

2023-2024
Student Handbook

Wilmington High School
209 Wildcat Court
Wilmington, IL 60481

Phone: 1-815-926-1752
Fax: 1-815-926-1691

Website: wilmington.will.k12.il.us
Athletics: wilmington.8to18.com

School Loyalty.

*We're loyal to you Wilmington
To the purple and white Wilmington
Our school is the best
It will stand every test
It will outshine the rest, Wilmington Rah, Rah
So fight on to win Wilmington
In whatever you may begin
So hip hip and we will stand by our school
For we expect a victory from you Wilmington
Che Cha Rah Rah Rah Wilmington High School Rah Rah Rah!!!*

Name_____

Address_____

Phone_____

Wilmington High School
District 209-U
Parent-Student Handbook

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Principal: Scott Maupin
Assistant Principal: Jeff Reents

<u>STAFF</u>	<u>Subject</u>	<u>E-mail Address:</u> <u>@209U.net</u>	<u>Voice Mail #</u> <u>All begin with:</u> <u>815-926-</u>	<u>Follow</u> <u>Teachers</u> <u>on Twitter</u>
Mrs. Allen	Science	aallen	1538	
Mr. Allred	P.E.	rallred	1717	@WHSAllred
Mr. Antos	CAD / Vocational Tech.	bantos	1544	
Ms. Antos	Science	aantos	1550	
Mr. Barnes	Math	kbarnes	1546	@WHSBarnesK
Mrs. Barnes	English	mbarnes	1531	@WHSBarnesM

Mr. Bushnell	Science	mbushnell	1540	
Mrs. Craig-Cherveney	Guidance Counselor	bcraigcherveney	1746	@WHS_Guidance
Mr. Dillon	Math	edillon	1552	
Mr. Dziuban	Building Trades	ndziuban	1517	
Mr. Farrell	Math	cfarrell	1547	@WHSFarrell
Ms. Francis	PoliSci/Interact	kfrancis	1507	
Mrs. Georgeff	Instrumental Music/Band	egeorgeff	1553	@WHSGeorgeff
Mr. Goff	Athletic Coordinator	bgoff	1741	@Whsathletics
Mrs. Hansen	School Nurse	khansen	1749	
Ms. Hauert	Sowic Nurse	jhauert@sowic.org	1731	
Mr. Ivanoff	Science	tivanoff	1542	
Ms. Keane	English	Bkeane	1535	@WHSKeane
Mr. Krop	PE	dkrop	1525	
Mrs. Lesch	Chorus	alesch	1554	
Ms. Mata	Spanish	nmata	1527	
Mr. Maupin	Principal	smaupin	1711	@ScottMaupin1
Mrs. Maupin	Math	amaupin	1539	
Mr. McGee	English	wmcgee	1533	
Mr. Micetich	P.E./Health	smicetich	1543	
Mr. Mison	Computer Technology	jmison	1532	@Whstechteach
Mr. Miller	Art	wmiller	1545	
Mrs. Morrison	Business	dmorrison	1528	
Ms. Mosier	Social Studies	emosier	1524	@WHSMosier
Mrs. Niehls	Principal's Secretary	Kniehls	1713	
Mrs. Plese	Guidance Secretary	mplese	1738	
Mrs. Pritz	English	lpritz	1516	@WHSwakefield
Mr. Reents	Assistant Principal	jreents	1727	
Mrs. Richardson	Social Studies	nrichardson	1515	
Mr. Skole	Social Worker	jskole	1748	
Mrs. Smock	Attendant Secretary	gsmock	1712	
Mr. Snyder	Science	jsnyder	1551	
Mrs. Sukley	Science	csukley	1514	
Ms. Taylor	Psychologist	ttaylor	1739	
Mrs. Turner	Librarian	Kturner	1745	
Mr. Tyler	Social Studies	dtyler	1523	
Mrs. Van Duyne	PE	kevanduyne	1718	
Mrs. Vollmer	Guidance Counselor	jvollmer	1747	
Mr. Wilson	Social Science	mwilson	1541	
Ms. Walsh	English	kawalsh	1534	
The SOWIC Ed Center @ the WHS		Phone: 815-926-1704		Fax: 815-926-1697

MISSION STATEMENT

The mission of Wilmington High School is to graduate self-directed students who think critically, solve problems, make sound decisions and have the skills necessary to become productive citizens and life-long learners.

PHILOSOPHY

The Board of Education believes that the primary obligation for developing self-discipline, responsibility and respect for other people rests in the home, with the parents. Children who have developed these qualities usually progress well in school. The faculty and staff are concerned with the development of attitudes, habits and behavior and must provide a proper climate for learning; therefore, they strive to work cooperatively with parents in each pupil's development. Teachers want all students to learn, but this is difficult when some are disruptive. When students do not follow the rules of proper conduct, the faculty and staff have a responsibility to take action in the interest of all students in the school. In order to meet this shared responsibility for the maintenance of good behavior--

Parents should:

- Communicate regularly with the school officials concerning their child's conduct and progress.
- Insure their child is in daily attendance and promptly report/explain any absence or tardiness to a school official.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, well-groomed and clean.
- Bring to the attention of school officials, any problem or condition which affects their child or other children of the school community.
- Discuss report cards and work assignments with their child.
- Maintain up-to-date home, work and emergency telephone numbers at the school.

Students should:

- Attend all classes and be on time.
- Be prepared to come to class with appropriate, working materials.
- Refrain from profane or inflammatory statements.
- Be respectful to all individuals and property.
- Conduct themselves in a safe and reasonable manner.
- Be well-groomed and clean.
- Be responsible for their own work.
- Abide by the rules and regulations set forth by the Parent-Student Handbook and individual classroom teachers.
- Seek changes in an orderly and approved manner.

Educators should:

- Encourage the use of appropriate procedures.
- Maintain an atmosphere conducive to good behavior.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective training and discipline, based upon fair and impartial treatment of all students.
- Develop a good working relationship among staff and students.
- Seek to involve students in the development of policy.
- Encourage parents to communicate regularly with the faculty and staff.
- Strive to involve the entire community to improve the quality of life within the school and community.

TO THE STUDENTS OF WHS

Welcome to a new school year! As a Wildcat, you are a member of a high school rich in tradition. This is your school, provided by the community for your education and enjoyment. Respect it -- treat it well -- take PRIDE in it. Have fun this year and make the most of every opportunity. Consider this a new beginning; a time for new friends, responsibilities and goals. Enjoy becoming skilled and confident in your abilities. Get involved and take part in new activities. Explore your interests and talents, and take time to decide what you would like to do after graduation.

Wilmington High School is fully accredited by the State of Illinois. Awarded credits will be accepted by other high schools and colleges. Through the combined efforts of the Board of Education, administration and faculty, new courses are continually added, and changes are constantly made so that courses will enable you to assume your role as an intelligent and informed citizen. All possible monies are being spent so that you can be fully prepared for a productive future.

During school hours, a secretary may answer the phone and take a message. The school greeting can be interrupted with the extension number of the intended contact. Leave a brief message and/or send an e-mail.

MISCELLANEOUS GENERAL INFORMATION

The Wilmington Community Unit 209-U High School is located in the City of Wilmington. The District is composed of all or parts of three townships in Will County: Florence, Wesley and Wilmington. It contains slightly more than 99 square miles.

HANDBOOK REVIEW

The contents of this handbook have been reviewed by a committee consisting of members of the Board of Education, the Assistant Principal, high school teachers, students and a parent representative of the high school.

MEETINGS OF THE BOARD OF EDUCATION (SCHOOL BOARD)

Board of Education meetings are usually held the second Monday of each month at 6:30 p.m. in the Wilmington Schools, except for the month of October and November when the meeting will take place on the second Wednesday. Those wishing to make a public presentation at a School Board meeting should be put on the agenda through the Superintendent's Office by noon on Wednesday preceding the regular School Board meeting (1-815-926-1751). Students wishing to make a public presentation at a School Board meeting should ask to be put on the agenda through the Principal's Office by noon on Wednesday preceding the regular School Board meeting (1-815-926-1752).

ADMISSION, RECORDS AND RIGHTS **REGISTRATION REQUIREMENTS**

A. RESIDENCY

To attend school in District 209-U without a tuition charge, a student shall reside within the boundaries of the District and a student under the age of 18 shall reside where his/her parents or legal guardian resides. If there is a doubt of residency or legal guardianship, proof will be required. In the case of legal guardianship, a written document will be required from a court of law. In the case of residency, one or more of the following will be required:

1. Utility bill (gas, electric, telephone, etc.).
2. Written verification of residency from a landlord.
3. Written verification of address from the postmaster.

Non-resident students may attend District 209-U school upon recommendation of the Superintendent, approval of the Board of Education subject to Board policies and payment of tuition as required by law.

B. ADMISSION

A birth certificate is required at the time of registration for each student entering the Wilmington Schools for the first time.

C. TRANSFERS

For students transferring from the District, the following procedures apply:

1. Verbal or written notification from the student's parent or guardian to the Guidance Office.
2. Completion of the Student Withdrawal Form
3. Payment of outstanding fees or fines. (including lunch fees & library fines)
4. All school property returned.

All of the student's records will then be forwarded to his or her new school if the admitting school requests them.

D. DROP-OUTS

A school district shall deny re-enrollment in its secondary schools to any child above the age of 17 years who has dropped out of school and who could not, because of age and lack of credits, attend classes during the normal school year and graduate before his/her twenty-first birthday. If a student withdraws, and later decides to re-enroll during any given school year, his or her attendance statistics and disciplinary consequences will be cumulative from the first day of attendance.

REGISTRATION OF HOMELESS STUDENTS

A homeless child is one who lacks a "fixed, regular and adequate nighttime place of abode." In general children or youth living in welfare hotels, transitional housing, shelters, the streets, cars, abandoned buildings, and other inadequate accommodations may be considered homeless.

The Education for Homeless Children and Youth Program, as part of the Stewart B. McKinney Homeless Assistance Act ensures homeless children the following rights:

- A free, appropriate public education
- Immediate Enrollment-the right to be enrolled immediately in school, without medical or academic records, regardless of the district policy.
- Choice of Schools-The homeless child has three choices:
- School of Origin-the school the child last attended

- School of Origin-the school the child attended when he/she became homeless
- The school closest to the shelter or other temporary housing
- Transportation – Homeless children are entitled to the same rights to transportation as other children in their district.

Parents or guardians should make a good faith effort to provide or arrange for transportation. Otherwise, school districts

are responsible for transportation costs.

- Services- Homeless children are entitled to the same services, such as tutoring, that are available to other children in their districts.

- A priority to preschool programs

ADMISSION WITHOUT 8TH GRADE DIPLOMA

In the event that a middle school student is allowed to enter high school without receiving a diploma from eighth grade, that student will be awarded an eighth grade diploma as soon as he/she achieves sophomore classification at Wilmington High School.

ASBESTOS

The AHERA law requires that a visual surveillance of asbestos containing areas in completed every six months and a re-inspection conducted every three years. The inspection/management plan for Wilmington High School is available for public review in each Building Principal's office or in the Office of the Superintendent of Schools (2023-2024 School Year)

NOTIFICATION OF RIGHTS UNDER PPRA & FERPA

The protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conducts of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the US Department of Education
 - Political affiliations or beliefs of the student's family;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
 - Religious practice, affiliation, or beliefs of the students or parents; or
 - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt out of:
 - Any other protected information survey, regardless of funding
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by a school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screen permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- Inspect, upon request and before administration of use:
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any other the above marketing, sales, or other distribution purpose; and Instructional material used as part of the educational curriculum

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the records they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student

believes are inaccurate. They should write the School principal, clearly identify that part of the record they want changed, and specify why it is inaccurate.

3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests
4. The right to file a complaint with the US Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Complaint Office US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

NONDISCRIMINATION ON THE BASIS OF HANDICAP

Wilmington Community Unit School District 209-U is in compliance with Section 504 of the Rehabilitation Act of 1973, which states that no person in the United States shall, on the basis of race, color, national origin, sex or handicapping condition, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which District 209-U receives federal financial assistance.

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES

Title IX of the Education Amendments of 1972 declares, in part, that: "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Wilmington Community Unit School District 209-U is in compliance with these regulations. Any questions concerning discrimination should be directed to the school administrator.

STUDENT DISCRIMINATION PROCEDURE

Anyone wishing to present an allegation of discrimination against any student on account of sex, race, color, religion, national origin, or handicap in educational programs shall use the following procedures:

Student Discrimination Complaint Procedure

- Step 1:** Allegation of discrimination shall be submitted to the administrator in charge of the building in which the student is housed. All complaints must be presented within thirty (30) calendar days of the occurrence of the first event giving rise to the complaint. Within ten (10) working days of receipt of the complaint, the administrator will respond in writing to the complainant and will forward copies of the decision to both the complainant and the District Superintendent.
- Step 2:** If the complainant is not satisfied with the building administrator's decision, a request may be made to the District Superintendent to respond to the complaint. The request must be submitted to the Superintendent within ten (10) working days of the date of receipt of the building administrator's decision. The District Superintendent shall review the complaint and the decision of the building administrator and shall render a written decision within ten (10) working days of receipt of the complaint. Copies of the decision shall be forwarded to the complainant and the building administrator.
- Step 3:** If the complainant is not satisfied with the decision rendered by the Superintendent, the decision may be appealed to the Board of Education. Notice of intent to appeal to the School Board must be submitted to the Superintendent within ten (10) working days of the receipt of the Superintendent's decision. Upon receipt from the complainant of written notice of intent to appeal to the School Board, the Superintendent shall forward copies of the complaint and the decisions at each prior level of review to the School Board. The School Board shall review all of the relevant documents no later than the second regularly scheduled meeting after the receipt of the notice of intent to appeal and shall render its written decision within ten (10) working days of the date upon which the review is held.
- Step 4:** If the complainant is not satisfied with the School Board's disposition of the complaint, the Sex Equity Rules of the Illinois State Board of Education provide for further appeal of complaints of sex discrimination to the Educational Service Region Superintendent under Section 3-10 of the Illinois School Code and thereafter to the Illinois State Superintendent of Education under Sections 2-3.8 of the School Code.

