting of students/staff without permission is strictly prohibited.
 - e. Using the device to take photographs/record videos of students/staff is strictly prohibited during the school day on school property without permission.
2. Students may not use cell phones, earbuds, and related devices while in any of the following areas:
 - a. Classrooms

- b. Fitness Center
- c. Gym
- d. Weight Room
- e. Restrooms
- f. Locker rooms
- g. Library
- h. Auditorium
- i. Academic or computer labs
- j. Any location where teachers may be holding class

Students in violation of this procedure are subject to the following consequences. Disciplinary action may vary depending on the severity of the offense:

1. First offense: The device may be confiscated by school personnel. A warning will be assigned. The student will receive the device back at the end of the day in the school office. Any student refusing to relinquish such an item upon request may be guilty of insubordination and discipline may be administered, including suspension.

2. Second offense: Parent notified and administration conferences with student. The device will be confiscated and given to the main office. A detention will be assigned. The electronic device will be labeled and held in the main office. The student will be assigned a one-hour detention and the device may be picked up by the student in the main office at the end of the school day after discussing the infraction with an administrator.

3. Third offense: Parent notified. The device will be confiscated and given to the main office. A detention will be assigned. The electronic device will be labeled and held in the main office. The student will be assigned a one-hour detention and the device may be picked up by a parent in the main office at the end of the school day after discussing the infraction with an administrator.

4. Fourth offense and all subsequent offenses – Parent notified. The device will be confiscated and given to the main office. The electronic device will be labeled and held in the main office. The device may be picked up by a parent in the main office at the end of the school day. The student will be assigned in-school suspension.

The allowance of cell phone use may be restricted and modified as deemed necessary by administration. Inappropriate use will result in a loss of these privileges. Such restrictions may be applied on a school-wide basis.

THE WATERLOO BOARD OF EDUCATION, WATERLOO COMMUNITY UNIT SCHOOL DISTRICT #5, OR WATERLOO HIGH SCHOOL IS NOT AND WILL NOT BE RESPONSIBLE FOR THE DAMAGE, LOSS, OR THEFT OF ANY COMMUNICATION OR ELECTRONIC DEVICE BROUGHT TO SCHOOL, EVEN IF THE ITEM HAS BEEN CONFISCATED. THIS POLICY ALSO HOLDS HARMLESS WCUSD5, BOARD OF EDUCATION, AND WATERLOO HIGH SCHOOL FROM ALL CLAIMS ARISING FROM PAST AND FUTURE INCIDENTS.

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.

6.81L – School Telephone Use

The Waterloo High School acknowledges that many of our students have and use cellular phones daily. Due to the high volume of calls to and from school, the office telephones may be used only for business purposes. Students must receive permission from teachers or administration to leave class to make or receive phone calls. Students can use their phone with teacher permission for school related work.

6.82L – Closed Campus

Students are to remain in their assigned building and on the school's grounds continuously from the time they arrive to the time of departure for the day, unless permission to leave is granted by the building administration or a designee.

6.83L – Communication Authorization

Students who wish to hand out or post various announcements, bulletins, newsletters, or written material of any kind must get approval from high school administration. The administrator's signature or initials must appear on all materials posted. All information posted without proper signatures will be removed.

6.84L – Gift Deliveries

Deliveries of flowers and gifts for students disrupt the school day and are not permitted before 2:00 pm. All deliveries will remain in the office until school is out.

6.85L – Hall Passes

Students are not permitted in the hallways during class hours unless they have a classroom hall pass.

6.86L – Lockers

Student lockers are provided for storing coats, books and school supplies. All students should lock their lockers to reduce the possibility of theft; however, you should not store money or other valuables in your locker. The school is not responsible for stolen items. Students may use only their assigned locker with a lock purchased from the school. If your lock or locker doesn't work, report it to the main office. Lockers are the property of the school and are subject to inspection at any time. The school has the right to use trained dogs to sniff students' lockers and vehicles for drugs and firearms. Students are to use only their assigned locker and not share a locker with other students. Students who share lockers, beyond an assignment from the school may face disciplinary action.

