

**WARSAW HIGH
SCHOOL**



***STUDENT
HANDBOOK
2015-2016***

ASSIGNMENT NOTEBOOK/STUDENT HANDBOOK

Use the AGENDA notebook to keep yourself organized and prepared for all the happenings in our school, and to familiarize yourself with our expectations. Pay close attention to deadlines, and scheduled activities so you may plan your study-work schedule around conflicts. The information in this notebook is *valuable* and *vital* to your success. Use it to your advantage.

ALL CLASSES COUNT

All high school classes receive credit toward graduation. All except SPECIAL PERMISSION CLASSES will count toward the accumulative grade point average (Accum. GPA). The only way a student will not receive credit for class is with a failing grade or if she has been *removed from class for disciplinary reasons*.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Each student is encouraged to participate in one or more activity. We feel this is an important part of the educational process. If you cannot participate, become a spectator. Join or attend the activities that interest you. There are many activities in the areas of music, drama, subject oriented clubs, student council, athletics. etc. ALL RULES AND REGULATIONS OF WARSAW SCHOOLS ARE IN EFFECT FOR ALL ACTIVITIES WHETHER HOME OR AWAY. When you commit to an activity, you owe it to yourself to do your best and be a positive force. In order to take advantage of extra learning opportunities, plan your activities schedule carefully, DON'T BECOME OVERLOADED! If you fall behind in your school work, extra help may become necessary and you may be requested to drop the activity.

ATHLETIC HANDBOOK

The Athletic Handbook covers rules and regulations governing our sports policies. Students should know and be prepared to observe all training rules and team rules (as outlined by the coach). Remember, when you join a team, you do everything you do in the name of that team. Bring pride and good sportsmanship to yourself, your team, your school and community.

WARSAW SCHOOLS ON THE WEB

The Warsaw High School web site can be found online at www.warsawschool.com .

WE ARE A "CLASS ACT" AT WARSAW

We dress appropriately, treat our facility and others with care, and display positive sportsmanship at athletic contests. Students who do not conduct themselves as ladies and gentlemen will be removed from the activity and not allowed to return. We are looking forward to working with you. Have a great year!

WHS BELL SCHEDULE

A DAY/B DAY

Period 1	8:30 - 9:45
Period 2	9:50 - 11:05
Period 3	11:10 - 12:00
Lunch.....	12:05 - 12:35
Period 3.....	12:40 - 1:05
Period 4	1:10 - 2:25
Study Hall.....	2:30 - 2:55

MONDAY/WEDNESDAY are always A days
TUESDAY/THURSDAY are always B days
FRIDAYS alternate A or B

A DAYS

Aug – 17,19,24,26,28,31
Sep – 2,4,9,14,16,18,21,23,28,30
Oct – 2,5,7,14,16,19,21,26,28
Nov – 2,4,6,9,13,16,18,23,30
Dec – 2,4,7,9,14,16,18,21
Jan – 4,6,8,11,13,20,22,25,27
Feb – 1,3,5,8,10,17,19,22,24,29
Mar – 2,4,7,9,14,16,21,23,30
Apr – 1,4,6,11,13,15,18,20,25,27,29
May – 2,4,6,9,11,17

B DAYS

Aug – 18,20,21,25,27
Sep – 1,3,8,10,11,15,17,22,24,25,29
Oct – 1,6,8,9,13,15,20,22,27,29,30
Nov – 3,5,10,12,17,19,20,24
Dec – 1,3,8,10,11,15,17,22
Jan – 5,7,12,14,15,19,21,26,28,29
Feb – 2,4,9,11,16,18,23,25,26
Mar – 1,3,8,10,15,17,18,22,29,31
Apr – 5,7,8,12,14,19,21,22,26,28
May – 3,5,10,12,13,17

A/B DAYS

May – 17

1st Quarter

Aug 17 - Oct 16 (43 days A=22, B= 21)
PM PT Conferences - Thu, Oct 22 / AM PT Conferences - Fri, Oct 23

2nd Quarter

Oct 19 - Dec 22 (42 days A =21, B =21)

3rd Quarter

Jan 4 - Mar 4 (42 days A = 21, B = 21)
PM PT Conferences - Thu, Mar 10 / AM PT Conferences - Fri, Mar 11

4th Quarter

Mar 7 - May 17 (47 days A = 23, B = 24)

Welcome to School

Your student handbook has been prepared to help you have a successful and gratifying school year. You are responsible for knowing the contents of this handbook, so please read it thoroughly to help avoid later misunderstandings. THIS HANDBOOK IS NOT INTENDED TO CREATE A CONTRACTUAL RELATIONSHIP WITH THE STUDENTS; RATHER, IT IS INTENDED TO DESCRIBE THE SCHOOL, ITS CURRENT PRACTICES, PROCEDURES, RULES AND REGULATIONS (CODE OF CONDUCT). Many of the items included in this handbook are covered in greater depth in the school board policy manual. A policy manual is available in the district office. *This handbook may be amended during the year without notice. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as it is practicable. (§1.20)*

PHILOSOPHY

We at Warsaw HS believe that every student will be given the opportunity to maximize his/her ability to learn. We recognize that education is fostered through cooperation between the teacher, students and community.

To this task we commit ourselves to build an atmosphere for learning which will provide our students the opportunity to develop the self-esteem and skills necessary to continue individual growth and become productive members of society.

This is your school. The buildings, materials, teachers, and administrators are here to assist you in preparing you for your future. The record you produce in school; academics, attendance and extra-curricular activities, will be reviewed by all of your future employers. It is hoped that you will produce a record of which you can be proud.

The following guidelines should be helpful in providing a fun and cooperative atmosphere, which will help make your time more productive and enjoyable.

1. **BE ON TIME:** Arrive to school on time and be in each class before the bell rings.
2. **BE PREPARED:** Come to school and report to class with the tools necessary for that class period. It is your responsibility to come prepared. Your teachers will not excuse you to go to your locker, or go home to get forgotten items. Plan ahead!!
3. **DO ASSIGNMENTS:** Do what is assigned and turn it in on time. If you have a problem with something, TAKE THE TIME TO ASK YOUR INSTRUCTOR FOR HELP!!
4. **RESPECT THE LIVING SPACE OF OTHERS:** Respect the feelings of other people and their right to be here. If there is respect for your fellow students and staff, our school will be productive and fun.