NOTICE: Complainants are entitled to confidentiality and respect and shall not be subjected to harassment or retaliation as a result of having filed a complaint or appealed a decision. Failure of the complainant to present or advance a complaint on time may be a basis for denial of the complaint. Failure of District officials to respond on

time to a complaint will permit the complainant to proceed to the next step of the complaint procedure. If the alleged discrimination is against the Principal, the complaint procedure may begin with Step 2

PARENT/LEGAL GUARDIAN COMPLAINTS

Parents/legal guardians should discuss any complaints in the following order:

1. Teacher
2. Teacher and Principal
3. Superintendent--shall be submitted in writing and signed by the complainant

PARENTAL/GUARDIAN RIGHTS

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation. Also, no student will be required to submit to any survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C. & 1232h without prior written consent of parents (or consent of student if age 18 or emancipated). Copies of the law, which is referenced, are available in the District Office for inspection during regular business hours.

RIGHTS OF PARENTS AND STUDENTS - STUDENT RECORDS

A. STUDENT PERMANENT RECORD (shall be kept for 60 years after graduation or a non-transfer withdrawal)

1. Shall consist of:
 - A. Basic identifying information, including student's and parents' names and addresses, birth date and place, and gender;
 - B. Academic transcript, including grades, graduation date, grade level achieved and scores on college entrance examinations;
 - C. Attendance record;
 - D. Health record;
 - E. Record or release of permanent record information; and
2. May also consist of:
 - A. Honors and awards received; and
 - B. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student permanent record.

B. STUDENT TEMPORARY RECORD (will be maintained for at least five years after a student has transferred, graduated or otherwise withdrawn from Wilmington High School).

Shall consist of:

1. Family background information;
2. Intelligence test scores, groups and individuals;
3. Aptitude test scores;
4. Records of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews;
5. Elementary and secondary achievement level test results;
6. Participation in co-curricular activities including any offices held in school-sponsored clubs or organizations;
7. Honors and awards received;
8. Teacher anecdotal records;
9. Disciplinary information;
10. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;
11. Any verified reports or information from non-educational persons, agencies or organizations;
12. Other verified information of clear relevance to the education of the student; and,
13. Record of release of temporary record information.

C. PARENTS HAVE THE RIGHT TO:

1. INSPECT AND COPY ANY AND ALL INFORMATION contained in the school record. There may be a small charge for copies, not to exceed 35 cents a page. This fee will be waived for those unable to afford such costs.
2. CHALLENGE THE CONTENTS OF THE RECORDS, by notifying the Principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
3. RECEIVE COPIES OF RECORDS PROPOSED TO BE DESTROYED. Records will be destroyed after a

5-year period following graduation.

4. INSPECT AND CHALLENGE INFORMATION PROPOSED TO BE TRANSFERRED to another school district in the event of a move to another school district.
- D. Local, state and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or persons. ALL OTHER RELEASES OF INFORMATION REQUIRE THE INFORMED, WRITTEN CONSENT OF THE PARENT OR ELIGIBLE STUDENT.
- E. The following is designated as public information and may be released to the general public, unless the parents/legal guardian request that any or all such information not be released, student's name and address, grade level, birth date and place, parents' name and addresses, information on participation in school sponsored activities and athletics, the student's major field of study and period of attendance in the school.
- F. A parent/legal guardian or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
- G. Full and complete copies of the laws, rules and regulations on student records are on file with the record custodian of each school and the Superintendent of the District.

MILITARY DIRECTORY INFORMATION

On January 8, 2002, George Bush signed the Education Reform Bill "No Child Left Behind" requiring schools to provide directory information to military recruiters. The state of Illinois, 92nd General Assembly supports access by official Recruiting Representatives of the Armed Forces of Illinois and the United States to school campuses to inform students of the educational and career opportunities available in the military.

Wilmington High School will release the following information on your son/daughter to authorized Military Recruiters: name, street, city, state, zip, home, phone, date of birth, sex, and projected graduation date.

PARENT-TEACHER CONFERENCES

Communication between parents, administration and teachers is of utmost importance. Parents are encouraged to attend scheduled conferences in November. At any other time, a parent who would like to discuss their child's progress, may call or e-mail a teacher so a meeting can be arranged.

VISITORS TO THE SCHOOLS

All visitors and guests are required to register in the WHS Main Office. Parents or guardians are welcome to schedule an appointment with a teacher/administrator for a conference. Teachers/Administrators may also request a conference with a parent or guardian. Students are not allowed to bring a visitor to school as a guest throughout the day.

BLACKBOARD CONNECT

Keeping you informed is a top priority at Wilmington CUSD 209-U. That is why we have adopted the BLACKBOARD CONNECT Notification Service System which allows us to send a telephone or e-mail message to you providing important information about school events or emergencies. We anticipate using BLACKBOARD CONNECT to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more.

EARLY DISMISSAL

In the event that a parent/legal guardian wishes to have his/her son or daughter dismissed early for a doctor or dentist appointment, etc., the parent or guardian should either phone the school (1-815-926-1752) or send a note with the student. The student will be issued an early release slip that should be given to the teacher prior to leaving. The student must also check out with the WHS Office before leaving, or he/she will be considered truant. The student should bring a note from the doctor or dentist (on office stationery) when they return to school. If the student does not bring a note, the doctor or dentist may be contacted to verify the appointment.

EMERGENCIES

EARLY AND/OR EMERGENCY CLOSINGS

In case it becomes necessary to close the schools due to inclement weather or any other emergency, the closing

will be announced on our Wilmington School District "BLACKBOARD CONNECT" System or on the following radio stations:

Joliet.....WJOL - AM 1340
Kankakee.....WKAN - AM 1320
Wilmington.....WRXQ - FM 100.7
Morris.....WCSJ - 95.7
Chicago.....WGN - AM 720
Web Page.....www.cancellations.com

It is suggested that parents or guardians listen to one of the above stations rather than call the schools where only a limited number of calls can be accepted at one time. During inclement weather, buses may not be able to traverse some roads because of snow, ice or water.

FIRE, DISASTER AND BUS EVACUATION DRILLS

Fire, disaster and bus evacuation drills are held on a regular basis throughout the school year. Students are instructed in proper procedure, exits to be used, safety practices and the danger of fire and other disasters. Procedures for these drills and maps with exit routes are posted near all exits and light switches in school buildings.

BLOOD INCIDENTS AFFECTING DISTRICT EMPLOYEES AT SCHOOL

The Illinois Department of Labor adopted the federal Occupational Safety and Health Administration (OSHA) regulations on blood borne pathogens in January 1993. Students who are involved in a blood incident (exposing a student's blood to any District employee in which a student's blood could have penetrated non-intact skin, eyes, mouth or other mucous membranes) will be requested to have their blood tested for blood borne pathogens (human immunodeficiency virus - HIV and hepatitis B virus - HBV) at the expense of the District. Parents or guardians will be asked to allow their child to be tested. All laws pertaining to confidentiality will be followed. The OSHA regulations apply ONLY TO STUDENTS WHO HAVE BLOOD INCIDENTS WITH SCHOOL DISTRICT EMPLOYEES. The OSHA regulations do not apply to students who are exposed to other student's blood. All questions pertaining to this handbook policy should be directed to the Superintendent.

DISCLAIMER

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies.

MEDICAL INFORMATION/PHYSICAL EXAMINATIONS

The health of our children is of primary concern to all of us. Medical and dental exams and proper immunizations are part of good health care. The State of Illinois has a law requiring all students upon entering kindergarten, sixth and ninth grade to have a physical, which include proper immunization and a dental exam for designated grades. To comply with this law, Wilmington Community Unit District No. 209-U requires the presentation of the record of examination and immunization on registration day, or at the latest, the first day of school. Students will be excluded from school until a physical or immunizations are turned into the front office.

COMMUNICABLE DISEASES

When a communicable disease is suspected, a child will be excluded from school and his or her parent or guardian advised to seek the opinion of the family physician. A release from the child's doctor will be requested before the child's return to school in the case of some illnesses. Confirmed communicable diseases are reported to the Public Health Department.

PESTICIDES/ PEST CONTROL/ LAWN SPRAYING

Parents and students are hereby notified that pest control is performed on the third Tuesday of each month during non-school hours. Lawn spraying will only be performed during spring break and the summer. Parents should notify the school if their child is allergic to pesticides, lawn chemicals, etc.

MEDICATION

It is more desirable for medication to be administered in the home. However, any student who is required to take

medication during school hours must comply with the following regulations:

1. Completion of the Request for Medication Administration form must be completed by a physician and returned to the WHS Office.
2. Medication must be brought to school in the ORIGINAL CONTAINER or in a container properly labeled by the pharmacy or physician. This label must contain the name of the person who is to take the medication, the name of the medication, dosage and time interval medication is to be taken.
3. All medication must be given to the school secretary or school nurse for proper storage during the school day. No prescribed medication may be kept in student lockers, purses, pockets or book bags with the exception of inhalers or epi-pens (prescribed by a physician) Non-prescribed medications will not be allowed in school.
4. Medication required by a student will generally not be administered by school personnel, even common and widely used preparations such as aspirin. Medication should be self-administered or administered by the parent or legal guardian.
5. The physician's name, address and telephone number must be provided in case additional information is needed or questions arise.
6. The Request for Medication Administration form must be signed by the parent or legal guardian in order to give permission for school personnel to act en loco parentis (in the place of parents) in complying with the physician's written orders.
7. The above-mentioned form must also be approved and signed by the school nurse prior to the acceptance of medication at school. School personnel should be informed of potential benefits and side effects of the medication being used at all times.
8. In all cases, the school retains the discretion to reject a request for medication administration depending upon individual circumstances.

ANAPHYLACTIC EMERGENCY

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. Guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

STUDENT ACCIDENT INSURANCE

Student limited coverage accident insurance will be available for the students of District 209-U. Student Accident Insurance can pay up to 100% of any out-of-pocket expenses incurred by parents/guardians for medical expenses for any accidents that occur during a "school sponsored activity". This is not health insurance; rather this is supplemental limited coverage to pay for any out-of-pocket claims that may arise from school sponsored activities. Parents must request the activation of this coverage through the building administration at the time of the accident.

TRANSPORTATION & BUS RIDERS

Bus transportation is provided for all students living more than 1.5 miles from their school or where a hazardous condition has been identified. Parents or guardians are encouraged to review the following regulations with their children. A well-disciplined, safety-conscious bus rider enhances the safety of all. Video cameras may be placed on school buses in order to insure a safe and drug-free environment. School bus riders, while in transit, are under the jurisdiction of the school bus driver and bus monitor(s). DURING INCLEMENT WEATHER, BUSES MAY NOT BE ABLE TO TRAVERSE SOME ROADS BECAUSE OF SNOW, ICE OR WATER.

Students must abide by the following bus rules:

1. Be on time at the designated school bus stop. Help keep the bus on schedule.
2. Stay off the road at all times at bus stops.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus comes to a complete stop.
4. Remain seated while the bus is in motion. Bus and seat assignments are made by the carrier and bus driver.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the driver gives instructions.
7. Keep hands and head inside the bus at all times upon entering and leaving the bus. Do not throw anything out of the windows.

8. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet at all railroad crossings.
10. Treat bus equipment with respect. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe, neat and sanitary at all times.
12. Bring no animals on the bus.
13. Do not block the aisles with any objects.
14. Leave no articles on the bus.
15. Be courteous.
16. Help look after the safety and comfort of small children.
17. Do not ask the driver to stop at places other than the regular bus stops.
18. Observe safety precautions upon leaving the bus.
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 appointed chaperone.
20. Students may ride only buses to which they are assigned. **Notes will not be accepted. Must call Bus company at 815-476-6300.**
21. Eating or drinking on the bus is prohibited.
22. Bus riders are prohibited from leaving school grounds once they have exited their bus. Students are to enter their assigned building area.
23. Specific information concerning assignments, bus stops, pick-up time and drop-off time is available from the carrier (1-815-476-6300).

PROCEDURE FOR MISCONDUCT OF BUS RIDERS

Drivers will be responsible for maintaining good conduct on the bus. If a breach of discipline is not corrected after warnings by the bus driver (including disciplinary actions such as changing seat assignment, having a private conference with the student and making parent contact) or if the behavior is of such serious nature as to warrant suspension or expulsion from riding the bus, the following procedure will be used:

1. The driver will report the incident to the administration on a Bus Discipline Report form.
2. The Administration may suspend the student from riding the bus for up to ten school days. On the first instance of misconduct reported to the administration, s/he will evaluate the severity of the offense and determine whether a warning or a suspension will be given. Subsequent offenses reported will warrant progressively more severe penalties, including expulsion from bus service.
3. If, in the administration's judgment, the incident warrants expulsion, the Superintendent will be made aware of the facts.
4. If, in the Superintendent's judgment, expulsion is warranted, the facts will be presented to the Board of Education for action.

TRANSPORTATION REIMBURSEMENT NOTE TO PARENTS

Parents/Guardians may complete an application for Parent/Guardian State Pupil Transportation Reimbursement for the school year if all of the following apply:

1. The applicant is the parent or legal guardian of the pupil(s) whose expenses are claimed on the application form.
2. During the school year for which this claim is being made, these pupils attended regularly scheduled daytime classes as full time students in grades kindergarten through 12 at Wilmington School District 209-U.
3. These pupils either lived one and one-half miles or more from the school attended or lived within one and one-half miles from the school attended and you have written verification from the Illinois Department of Transportation that a serious safety hazard exists.
4. These pupils did not have access to transportation to and from school provided entirely at public expense.
5. The amount claimed on the application form was paid to transport those pupils to and from school during the school year from which the claim is being made.
6. If requested within three years of the payment of this claim, the parent/legal guardian will provide the school or the State Board of Education with:
 - a. Records verifying expenditures as claimed on this form or an affidavit verifying expenditures as claimed on this form.
 - b. If this claim is a result of a verified serious safety hazard, a copy of the notice from the Illinois Department of Transportation verifying the serious safety hazard.
7. Claim form must be completed within 21 days after the close of school.

AUTOMOBILES & PARKING

Cars parked in the school parking lot are equally accessible to the student and school officials. Students who use

cars or other motor vehicles for transportation to and from school are expected to comply with laws of the State of Illinois, City of Wilmington, as well as those listed below. These regulations are for the protection of the entire student body. Parents or guardians are responsible for damage that may result from the careless use of vehicles.