6.87L – Illegal Drugs Prohibited

The illicit use, possession or distribution of non-medical drugs, the use, possession or distribution of "look alike" drugs, illicit possession, use or distribution of prescription drugs is not permitted on school buses, in school buildings, or on school property at any time. This includes all school sponsored and related activities, whether held during school hours or after. Students will not be permitted to attend school under the influence of illicit drugs. Any student in violation of this policy shall be recommended for suspension and/or expulsion according to the requirements of the Waterloo Board policy 7.190. Parent and juvenile authorities shall be promptly notified. When a substance is determined to be an illicit or "look alike" drug, the identity of the student shall be given to the proper authorities for possible prosecution.

If there is any reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the students and parents. All prescription drugs, medicine and stimulants must be turned into the nurse's office for dispensing with a medical dispensation form.

6.88L- Hazing

Hazing is prohibited. Hazing includes soliciting, encouraging, aiding, or engaging in hazing activities. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Section 7 – Internet, Technology, and Publications

7.10 – Acceptable Use of the District's Electronic Networks

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

Terms and Conditions

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

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

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

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

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

- a. 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;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;

- i. 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;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. 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:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. 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.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the electronic networks to be private property.

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

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

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

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

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

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

- a. 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.
- b. 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.
- c. 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.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. 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.

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.

7.27 – Access to Non-School Sponsored Publications

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; or
5. 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.

7.30 – BYOT Program

Our school allows students to participate in a curriculum-based Bring Your Own Technology (BYOT) Program. Students must sign the *Internet Acceptable Use* agreement to participate in the program.

The violation of any laws, school board policies or student handbook procedures while participating in the program may result in the loss of your student's privilege to participate in the program and other discipline. Remember that you are legally responsible for your student's actions.

The teacher's role is that of instructor in your student's classroom. Teachers cannot spend time fixing technical difficulties with BYOT devices. Parents/guardians and their students share the responsibility for technical support and providing a properly charged BYOT device. If a BYOT device has technical difficulties: (1) a school-owned device may be provided, if available, or (2) students may be asked to partner with another student who has a functioning BYOT device during a lesson. The school also expects you and your student to keep the BYOT device free from viruses, malware, and/or any other harmful programs that could damage the school district's electronic network. Finally, the right to privacy in your student's BYOT device is limited while it is on any school property.

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

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics

- Permanent and temporary school student record information

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

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

7.50 – Use of Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Section 8 – Search and Seizure

8.10 – Search and Seizure

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

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

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

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

Students Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Section 9 – Extracurricular and Athletic Activities

9.10 – Extracurricular Athletic Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

9.10L – Extra Curricular Activities

Waterloo High School offers many teams and organizations to complement the regular educational program. These groups offer an opportunity for students to become actively involved in activities of interest. Students must pass at least 2 semester credits of coursework each quarter to participate in non-athletic clubs.

Extra-Curricular (non athletic) Rules

The use of tobacco (electronic cigarettes also), alcohol and other drugs is hazardous to the health of students, and will affect their participation in school activities. The following guidelines have been

established for members of all extra-curricular activities that are not part of an academic class or otherwise carry credit for a grade:

1. The rules for all W.H.S. extra-curricular activities apply year round, including summer months.
2. Students will be considered guilty of an offense under the following conditions:
 - a. Personal observation by a school employee.
 - b. Reports from law enforcement personnel.
 - c. Admission of the infraction to a school employee.
 - d. A positive test result when the student takes a drug/alcohol test as a part of the random drug/alcohol testing for extracurricular participants.
3. Infractions such as curfew violation, dress code, missing practice without permission, tardiness, and suspension from school, insubordination, or disrespect will be handled by the sponsor.
4. Students who violate policies while participating in the school-sponsored activities are subject to suspension from school. All students participating in extracurricular activities are subject to random drug and alcohol testing. Therefore, students who are not currently under the influence of drugs or alcohol but test positive for the usage of such substances are subject to disciplinary action with regard to extracurricular activities and athletics. Consumption or possession of tobacco (including e-cigarettes/vapes), alcohol, illegal drugs or “look-alike” drugs will result in the following consequences for non-athletic activities (consequences for athletes are listed on the Athletic Training Standards issued to each participant and in the RULES of the CODE of CONDUCT):
5. Consequences for extra-curricular activities are:

1st offense - the student will be suspended from all extra-curricular activities outside of the normal classroom for two weeks.

2nd offense - the student will be suspended from all extra-curricular activities outside the classroom for one month.