Note: Throughout this handbook the term "Parent" refers to "Parent/Guardian". Some information pertains to parents, so please ask them to read it.

This student handbook was adopted by the Warsaw CUSD 316 Board of Education at the regular Board meeting of 06/19/2013.

Warsaw CUSD #316 Board of Education

Scott Baumann	Quintin Jones
Jeff Harness	Steve Lucie
Matt Heisler	Ann McMillen
Jason Jacquot	

ATTENDANCE (PRESS 7:30)

Illinois Law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which s/he resides, during the entire time school is in session. 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.

ABSENCE CLARIFICATION/READMITTANCE TO SCHOOL

1. State of Illinois dictates this accounting method for attendance: 300+ instructional minutes = **full day** attendance, 150 - 299 instructional minutes = **half day** attendance, anything less than 150 instructional minutes = **zero day** attendance.
2. On the day of a student's absence, the parent is requested to call the school informing the school of the absence. If the parent or guardian does not call the school, the school will contact the parent or guardian by use of the School Reach telephone system by 10:00 AM to notify the parent of the reported absence.
3. All excused absences require verification from the parent stating the reason for the absence and the days missed. Parents may call, email or send a note with the student upon his/her return to school.
Telephone – (217)256-4281 Email – tracy.climer@warsawschool.com

TYPES OF ABSENCES

EXCUSED ABSENCES (PRESS 7:70, §2.20)

1. **Illness.** Students are allowed 8 days/occurrences of personal illness per school year. After the 8th parent excused absence, a doctor's note will be required for the absence to be considered excused.
2. **Observance of religious holiday**
3. **Family death**
4. **Family emergency** (principal contact required)
5. **Medical and dental appointments** (when notification of reason for absence is made by parent AND verified with written confirmation from the doctor/hospital/dentist). Confirmation must be received by the office within 5 days of the appointment. If confirmation is not received the absence will be marked as a personal illness day.
6. **Court appearance.** (when verified by note from court official). Verification must be received by the office within 5 days of the court appearance. If confirmation is not received the absence will be marked as unexcused.
7. **School sponsored activity**
8. **Family Vacation/Trip.** Students must complete the Pre-Arranged Absence form and turn it into the office 2 days before the day(s) of absence. Students are limited to 2 excused family vacations/trips per school year.
9. **Deer/Turkey Hunting.** Students are allowed one excused day of hunting. The student must provide the office a copy of his/her tags and complete the pre-arranged absence form two days prior to the day being gone. In addition, the student must have a minimum 90% attendance rate and must be passing all classes that will be missed.
10. **AEE or ISS**
11. **Absences approved by the administration**

UNEXCUSED ABSENCES (PRESS 7:70, §2.40)

ALL OTHER ABSENCES will be considered **UNEXCUSED**.

Absences that may have the knowledge or approval of the parent, but not the school will be considered unexcused.

Examples of Unexcused Absences are:

1. Missed the School Bus
2. Family Trip/Vacation or a hunting day that was not pre-approved.
3. More than 8 days/occurrences of personal illness with no doctor's note.
4. Car broke down.
5. Overslept.
6. College visit without pre-approval of the principal or guidance counselor.
7. Working.

This list is not all inclusive. The administration has the authority to disapprove other absences deemed inappropriate. Students who are unexcused from school will not be allowed to make up missed work.

TRUANCY (PRESS 7:70, §2.50)

Students will be considered truant (or skipping) when the student is absent without valid cause (unexcused). This includes all day truancy, partial days, single period or a part of a period. After a student has accumulated an unexcused absence he will be put on the **ATTENDANCE WATCH LIST**. Any student truant for more than 5% of the last 180 school days will be referred to the Regional Office of Education Truancy Officer. *A parent/guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of 30 days in jail and/or \$1500 fine.*

SIGN IN/SIGN OUT

Students returning to school during the school day from a partial day's absence **MUST** report to the office and **SIGN IN**. Likewise, if it is necessary for a student to leave school before the end of the regular day, s/he must report to the office and **SIGN OUT**. A parent must contact the school to verify the reason that the student needs to leave school. If a student feels ill, parent contact is required before the student will be allowed to leave school. In the event that a parent is not available, the emergency contact listed on the registration form may be contacted. **ADMINISTRATIVE PERMISSION IS REQUIRED BEFORE A STUDENT WILL BE ALLOWED TO SIGN OUT.** Failure to sign in, sign out or follow procedure will result in an unexcused absence and disciplinary action.

MAKE-UP WORK (PRESS 7:70, §2.40)

UPON THE DAY OF HIS/HER RETURN, A STUDENT IS RESPONSIBLE FOR ANY AND ALL ASSIGNMENTS AND/OR ANY RECITATIONS WHICH WERE ASSIGNED PREVIOUS TO THE ABSENCE AND DUE THE DAY OF THEIR ABSENCE IN CLASS. It is the student's responsibility to make arrangements with teachers concerning work missed. If you have an excused absence, or pre-arranged absence, you will need to make arrangements with our teachers to cover/hand in work missed. **OBTAINING ASSIGNMENTS AND TURNING IN WORK TAKE PRIORITY OVER ALL ELSE THAT HAPPENS DURING HOME ROOM.** Failure to see the teacher or follow procedure will waive rights to full make-up. NO make-up privileges will be granted for unexcused absences and/or truancy.

TARDIES

1. **Tardies to school** - a student must report to the office for a pass to class after 8:30. If s/he reports after 8:50, s/he WILL BE CONSIDERED ABSENT. The first tardy each semester will be excused. On the second and third tardies, the student will be issued a detention to be served in the office at 8:00AM. On the fourth tardy, one day of ISS will be issued.
2. **Tardies to class** - (all except 1st) This form of tardiness will be defined by the individual classroom teacher. The office will not issue passes to class for tardies, other than 1st period.