1. All students will be assigned parking spaces. All students parking in the school parking lot must display a school parking decal.
2. Any student vehicle parked in any other area during school hours (7:30 a.m. - 3:30 p.m.) will be towed away at the student's expense. Vehicles not displaying a parking decal will also be towed at the student's expense.
3. Students are to vacate cars immediately upon arrival.
4. Cars are not to be parked at school unless a parking sticker is issued. The cost of a sticker for the school year is \$50.00 and students will be assigned a parking space. No refund will be given once a sticker is issued.
5. All motor vehicles must be properly registered with the State of Illinois.
6. All operators of these vehicles must have a valid operator's license.
7. The maximum speed limit for cars on school grounds is ten miles per hour.
8. Vehicles must be under control at all times.
9. Students who drive are to park in an orderly manner in the student parking lot. Students must not intentionally block other vehicles.
10. Students are expected to ride inside vehicles.
11. Students are to be dropped off and picked up at the designated student drop off area which is west of the horseshoe drive.
12. Students are not allowed to park on Wildcat Court, Fairchild, Lexington, Wilshire, or Ridge Streets during the school day (Wilmington City Ordinance).
13. Snowmobiles are not allowed on school property.
14. Violations of the above will result in disciplinary action.

STUDENT SERVICES - SPECIAL SERVICES

Wilmington School District is a member district in the Southern Will County Cooperative for Special Education (S.O.W.I.C.). SOWIC is located 1207 North Larkin Avenue, Joliet, IL 60435 (815-741-7777). This special education cooperative provides for its member district's special services such as psychologists, social workers and arranges for evaluation, assessment, placement and transportation of children with special needs to special classes. Some of the many ways pupils' special needs are met are listed below:

HOME INSTRUCTION: When students are unable to attend school for an extended period of time, home or hospital instruction may be made available through SOWIC.

SPEECH THERAPY: Speech testing is done early in each school year to detect speech and language needs and to bring these pupils to special classes for speech therapy. The speech therapist is available to confer with parents and guardians to discuss student progress.

LEARNING DISABILITIES: Both elementary schools, the middle school and the high school have full-time Learning Disabilities teachers. Children who have been tested and found to be in need of this kind of help are scheduled into these classes generally on a part-time basis.

GIFTED EDUCATION: Special learning opportunities are provided for qualified students, which may include: Honors, Advanced Placement (AP), and college courses.

STUDENT FEES

W.H.S. has established a flat fee of \$250.00 per student. The rental fee covers the use of basic texts, the cost of workbooks and many incidental items such as drawing paper, etc. Pupils and their parents or guardians are held responsible for the loss, undue wear or damage of books. Fees of students entering or dropping during the year will be adjusted accordingly. Outstanding fees or obligations should be paid prior to the receipt of report cards and/or diplomas. **There will be no refunds after the first semester.** * Students withdrawing from WHS for disciplinary reasons will not receive a refund of fees throughout the school year. **Student fees must be paid in full before students will be allowed to participate in school related privileges including, but not limited to; extra-curricular activities, dances, after school activities and WHS graduation ceremony.**

WAIVER OF FEES

The Superintendent will recommend to the Board of adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student is denied educational services of academic credit due to the

inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for: lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waiver are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available. A student shall be eligible for a fee waiver when the student is currently eligible for free lunches or breakfast pursuant to 105 ILCS 125/1 et seq. The parents(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of the receipt of the appeal. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

GUIDANCE OFFICE

Students are invited to visit the counselors before or after school. Students can also schedule an appointment during the school day; the counselor will provide the student with a hall pass for the scheduled timeslot. Students may ask for teacher permission to visit a counselor without an appointment if a concern is of an extremely urgent nature. Consultations may be of personal, academic or vocational nature. Conversations of a confidential nature will be kept in strict confidence. A counselor will see each student during the school year. PARENTS: The counselors are available to talk with parents concerning their child's adjustment to school, life and future plans. Parents may make an appointment with one of the counselors by calling the high school (815-926-1752).

SOCIAL WORK SERVICES

The Social Worker offers counseling and supportive services to Wilmington High School students and their families.

HOT LUNCH PROGRAM

A type "A" hot lunch is available at each school at a reasonable price. Students may also purchase milk to accompany a sack lunch they have brought from home. The cost of the lunch will be established, and the public notified, as soon as the amount of government reimbursement is established. Parents/legal guardians are urged to have their children participate in this program. Pre-payment is taken daily online with Revtrak at no cost before 10:00. **Students are not allowed to order lunches from restaurants or bring in food from outside vendors.**

- Parents are encouraged to add money to their child's lunch account online through the Skyward Family Access Portal. A Revtrack account must be set-up in order to add funds for your child(ren).

WILCO AREA CAREER CENTER

W.H.S. has established a flat fee of \$100.00 per student. WILCO offers vocational courses that are not offered on-site at the high school. Students choosing to take WILCO courses are bussed to Romeoville/Braidwood/Coal City each school day.

WILCO RULES AND REGULATIONS

The following rules and regulations have been set up to insure the best possible program for students attending the WILCO Career Center at Romeoville. WILCO students are among a select group that receives special privileges not given to all students. Along with these privileges are responsibilities that must be upheld:

1. If a student wishes not to accept the responsibility of proper conduct, adherence to stated rules and initiative in his or her training program, he/she will not be extended the privileges of attending WILCO.
2. If a student becomes ill at the high school during the morning and wishes to go home, the student must have permission. Students shall not attend WILCO if they have been approved to go home and have left school. Also, students MUST CHECK IN at the WHS Office if they re-enter the building later in the day, or detentions will be given.
3. If a student becomes ill en route to or at WILCO and cannot attend class, the student must report to the Administration Office at WILCO.
4. All students who attend classes, for which bus transportation is provided, must ride the bus to and from the center. Driving privileges may be granted after obtaining a driving permit granting permission from the

WILCO instructor and a WHS administrator the day before the car is to be driven to WILCO. The driving permit also will have a space for the parent and WHS administrator to sign. This enables all parties to know that the student is driving on a particular day.

5. Students who drive their own automobiles shall observe all rules of safe driving. A report concerning unsafe or negligent driving on the school grounds or en route to or from WILCO shall necessitate a suspension of driving privileges for nine weeks.
6. If a student drives or rides in another student's vehicle without administrative approval, appropriate discipline will be issued. Driving/riding without permission will be considered a violation of the closed campus policy.
7. Because of the nature of the training, some students must provide their own transportation to and from their WILCO Training Center. Students in these programs should each provide their own transportation each day. Students should NOT be dependent on another WILCO student for transportation. Parents/legal guardians may transport a student if so desired.
8. If a student must leave class at WILCO for a doctor's appointment, the student must tell the WILCO instructor and the WHS administration a day in advance, and a note from the doctor must be turned in to the WHS Office the following morning.
9. If a student misses the bus to WILCO, the student must report to the WHS Main Office immediately. At that time, the parent will be notified and discipline issued. If a student misses the bus at Wilco to return to WHS, it will be the responsibility of the parent or guardian to secure a ride home. Students who miss the bus will be assigned a Friday detention.
10. If a student attends school at WHS but fails to attend WILCO without notifying the WHS Office, he/she will be assigned a Saturday detention.
11. Any problems that occur while the student is going to, coming from, or in attendance at WILCO shall be handled by the WHS administration. A record of each WILCO student will be kept in the office. Whenever a discipline form is sent to the home school, a copy of it and the action taken will be sent to the parents.
12. All WILCO students are subject to the published rules and regulations for bus riders established by the Wilmington School District No. 209-U.
13. Students suspended at Wilmington High School shall not attend WILCO Classes.
14. If a student is dropped from the WILCO program, no credit will be granted for the entire semester. The student will be placed in classes at Wilmington High School for no credit and will receive a Withdrawal Pass/Fail grade for WILCO.
15. Students are expected to attend class at both Wilmington High School and WILCO Career Center every day that they are in session (except for exam days at WHS).
16. A student who is absent MORE THAN 10 DAYS in one semester, unless under a doctor's care (this does not mean a doctor's appointment), will be dismissed from the WILCO Program. No student will be allowed to skip a WILCO class or return early for any special program or event unless permission is granted in advance by the WHS administration.
17. Any WILCO students re-entering WHS before 3:00pm must report directly to the cafeteria until the final bell rings. Returning students will not be allowed to go to lockers or visit any classrooms before the final dismissal at 3:00pm. Failure to comply with this rule will result in disciplinary action ranging from afternoon detention to out-of-school suspension.

A violation of any of these rules, without just cause, shall be grounds for possible dismissal from the WILCO Area Career Center. Any student who receives four (4) disciplinary referrals from WILCO during any semester will be removed from WILCO and will not receive credit.

WILCO BUS DISCIPLINE POLICY

Depending on the severity of the misconduct, a student who does not act appropriately on the WILCO school bus may be subject to the following penalties or combinations thereof: seat assigned by driver, detention(s), Saturday detention(s), suspension from riding the WILCO bus, suspension from WILCO and WHS, student dropped from WILCO, or student recommended for expulsion from WHS.

GRADUATION REQUIREMENTS

A diploma dignifying graduation from Wilmington High School will be awarded to students who have completed the approved programs of study, provided the following conditions have been fulfilled:

- **As a Senior, every student must complete the FAFSA or FAFSA waiver (state-mandated).**
- **As a Junior, every student must take the SAT Assessment (state-mandated)**

English – 8 semesters (students must be enrolled in English all four years)

Mathematics – 6 semesters

Science – 4 semesters

Social Science – 5 semesters (including 2 semesters of U.S. History, 1 semester of Civics, including **State and Federal Constitution Exams**, 1 semester of Consumer Economics, and 1 semester of World Civilization)

Health – 1 semester

Computers – 1 semester

Fine Arts – 4 semesters (courses taken in the Art, Music, Foreign Language, or Vocational Education department satisfy this requirement)

Physical Education – 7 semesters

Classroom Phase of Driver's Education – 1 semester

28 CREDITS ARE REQUIRED FOR GRADUATION

EARLY GRADUATE REQUEST

Important: Students wishing to graduate early must apply for early graduation by May 1st of their Junior year (a letter to the Board of Education must be received by this date, in guidance). **You cannot apply for early graduation in the fall.**

CONSUMER EDUCATION

Consumer Education is a part of the required Consumer Economics class. It includes instruction in installment purchasing, budgeting, and comparison of prices. It also includes an understanding of the roles of consumers interacting with agriculture, business, trade unions and government in formulating and achieving the goals of the mixed free enterprise system.

HEALTH EDUCATION

The Health Education program shall include, but not be limited to, the following major educational areas: human ecology and health, human growth and development, the emotional, psychological, physiological, hygienic and social responsibilities of family life, including: sexual abstinence until marriage, prevention and control of disease, public and environmental health, consumer health, safety education and disaster survival, mental health and illness, personal health habits, alcohol, drug use and abuse, tobacco, nutrition and dental health. The District's Health Education program includes instruction in prevention, transmission and spread of AIDS.

PHYSICAL EDUCATION

PHYSICAL EDUCATION EXEMPTION POLICY:

Wilmington Community Unit 209-U has received permission from the State Superintendent of Education to modify Section 2-3.25g of the Illinois School Code, which addresses physical education requirements, for the following reasons:

Students who have failed academic courses needed for promotion or graduation may be excused from physical education to make up those classes.

Students choosing to enroll in all academic or college-preparatory courses, may be excused from physical education.

EXCUSES:

A student may be excused from participating in P.E. class for a maximum of 2 classes per semester with a written note provided by a parent/guardian.

If a student needs to be excused from participating in class for a longer period of time, a written doctor's statement is required.

If, for medical reasons, a student cannot participate in P.E., s/he must present a written doctor's statement to the WHS Office for placement in his/her permanent file.

In the event a student is absent from school, the student may receive the daily points back for the class period missed by completing an alternate assignment on a sport or fitness related topic (this requirement includes excused absences and field trips).

PE ACCEPTABLE UNIFORM

1. Students should wear active wear for class.
2. Shorts must be at least mid-thigh in length and may not be rolled at the waistband.
3. Athletic shoes (non-marking soles, no "slides") & socks
4. Shoes must be laced and tied properly so that they stay on the feet.
5. Sweat top &/or bottom may be worn over P.E. uniform
6. An unacceptable uniform is one that is not in its original form (i.e. torn, cut sleeves, marked/written on, etc.)
THESE MUST BE REPLACED!
7. Hats, bandanas, or hoods are not allowed. However, a hat may be worn outside with permission from teacher.

8. P.E. clothes are required to be taken home at the end of each week to be cleaned.
9. All jewelry that will interfere with student safety during class must be removed before class. All valuables need to be locked in the student's assigned locker.

PE DRESS POLICIES

1. STUDENTS MUST BE DRESSED FOR CLASS!!
2. Refusal to dress for P.E. will result in the loss of points for the class period.
3. Repeated failure to wear P.E. active wear will result in additional loss of points and a referral to main office each time thereafter.
4. If a student is ill, they must still dress and do the most that they can. Illness must be communicated to a teacher.
5. Students will be given approximately 8 minutes after the class bell to change into their P.E. uniform and approximately 10 minutes at the end of the period.

PE EXCUSED PARTICIPATION

1. If a student is ill, they must still dress and do the most they can. Illness must be communicated to a teacher.
 2. If a student is injured but does not have a doctor's note, they may still dress and use P.E. time to treat injury and do rehabilitation exercise per teacher's approval.
 3. Students may be excused from participating in class for a maximum of 2 classes per semester with a written note provided by a parent/legal guardian.
 4. If a student needs to be excused from participating in class for a longer period of time, a written doctor's statement is required.
 5. For medical reasons a student cannot participate in P.E. he/she is to present his/her medical statement to the teacher along with the office for his/her permanent file.
- *Physical Education is a participation class, therefore detentions will result for repeated refusal to participate in class. Any student not wearing athletic shoes will not be allowed to participate in class and cannot write a report to earn points.*

PE LOCKER ROOM RULES

1. Towels, soap, deodorant, etc. must be provided by each student and may not be in glass containers.
2. Students must use a school issued lock. Non-school issued locks will be removed by a teacher.
3. Students must report serial number and combination to the teacher.
4. No food/beverage items will be allowed in the gym or locker room.
5. No cameras or cell phones.
6. No vandalism will be tolerated.
7. No smoking, vaping, or use of any tobacco products.
10. No student intimidation will be tolerated.
11. No foul or vulgar language or gestures.
12. No sharing of lockers. Each student must use his/her own assigned locker.
13. Students may not be in the locker room unless they have P.E. that period.
14. During class, no student will be permitted in the locker room without permission.
15. Students may not leave the locker room during changing times without permission.
16. Lock up your belongings during class time.