3rd offense -the student will be suspended from all extracurricular activities for one year.

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 Program.

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; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois High School Association

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

Academic Eligibility – No Pass, No Participate

If any student is failing two (2) or more classes at 10:00 AM on a given Friday regardless of how many hours the student is passing, the student is not eligible to participate in any extracurricular activity or contest, effective the following Monday through Sunday. The student may continue to attend practices during their ineligible period at coach/sponsor discretion. A student failing two (2) classes for the semester will be ineligible for the next semester. This carries over during the summer. i.e. If a student fails (2) classes during the spring semester, he/she will not be eligible for the following fall semester. These guidelines apply to all extracurricular activities and include activity period meetings.

Students will still participate in activities required as part of a grade, i.e. band or choral events.

Absence from School on Day of Extracurricular or Athletic Activity

Daily attendance to school and practice is very important and expected. Student-athletes must attend a full day of school to either practice or play that day. Approved field trips or school activities constitute attending school. Exceptions may be made for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event. Any exemptions must be approved through the principal's office.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the school 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 designated teacher, sponsor or coach.

Accidents\Injuries

All accidents or injuries, home or away, should be reported to the coach immediately.

Changing a Sport

If an athlete is cut from a team, he/she may join another team or program in that sport season. An athlete cannot quit one sport to join another sport until that sport season is completed. Ex. The athlete cannot quit football to go out for basketball until the football season is complete. However,

athletes will be allowed to transfer from one sport to another during a given season upon **mutual agreement of both coaches** and athletic director.

Conflicts between Activities

Activities at Waterloo share many students. From time to time there may be conflicts between the times of activities. *Communication between coaches and sponsors of conflicting activities is a must.* If the coaches or sponsors cannot come to a satisfactory resolution of the problem, an administrator will decide what is best.

Dress

The student athlete presents an image of Waterloo Schools not only at athletic contests, but also traveling to and from contests. As such, the student's attire should be neat and clean. When traveling to and from contests, teams are required to dress in attire that the head coach deems appropriate.

Equipment

All athletes will care for all equipment as though it was their own personal property. If equipment is damaged or destroyed through practice or games, the school will replace it. If equipment is lost or stolen, the athlete(s) will fulfill their responsibility by paying for replacement of item(s). Equipment may not be worn during the school day, at home, or on the streets without approval of the coach of that sport.

Participation in two sports in one season

Athletes may participate in more than one sport during one season. Coaches involved with athletes wanting to do this will meet and discuss the possibilities. The athlete must meet the requirements of both sports. If the requirements of one or both sports are not met, the athlete will be asked to choose in which sport he/she will continue.

Parties

We all know what can and often does happen at parties. Attendance at social events such as parties, dances, etc. is up to the athlete and parent or guardian. **Athletes are expected to leave social events immediately where the illegal use of chemical substances, alcohol and/or tobacco (electronic cigarettes included) is in use.** Don't be guilty by association.

Physicals

Any student who plans on participating on a Waterloo School team needs a physical prior to the first day of tryouts. Sophomores, juniors and seniors must use the IHSA physical form. Freshmen must use the physical form from the State of Illinois, which also includes the immunization record. This physical will be accepted provided the physician approves the student's participation in interscholastic sports. All physicals are good for 13 months from the date they are given.

Practices: regular, vacation and school closing

All team members are expected to attend all practices. Practice schedules during school vacations are set by the coach and only the coach can excuse an athlete from practice. Practices scheduled on days when weather has caused school to be cancelled are optional for athletes.

Team cutting policies

Coaches of each sport have their own policy on how they will choose their teams. In some sports, cutting a team down to manageable size is a necessity. Coaches will explain their policy to candidates for their team at the first meeting. An athlete may be cut from a team anytime during the season.

Transportation

Waterloo High School will provide transportation to and from all athletic contests. Athletes are expected to ride to and from all athletic contests on district-provided transportation. Any deviation from this policy must be approved by both the coach and administration.

In the event that a student is enrolled in the Running Start Program and, due to course schedule, is unable to return to campus in time for district transportation to games/contests, the student may transport themselves to the location of the game/contest. A waiver must be completed and on-file with the office and arrangements must be made with the student's coach/sponsor. Coaches/sponsors may determine such situations on a case-by-case basis.

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.