OTHER FACTORS PERTAINING TO ATTENDANCE

PRE-ARRANGED ABSENCES (PRESS 7:70, §2.20)

Pre-arranged absences are absences that have been cleared with the office in advance. Such absences may include college days, vacation or special events. All pre-arranged absence requests must be accompanied by a parental note and receive administrative permission. They must be arranged enough in advance to allow for assignments to be received, prepared and submitted in advance. Failure to work in advance, or to the teacher's directions, will result in lost credit. **IT IS THE RESPONSIBILITY OF THE STUDENT TO HANDLE THESE MATTERS IN A TIMELY FASHION.**

ATTENDANCE REGULATIONS FOR ATHLETICS, DANCES, ETC. (PRESS 6:190, PRESS 7:20-AP1)

1. All persons must pay to enter the building.
2. Students should stay in the gym while an activity is in progress.
3. Do not loiter in the hallways.
4. Once a student leaves the building, s/he may not reenter (for ball games and dances).
5. *All guests must be pre-approved and be "age appropriate" (under 21 yrs old)*

In conclusion, good attendance is necessary for high achievement in school and you should make it your responsibility to attend regularly and on time. The principal's office will be giving careful attention to this matter.

STUDENT RESPONSIBILITIES

1. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libelous, slanderous remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, safety and cleanliness.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience or misconduct or behaviour that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.
9. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense.

PROBLEM SOLVING PROCEDURES

As with any school system, problems will arise. Communication is a vital component in successful problem solving. Many times discussing the situation with a friend is all that is necessary. In other situations, further measures are needed to solve the problem. Following correct procedures can solve the problems faster. The suggestions below are offered for these situations. Use the order below. If the problem does not get resolved at the first source, contact the next source in line.

Academic Problems:

1. Talk to the teacher **in private**. Also, discuss with a parent.
2. Counselor
3. Principal
4. Superintendent
5. Board of Education

Attendance Problems:

1. Teacher
2. Attendance Secretary/Counselor
3. Principal
4. Superintendent

Athletic/Activity/Hall/Lunch Room/Bus Problems:

1. Coach/Sponsor/Area Supervisor/Bus Driver/Counselor
2. If athletics - Athletic Director
3. Principal
4. Superintendent
5. Board of Education

Personal Problems:

1. Talk with your parent/parents
2. Natural Helpers
3. Trusted Teacher
4. Counselor
5. Social Worker/School Psychologist
6. Principal

For Parents: When it becomes necessary to intervene to solve a student's problem, the following steps may facilitate a solution:

1. Be sure to get the facts. Try to see the whole picture.
2. Contact first, the school personnel with whom your son or daughter is having the problem.
3. It is usually best to include your son or daughter in conferences with the teachers, counselor, administration and other school personnel to help find the solution.
4. Before you leave a conference, be sure you understand what is expected of you and your son or daughter and what the school staff will do.
5. It is best to set a time to meet with the staff member.
6. Parents *must* check in at the office upon arrival.

STUDENT CODE OF CONDUCT (PRESS 7:160, 7:190-AP2)

REQUIREMENTS: This code of conduct, in conjunction with student responsibilities already listed, clearly describes the district's expectations of student conduct. The purpose of this code is to help maintain the educational efficiency of the school and specifies the consequences for violating this code.

JURISDICTION: The district has jurisdiction over its students during the regular school day and while going to and from school on district transportation. The district's jurisdiction includes any school activity (regardless of time or location), and any school-related misconduct (regardless of time or location). Section 10-22.6 of the School Code of Illinois gives the Board of Education the power to suspend a student guilty of "gross disobedience or misconduct." So that the students and parents of District 316 may know what might be considered "gross disobedience or misconduct", the Board of Education stipulates that any or all of the following acts may be considered as evidence of "gross disobedience or misconduct" and may be cause for suspension, time spent in the ISS or be recommended to the Board of Education for expulsion.

- *1. Fighting
- *2. Assault of a student, teacher or any school employee
- *3. Arson or creating false fire alarm
- *4. Truancy
5. Repeated tardiness
- *6. Verbal abuse or profanity, or threats directed toward a student, teacher, or any school employee
7. Refusal to follow orders, directions, or stated school rules (insubordination)
- *8. Participation in acts designed to disrupt school (walk-outs, strikes, mass defiance, etc.)
9. Repeated failures to follow stated rules
- *10. Harassment or bullying (see aggressive behaviour, sexual harassment and sexting policies)
- *11. Possession or use of alcohol or other drugs
- *12. Destruction of property
- *13. Theft
- *14. Possession of weapons (**CAUTION: Expulsion may be first step.** See definition)
- *15. Acts that obstruct or interrupt the instructional process in the classroom
- *16. Any other acts that endanger the well-being of students, teachers, or school personnel
- *17. Smoking or chewing tobacco or nicotine products and/or possession of tobacco or nicotine products including electronic cigarettes on school premises during school hours or at school activities.
- *18. Gambling, extortion, intimidation of students or staff
19. Cheating, lying, forgery or submitting notes that are untrue or falsely misleading
- *20. Inciting terrorism, attempting to incite terrorism or pretending to incite terrorism (**CAUTION: Expulsion may be the first step**) (See definition)
- *21. ***Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.***
- *22. ***Engaging in any activity, on or of 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.***

All parents and students **SHOULD BE AWARE** that some of the above acts can also bring criminal prosecution and penalties, as well as school disciplinary action. As an illustration, those acts most likely to bring such actions are marked (*). Legal action can be brought by the school, the police or state's attorney, parents and/or students. A copy of pink slips that involve any potentially criminal act (*) will be shared with the police department for their information.

Weapons (PRESS 7:190, §6.30)

Any student who uses, possesses, controls, or transfers a weapon, or any object that can be reasonably considered, or looks like a weapon, may be expelled for at least one calendar year but no more than 2 calendar years. The Board will make the determination for expulsion on a case-by case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) knives, brass knuckles, or billy clubs; (3) any other object if used or attempted to be used to cause bodily harm, or (4) "look-a-likes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils and pens are considered weapons if used or attempted to be used to cause bodily harm.

DISTRICT 316 ALCOHOL - DRUG POLICY (PRESS 7:190, §6.30)

SUBSTANCE ABUSE - The Board of education believes substance abuse to be a community health problem that is preventable through appropriate health, disciplinary, educational and counseling interaction. Any Warsaw school district student suspected of violating this substance abuse policy will be processed through the discipline steps outlined below. Warsaw students found to be under the influence, in possession or control of, or selling or delivering any controlled substance (alcohol, tobacco, drugs, drug paraphernalia, look-a-likes or marijuana) while in school, on school district property, or at any school activity held on non-school property shall be subject to disciplinary action. Warsaw Schools are not, nor ever should be a sanctuary from the laws of the Federal, state or Local Government. Therefore, consistent with existing laws governing sale or delivery, possession or use of alcohol, drugs, drug paraphernalia, “look-a-likes”, or marijuana, any student found to be in violation of these laws will be immediately reported to the appropriate law enforcement official for possible investigation and action.