DRIVER'S EDUCATION

Pursuant to state law, a student must have passed at least 8 courses in his or her previous two semesters in order to be eligible to enroll in driver education. A fee of \$200 dollars is charged for students taking Driver's Education and a permit fee of \$20 is required through the DMV. Driver's Education is available for all students residing in District 209-U provided they have met the above requirements. A student successfully completing summer Driver's Education class will receive a P on his/her transcript and .5 credit.

- While every effort is made to provide behind-the-wheel training before a student's sixteenth birthday, this is not always possible and cannot be guaranteed. Driver's Education fees are not refunded to parents who choose to take their student elsewhere for behind-the-wheel training.

LAB COURSES

Labs present a unique situation in which every student's cooperation is needed to insure the safety of all the students. Students who do not follow the teacher's directions the first time will be removed from the lab and will be given a supplementary assignment. A second offense results in the student being removed from the lab for the remainder of the semester. If a student is removed from the lab, that student will be given supplemental assignments when the rest of the class is in lab.

MAKE-UP OR ENRICHMENT COURSES

Correspondence, night school, summer school or Joliet Junior College courses can be taken for enrichment or make-up purposes, but approval must be arranged BEFORE the course is started in order for credit to be accepted at Wilmington High School. Approval must be obtained from both the counselor and administration. Only 2 credits of make-up or enrichment course credit will be accepted from programs outside District 209-U. Exceptions to this policy, due to the need to make-up more than 2 credits, must also be approved by the administration.

CLASS SCHEDULE

All students will be scheduled for classes each period of the school day for each of their four years in high school. Any request for deviation from this schedule must be made in person by a parent/guardian; it will be given consideration by the administration.

WILDCAT TIME EXPECTATIONS

- Students must remain in their assigned Wildcat Time until Daily Announcements have been read.
- Quiet time for students to work.
- H.O.M.E. – Honesty, Ownership, Maturity, Excellence
- Passes must be used for students leaving WILDCAT TIME classroom.
- Students must be on time as the tardy policy will be enforced.
- The use of cell phones will not be allowed during Wildcat Time unless teacher permission is granted.
- No food or drinks allowed in classroom.

GUIDANCE AND COUNSELING SCHEDULE CHANGES

Student schedules will be arranged in the spring semester prior to the following school year. After March 15th COURSE REQUESTS WILL NOT BE CHANGED. Thus, students will be committed to attend all of the previously chosen classes for the following year. Schedule changes in the fall will only be allowed if a student listed at least four alternative selections, AND the original course requests or the alternative course requests were not met. All core or year-long class changes require the signature of parent or guardian, unless a change involves the addition of a required/core course. A teacher, counselor, or the Principal can initiate a change request at any time.

COMMENCEMENT EXERCISES

Commencement exercises are not always held on the last day of school. It is, therefore, important that students and parents understand that all school rules apply until after the student has graduated. An infraction of these rules could result in suspension or expulsion from school. In the event that a student was suspended during the time of commencement, the student would not participate in commencement exercises. In the event of expulsion, the student would lose all credits for the second semester, would not participate in commencement exercises and may not graduate. In order for a student to walk across the platform at graduation, he/she must meet all graduation requirements. Students will be expected to dress appropriately for the important occasion of graduation. All school rules apply before and during commencement exercises. Unacceptable behavior or inappropriate dress will result in the student being denied the privilege of participating in commencement exercises. Caps and gowns are required to be worn for commencement exercises. **Students are not to wear decorations on or outside their cap and gown.**

- **The Board of Education will approve the Graduation Date in the February Board Meeting.**
- As of 2016, traditional awards for class ranks are no longer recognized (i.e. valedictorian). The Latin system of recognition is used during the graduation ceremony: Summa Cum Laude – 4.3, Magna Cum Laude – 3.9 and Cum Laude – 3.5 GPA. Class rank is also not documented on the student transcript unless requested by a senior Parent.

GRADES

Grades and credits are recorded on the student's permanent record on a semester basis. Every semester's enrollment in a course entitles a student to 1/2 credit upon successful completion. At the end of each semester, certain days are set aside for final exams for every class in which the student is enrolled. Final exams will be worth a maximum of 10% of the final grade. The points earned will be averaged into the cumulative semester-long percentage. If a final exam is not required, the cumulative average at the end of the fourth quarter will be the final semester grade.

GRADING SCALE/GRADE POINTS

98 - 100 = A+	77 - 79 = C+	0 - 59 = F
93 - 97 = A	73 - 76 = C	*****
90 - 92 = A- (4.00/wt 5.00)	70 - 72 = C- (2.00/wt 3.00)	Audit (AU)-Class participation,
no credit		Pass (P)-Class participation,
	credit	Withdrawal (W)-Withdrew from
	class	

87 - 89 = B+

83 - 86 = B

80 - 82 = B- (3.00/wt 4.00)

67 - 69 = D+

63 - 66 = D

60 - 62 = D- (1.00/wt 2.00)

WEIGHTED COURSES/GRADES

Grade Point Scales

Two grade point scales are used in the computation of grades:

Scale I courses constitute the majority of courses in the curriculum.

Scale II includes Honors and/or weighted courses that require exceptional effort by the student (wt scale).

Grade Point Average

Weighted class grades are averaged according to their weighted status for Grade Point Average determination.

NOTE: Those students desiring a school program of academic excellence should take courses included in Scale II.

The following courses will receive credit on Scale II:

Honors Pre-Calculus	Honors Earth/Space Science	Honors Chemistry
Honors Calculus	Honors Spanish III & IV	Honors Anatomy/Physiology
Honors AP US History	Honors Biology & AP	Honors English I, II, III
Honors Geometry	Honors Physics	
Honors Algebra II	3-Hr College Courses (100 level or higher)	

Rationale: Weighted courses are advanced courses that are academically challenging. Weighted grades provide incentive and reward for those strong academic courses that require in-depth study, research and investigation, and are necessary for strong college preparation.

REPEATING COURSES

1. A student must retake a required course in which he/she has earned a grade of F. With the consent of administration, a student may retake a required course in which he/she has received a D.
2. When courses are retaken, both grades are counted in determining the cumulative grade point average.
3. In the case that a student retakes a required course in which s/he has earned a D, the student will earn elective credit.
4. When a student fails the 2nd semester of a math course, it is strongly recommended that he/she retake/repeat the 1st semester of that Math course. The student would earn elective credit.
5. Unless approved, a student cannot retake a class, in which s/he has received a grade of C or above for credit. It is the responsibility of the student to monitor his/her schedule so classes are not retaken.
6. Students must gain a number of credits each year in order to be promoted to the next grade level. After the spring semester, freshmen must have earned 6 credits to be promoted to sophomore level. Sophomores must have earned 13 credits to be promoted to junior level. Mid-year promotion is possible, depending on successful completion of required courses and credits toward graduation. Retained students will be reassigned lockers and Wildcat Time at their appropriate grade levels.

SEMESTER EXAM POLICY

Beginning with the 2020-2021 School year, **ALL** students are required to take Final Exams in **ALL** classes.

Students shall be allowed to move their 1A and 1B Final Exams to the assigned alternate incentive date/time if they choose to do so.

Criteria to move 1A and 1B Final Exams

1. 3 days or less of excused absence per semester
2. No unexcused absences per semester
3. 5 or less accumulated daily tardies per semester (excused/unexcused combined)

4. 3 or less detentions of any nature per semester
5. No school suspensions per school year
6. Letter grade of an A or B in their 1A and/or 1B course.

ABSENCE FROM SEMESTER EXAMS

Semester exams will not be given in advance of the scheduled time. Students will not be excused from semester exams unless the reason for the absence is documented as per a medical excuse, a court appearance or a death in the immediate family. In the case of a documented absence(s) from the semester exams, the parent/guardian should contact the administration to arrange a time and place for the student to make up the semester exams at Wilmington High School. Students will not be able to take exams early. Students must take their final exam on the scheduled date and time. If a student fails to attend their scheduled Semester Exam, a 2-hour detention will be issued. Students are not allowed to change the date and time of their scheduled exam without administrative and teacher approval.

HONOR ROLL

There are three Honor Rolls – Superior Honors, High Honors and Honors as follows:

- Superior Honors - Students who have earned a G.P.A. of 4.3 or higher
- High Honors - Students who have earned a G.P.A. of 3.9 to 4.299.
- Honors - Students who have earned a G.P.A. of 3.5 to 3.899.

Students cannot be on the Honor Roll if they have a D, F or an incomplete grade.

STUDENT RECOGNITION

Student achievement will be periodically recognized on the high school website and through various media outlets. Parents or guardians with concerns regarding this policy should contact the Wilmington High School Office.

COLLEGE PLANNING - COLLEGE COUNSELING

Students, along with parents/guardians, should begin planning for college as early as possible. During their junior year, students should begin narrowing their interests and look into colleges that offer courses in these areas.

Students should apply to college during the fall of their senior year. Students applying before November 1st have the best opportunity for acceptance to many colleges and universities. It is recommended that each college-bound student apply to at least three colleges/universities. It is also wise to apply to at least one state school, as it may be valuable to compare tuition rates after financial aid forms are complete.

EARLY ENROLLMENT COLLEGE COURSES

Students in good standing are allowed to take 3-credit hour college courses as part of their junior and/or senior schedules. Students submitting an official report of a grade from a college class may receive high school credit and a weighted grade for courses of 100 level (or above). 090 courses will generate dual credit, with an unweighted grade. A 3-hour college course taken during the high school day will generate ½ high school credit. Students may not take college courses outside of the regular schedule for high school credit, unless approved by a Guidance Counselor. Such college courses taken outside of the regular schedule will be graded on a pass/fail basis. WILCO courses that generate college credit are considered high school courses and the grades are not weighted. Should a student wish to pursue college credit for these courses, all paperwork will be handled by WILCO. Students enroll in Joliet Junior College courses through the Guidance Office after the student and parent signs the College Course Enrollment Agreement. Students may not drop a college course during the school year without consulting a Guidance Counselor. If an early enrollment college class is dropped late in the semester, a high school class will be added to the student's schedule and the student will receive an AU (Audit) on their transcript for the course.

COLLEGE ADMISSIONS

It is recommended that the following courses be taken by students considering admission to state universities:

4 years of English	3-4 years of mathematics
3-4 years of laboratory science	3 years of social sciences
2 years of foreign language	SAT/ACT

In addition, students should meet the minimum class rank and ACT/SAT requirements as established by the university. This plan also applies to students wishing to transfer from two-year community college to baccalaureate programs.

COLLEGE VISITS

Each year Wilmington High School students have the opportunity and are encouraged to attend a College Night. Representatives from colleges and industry are in attendance. Juniors and seniors are encouraged to talk with these representatives. Students are also encouraged to visit the campus of a college before making a final decision concerning enrollment. Normally, students can find a time when school is not in session, so that missing classes is not necessary. If it is necessary for a senior to visit a college during a school day, arrangements must be made through the WHS Office two days in advance of the day of the visit. Seniors are allowed to take two college days. Additional college visits must be approved by the administration.

SCHOLARSHIPS

The Guidance Department processes scholarship applications. Several different monetary awards are given at the annual WHS Awards Night to graduating seniors who are planning to attend a 2 or 4 year college or trade school. Students are responsible to obtain and complete the appropriate applications in order to be considered for these awards.

DRESS AND APPEARANCE

The guiding principles in determining a dress code for students are as follows:

1. Students should dress in a manner that promotes their ability to develop good study habits, not detract from them. This manner should reflect neatness and cleanliness, and the standards of both the community and the school.
2. A student has the right to attend classes dressed to suit his/her individual preference as long as personal appearance does not constitute a hazard to his/her health, safety or welfare. Also, a student's personal appearance must not cause a disruption in the classroom or the educational process.
3. Parents/legal guardians should accept the responsibility for determining the type of clothing their children can wear to school. It may be necessary to consult with the parent when a student's dress or appearance is inappropriate.

THE FOLLOWING ARE NOT PERMITTED TO BE WORN TO SCHOOL:

1. T-shirts or other items of clothing that depict or refer to alcohol, drugs, tobacco, obscenities, or those that may be offensive to others
2. Tank tops, cut-off shirts, spaghetti straps, backless, halter tops, off-the-shoulder, or midriff.
3. Coats (unless a teacher gives permission because of low room temperature)
4. Holes, rips or tears in pants must not reveal undergarments.
5. Short shorts (shorts must be as long as the finger tips when the arms are held straight down at the side of the body)
6. Hats, stocking caps, bandanas, hoods and sunglasses should not be worn in the school building.
7. Clothing, jewelry, symbols or other items which evidence membership in any gang
8. Wallet chains, bedroom slippers or shoes with wheels
9. Purses, backpacks, handbags, and blankets are not allowed in the classrooms.
10. The entire torso of all students will be covered completely with clothing. Shirts must be long enough to overlap the waistband of pants, skirts, or shorts.
11. Common sense and concern for the standards of others should prevail in all questions pertaining to dress and appearance.

ORGANIZATIONS & ACTIVITIES

Activities

Participation in extracurricular activities can be a valuable experience. Employers, colleges, trade schools and scholarship applications ask for information regarding student activities; however, students should not sacrifice good grades for too many activities. WHS offers a wide variety of activities for student participation.

Athletics

The Wilmington High School is a member of the Illinois Central Eight Conference. Member schools are: Coal City, Herscher, Lisle, Manteno, Peotone, Reed-Custer, Streator, and Wilmington. In the ICE Conference, the Wilmington boys athletic teams will compete in round robin football, basketball, baseball, soccer, and wrestling schedules, as well as a conference tournament in wrestling. The Wilmington girls' athletic teams will compete in round robin basketball, spirit line, volleyball, and softball. In addition, conference activities will be scheduled in boys/girls track, golf and soccer.