In the event the district is unable to provide transportation for off-campus practices, a waiver will be made available and must be completed, allowing the student to travel via non-district transportation and holding WCUSD #5 harmless. This waiver must be completed and turned in prior to the student participating in the particular extra-curricular activity.

Weight room

The weight room is available for use by teams after school and selected times during the summer. No student shall use the weight room without adult supervision.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. 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:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. 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;
5. 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;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;

7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving; In the event a student athlete is placed under arrest for a violation of law, the school may review the arrest and the situation leading up to the arrest and take disciplinary action through the athletic code.
9. Haze or bully other students;
10. Violate the handbook rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

IHSA athletes can be subject to random drug and alcohol testing.

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; or
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:
 - o **1st Offense:** Suspension from below listed number of athletic contests. Athletic contests are defined as days when contests are actually played. The length of the suspension is based upon 25% of the maximum number of regular season contests allowed by the IHSA in the sport. This number can be found next to each sport.

- o **2nd Offense:** Suspension for 1 calendar year from all athletic teams
- o **3rd Offense:** Suspension for the remainder of high school career from all athletic teams

Violations are cumulative from grades nine through twelve (9-12) and apply 24 hours a day, 365 days a year, including summer months. Violations are recorded even if a student is not actively participating in any athletics at the time of the offense. The athletic suspension will be applied to the next sport in which the student participates. For example, a student who does not participate in athletics at all as a freshman, but decides to play a sport as a sophomore, will have to serve a suspension for a violation that occurred while a freshman.

Baseball/Softball	8 games	Golf	4 matches
Basketball		7 games	Soccer 6 matches
Bowling	6 matches		Tennis 5 matches
Fall Cheer	2 games	Track	4 meets
Winter Cheer	8 games/competitions	Volleyball	8 matches
Cross Country	4 meets	Wrestling	6 matches
Football	2 games		

If the violation of the Code occurs in the last part of a sport season and the violator cannot fulfill the terms of his/her violation in that sport, the suspension carries over until the suspension is fulfilled. This includes their next sport or the same sport the next year. Example: If the suspension is for two football games with only one remaining, the athlete must also miss basketball games until the suspension has been served. If a typically one-sport athlete elects to participate in a new sport in order to serve a suspension, he/she will be required to complete the season in good standing at the coach's discretion in order for the suspension to be considered complete.

These regulations do not cover specifically all such matters which may at some time arise.

Appeals/Hearing

An athlete and his or her parent(s) or guardian has the right to a hearing on any disciplinary action taken against their son/daughter by notifying the principal in writing within five (5) days after disciplinary action has been taken. The right of appeals is forfeited if this is not requested within this five-day limit.

The purpose of the appeal hearing is to inquire into the athlete's alleged violation and to allow the athlete and parent(s) or guardian to present evidence on the student's behalf. The appeal is to determine whether or not the accused student has forfeited his/her privilege to be in athletics. The principal may accept, reduce or revoke the decision for violations, but may not invoke a more severe penalty.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

9.20 – Attendance at School Sponsored 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 the age of 21.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

9.30 – Student Athlete Concussion and Head Injuries

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

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play. For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois. More info regarding concussion awareness/training can be found at:

<http://ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx>

WHS Clubs and Organizations

Aces Club: Sponsor - Ms. Durako and Ms. Wirth - This competitive activity is designed to enrich the STEM curriculum through studying and being assessed on Biology, Chemistry, Computer Science, Engineering Graphics, English, Math, and Physics.

Art Club: Sponsor – Mr. Keim ~ This club has the purpose of fostering a further interest in art. Membership is open to students who have taken art.

Auto Club: Sponsor - Mr. Biffar ~ This club is open to all automotive students, with the purpose of developing skills and workmanship in the field of automotive technology. Activities include a field trip and social outings.

AV Club: Sponsor – TBD - ~ AV club will be making short videos primarily for sports events. Students will be filming, interviewing, creating sponsor ads, acting, editing, and producing. They will get to learn the basics of media production including editing, videography, and video journalism.

Chess Club: Sponsor – Mr. Guercio ~ The Chess Club meets throughout the year to play matches and sponsor activities which promote the enjoyment and popularity of the game.

Construction Club: Sponsor - Mr. Lucash ~ This club is open to all construction students, with the purpose of developing skills and workmanship in the field of construction. Activities include a field trip and social outings.