DEFINITIONS

UNDER THE INFLUENCE : A student who has consumed or used marijuana, drugs, intoxicants (including alcohol) or controlled substance (other than was prescribed by a physician), will be considered under the influence. The determination will be made by members of the administration.

POSSESSION : Any student who has possession or control of any alcoholic beverage, tobacco, marijuana, a controlled substance (other than that prescribed by a physician for the individual), any other intoxicating substance, any look-a-like intoxicating substance, or any drug paraphernalia, will be subject to disciplinary action. A substance or item need not be in the student’s immediate presence to be in his/her possession or control.

DELIVERY : Any student who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, tobacco, marijuana, or any controlled substance, any other intoxication substance or any drug paraphernalia shall be subject to disciplinary action. Delivery means a transfer of possession or control to another person whether or not the substance or item is in the person’s immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or other transfer with or without payment or other consideration.

LOOK-A-LIKE : A look-a-like is a substance which by dosage unit appearance including color, shape size, container and /or packaging, markings or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, tobacco, marijuana, or controlled substance.

DRUG PARAPHERNALIA : Drug paraphernalia means all equipment, products and materials of any kind that are peculiar to, marketed for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body, marijuana, or any controlled substance other than prescribed by a physician.

DISCIPLINARY PROCEDURES

19. The 1st violation shall result in out-of-school suspension for ten school days and suspension for 30 calendar days from all school activities (home or away), as a spectator or participant (teams, clubs and all other activities). A parent conference will be scheduled as soon as possible, and if the parent/student agree to participate in an appropriate substance abuse prevention activity, as designated by the principal, the out-of-school suspension will be reduced to five days. The cost of such programs will be incurred by the student. Written documentation from the approved counseling program must be received before the end of the 5th day of suspension. If the student and his/her parent or legal guardian fail to participate or complete the prevention activity, the remainder of the ten day suspension will be invoked. If the parent refuses or is unable to attend, the principal, with the concurrence of the guidance staff, may permit the out-of-school suspension to be reduced as stated above, if the student participates.
20. A second drug/alcohol violation in any one school year, shall result in out-of-school suspension for ten days with a recommendation from the principal for expulsion from school for the remainder of the school year. A student who has committed a school drug/alcohol violation in a previous year, may also be recommended for expulsion for the remainder of the current school year.
21. A student who delivers, or attempts to deliver, any item defined in DELIVERY (Includes receiving) will be subject to out-of-school suspension for ten days and suspension for all school activities for up to 90 calendar days. Attendance in a recommended substance abuse prevention program will be encouraged, however, the suspension will not be reduced. Expulsion will be recommended for any offense involving delivery or selling.

SEARCH AND SEIZURE (PRESS 7:140)

RIGHTS AND RESPONSIBILITIES

For the safety and supervision of students in the absence of parent(s)/guardians(s), to maintain discipline and order in school, and to provide for the health, safety and welfare of students and staff, school authorities **ARE AUTHORIZED** to conduct searches of students and their effects, as well as District property.

With the approval of the School Board, the Superintendent/principal may request the assistance of law enforcement officials for conducting reasonable searches of students and school property for controlled substances/illegal drugs, including searches utilizing trained dogs. Searches conducted by authorized school personnel in conjunction with or at the behest of the law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

STUDENTS AND THEIR PERSONAL EFFECTS

Certified employees and school administrators may search a student and/or the student's personal effects (e.g. purse, wallet, knapsack, book bag, lunch box, vehicle, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age/sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

outside the view of others, including students; in the presence of a school administrator or adult witness; by a certified employee or administrator of the same sex.

Immediately following a search, a written report shall be made by the school authority who conducted the search. The written report shall be submitted to the building principal where appropriate, and forwarded to the superintendent. The parent(s)/guardian(s) of the student shall be notified of the search as soon as possible.

SCHOOL PROPERTY

School property, including, but not limited to desks, and lockers is owned and controlled by the District and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g. search of all school lockers) without notice or consent of the students and without a search warrant.

SEIZURE OF PROPERTY

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

LEGAL REF: T.L.O. v New Jersey, 105 S.CT. 733 (1985)
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2nd 1316 (7th Cir. '93)
105 ILCS 5/22 10a [IL. Rev. Stat., ch 122, 22.10a]

CROSS REF: 7.130, 7.140 (police interrogation), 7.190 (student discipline)

SEXUAL HARASSMENT, HARASSMENT, BULLYING

It is the policy of Community Unit School District #316 to maintain a learning and working environment that is free from sexual harassment, harassment and bullying. No employee or student of the district shall be subjected to sexual harassment, harassment and bullying nor shall any employee or student of the district be subject to sexual harassment, harassment and bullying on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation.

It shall be a violation of this policy for any member of Community Unit School district #316 staff to harass/bully another staff member or student through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment/bullying within his or her school or office.

Any District student who is determined, after an investigation, to have engaged in sexual harassment, harassment or bullying will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment, harassment or bullying will likewise be subject to disciplinary action up to and including suspension and expulsion.

Any District student who is determined, after an investigation, to have engaged in sexual harassment, harassment or bullying will be subject to disciplinary action up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment, harassment or bullying will likewise be subject to disciplinary action up to and including discharge.

Definitions:

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;

Submission to or rejection of such conduct by an employee or student is used as the basis for decision affecting the employee or student;

Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment, may include, but is not limited to the following:

Verbal or written harassment or abuse

Pressure for sexual activity

Repeated remarks to a person with sexual or demeaning implications

Unwelcome touching

Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Harassment/bullying on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation means conduct of a verbal or physical nature that is designed to embarrass, harass, distress, agitate, disturb, or trouble persons when:

Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;

Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;

Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidations or hostile working or learning environment.

Harassment/bullying may include, but is not limited to the following:

Verbal, physical, or written harassment or abuse

Repeated remarks of a demeaning nature

Implied, or explicit threats concerning one's grades, job, etc.

Demeaning jokes, stories, activities, directed at a student or employee

Sexual Harassment, Harassment and Bullying Reporting Procedures:

Staff and/or students who feel they have been harassed/bullied or who feel they have witnessed incidents of harassment/bullying are encouraged to contact the Equity Coordinator or any other staff member.