Music

WHS has the following musical organizations: Band, ShowCats and Chorus for boys and girls. These organizations perform at: assemblies, athletic events, concerts, parades and state contests. Membership in WHS musical organizations requires enrollment in the associated courses offered during the school day for credit

toward graduation.

DANCE GUIDELINES

In order to have successful dances, the following regulations will be enforced:

1. Students attending the dance may not leave until 30-minutes prior to the published end time. **NO EXCEPTIONS**
2. All students attending the school dance must arrive 15-minutes of the published start time. No student(s) will be admitted after the time without administrative approval.
3. All school regulations must be followed (and will be enforced).
4. All guests who do not attend WHS must be approved by the administration. Guests are expected to comply with the rules that apply to a student at Wilmington High School.
5. Any violation of school rules by a guest will cause the accompanying WHS student to receive his/her penalty. **EXAMPLE:** If a guest is drinking prior to or during the dance, his/her date will be suspended for ten days.
6. Guests must be advised of the expectations of the school. Guests who are unable to comply, should not attend.
7. The student and his/her guest must sign a sheet prior to all dances agreeing to abide by the regulations listed above.
8. All students must be in 9th grade and be under the age of 21.
9. Students and their guests will be required to provide a phone number where parents may be reached.
10. Guest are required to present a copy of their high school ID or Driver License.
11. All students must be in "good standing" to attend the dance.

LOCKERS

Lockers are assigned to students at the beginning of their freshman year; student locker assignments may be the same during the student's four years at WHS. Lockers are the property of the District and are made available for student use. The school administration reserves the right to open and search any locker for justifiable health, safety and security reasons. There will be periodic locker checks. Unauthorized materials such as tobacco, lighters, etc. will be confiscated. The display of inappropriate materials in or on school lockers is not allowed.

Students are not permitted to share lockers. Students should ALWAYS keep their lockers locked and combinations should not be shared with anyone. Students will also be issued lockers in the physical education department for P.E. and athletic equipment. This will be handled by the coaches and P.E. teachers and will be explained by teachers. Students are responsible for any illegal substances found in the locker assigned to them. Drug dogs will be brought into the building periodically to ensure a drug free environment for staff and students.

BOOK/GYM BAGS/OVERSIZE PURSES

Students are not allowed to carry book/gym bags/oversize purses during the school day except to and from physical education class.

SEARCHES AND SEIZURE

In order to maintain order 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. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent 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

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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, 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, and

By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's 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.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

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.

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.

TELEPHONES

The WHS Office telephone is for emergency use only and is to be used by students only with permission. Parents should not call to leave messages for students unless it is an emergency. For cell phone use, refer to cell phone policy.

WORK AND WORK PERMITS

Work permits are issued by the WHS Office in compliance with the rules of the State Department of Labor.

Children between the ages of 14 and 16 are allowed to work three hours per day on school days and eight hours per day when school is not in session. Work must be done between the hours of 7 a.m. and 7 p.m. The following items are required for issuance of a work permit:

1. Statement from employer giving type and hours of work.
2. Birth certificate or transcript thereof.
3. A student should be receiving passing grades in his/her subjects before trying to obtain a working permit.

LOST AND FOUND

Any items found in and around the school will be turned in to the WHS Office. The rightful owner may then claim the item by proper identification of the item. After two weeks, all such items not claimed will be destroyed or given to a worthwhile charitable organization.

DISCIPLINARY CODE/PHILOSOPHY

The Board of Education and Administration of Unit District 209-U recognize the need to give each student fair treatment in all school matters, especially disciplinary. The goal of the District is to develop positive student behavior. Students are expected to demonstrate reasonable behavior and self-discipline. The following disciplinary code is designed to benefit both students and school personnel. Students are advised of potential penalties for initial and subsequent misconduct. School administrators are given guidelines by the Board of Education in the area of discipline.

STUDENT BEHAVIOR

Prohibited Student Conduct

Students shall be disciplined for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, selling or offering sale tobacco or nicotine materials, including electronic cigarettes for vaping/juuling.
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, medical cannabis and hashish).
 - 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.
 - 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.
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.
 - f. 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.
 - g. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using a cellular telephone, smartphone, smart watches, ear buds, 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 powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period and during passing periods in the hallway (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. 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.
8. Insubordination/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.
9. Engaging in bullying, hazing or any kind of aggressive behavior "such as fighting" 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.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
11. Engaging in teen dating violence.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. 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.
15. Being absent without a recognized excuse.
16. Being involved with any public school fraternity, sorority, or secret society.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
19. 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) use of inappropriate language directed towards a teacher/staff member; (b) be a threat to an attempted intimidation of a staff member; or (c) endanger the health or safety of students, staff or school property.
20. 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.
21. 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.
22. No Food or drink will be allowed outside the cafetorium.
23. In order to ensure safety, students should never stand on chairs or desks.
24. Bathroom behaviors: Students shall not gather for long periods of time. Bathroom permission will be granted by a teacher or administrator during class time. Only 1 student may occupy a bathroom stall at a time.

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

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

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

STUDENT DISCIPLINE

The primary responsibility for the maintenance of discipline within the classroom lies with the classroom teacher. A TEACHER MAY USE REASONABLE FORCE AS NEEDED TO MAINTAIN SAFETY FOR THE OTHER STUDENTS AND MAY REMOVE A STUDENT FROM THE CLASSROOM FOR DISRUPTIVE BEHAVIOR. The District 209-U Board of Education establishes specific rules and regulations to govern the discipline of its students when the conduct of a student constitutes gross disobedience or gross misconduct.

Each student will receive a copy of the student discipline policy after school begins or when the student enrolls if it is after the beginning of the school term. Within the first week of school the students will be helped to understand the contents of the discipline policy. Students are subject to disciplinary action for misconduct or disobedience occurring on school grounds, at school-sponsored activities, in connection with student transportation or at any place where the misconduct or disobedience has a reasonable relationship to school.

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; or
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.

DISCIPLINARY MEASURES

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

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

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

Elasticity Clause

The administration of Wilmington High School reserves the right to develop and implement additional rules and/or guidelines during the course of the school year if so needed.

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.

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 ACTIVITY

Includes wearing of clothing, jewelry, or gang related symbols
Administration's discretion (may give detention, Friday detention or suspension)

The District 209-U Board of Education has determined that gangs and gang-related activities would cause a substantial disruption of its schools' ability to maintain a safe and disruption-free school environment. In addition, the School Code (105 ILCS 5/31-2) provides that "any public school fraternity, sorority or secret society is contrary to the public good." "Gangs", as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the District's rules and regulations. They foster behaviors, attitudes and practices that may endanger the health, safety and welfare of our students. For these reasons, the District 209-U Board of Education has adopted a policy of "zero tolerance" toward gangs and gang activity.

No student on or about school property or at any school activity shall engage in the following behaviors:

1. A student shall not wear, possess, distribute, draw, display, or sell any article of clothing, jewelry, emblem, badge, haircut, symbol, tattoo, sign, or other thing that is intended to identify a student as being affiliated with a gang.
2. A student shall not commit any act, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) which demonstrates affiliation with a gang.
3. A student shall not use any speech or commit any act in furtherance of the interests of any gang or gang activity including, but
4. not limited to the following:
 - a. Soliciting others for membership in a gang
 - b. Extorting money or otherwise intimidating or threatening any person
 - c. Inciting or directing others to engage in acts which violate District policies or civil and or criminal laws
 - d. Gang graffiti on school grounds/buildings
5. Penalties:
 - a. Any student who violates paragraph one or two of this policy will be required to surrender, cover, dispose of, or otherwise alter any offending clothing, material, or object per the determination of school officials. In addition, the student must attend a parent conference and may receive detentions, Friday detentions and/or be suspended. Any student who violates paragraph three of this policy shall be subject to suspension and expulsion for a period not to exceed one full year.
 - b. In all appropriate cases the local law enforcement agencies will be contacted and charges filed.

DETENTION PROCEDURES

A list of students who have detentions will be published for the faculty. Students with make-up work will be expected to work on this material in detention. The work will be provided by the teacher to the WHS Office, which will in turn give it to the detention hall supervisor. The supervisor will collect the work at the end of the detention period.

1. Detention hall will begin 10 minutes after dismissal and will last 60 minutes.
2. Tuesday Detentions will be served from 6:45-7:45 am (1 hour)
3. Wednesday Detentions will be served from 2:55-4:45 pm (2 hour)
4. Thursday Detentions will be served from 2:55-3:55 pm (1 hour)
5. Skipping a detention will result in the assignment of a 4-hour Friday detention.
6. Any student not in detention hall when the bell rings will receive an unexcused absence.
7. Students receiving a detention must serve it within one week after the infraction.
8. Students will be excused from detention hall only if an emergency arises and a request is made by the PARENT OR LEGAL GUARDIAN. A request by the student will be considered only in extreme emergency.
9. Students who are employed after school must make arrangements with their employer so they can serve detentions as scheduled.
10. Students will not bring hats, coats, or portable music devices to detention hall. They will bring work related to school to occupy their time in detention hall.
11. It is the philosophy of this administration that classroom detentions issued for minor infractions such as: talking, the first three tardies, etc. should be handled by the classroom teachers.

DETENTIONS - FRIDAY

Friday detention begins at 2:55 p.m. and ends at 6:55 p.m. Students who are late in arriving will be considered absent from detention. During this time students should not bring: hats, coats, portable music devices, electronic equipment (cell phones, pagers, etc.) or blankets/pillows to Friday detention. Such items will be confiscated. Students should make plans to silently occupy their time during the detention (homework, magazine, books, etc.). No talking will be allowed during Friday detention. Sleeping is **NOT** acceptable behavior during Friday detention. Failure to report to an assigned Friday detention, without the permission of the Principal or Assistant Principal, may result in a 2-day school suspension. Any disruptive and/or insubordinate behavior during Friday detention may result in a suspension. Any individual who chooses to disregard the aforementioned guidelines may be required to immediately leave an assigned Friday detention. *If students are engaged and cooperative during the Friday detention, students may be released at 6:25 p.m.*

LOSS OF PRIVILEGES/SOCIAL PROBATION

The concept of Loss of Privileges (LOP)/Social Probation is to approach discipline from a positive perspective rather than punitive. The goal of LOP is to reduce the number of disciplinary infractions for our most chronic issues, including: suspension, skipping detentions, closed campus violations, truancy, and unexcused tardies.

When students follow school rules, they are granted privileges, including but not limited to:

1. Attendance at school dances (Homecoming, Halloween Dance, Winter Ball, Prom)
2. Attendance/Participation during Homecoming Week
3. Attendance at athletic contests and extracurricular activities
4. Parking/Driving to school
5. Participation in field trips
6. Attending WILCO
7. Attending CO-OP
8. Being a student aide/library assistant
9. Participation/Attendance in Graduation Ceremony, Senior Dinner or Wildcat Cafe

If/When students are unable to follow school rules, these privileges may be temporarily or permanently suspended. The loss of privileges will be in addition to the consequences outlined in this handbook. Prior to the LOP/Social Probation, parents will be notified.

DUE PROCESS, SUSPENSION AND EXPULSION

The Constitution of the State of Illinois states that "a fundamental goal of the People of the State is the educational development of all persons to the limits of their capacities." In order to establish and maintain an atmosphere conducive to the teaching and learning process for students and school personnel, local Boards of Education have approved rules and regulations designed to support reasonable standards of health, safety and discipline throughout the school program.

Whenever students act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, the rights to an education may be temporarily forfeited. Procedural due process provides an opportunity for a student to communicate pertinent information, which will be helpful in resolving a situation as soon as possible.

Prior to suspension, the following procedures will be observed:

1. The Principal or designated administrator (in case of absence) will give the student oral or written notice of improper actions and/or allegations which constitute gross disobedience, disrespect, insubordination, or misconduct. Moreover, the school official must be prepared to confront the student with relevant information which will confirm the knowledge and/or suspicion that that student was either directly or indirectly involved in the above mentioned improprieties.
2. An opportunity will be given to the student to explain the circumstances surrounding the improper actions and/or allegations in a conference with the school official before any decision is final. The student will then be directly informed whether or not the suspension will be imposed.
3. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as soon as practicable. All suspensions will be served out-of-school. Students may be suspended for one to ten days for violations or repeated violations.

SUSPENSION PROCEDURES

The following procedures will be followed when a student is suspended:

1. Parents or legal guardians will be notified whenever possible.
2. The Superintendent will be notified.
3. The above-mentioned rules are examples and not all-inclusive. In the event that civil laws are broken, the police may be consulted and charges may be filed.
4. A suspended student may not be on school property or attend any school-related activity at any time during his/her suspension.
5. In the event a student is suspended four times, or has accumulated 10 or more days of out of school suspension, the student will be suspended for 10 days and taken before the Board of Education with recommendation for expulsion.

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.

Make-up Work Policy for Suspension

A student is responsible the day they return from suspension to have all work completed. For a 1 day suspension the student must get their work the next day. For a suspension of 2 or more days students refer to the absent make-up work policy. In the event a student is suspended four times, the student will be suspended for 10 days and taken before the Board of Education with recommendation for expulsion.

NOTE: According to Public Act 89-610, the Board of Education may invoke an expulsion for up to two calendar years.

CHEATING POLICY

All students have a responsibility to do their own work on all assignments and tests in order to receive the maximum benefit from the instructional program. Unless the teacher gives specific instructions to the contrary, all class and homework assignments and all tests are to be completed by the student. Copying of homework is not permitted. Students, who give assistance on tests, share online electronic documents, provide assignments to be copied by another student, or complete assignments for other students are guilty of cheating.

Cheating will be handled under the following guidelines:

First Offense - The student(s) will receive a zero on the assignment or test and a 2-hour after school detention; the teacher will contact the WHS Office and parent to explain the circumstances. If assistance is being given by a student who is not in the class, the teacher will notify the WHS Office who in turn will notify the parent.

Second Offense - The student(s) will receive a zero on the assignment / test and a Friday detention. A conference involving the student(s), parents and the Assistant Principal will be scheduled. Again, if assistance is being given by a student who is not in the class, the student may receive a 1-day suspension and a conference

will be held involving the students, parents and the Assistant Principal.