Diversity Club: Sponsor – Ms. Reynolds and Ms. Stolte ~ Diversity Club is a student-run organization that unites LGBTQ+ and allied students to organize around issues impacting them at school and in the community. Diversity Club is a "Safe Space" for LGBTQ+ youth at WHS, and strives toward deep social change related to racial, gender, and educational justice through education and community.

Drama Club: Sponsor – Mr. Rickert ~ This club is meant to create an active and intelligent interest in dramatics among students. Members will produce school plays in the fall and spring of the year.

FFA: Advisors –Ms. Rudolphi and Mr. Henry ~ The primary purpose of FFA is the development of agricultural leadership, cooperation and citizenship. Membership is open to students enrolled in agriculture courses. Activities include both teams and individual competitions related to agriculture.

Fellowship of Christian Athletes (FCA): Sponsor – Ms. Casaleggi ~ Fellowship of Christian Athletes is for anyone who loves sports, food, and Jesus! It is a student-led group that focuses on small group discussion. Each meeting includes snacks and games. It is an international organization that aims to help empower Coaches and Athletes to grow in their faith through the catalyst of sports.

Gaming Club: Sponsor – TBD~ The purpose of this club is to allow students to share common interests of computer and video game systems.

German Club: Sponsor – Ms. Jennings ~ The purpose of this club is to stimulate interest in German language and culture. It is open to students who are enrolled in a German class. Activities include films, trips and craft fairs. In addition, the club assists the local sister city organization which sends two students as exchange students to Germany each summer.

Math Team: Sponsor –TBD - This team is for students enrolled in honors math courses. Practices are held to prepare for interscholastic math contests.

Music - Band: Director - Mr. Smith ~ The band participates in a number of group contests, parades, marching competitions and concerts. Members may participate in solo and ensemble contests. The band performs at home football and basketball games. Band members may audition for the W.H.S. Jazz Band.

Music - Chorus: Director - Mr. Clark ~ Students who like to sing may participate in solo, ensemble and group contests, as well as several concerts throughout the year. Chorus members may audition for the Concert Choir.

National Honor Society: Sponsor – Mr. Brueggeman ~ Membership in N.H.S. is recognized as one of the highest honors that can be bestowed upon a high school student. Juniors and seniors with a minimum cumulative grade point average of 3.5 are eligible for candidacy. Members are elected by a faculty council based on the qualities of leadership, character and service.

Orange Crush: Sponsor – Ms. Dehler ~ This “pep” club is open to any student interested in promoting school spirit at WHS.

Ping Pong Club: Sponsor – Mr. Stites ~ This club allows students to showcase their ping pong skills and compete in friendly tournaments with their peers.

Renaissance: Sponsor - Ms. Briesacher and Ms. Major ~ Renaissance is a nationally recognized program that recognizes scholastic achievement and encourages school unity and school spirit through various activities, culminating in the Academic Assembly at the end of each school year.

Saturday Scholars: Sponsor – Ms. Breithaupt ~ Saturday Scholars is a math and science lecture series for selected area students. Programs are held each Saturday in February. Participants must be ranked in the top 10% of their class.

Scholar Bowl Team: Sponsor – Mr. Brueggeman ~ This team competes with teams from other schools in fielding questions from all academic areas.

Science Club: Sponsors –Ms. Durako and Ms. Wirth~ The aims of this club are to increase knowledge, skill and appreciation of science, and to provide service to the school and community. Membership is open to students who have completed a science course with at least a “C” average. Activities include mini-courses, projects and field trips.

Science Olympiad: Sponsor - Ms. Durako and Ms. Wirth - Science Olympiad is a co-curricular program that develops student’s learning in science, medicine, and engineering.

Seek First: Sponsor – Ms. Bemenderfer ~ This club is a student led Bible study group that encourages fellowship and developing student communities.

Spanish Club: Sponsor – Senora Koeneman ~ The purpose of this club is to recycle for the high school, sponsor fun outings, and stimulate interest in Spanish language and culture. Membership is open to students currently enrolled in a Spanish class, or students who have previously taken two years of Spanish.