Employees and students are advised that all reports will be kept as confidential as is possible and that retaliation will not be tolerated.

In all cases, and regardless of the individual remedial measures that have been undertaken, the administration representative to whom the complaint has been referred shall provide the Superintendent with a complete written report of each complaint. This report must be submitted within ten (10) days of the date the complaint was first filed with the administration representative. Such reports shall include at a minimum:

- the date of receipt of the complaint,
- identification of the complainant,
- identification of the party or parties and the actions complained of, including all relevant background facts and circumstances,
- a statement detailing the scope of the investigation that had been undertaken and the result thereof, and
- a statement of corrective measures pursued, the date such measures were undertaken and the results achieved, and where possible, a written statement signed by the complainant detailing the conduct complained of.

Notification of Sexual harassment, Harassment and Bullying Policy:

Notice of this policy will be circulated to all schools and departments of Community Unit School District #316 and incorporated into parent, teacher, and student handbooks. Training sessions on this policy and the prevention of sexual harassment, harassment and bullying shall be held for teachers and students in all schools on an annual basis.

Elementary Principal (Alternate Contact).....	256-4614
High School Principal (Equity Coordinator).....	256-4281
Guidance Counselor (Alternate Contact).....	256-4281
Superintendent.....	256-4282

LEG.REF.: Ill Rev. Stat., ch. 68, para. 2-102 (1986).
 U.S. Equal Employment Opportunity Commission
 29 C.F.R. 1604.11
 Title VII, section 703-1604.

Adopted: October 17, 2012

Students who believe they are victims of bullying or harassment or have witnessed such activities are encouraged to report the matter. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

PUBLIC DISPLAYS OF AFFECTION

The school does not wish to put a damper on boyfriend and girlfriend relationships; however, there is a limit to physical contact that will be allowed in school. Violation in this area will result in the following sequence of events.

- A. First offense - conference with guidance counselor
- B. Second offense - conference with guidance counselor and principal
- C. Third offense - parents notified of problem

RESTRICTED AREAS (§6.10)

Students are not permitted to go outside of the school building during school hours unless accompanied by a staff member or given permission from the office. In addition, students are not to leave the school grounds during the day unless they receive permission from the principal and sign out. Violation of this policy will result in disciplinary action.

TERRORISM DEFINED

Any threatening action taken by a student that causes the building to be evacuated, school to be delayed or canceled, or causes a group of students to not attend for fear of personal safety; or, any action that puts student lives at risk, causes significant building/grounds damage or causes an environment of fear to prevail. The action may be verbal, written or of any other nature.

PUNISHMENTS AND WHAT THEY MEAN (PRESS 7:190, §6.30)

DETENTION - 30 minutes to be made up before or after school. The student will be notified the day before having to serve the detention. **Office detentions** are 7:30 - 8:20 (50 min).

PINK SLIP - A pink slip may be sent home to alert parents as to possible problems or for major discipline problems, as they occur. It will explain the nature of the incident, the disciplinary action taken, and whether or not a parent conference will be necessary before the student is readmitted to class or school.

PARENTAL CONFERENCE - The principal or faculty member may ask a parent to come to school to help remedy a problem. For punishments such as AEE, ISS, or OSS, the principal may require a parental conference before the student is readmitted to class or school.

ALTERNATIVE EDUCATIONAL EXPERIENCE (AEE) - Referrals for AEE may be issued for such things as: continual misbehavior in class, poor attitude, lack of cooperation and disrespect towards faculty members or others and first time gross misconduct in class. The student is removed from a specific class and placed in the principal's office during the class involved. Then the "1-2-3" Rule goes into effect. The "1-2-3" Rule means a student is removed from class for 1 day the first time, 1-2 days the second time and removed from the class for the remainder of the semester (no credit issued) the third time.

IN- SCHOOL SUSPENSION (ISS) - The student will be assigned an ISS under adult supervision, for a period of 1-10 days. The student may be on school grounds from 8:00-3:30 only and must be doing school related work and will be given credit. The general limit on time in the ISS is twice/semester. After that limit is reached, OSS is usually assigned.

OUT-OF-SCHOOL SUSPENSION (OSS) - The student will be sent home for a period of 1-10 days, will receive no credit for work missed and may not appear on school property (or attend a school event) from the time the student is suspended until the time s/he is readmitted. A student suspended out-of-school numerous times may be recommended to the Board for expulsion.

EXPULSION - The student will be removed from school for a period of time longer than 10 days and up to a period of two years. A student may be expelled only by action of the School Board.

B.M.C. - In certain cases, students may be offered the possibility of reducing a 6-10 day suspension, by taking and completing an acceptable Behavior Management Class. Students assume all expenses and responsibility for finishing and providing proof of completion. Failure to complete the class will revert to the full suspension time. Written documentation from the approved counseling program must be received before the end of the 5th day of suspension.

GENERAL INFORMATION

ACCIDENT REPORTS

Students must report any injuries immediately to their teacher. The teacher will fill out an accident report which will be sent to the office.

AGGRESSIVE BEHAVIOR (PRESS 7:20, PRESS 7:180, PRESS 7:190, §6.40)

Harassment is a course of conduct directed at a specific person(s) that causes substantial emotional distress in such a person and serves no legitimate purpose [18USCA 1514 (c)(1)]. Bullying is an abuse, not a conflict, and thus will be dealt with through discipline vs. conflict resolution. Using any form of aggressive behavior that does physical or psychological harm to someone else, and/or urging other students to engage in such conduct is strictly forbidden. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct. *Students who believe they are victims of bullying or harassment or have witnessed such activities are encouraged to report the matter. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.*

ANNOUNCEMENT AND POSTERS (PRESS 7:310, §7.20)

Announcements will be sent to every classroom in the mornings. In an effort to reach every student, various teachers will read these to you during the course of the day. All teachers will have a copy of the announcements posted in their rooms in addition to a copy posted outside the principal's office. All announcements will affect you and your school program. **It is your responsibility** to listen carefully and be certain you understand them. All posters and announcements must be approved by the high school principal. Announcements will be posted on the website daily.