Third Offense - All of the procedures authorized above will be conducted, plus the student(s) may receive a 1-day suspension with a conference to be held with the student(s), parents, Assistant Principal and the Principal.

Special Note

If at any time a student has in his/her possession a teacher's edition textbook, workbook, grade book, diskettes, or any other material that could alter grades, the student will immediately go to the "third offense" in the disciplinary procedure for cheating. The cheating offenses will accumulate over the entire school year.

ABSENCES/ATTENDANCE

The Wilmington High School faculty recognizes the importance of daily attendance. Students who are frequently absent from school can expect to encounter difficulty keeping pace with their classmates. The student who frequently is absent misses discussion and instruction which cannot be made up. If frequent absences occur parents and students can expect negative results in grades and classroom performance.

Additionally, the Illinois School Code contains the following statements:

A. "Whoever has custody or control of any child... between the ages of 6 (on or before September 1) and 17 years (unless the child has already graduated from high school)... shall cause such a child to attend some public school in the District in which the child resides during the entire time it is in session during the regular school term..." with limited exceptions, including enrollment in private schools. 105 ILCS 5/26-1.

B. "Any person having custody or control of a child who is below the age of 6 years or is 17 years of age or above and who is enrolled in any of grades kindergarten through 12 in the public school shall cause the child to attend the public school in the district wherein he or she resides when it is in session during the regular school term, unless the child is excused..." 105 ILCS 5/26-2.

The Illinois School Code also states that a student in grades 2-12 must attend 300 minutes of class to be considered in attendance for a full day. That means a student must be in attendance for four (4) classes (lunch is not included) per day.

Accordingly, students are expected to:

- Attend every class in which he/she is enrolled, unless excused.
- Be ready for class work when the tardy signal sounds. A student who misses half of the class or more, due to tardiness, will be considered absent.
- Be in attendance at least 1/2 day of a school function in order to participate in or attend the school function. The only exception to this will be an excuse from the Administration obtained in advance.

PROCEDURE FOR ABSENCES

Parents or guardians should not send a child to school when his or her attendance would endanger the health of his or her classmates, but absences for other reasons than illness should be avoided if at all possible.

When a child will be absent from school, parents should call 1-815-926-1752 between 7:30 a.m. and 9:00 a.m. If no phone call is received by 9:00 a.m., the attendance secretary will then call the child's home or the parent's place of employment to find out why the child is not in school. If the school cannot make phone contact with the parent, the absence will be considered unexcused. The parent then has one school day to contact the school to explain the absence.

The following are valid reasons for excused absences:

1. Illness
2. Observance of religious holidays or for participation in religious instruction.
3. Death in the immediate family (parent, legal guardian, sibling, grandparent, other individual who regularly is living in the same home where the student regularly resides)
4. Family emergency
5. Other verifiable circumstances which cause reasonable concern to the parent for the safety or health of the student
6. Vacation with parents of no more than five days, approved in advance by the Principal
7. Extraordinary circumstances related to economic or medical necessity or family hardship, as determined by the Superintendent or designee

8. Other valid reasons, approved in advance and in writing by the Principal
9. Other situations beyond the control of the student, as determined by the Board Education.

The following are some reasons for unexcused absences:

1. Skipping school
2. "Personal business" without explanation
3. A trip or vacation with a friend or group other than parents.
4. Working at a regular job during school hours, unless approved in advance by the Superintendent or designee and the student is 16 years of age or older and participating in an approved alternative learning opportunity program or graduation incentives program or there are other exigent circumstances necessitating the student's lawful employment during school hours.

A doctor note is required for 3 or more consecutive days of absence due to illness. The doctor note must be submitted to the main office upon return to school.

Any student who accumulates more than five days of absences during a semester must have a medical note from a licensed health care provider (i.e. – Doctor, Advanced Practice Nurse, etc.) for an absence to be excused for illness. If no medical excuse is brought to the WHS Office within one school day of the absence, the absences will be considered unexcused. If necessary, the appeal process regarding a student absence must begin within three days of a student's return to school from that absence.

Any student seeking an absence for purposes of observance of a religious holiday or to participate in religious instruction must have a bona-fide belief in the religion or be from a family that has a bona-fide belief in the religion. Written request for excusal must be provided five days in advance to the school principal.

A student must be in attendance for at least 2 full periods to be eligible to participate in extra-curricular activities for the date of absence.

A student who is not present for at least two full class periods will show a full day's absence for that day.

Homework can be requested by parent/guardian, a teacher will attempt to gather all missing work within 48-hours of the request being made. This allows the teacher ample time to gather materials. Teachers will continue providing assignments on a weekly basis unless arrangements have been made otherwise. All work proved by the teacher is due upon return of school.

MAKE-UP WORK FROM ABSENCES / LATE WORK

1. Students absent 1 (one) day "A" or "B" are responsible/required for attaining all missing work the next "A" or "B" day and returning it on the "A" or "B" day following pick-up. For example, if a student is absent from school "A1-Monday" they will be responsible for picking up work on "A2 Wednesday" and will be required to have all work completed for class on "A3-Friday".
2. Work missed due to absences beyond two days will be made up as soon as possible with a DATE and TIME negotiated between the teacher and student, with input from a counselor or administration. (if necessary)
3. Pre-arranged student absences, for part of a day or an entire day(s), will result in the STUDENT BEING RESPONSIBLE for turning in work the next day they return to school.
4. An assignment turned in after the due date will have a 20% reduction in grade for each day late. For example, if an assignment is due ""A1-Monday" and the student turns it in on "B1-Tuesday" for credit, there will be a 20% penalty. If the assignment is turned in on "A2-Wednesday" there will be a 40% penalty-"B3-Thursday a 60% penalty etc.....
5. An "I" on the report card indicates incomplete course work. Students have one week from the end of any quarter/semester to make up work they have failed to complete. If the work/exam is not made up, the students will receive no credit (0) for missing assignment(s)/exam.
It is imperative for students to have regular attendance in Block Scheduling in order to be academically successful. There is a direct correlation between absenteeism and student failure. Students must be in class to be successful.

HONOR CLASSES MAKE-UP WORK FROM ABSENCES / LATE WORK

1. Students absent 1 (one) day "A" or "B" are responsible/required to see the teachers of missed classes the day they return to school. Students should see those teachers before school, during passing periods or after school. If a student is absent from school "A1" they are responsible/required to have all work completed for class when the class meets "A2"

Example: (1) Absent "A1 (Mon)" and present "B1 (Tues.)" – The work that was due on "A1 (Mon.)" will be turned into the appropriate teachers on "B1 (Tues.)". The make-up work from "A1 (Mon.)" will be due on "A2 (Wed.)" (2) Absent both "A1 (Mon.)" and "B1 (Tues.)"; present "A2 (Wed)" and "B2 (Thur.)"; the make-up work will be due "B2 (Thur.)".

2. If a teacher chooses to accept late work, an assignment turned in after the due date will have a 20% reduction in grade and will be due the next school day. Late work will not be accepted for credit if more than one (1) day late. Example: If work was due on "A1 (Mon.)" the student must turn the work in "B1 (Tues.)" for credit with a 20% penalty

CHRONIC HEALTH CONDITIONS

Students with chronic health conditions that impact daily attendance will be evaluated on a case-by-case basis by the administrative team. It will be the responsibility of the administrative team to set timelines/ deadlines for: make-up work, labs, quizzes, major projects and unit/ chapter exams. The W.H.S. administration requires that students with chronic health conditions complete all chapters/ units sequentially. All assignments for each chapter/ unit including quizzes, labs, projects, and exams must be completed before continuing to the next chapter/ unit. Students with chronic health conditions who fail to complete all major projects, labs, quizzes, and unit exams under agreed timelines will receive 0 (zeros) for the work that is not completed. W.H.S. will not give make-up work for the next chapter/ unit until all assignments have been completed in a sequential order meeting minimum competency.

Exclusion For Medical Non-Compliance

Students who fail to provide to the District by the 1st day of student attendance required proof of health examination and proof of immunizations shall be excluded from attendance until such time as the examination is provided. Any such exclusion shall be counted as an unexcused absence, absent extraordinary circumstances that reasonably prohibit the student or parent/legal guardian from obtaining the examination (religious objection, medically contraindicated, immunization schedule in place by the 1st day of student attendance and proof of same presented to the District). The WHS administration or school nurse may be contacted for assistance with referrals to licensed health care providers who can assist in meeting this examination requirement if needed.

Health examinations and proof of immunization are required prior to:

- a. A student's enrollment in Kindergarten and first grade
- b. The beginning of 5th, 9th and 12th grades
- c. Upon initial enrollment in a district, at any grade level

Examinations completed within one year of these reporting timelines will be accepted. This health examination is in addition to any required examination associated with participation in school sponsored athletic activities.

TARDY TO CLASS

All **minor** tardies are arriving late to class within 5 minutes of the second bell. If students fail to comply with this requirement, it will be immediately dealt with as insubordinate behavior.

All **major** tardies are arriving late to class after 5 minutes of the second bell.

- **Unexcused** tardies may include, but are not limited to:
- Oversleeping
- Late to 1st period- Three minor tardies results in disciplinary action
- Late to 1st period- One major tardy results in disciplinary action
- After first period- all unexcused tardies (either minor or major) result in disciplinary action
- Personal business (not an emergency) without explanation

TRUANCY

The School Code defines the following terms as related to student attendance and absences (105 ILCS 5/26.2a):
Truant - a child subject to compulsory school attendance and who is absent without valid cause for a school day or portion thereof.

Valid Cause – a legitimate reason for which a child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the School Board, or circumstances which cause reasonable concern of the parent for the

safety of health of the student.

Chronic or habitual truant - a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five percent or more of the previous 180 regular attendance days.

Dropout – any child enrolled in grades 9-12 whose name has been removed from the district enrollment roster for any reason other than death, extended illness, removal for medical non-compliance, expulsion, aging out, graduation or completion of a program of students and who has not transferred to another public or private school and is not known to be home-schooled by his or her parents or guardians or continuing school in another country.

If these measures prove ineffective and the behavior persists, the Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies such as the juvenile officer or the local police department or the Truant Office of the Educational Service Region of the county. The School Board, Superintendent, administrators and teachers shall assist and furnish such information, as they have to aid truant officers in the performance of their duties.

In accordance with The School Code of Illinois, no punitive action, including out-of-school suspensions, expulsions or court action shall be taken against chronic truants unless available supportive services and other school resources have been provided to the student.

TRUANCY INTERVENTION

The District shall determine if the student is truant or a "chronic or habitual" truant and make reasonable efforts to identify the cause of a student's unexcused absences through interviews of student, parent/guardian, staff or other persons who may have knowledge of the reason for student absences. Punitive action (suspension, expulsion, court referral) shall not be taken against a student for whom supportive services have not been offered. Supportive services may include: parent-teacher conferences, student and/or family counseling, or referrals to community service agencies available to truants and chronic truants relevant to their needs. Supportive services also may include student assessments or program reviews for specialized services such as special education or bilingual student supports if a suspected or known disability or language barrier reasonably is believed to be a possible contributor to the cause for the truancy.

For students under the age of 17, excessive unexcused absence from school will result in the notification of the Will County Truant Officer, provided supportive services have been offered.

For students who are 17 years of age or older, excessive unexcused absence will not be tolerated. Students 17 years of age or older who accumulate unexcused absences of 20% or more of the attendance days in a current semester and in the semester immediately prior to the current semester may be denied reenrollment for a semester. Prior written notice, an opportunity to appeal the notice and supportive services for truancy will be offered prior to any such denial. Appeal requests should be in writing and directed to the Principal. Any denial of attendance shall be implemented consistent with federal laws governing the rights of students with disabilities.

Unexcused Absence/Truancy (per class)

1	2-hour detention assigned by administration
2	2-hour detention assigned by administration
3	Friday detention for each subsequent offense

Truancy (per day)

1	Friday detention (counselor referral/police intervention)
2	2 Friday detentions (counselor referral/police intervention)
3	3 Friday detentions (counselor referral/police intervention)

Further violations may lead to additional disciplinary consequences.

If these measures prove ineffective and the behavior persists, the Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies such as the juvenile officer or the local police department or the Truant Office of the Educational Service Region of the county. The School Board, Superintendent, administrators and teachers shall assist and furnish such information, as they have to aid truant officers in the performance of their duties.

In accordance with The School Code of Illinois, no punitive action, including out-of-school suspensions, expulsions or court action shall be taken against chronic truants unless available supportive services and other school resources have been provided to the student. Other forms of intervention may include: counseling services by social workers; counseling services by psychologists; psychological testing; alternative education programs;

and alternate school placement.

REMOVAL FROM CLASS AND ENROLLMENT LISTS AND RE-ENROLLMENT

Following initial referral in a school year to the Will County Truancy Officer, chronic or habitual truants who do not return to school by the date indicated in the truancy notification letter shall be removed from any and all class lists. Students who accumulate unexcused absences of 10 consecutive school days following initial referral to the Will County Truancy Officer also shall be removed from the District's attendance rolls and, as applicable, reported as a drop out, if their circumstances do not otherwise exclude them from the definition of a dropout as defined in the School Code.

A student who has been removed from class or school enrollment lists for reasons of non-attendance (other than transfers) who subsequently returns to school shall be placed in classes corresponding to his/her grade level and, if applicable, identified supplemental educational needs (IEP, 504 plan, RtI plan, ELL or gifted programming, alternative learning opportunities) at the time last enrolled, subject to seat availability and consistent with controlling State or federal laws, if any.

OUT OF ASSIGNED AREAS

Unless specifically authorized by a member of the faculty / staff of WHS, students are to remain within their assigned area. If a student chooses to leave an assigned area without permission, he or she will be considered to be truant. The truancy consequence schedules outlined above (per period and per day) will be followed.

PASSES

In order to be in the hallway at any time, a student must have a pass. Students in the hallway without a pass will be assigned a p.m. detention. If a student wishes to obtain help from a teacher, go to the Guidance office, etc., the student must obtain a pass from that teacher before school begins in the morning. Teachers are to be near their rooms at 7:50 a.m. A student guilty of forging a pass may be suspended and placed on the no-pass list for the remainder of the year.