Speech Team: Sponsor – Mr. Rickert ~ This team is for students interested in further developing their skill in public speaking and interpretation through participation in competitive speech events. The team will travel and compete in various tournaments throughout Illinois. Students with a high GPA may be eligible for the National Forensic League.

Student Council: Sponsor – Ms. Schneider ~ This group, which includes all class officers and representatives in addition to members-at-large, provides a forum for student ideas, organizes student activities, works for cooperation among students, faculty and administration, develops student leadership and promotes the general welfare of W.H.S. Consistent attendance of all members is required.

Wahischo: Sponsor - Ms. Imm ~ The WAHISCHO is the W.H.S. yearbook. Staff members are involved in all phases of production, including ad sales, copywriting, layout, design, typing and photography.

W.Y.S.E./Academic Challenge: Sponsor – Ms. Durako and Ms. Wirth~ Students are invited into Worldwide Youth Science and Engineering based on ability in critical thinking, design, math, and science. Members participate in competitions and field trips with the purpose of promoting academic excellence, leadership, and responsibility.

Section 10 – Special Education

10.10 – Education of Children with Disabilities

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

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

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

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

For further information, please contact:

Julie Bender, Special Education Coordinator
618-939-3454

Victoria Mudd, Special Education Coordinator
618-939-3454

10.20 – Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

Isolated Time Out, Time Out, and Physical Restraint

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

10.30 – Exemptions from PE Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

10.40 Certification of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

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

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

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

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

You may also contact the school office for assistance:

Section 11 – Student Records and Privacy

11.10 – 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 program 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.

11.20 – 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.

Students and/or parents may obtain transcript information by contacting the High School Office. Waterloo High School adheres to the guidelines relating to the confidentiality of student information, provided in Public Law 93-380. Two types of records concerning students are maintained at Waterloo High School:

1. The "**Student Permanent Record**" includes the minimum personal information necessary to a school in the education of the student. Such information includes the student's name, birth date, address, grades, parent's names and addresses, attendance records, scores on college level entrance exams, accident and health reports and graduation date.
2. The "**Student Temporary File**" includes all information not required to be in the student permanent record. Such information may include family background, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations and other information of clear relevance to the education of the student. All are subject to regulations of the State Board of Education. Waterloo High School will implement the following procedures concerning student records, based upon the Illinois School Student Record Act of 1975.

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

1. The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student’s academic transcript.

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; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

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

6. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

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

- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

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

Release of Information

Waterloo High School will not release to any third party the educational records of students without the written consent of their parents/student other than for the following exceptions:

1. School officials and teachers
2. Officials of other schools after a student has transferred.
3. State or Federal officials for audit purposes or for reporting Information required by the state statute.
4. Financial Aid officials in connection with a student's application for aid.
5. Educational agencies approved by the State Superintendent of Education for developing, validating and administering

predictive tests, if such information will not permit identification of individual students.

6. Accreditation organizations, in order to carry out their function.
7. Appropriate persons who, in case of emergency, need information to protect the health or safety of students.
8. In response to court orders.

Records Access

The school will maintain a record of individuals having access to cumulative folders of each student. With the exception of teachers and administrators of District #5, this record will contain the signature, date and reason for needing access. This record will be available to parents.

Destruction of Temporary Records

Student's temporary records will be destroyed (90) ninety days from the date of a student's graduation, transfer or permanent withdrawal.

Custodian of Records at Waterloo

At Waterloo High School, Mr. Tim McDermott will be the custodian of student records. Parents are welcome to make inquiries to her about such records.

Student Privacy Protections

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Section 12 – Parental Rights Notifications

12.30 – 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.

12.40 – Family Life & Sex Education Instruction

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

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

12.60 – English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee. For questions related to this program or to express input in the school's English Learners program, contact Julie Bender, Special Education Coordinator at 618-939-3453.

12.70 – 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.

12.80 – 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:

Director of Buildings and Grounds
(618) 939-9770

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

12.90 – Mandated Reporter

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

12.105 – Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

12.110 – 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.

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>

12.130 – Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

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

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

Section 13 – Guidance Department

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, study skills, help with home, school and/or social concerns or any question the student may feel he/she would like to discuss with the counselor.

Students may not miss classes in order to meet with the counselor except in emergency situations. Students wishing to visit the counselor should contact his / her guidance counselor to arrange for an appointment.

Please visit the [WHS Guidance Department Website](#) for more information.