AUTOMOBILE REGULATIONS (PRESS 7:140 S & S, §810, §4.20)

Students parking cars on the lot are to park in designated parking spaces only. Cars must not block driveways or entrance ways. Cars must display parking stickers or be in violation of parking guidelines. Also, all cars must be left in the parking area after arriving at school and are not to be removed until the end of the day, unless permission is given by the *office*. Students should lock their cars during the school day and should drive in a safe manner. Students who violate these regulations will lose their parking privileges. *Students have no reasonable expectation of privacy in cars parked on school grounds.*

BAD WEATHER DISMISSAL (PRESS 4:170 Safety, §1.90)

When snow or other emergency conditions force the cancellation of school, notice will be given as early as possible using the School Reach telephone system. Cancellations will also be shared with local media outlets including WIUW (89.5FM) in Warsaw, WCAZ (990AM and 92.1FM) in Carthage, WTAD (930AM) in Quincy, KOKX (1310AM) in Keokuk, WGEM-TV and KHQA-TV in Quincy. If it should be necessary to send students home from school early due to emergency conditions, notice will be given using the School Reach telephone system and will also be shared with the same radio/TV stations. If emergency conditions necessitate early dismissal or cancellation of school, as a general rule all activities will be canceled.

BEHAVIOR INTERVENTIONS

When a student is deemed to be struggling academically and/or socially, the Warsaw SAP Team may receive referrals. After their intervention, the Behavior Change Team from WCISEC may become involved. The Behavior Change Team may get involved directly, based on an administrative or parental referral.

CARE OF SCHOOL BUILDINGS (§6.10)

During the past few years, there have been improvements done to our school buildings. Warsaw Schools now have some of the finest facilities in the area. Please use trash containers for paper, etc. and keep the buildings clean. We hope you take pride in taking care of our school. *Vandalism and defacing of property will not be permitted and will result with discipline.*

CHEATING

Cheating takes many forms, including but not limited to; plagiarism, stealing answers, giving answers, letting someone submit your work as their own, submitting someone else's work as you own (with or without permission), falsifying assignments etc. If you are determined to be cheating, you will receive zero credit for the assignment/test/etc., and will be put on warning that another cheating incident in that class will mean automatic removal from class with no credit.

CLEARING THE BUILDING (§6.10)

School is a place for you to learn and participate in extracurricular activities. We encourage you to participate in as many activities as you prefer; however, if you are not involved in the activities taking place, you are to leave the school building. In general, you should be cleared from the school building by 4:00PM, unless you are participating in a school activity.

COMPUTER ACCEPTABLE USE POLICY (PRESS 6:235, §7.10)

All students who will use Dist. 316 computers must complete and submit the Computer Acceptable Use Policy every year. Students will be given a policy upon registering.

CONDUCT AT ASSEMBLIES/EXTRA-CURRICULAR ACTIVITIES

The administration will make an effort to have assemblies/extra-curricular activities from time to time. The purpose of these programs will be both for educational use and enjoyment. You will be expected to treat guests with respect and give them your full attention. If there is a problem in this area, your attendance at future assemblies/activities will be curtailed.

CORRIDOR PASSES

In general, students should not be in the corridors during class periods. When it is necessary, students will be issued a pass (via their Agenda or Assignment book) by a teacher or a member of the office staff. Any student in the hallways must have a pass.

DISABLED NOTIFICATION (PRESS 8:70, §1.110)

Individuals with disabilities should notify the office if they have a disability that will require special assistance or services and, if so, what services are required.

DRESS (PRESS 7:160, §6.20)

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior or other inappropriate images. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols. Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day. Hair styles, dress and accessories that pose a safety hazard are not permitted in the shop, lab, or during physical education. Clothing with holes, rips, tears or is otherwise poorly fitting and showing skin and/or undergarments may not be worn at school. The length of shorts or skirts must be appropriate for the school environment. Appropriate foot wear must be worn at all times. If there is any doubt about the dress and appearance, the building principal will make the final decision. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

DRINKS

The school has water, milk, pop, juice and athletic drinks available for student consumption. Therefore, students need not **AND MAY NOT** bring drinks or drink containers into school. All drinks consumed in school must originate from in-house. Outside drinks and containers will be considered contraband and will be confiscated and disposed of promptly. Failure to adhere to this rule will be considered gross disobedience falling under the code of conduct.

FIELD TRIP ELIGIBILITY (PRESS 6:240-AP, Field Trip Guidelines)

A student will need to be currently passing all classes to participate in activities such as field trips. Attendance and **behavioral or safety concerns** may also be a factor in determining eligibility. Eligibility will be figured on a weekly basis. Athletic eligibility is covered in the Athletic Handbook.

EQUAL OPPORTUNITY STATEMENT (PRESS 7:10, PRESS 2:260, §1.50)

Warsaw High insures equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion or handicap. Questions in reference to educational opportunities may be directed to the superintendent of schools (217-256-4282).

EMANCIPATED

An emancipated student is one who:

1. Has been a resident of the State of Illinois for at least one full year immediately proceeding the date in question.
2. Is totally self-supporting. To determine if a student is self-supporting requires:
 - A statement from the parents that they provide none of the student's support
 - Verification of employment or other means of financial support from the employer or supporting agency
 - Verification of rent payment
 - Verification from a school that the student is accepted to attend as a resident student on the grounds of being emancipated.

FINANCIAL OBLIGATIONS (PRESS 4:140-AP Fines, Fees, Charges, §3.10)

Students who have financial obligations will be sent notifications of those obligations at the end of the semester (or sooner). Students who have questions about a particular obligation should check with the teacher, sponsor, coach or office. Obligations may be incurred for fund raisers, textbook damage, school equipment, library fines, facility damage and other reasons. **A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies and/or equipment.**

FINAL EXAMINATIONS

All students grades 9-12 must take semester exams, except those 8th semester seniors who are receiving an A for the semester and/or anyone suspended out of school during exams.

FIRE/SAFETY DRILLS (PRESS 4:170)

Safety drills will occur at times established by the school. Students are required to be silent and shall comply with the directives of school officials during emergency drills. DO NOT RETURN until the all-clear is sounded. Students intentionally causing a false alarm will be suspended.