CLOSED CAMPUS, LOITERING POLICY & VEHICLE USE

WHS has a closed campus. Before leaving the building or grounds for any reason, a student must have the permission of administration and sign out in the WHS Office. This policy will not apply to those students who must leave the school grounds as part of their vocational training. Students may not go to their cars or leave the school grounds during their lunch period. During school hours, school activity hours, and for one hour before and one hour after these hours, students may not loiter in any area within 1000 feet of school property. After arriving at school by bus or by foot in the morning, students will not be allowed to leave school grounds, without permission, until the final bell rings at 2:45 p.m. Once students leave school grounds at the end of the school day, they will not be allowed to re-enter school property in order to board their school buses.

Bullying, Harassment, Intimidation and Discrimination

Bullying is NOT tolerated in the Wilmington School District. Our board policies, administrative plans, and school handbooks strictly forbid bullying, as well as any other form of harassment, intimidation or discrimination.

The Wilmington School District Board of Education, administration, faculty & staff are committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment, and discrimination. The purpose of established policies, procedures and plans is to ensure, to the greatest extent possible, that no one within our school community will be subject to any bullying, experiencing a secure, safe, orderly, respectful, and nurturing environment that promotes teaching and learning.

Review related School Board Policies & Bullying Prevention Plan:

- Policy 5:20
- Policy 7:20
- Policy 2:260
- Policy 2:265
- Wilmington School District Bullying Prevention Plan

Bullying is generally defined as: 1. Reflect a coercive imbalance of power; AND 2. Is severe, pervasive and often purposeful and repeated; AND 3. Places an individual in (a) reasonable fear of substantial detrimental effect to his or her person or property; or (b) to otherwise substantially interfere in a student's academic performance or ability to participate in any school related activity.

The Illinois legislature clarifies further in its definition of "Bullying" as: "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 student's 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." 105 ILCS 5/27-23.7(b) The Illinois legislature also authorizes school boards to establish appropriate behavioral standards for their respective schools, which take into consideration but are not limited to conduct prohibited by State and federal laws. See, 105 ILCS 5/10-20.14(d).

"Conduct" may include: Physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; and destruction or damage to property of another; Written and electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages and emails); Verbal threats made to another, blackmail, or demands for protection money; Non-verbal threats or intimidation such as aggressive or menacing gestures; Direct or indirect, relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation; Any of the above conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.

In addition to the types of conduct described above, some potential examples which could be: Blocking access to school property or facilities; Stealing or hiding or otherwise defacing books, backpacks or other personal possessions; Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor relating to a student's race, color, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or that results in a hostile educational environment for the student.

"Cyber-bullying" means bullying that takes place through the use of electronic devices, including but not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, websites, and/or other social media.

"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.

Wilmington School District Prohibits Bullying, Harassment, Intimidation and Discrimination: Bullying is NOT acceptable and is strictly prohibited. Bullying conduct that is covered by our Policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops, or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs. The bullying, harassment, intimidation and/or discrimination of any student or staff member of the Wilmington School District will not be tolerated.

Wilmington 209u Response to Bullying: Any complaints or concerns should be reported as soon as possible to the appropriate building principal or any other trusted school district employee. See Board Policy for more details. Anyone who witnesses any conduct that could constitute bullying shall report it to a school staff member as soon as possible. Such a report shall then be forwarded to the Principal or his/her designee as soon as possible, who then shall conduct or cause to be conducted a thorough investigation of the alleged incident. A district Bullying Prevention Coordinator is also available to assist students, families and school staff in working through situations. Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. A student's bullying conduct also may be addressed through any other behavioral interventions. Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct also may be subject to appropriate discipline. No student shall be retaliated against for reporting bullying conduct. Any student who is determined to intentionally have falsely accused another of bullying shall be subject to appropriate discipline.

The Superintendent or designee may use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. It is the responsibility of the school staff to use violations of the school rules as opportunities to help students improve their social and emotional skills, accept personal responsibility for their learning environment and understand consequences for poor choices and behaviors. In determining the appropriate response to or discipline of students who engage in bullying behavior, the school's administration should consider the following: The ages and maturity of the students involved; The type, frequency, severity and patterns of behaviors; The context in which the incidents occurred; and any other relevant circumstances.

Bullying Complaint Coordinator:

Matt Swick, Assistant Superintendent 209U Wildcat Court; mswick@209u.net; 815-926-1751

Resources and Support:

- U.S. Health and Human Services Website: Bullying Prevention & Response for students, educators and parents. Includes resources, games and activities for children, parents and educators... www.stopbullying.gov.
- U.S. Health and Human Services Website: Girls Health - Providing information for girls, educators and parents about bullying, safety, relationships, body image and issues, feelings, nutrition, substance abuse issues, etc. Includes games, quizzes and activities... www.girlshealth.gov.
- Bully Free: It starts with me - National Education Association Initiative... www.nea.org/neabullyfree.
- Connect for Respect Initiative - National Parent Teachers Association providing information for parents... <http://www.pta.org/bullying.asp>.
- PACER's Center for Children with Disabilities - Bully Prevention Center... <http://www.pacer.org/bullying/>.
- A Brain Works Project: Coping Skills for Kids - Promoting the development of coping skills in preteens by providing information and activities and provides resources and information for educators and parents... <http://www.copingskills4kids.net/>.

The Wilmington School District forbids all forms of bullying, harassment, intimidation and/or discrimination, including any mistreatment related to race, sex, nationality, religion, or any other trait or affiliation of any kind.

Title IX provides that no person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Any complaints or concerns should be reported as soon as possible to Non-Discrimination / Title IX Coordinators, Complaint Managers, or any other trusted school district employee. See Board Policy for more details.

Non-Discrimination Coordinator – Matt Swick (815.926.1751)

Title IX Coordinator – Matt Swick (815.926.1751)

Bullying Complaint Manager – Matt Swick (815.926.1751)

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 Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

Protocols for administering youth suicide awareness and prevention education to students and staff.

For students, implementation will incorporate Board policy 6:60, Curriculum Content, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).

For staff, implementation will incorporate Board policy 5:100, Staff Development, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).

Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.

For students in grades 7 through 12, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.

For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.

Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:

Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);

Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.

Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and

State and/or federal resources that address emotional or mental health safety plans for students who are at a potentially increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.

Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.

Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or

federal resources that address reporting procedures.

A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

- Struggling, Stressed, Sad, Concerned for a Friend, or just need someone to talk to? Use the Text A Tip hotline at anytime. Text 1-844-823-5323. As always, our school counselors are available to talk with you as will.

NO TRESPASS NOTICE

For all land, buildings, and vehicles of Wilmington District 209-U Schools: This notice is to personally inform you that you are not permitted on THE GROUNDS, OR IN ANY BUILDINGS, OR IN ANY VEHICLES of Wilmington District 209-U Schools if you are in possession of any of the following:

Air Rifle or Air Gun	Knife	Paintball Gun	Airsoft Gun
Dagger	BB Gun	Dirk	Razon

Dangerous or deadly weapon or instrument or like character.

Pellet Gun of any kind that a reasonable person or any other would believe to be a real gun regardless of the distance at which that person might see.

Anyone who disobeys this notice can be charged with Criminal Trespass to State-Supported Land and/or Criminal Trespass to Vehicles. Both of these offenses are Class A misdemeanors. You can be arrested. If you are convicted, you can be punished by up to one year in the Illinois Department of Correction, Juvenile Division, and if you are 17 years of age or older, by up to 364 days in jail. This serves as your written notice. This notice was prepared by the Will County State's Attorney.

SUSPICIOUS DRUG TESTING

Wilmington High School Administration reserves the right to administer a breathalyzer or drug test if students are suspected of being under the influence of drugs or alcohol.

RANDOM DRUG TESTING POLICY FOR EXTRACURRICULAR ACTIVITIES AND STUDENT PARKING

Wilmington High School believes the use of alcohol or drugs by students presents a particular hazard to the health, safety, and welfare of the student and to those who compete with the student. The Administration encourages students to participate in extra-curricular activities and use parking facilities as needed, but believes

these privileges are not a right. To be eligible to participate in any school-sponsored extracurricular activity program or receive a parking permit at the High School, students must agree to submit to random testing, if selected, for the use of illegal drugs and banned substances in accordance with school board policy. A student that has been randomly selected and refuses to take the drug test, it will be deemed a positive result and the appropriate consequences will be imposed.

The purpose of this Policy is to protect the health, welfare, and safety of the student body. It is to better assure the student's health and physical fitness to participate in extra-curricular activities. Additionally, this Policy helps undermine the effects of peer pressure incurred by students by providing a legitimate reason for students to refuse to use illegal drugs, alcohol, and tobacco. Furthermore, this Policy is also intended to encourage students who use drugs and alcohol to participate in treatment programs. This Policy is designed to create a safe, drug, alcohol, and tobacco free environment, and to recommend professional help when needed. This Policy is not intended to be punitive, in that the School District may not punish a student other than by disqualification from participation in extra-curricular activities or the suspension or revocation of a student parking permit. Accordingly, the results of any drug test administered under this Policy shall be used only for the determination of eligibility to participate in extra-curricular activities or hold a student parking permit and for no other disciplinary purpose.

The Board of Education recognizes that students participating in the following activities are representatives and ambassadors of the school and community, and as such are subject to the random drug testing policy.

Athletic Activities

Football
Golf
Volleyball
Basketball
Wrestling
Baseball
Softball
Soccer
Track
Cheerleading

Performance-based Activities and Student Clubs and Organizations

Scholastic Bowl
Band
Fall Play
Showcats
Student Council
National Honor Society
Interact
Math Team
Spanish Club
Fortitude
Speech
Art Club
Video Gaming Club
AV Club
Parking
L.E.A.D.
Class Representatives
Spring Musical
FCA
Rube Goldberg

Consequences for testing positive for illegal drugs and banned substances in accordance with school board policy are as follows:

Athletic Activities

- Refer to the athletic code of conduct for a list of these consequences.

Performance-based Activities and Student Clubs and Organizations

- **1st Offense:** A suspension of 25% of the school year or season for performances, activities or parking will be enacted. This penalty will be reduced to 15% if the student successfully enrolls in and completes a chemical awareness program approved by the administration.
- **2nd Offense:** A suspension of 50% of the school year or season for performances, activities or parking will be enacted. To be allowed to participate again in any activity or regain parking privileges, the student must successfully participate in and complete an administration approved alcohol and drug abuse assessment and follow all recommendations from the assessment.
- **3rd Offense:** A third violation will result in the student being suspended from all performances, activities, or parking for the remainder of his/her high school career.

SCHOOL AND LAW ENFORCEMENT - RECIPROCAL REPORTING SYSTEM

The Principal or Assistant Principal and the Wilmington Police Department's School Liaison Officer will arrange meetings between school officials and law enforcement personnel, as needed, to share information regarding criminal activities which involve or affect students. In addition to the information exchanged during the arranged meetings, the Principal and the Liaison Officer will initiate contact with each other with respect to certain criminal activities as follows:

1. Cases involving bodily harm or threats to do bodily harm.
2. Cases involving illegal or controlled substances.

3. Cases involving weapons of any type.
4. Cases involving gang activity.
5. Any other cases that involve the commission of a felony.
6. Any situation that poses a threat to the safety and security of students, school personnel, or citizens.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:

The Board must appoint or approve members of a Concussion Oversight Team for the District.

The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:

- i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
- ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.

Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.

A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.

A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.

The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.

The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.

Require all student athletes to view the Illinois High School Association's video about concussions.

Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall 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.

If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

- Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
- Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

ATHELTIC PARTICIPATION/CO-EXTRACURRICULAR ACTIVITIES

List of Extra-Curricular Activities

Fall - Football, Volleyball, Golf, Soccer, Spiritline

Winter - Wrestling, Basketball, Spiritline

Spring - Baseball, Softball, Track, Soccer

Academic – Scholastic Bowl, Band, Fall Play, Showcats, Student Council, National Honor Society, Math Team, Interact, Spanish Club, Fortitude, Speech, Art Club, Video Gaming Club, AV Club, L.E.A.D., Class Representatives, Spring Musical, FCA, Rube Goldberg(Robotics).

I. Purpose

District 209-U considers athletics and extracurricular activities to be very important components of the overall high school experience. These experiences can greatly enhance a student's enjoyment of his/her high school career and are helpful in the attempt to develop well-rounded young adults. Extracurricular programming is designed to promote the development of lifelong skills such as self-discipline, leadership, teamwork, respect for self and others.

While the regular curricular program is a right afforded to each student, participation in the extracurricular program is a privilege, and as such carries significantly increased expectations beyond those applicable to students within the classroom.

By choosing to participate in athletics or activities, a student is deciding to extend his or her school day and to subject him/herself to increased expectations regarding behavior or conduct during school hours, at school-sponsored events and within the community. The Athletic/Activity Code is considered to be in effect at all places and times throughout the entirety of any given athletic season, beginning with the first day of practice and ending at the conclusion of the final contest.

Prior to the first day of practice, both the student and the parent/guardian must sign an Agreement to Participate form, through which a student commits to adhere to the established code of conduct. A parent and/or legal guardian must personally present this form to the Athletic Director or Assistant Principal in order for a student to receive permission to begin participating in any school-sponsored sport or activity. The signed Agreement to Participate form will be valid throughout the entire school year in which it is submitted to school officials. Students will be responsible for abiding by the behavioral expectations and corresponding consequences during every athletic/activity season in which s/he has chosen to participate.

II. Expectations

Students involved in extracurricular programming in District 209-U must behave consistently with good sportsmanship, leadership and appropriate moral conduct. The Athletic/Activity Code, which is outlined below, describes the expectations and goals of the athletic program and other extracurricular programs. The code is not an all-inclusive list of inappropriate behaviors; however, it does highlight conduct that will not be tolerated within the athletic and extracurricular programs. A student may be excluded from competition or involvement during any period of time in which school officials are conducting an investigation. Members of all athletic and extracurricular programs will be expected to demonstrate exemplary conduct in the classroom, in the community and during all facets of an extracurricular activity.

III. ATHLETIC/ACTIVITY CODE OF CONDUCT

A student participating in the athletic or activity program at Wilmington High School will be subject to disciplinary action if s/he violates the Athletic/Activity Code of Conduct. Student athletes and activity participants shall not:

1. use a beverage containing alcohol.
2. use tobacco in any form.
3. use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia.
4. attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors.
5. act in ways consistent with poor sportsmanship.
6. steal, vandalize or participate in any other illegal activity.
7. violate the written rules for the activity or sport.
8. behave in a manner that is detrimental to the good of the team, group, or organization.
9. falsify any of the information contained on required paperwork for participation.

Violations in the Code of Conduct will be cumulative in nature across athletic seasons and throughout the entirety

of a student's high school career.

DUE PROCESS PROCEDURES

Students accused of violating the Athletic/Activity Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which s/he is being charged.
2. The student shall be entitled to a hearing before the appropriate administrator leveling charges against him/her.
3. The student will be able to respond to any charges leveled by the administrator against him/her.
4. The student may provide additional information for the administrator to consider.
5. The administrator, with the help of the Athletic Coordinator 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, s/he may impose reasonable sanctions on the student.

CONSEQUENCES FOR VIOLATION (ITEMS 1-4)

During periods of suspension, students will be expected to attend all scheduled practices.

Alcohol and other drug violations, including use, possession, buying, selling, bartering or distributing, attendance at a party/gathering or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors, or use of tobacco in any form:

1st Offense: A suspension of 33 1/3% of performances, activities, or competitions. This penalty will be reduced to 20% if the student successfully enrolls in and completes a chemical awareness program approved by the administration.

2nd Offense: A suspension of 12 weeks or one full athletic/activity season (transferable from one season to the next), including suspension from all performances, activities, or competitions. To be allowed to participate again in any athletics/activities, the student must successfully participate in and complete an administration-approved alcohol and drug abuse assessment and follow all recommendations from that assessment.

3rd Offense: A third violation, unless one of the offenses was related to tobacco usage, will result in the student being suspended from all extracurricular activities for the remainder of his/her high school career. If one of the violations involved tobacco usage, the student will be suspended for one calendar year from the date of the third offense.

4th Offense: ONLY APPLICABLE TO INDIVIDUALS ACCUMULATING THREE VIOLATIONS OF THE CODE OF CONDUCT (ITEMS A-D) WITH ONE OF THE OFFENSES INVOLVING TOBACCO USAGE. Any further violations (items A-D) will result in the student being suspended from all extracurricular activities for the remainder of his/her high school career.

CONSEQUENCES FOR VIOLATION (ITEMS 5-9)

During periods of suspension, students will be expected to attend all scheduled practices.

Sanctions for a student's failure to comply with items E-I of the Athletic/Activity Code of Conduct will be based on the

nature of the offense and the number of offenses, and may include suspension from all athletics or activities:

for a specified period of time or percentage of performances, activities or competitions.

for the remainder of the season or for the next season.

for the remainder of the student's high school career.

HAZING

Hazing is defined as the physical, verbal, or emotional abuse, humiliation, intimidation, or degradation of one student by another student. It includes any act or situation which endangers the mental, emotion or physical health, wellbeing or safety of a student; any act or situation which will fully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with or as a condition for continued participation in any organization, activity or event; any act or situation that is of brutal physical nature; or any act of situation which adversely affects the mental health or dignity of a student.

Examples of hazing include: whipping, beating, forced calisthenics, forced exposure to the elements, forces consumption of any food, liquor, drug or other substance; mental stress, including but not limited to sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment or adversely affect the health or dignity of an individual.

All hazing of any student by any group or individual, formal or informal, in either privately sponsored organization, activities or events, is strictly prohibited. Student's violation this policy will be subject to disciplinary procedures up to and including expulsion.

IV. EXTRACURRICULAR ATHLETIC ACTIVITY ELIGIBILITY RANDOM DRUG TESTING

PHILOSOPHY/PURPOSE DRUG TESTING

The Board of Education, faculty and administration believe that the use of illegal drugs by students who participate in extracurricular athletic activities presents a hazard to health, safety and welfare of those students and those in competition with those students. They also encourage students to participate in extracurricular athletic activities, but acknowledge that the opportunity to try out for and participate in school-sponsored activities is a privilege, not a right. To be eligible to try out for, or to participate in any extracurricular athletic activities, students must agree to submit to testing for use of prohibited substances, if selected, in accordance with this policy.

This policy applies to all students who participate in extracurricular athletic activities in grades 9-12 and has been adopted after seeking input of parents and concerned citizens of the District. It is their consensus that this is an effective response to the growing problem of drug use by students, and in particular, student extracurricular athletic participants. As these participants are expected to be good examples of conduct, sportsmanship and training, which includes abstaining from drug usage. Moreover, a participant in extracurricular athletic activities who uses drugs can be a danger to him/herself or others, both in and out of the extracurricular activity.

This policy provides, for the health and safety of extracurricular athletic participants, a legitimate reason for students to say "NO" to drug use and an opportunity for those taking drugs to receive help in locating programs that can provide assistance. This program is not punitive. It is designed to prevent drug usage, to educate students as to the serious physical, mental and emotional harm caused by drug use/abuse, to create and maintain a safe, drug-free environment for student athletes and to assist them in getting help when needed. Results of any drug test administered under this policy shall be used only for determination of eligibility to try out for and participate in extracurricular athletic activities and for no other disciplinary purpose.

V. PROCEDURES AND POLICIES

SPORTSMANSHIP

All students should set an example of good sportsmanship at all times. For example, the highest respect must be extended to game officials, visiting players and fans. Visiting teams and spectators are invited guests. When visiting other schools, students should act as they would expect guests to act in their own homes. Student actions should be respectful and reflect well on the school and community. Booing, name-calling, etc. are inappropriate and can result in removal from the game.

Warning of Risk

Athletic participation has inherent dangers and risks. Even though participation and practice are within the rules of the sport and the athlete is following the instruction of the coach, the athlete may suffer a catastrophic injury. These injuries may include, but are not limited to, death, serious head, neck or spinal injuries that may result in complete or partial paralysis, brain damage, or death. Serious injury to any of the internal organs, bones, ligaments, muscles, tendons or other aspects of the muscular-skeletal system is possible. The injuries that may occur may affect future ability to participate in athletics and recreational activities, earn a living or engage in other business and social activities. To attempt to avoid the possibility of injury, the athlete must follow coaches' instructions regarding techniques, training and team rules at all times and participate within the rules of the sport.

Parents and athletes should know that, while universal precautions regarding blood borne pathogens will be taken, the danger of accidental exposure to body fluids still exists. All participants are encouraged to follow good hygiene and standard precautionary procedures. Parents and/or athletes should communicate any possible exposure to a coach or trainer.

Parent Consent/Insurance

School District 209-U does not assume financial responsibility for accidents incurred in athletics. Parents must give consent for a son's/daughter's participation in the athletic program. District 209-U requires that the parent certify that his/her son or daughter is covered by insurance for athletic participation. Note: Insurance policies may exclude certain sports. Parents should carefully examine the details of coverage.

Individual sports

In wrestling and track it is necessary to modify the guidelines slightly because the wide range of weight classes and events create a more probable use of underclassmen. Therefore, an athlete may be given the opportunity to advance to the varsity level by successfully defeating someone in the same arena. Discretion will be used when permitting a player to participate well beyond their age level in wrestling.

NOTE: If sufficient members do not exist to field a team at the appropriate level, competition at that level will be canceled for the season and the sport re-evaluated for the next school year.

Spirit Line

The Spirit Line will perform when needed, by rotation, at WHS events.

The Spirit Line season will extend from August – February. Try-outs will be conducted during the spring and will be judged by a minimum of 3 judges chosen by the coaching staff. Try-outs will consist of a two-day workshop, which will be followed by an assessment of judges on the third day.

The Spirit Line will be recognized as part of the Wilmington High School Athletic Department with all rules and regulations, as well as budgetary considerations.

Guidelines for Freshman/Sophomore Participation

If a freshman team and a F-S team are both available for a freshman, they will be permitted to compete at both levels. A freshman with sufficient ability would be given an opportunity to start at the F-S level if s/he has the physical skills. Every attempt is to be made by the coaches to play as many athletes as possible at the F-S level.

Participation Philosophy

Students will be allowed to participate in only one athletic activity or program during any given athletic season, due to conflicts regarding scheduling and commitment of effort.

Every effort will be made to keep and dress a maximum number of participants per sport allowed by the IHSA.

Participant(s) Riding To and From Events

It is the recommendation that participants be expected and required to ride the bus to and from each contest. If a participant misses the bus to a game with no legitimate excuse, he/she will not play in the contest scheduled for that date. Parents will be encouraged to have their son/daughter travel with the team in most instances. However, if parents feel a need to have their son/daughter return from that activity with them, they must provide a signature on a sign-out sheet provided by a coach/sponsor.

Parents are strongly encouraged to attend all activities in an effort to fully support their student's participation. It is also understood that there are key times when the coach/sponsor, either sports or co-curricular will have a definite need to have the students go to and from the activity with the group. In those instances, a directive should be given in advance, in which case the parent should understand that only in the event of an emergency would their son/daughter be transported in other than District transportation.

Participant(s) Expectations for Contests

Sophomore athletes will be expected to remain for the varsity contest. In addition, it will be expected that they will be seated together in a designated area and show support for the Varsity team.

Varsity athletes will also be expected to be seated together in a designated area at the start of the Fresh/Soph contest and show support for that team.

Any deviation from the above procedure is to be approved by the head coach.

Participant(s) Unexcused Absences

A participant is expected to be at practice and a game on time, dressed and ready to begin, unless s/he was previously excused by the coach. Penalties for unexcused absences will be handled as follows:

1st Offense: one game suspension

2nd Offense: two game suspension

3rd Offense: dismissal from the team or activity

ELIGIBILITY

To be eligible to participate in co-curricular activities, a student shall have successfully passed six subjects in the preceding semester. A student must also be passing six subjects on a week-to-week basis. Also, students must maintain a minimum 1.5 grade point average in order to participate in athletic and extracurricular activities. The Administration will monitor updated grades weekly.

A student must be in attendance at least 1/2 day of a school in order to participate in or attend the school function. The only exception to this will be an excuse from the Principal obtained in advance.

For additional information concerning Athletic Eligibility Rules, parents and students should refer to the IHSA guidelines printed in the Wilmington Community Unit School District 209-U Parent-Student Handbook.

Awards

There will be one Awards Night per athletic season in order to give recognition to our student athletes. Every student involved in each program is expected to attend the award night since the purpose of the event is to honor the participants. The participants will receive their awards from the school at this time. If a participant does not

attend the awards night and is not previously excused by their coach/sponsor/administration, they will not receive their award. If a student is not in attendance at school that day, they may not attend the award night unless special permission has been previously arranged by the administration.

MODIFICATION OF ATHLETIC OR TEAM UNIFORM PERMITTED

A school board must allow a student athlete to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural value or modesty preferences. The modification of the athletic or team uniform may include, but is not limited to, the wearing of hijab, and undershirt, or leggings. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform and the student shall not be required receive prior approval from the school board for such modification. However, nothing in this section prohibits a school from providing the modification to the student. Modification of athletic or team uniform permitted.

Sport/Activity Specific Expectations

Coaches and sponsors reserve the right to establish rules and regulations, in writing, above and beyond those outlined in the Code of Conduct. However, a coach may not alter or ignore the items included in the established code. Any rule additions and resulting penalties are considered to be just as important as those established by the Athletic Department and must also be followed for the athlete to complete their season successfully.

Wilmington C.U.S.D. #209-U Acceptable Use Policy/Authorization for Electronic Network Access

This policy governs all computer and Internet users in this School District regardless of age or station.

This document will be placed on file for the duration of the school year or course.

The signed form must be on file before you will be allowed to use the school's computer equipment.

I. I understand that

Computer use and Internet access provided by Wilmington School District #209-U is a privilege, not a right.

There is no right of privacy when using District equipment.

Wilmington CUSD #209-U equipment is not to be used for private, financial, or commercial gain.

There are state and federal copyright laws protecting software.

Computer viruses/Trojan Horses/worms/etc. are a serious concern.

Computer equipment is costly to maintain and replace.

II. Taking the above into consideration, I agree to the following:

A. I will not tamper with the computers. This includes but is not limited to:

1. Adding or removing hardware or software without authorization of the District Technology Coordinator.
2. Introducing susceptibility to computer "viruses" of any kind.
3. Altering the functions of the computer in any way; entering commands to alter the computer, including any form of "hacking".
4. Loading or downloading programs or files from any source, including the Internet, without specific written authorization of the Technology Coordinator.
5. Using any storage device that has been outside of school without first having it scanned by an authorized adult.
6. Using another person's user name and password and/or disclosing my user name and password to another user. I am responsible for any activity that occurs when my user name is in use. If I suspect that my password has been compromised, I will report it immediately.

B. I will use appropriate behavior and procedures around the computers. This means I will:

1. Walk and conduct myself in a calm and controlled manner around computer equipment.
2. Not eat food or candy, chew gum, or drink any beverage around computer equipment.
3. Use equipment only with the permission of and in the presence of an authorized staff member.
4. Remain in my assigned seat.
5. Report any alterations to my computer, its screen, and any programs or files immediately.

C. I will obey rules governing use of computer software and Internet access. This means that I will:

1. Access the Internet only for educational purposes and while completing a specific assignment from a teacher.
2. Not access inappropriate sites on the Internet. This includes accessing any graphics or text that are obscene, pornographic or might be considered harmful to minors in any way.
3. Not give personal information regarding identification of any student or minor.
4. Not access any Chat Room, Instant Message, electronic bulletin board, blog, or e-mail that is not an activity authorized by the Technology Coordinator.
5. Not participate in any form of cyberbullying.
6. Give accurate credit to sites used in schoolwork.

III. Consequences for Violations of this Computer Use Policy include but are not limited to:

Immediate use will be interrupted.

Financial responsibility for the repair or replacement of any damage to the computer and/or software.

Financial responsibility for the ascertaining of the extent of the problem caused by my actions.

Up to a ten-day suspension and a recommendation to the 209-U Board of Education to expel.

Notification of the proper law enforcement authorities for prosecution.

Signature

Date

Print your name on this line.

Parental Signature (if applicable)

Print Parent Name above.

The District is not responsible for lost files or inaccurate information found on the Internet. The District has filtering software in place, however, each user is responsible for sites they access and must report any inappropriate sites immediately or face disciplinary action. By signing, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet Adopted 01/17/2023