GRADING POLICY (PRESS 6:280, §2.60)

Each teacher's S.O.P. contains their grading policy for determining the quarter grade. The semester grade will be calculated using the percentage of total points earned during the first and second quarter of the semester as well as the semester exam. Quarter 1=40%, Quarter 2=40%, Semester Exam =20%. The accum GPA will be determined using the 4 point scale (all As = 4, Bs=3, Cs=2, Ds=1 and all Fs = 0) and used for class ranking. *Grading will be done on a quarterly basis. For questions regarding grades, please contact the teacher.*

GRADUATION (PRESS 6:280)

Graduation is a Board function and student input may be solicited. All graduation requirements and obligations must be met prior to going through graduation exercises.

LOST AND FOUND

Students who have either lost or found clothing or personal items should check the lost and found items in the principal's office. Articles which have not been claimed after a reasonable length of time will be removed from school.

LOCKERS

Lockers are assigned for books, supplies and coats.

Do not leave money in your locker and do not bring valuable items to school such as radios, tapes, CDs, CD players, electronics, etc. If you need safekeeping for money, check it in the office.

Students should know and concern themselves only with knowing their own locker combination, not a neighbor's or a friend's. Only school locks are permitted on school lockers. Personal locks will be considered contraband and be removed.

A student may not move to another locker without consulting the office. All lockers are the property of the school. The school maintains the right to inspect lockers at any time, therefore the student should not expect privacy regarding items placed in his locker (*Pr 7:140*). Illegal substance found in lockers will be brought to the attention of legal authorities.

All contraband found in a student's locker and all accompanying punishment will be attributed to the assigned student. **KEEP YOUR LOCKER LOCKED!!**

LEAVING THE SCHOOL BUILDING

Students may leave the building only after receiving permission through the principal's office. Before a student can sign out, his/her parents must make a request for the student to be dismissed. For students to sign-out for any unusual reason, the parent must make the request in person, by phone or email.

If the principal feels an ill student should be sent home, the parent will be contacted. No student that is ill will be allowed to sign out unless a parent, emergency contact, or close relative has been contacted.

No student is to leave the school grounds unless permission has been granted through the principal's office. Violation of this policy will result in parental notification and a punishment.

BREAKFAST AND LUNCH PROGRAMS (PRESS 4:130, §3.20 E-1, §6.50)

Breakfast and hot lunch are available to all students of Warsaw High. Lunch cards are used for both. If you qualify, you may receive free or reduced lunch/breakfast. You must fill out the forms and submit them to the office for qualification. You may do this anytime during the year. Students may pay for lunch daily from 8:00 - 8:25, in the designated location. All students are required to report to the cafeteria at their designated lunch time. Hot lunch regulations state that students eating hot lunch must take milk and all food served on their tray. Students are expected to display good manners, keep their area clean and obey the lunch room supervisors. Misbehavior in the lunchroom will call for disciplinary action.

LUNCH CARD/LUNCH CHARGE POLICY

In this instruction, the term “lunch card” refers to any and all forms of exchange including daily, weekly and monthly paper tickets, cards, coin, electronic transaction, or tokens. When handling instances of missing cards, etc., schools need not actually issue a replacement card, if appropriate meal arrangements, such as issuing a temporary card or deducting the student’s account electronically, are made. **Students must have a valid lunch card to receive services.**

- Students with no card must go to the back of the lunch line. No electronic transfers will occur until all valid card holders have been served.

Students can charge up to five (5) lunches, regardless of free/reduced status. After the fifth (5th) charge, students may be denied food services until credits are paid in full.

SENIOR LUNCH POLICY (§6.50)

Seniors will be permitted to eat and relax in the '57 gym and auditorium lobbies, and the adjacent area outside the building. Sack lunches, pop, etc. will be permitted in these areas. We ask only that seniors clean up any messes that they have made. Seniors that eat hot lunch in the cafeteria will be permitted to leave the cafeteria when finished eating to join the rest of the senior class, at the Senior Café. No one will be permitted to sit in the library hallway during Sr. Lunch. Any violations of the above privilege will result in that/those person(s) report to the cafeteria.

NON-DISCRIMINATION STATEMENT AND GRIEVANCE (PRESS 7:10, Press 2:260)

Warsaw High does not discriminate on the basis of color, race, national origin, sex and disability or other factors as applicable. All grievances should be directed to the discrimination coordinator (principal).

MEDICINE (PRESS 7:270, PRESS 7:270-E, PRESS 7:240–AP)

All medicines are subject to the following Board policy: “No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is filed. This form shall be completed by the student’s parents and physician and shall be on file at the school building which the student attends. This Form shall be filed prior to dispensation of medication to a student and the Form shall specify the times at which the medication must be dispensed and the appropriate dosage.” (720.14E, 1988)

Students recovering from temporary illness or on permanent medication, who require medication during the school day, may bring medication to school following these guidelines:

- Students must be capable of administering their own medication
- All medicines are to be brought to school in appropriately labeled containers
- The name of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the container.
- All medicines shall be stored in the principal’s office, accompanied by the appropriate form or the student may be considered in violation of the student code of conduct.

PROMOTION AND RETENTION (PRESS 6:280, §2.60)

A student’s achievement of the skills for the grade to which he is assigned and his readiness for work at the next grade will be assessed and evaluated before he is promoted.

HIGH SCHOOL REQUIREMENTS

A student must earn 7 credits to be considered a sophomore, 14 credits to be considered a Junior and 21 credits to be considered a Senior.

Honors

Honor roll is announced each nine-week period and semester's end. Honors are figured as follows: High honor roll shall include any student with a 3.5 g.p.a. or higher for the grading period. Honor roll shall include any student with a g.p.a. between 3.0 and 3.4999 for the grading period.

Honor Societies

Students with accumulative g.p.a.s of 3.70 or higher (after 5 semesters) or 3.50 or higher (after 7 semesters) are eligible for inclusion in the Warsaw Academic Society and the Society for Academic Achievement. Induction takes place at the annual banquet. Students will be recognized at graduation as Honors Students.

PHYSICAL EDUCATION (PRESS 6:310)

All students are required to take Physical Education. There are some exceptions discussed in the Guidance Handbook. Regular school clothes are not considered P.E. clothes. Students are expected to change into their P.E. clothes. The student will be withdrawn from P.E., and receive no credit for the semester, after three no-dresses in the semester. If a student has an injury restricting physical exercise, a doctor's excuse must be on file in the office and a copy given to the teacher to waive PE activities.

PROPERTY DAMAGE (PRESS 7:160, 7:190-AP2)

Students are asked to cooperate with the custodians in helping to keep the building presentable at all times. If damage to the building occurs, the student(s) involved may have to pay if the damage is accidental. If the damage is voluntary and intentional, the student(s) will be held liable and may expect suspension, expulsion, or other punishments depending on the nature of the offense.

SEXTING (PRESS 7:160, 7:190-AP2)

Sexting will be considered as pornography = Possession, distribution, and/or the attempt to obtain pornography is prohibited. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct and/or possible legal action.

STUDENT HEALTH REGULATIONS (PRESS 7:100, §5.10)

Students must have on file with the office; proof of immunization and dental exam. Failure to provide proof of immunization by the required state deadline (October 15) will be cause for exclusion from school (unexcused). Failure to provide proof of dental exam by May 15 of each year, will result with grade cards being withheld.

NOTES (PRESS 7:160, 7:190-AP2)

Presenting the office with a note that is misleading or has been forged or written by someone else is strictly forbidden.

OFFICE PROCEDURES

- If you need assistance from the office, come to the glass window in the office. The secretary will help you or answer any questions you may have. Please do not enter the office unless you are given permission.
- Students will not be allowed in the office to use the copy machine.
- If you need to see the guidance counselor, please knock on his door first, then check with the secretary if needed.
- The office phone should be used **STRICTLY FOR EMERGENCIES** and must be cleared with the secretary.

PROFANITY (General) (PRESS 7:160, 7:190-AP2)

Profanity or swearing has no place in the school setting. Other students and faculty members have no desire to listen to profanity in the hallways or classrooms. The following sequence will be followed if there is a violation in this area:

- X First offense - parents will be informed and warned of the next step
- X Second offense - ISS will be assigned (unless exceeds ISS limit)

SPECIAL EDUCATION PROGRAMS (PRESS 6:120, §10.10)

It is the intent of the district to endure that students who are disabled with the definition of Section 504 of the Rehabilitation Act of 1973 or the IDEA are identified, evaluated and provided with appropriate educational services. It is the intent of this school to ensure that students with disabilities are identified, evaluated and provided with appropriate educational services. Counselors and the special education coordinator will be the first contact, if there is a concern.

Cell Phones and Other Electronic Devices

Students may have cell phone or other electronic devices at school under the following guidelines:

- Students should have Cell phones silenced and stored out of sight prior to entering restricted areas. Restricted areas include:
 1. Classrooms during times of instruction (includes time from when the tardy bell rings to start class until the next bell rings to end class).
 - Teachers may choose to have an area where students may store their phones during instruction time.
 - Exceptions may only be granted by the supervising teacher.
 2. Restrooms
 3. Locker Rooms
 4. All Assemblies
 5. ISS (students in ISS will not be allowed to have their phone on their person. The supervising teacher will provide a location for students upon entering ISS).

- Any student found in violation of this policy will be asked to turn off their phone and face the following disciplinary action:

First Offense: Cell Phone/Electronic Device will be confiscated without incident and can be picked up at the office by the student at the end of the school day.

Second Offense: Cell Phone/Electronic device will be confiscated without incident and a parent/guardian can pick up the phone at the office at the end of the day. Student will serve two days of after-school detention. Detention will be one hour in length.

Third and Subsequent Offenses: Cell Phone/Electronic Device will be confiscated without incident and a parent/guardian can pick up the phone at the office at the end of the school day. Student will serve 1-3 days ISS.

- Students who do not comply when asked for their Cell phone/Electronic device will have their disciplinary consequences escalated.
- Additional violations may result in revocation of all cell phone privileges due to continued noncompliance.

*Warsaw High School will not be responsible for cell phones or other electronic devices brought on campus by students.

***Note:** Because of the sophisticated nature devices, any student using a device for any reason during a test or quiz will be considered cheating and the student will receive a zero on the test or quiz.

STUDENT RECORDS (PRESS 7:340, §11.20)

In compliance with the Illinois Student Records Act, students and parents should be advised that Warsaw High keeps and maintains two types of student records, and complies with the public law commonly referred to as the Family Educational Rights and Privacy Act of 1974 and the Illinois Rev. Stat. 1985. Copies of the full Board Policy are available for review in the office of the district superintendent.

The first record is the student permanent record. This record consists of basic identifying information and academic transcript, including grades, class rank, college entrance test scores, attendance, health records and other basic information. The permanent record shall be kept for sixty years after graduation or withdrawal.

The second record is the student temporary record. This record consists of all information not required to be in the student permanent record, including family background information, test scores, psychological evaluation, teacher anecdotal records and disciplinary information. The temporary record will be destroyed within one year or when it passes its time of usefulness.

TEXTBOOKS

It is the responsibility of the student to return his/her textbook in good condition at the end of the term. The student will be assessed for book damage.

TRANSPORTATION

The school will provide transportation when needed to all school-sponsored activities. Every student participating in these activities must go and return with the group unless other specific arrangements are made by the parents in person or in writing with the sponsor prior to the departure, or in person at the scene of the activity. As a general rule, students will only be allowed to ride home with a parent. All participating students will generally be expected to ride to the activity on the school bus.

VISITORS (PRESS 8:30, §1.40)

Confirmed visitation of classes is acceptable. Permission may be granted after an advanced request is made by the parent, teacher, or administrator. The advanced request must be made with at least one day's notice, so all parties can be informed. *Approved visitors must take a tag identifying themselves as a guest and place the tag in a clearly visible location. All visitors must sign out before leaving school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him/herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.*

***** INSTRUCTIONS TO SCHOOL BUS RIDERS ***** (PRESS 4:110, PRESS 7:220. PRESS 4:170-AP3, PRESS 7:220-AP)

School bus riders, while in transit, are under the jurisdiction of the SCHOOL BUS DRIVER. It is recommended that all riders and parents of riders become familiar with the following regulations governing school bus riders. You may wish to post these instructions on your refrigerator.

1. Be on time at the designated school bus stop - help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency, until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. Carry no animals on the bus.

13. Keep books, packages, coats, and all other objects out of the aisles.
14. Leave no books, lunches or other articles on the bus.
15. Be courteous to fellow pupils, and the bus driver. NO RADIOS, LASER POINTERS, ETC.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop; he is not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
20. In order for a student to ride a bus other than his assigned bus, the parents must send a signed note of permission and be approved by the building principal.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The school's regular suspension procedure shall be used to suspend a student's privilege to ride a school bus.