

# *Waterloo High School*



*Student-Parent Handbook  
2016 -2017*

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CLASS SCHEDULE

	Regular	Monday (Delayed Start)	Wednesday (Activity Period)	Half-Day
Early Bird	6:50-7:40	6:50-7:40	6:50-7:40	6:50-7:40
1st hour	7:45-8:35	8:25-9:10	7:45-8:35 Activity Period 8:40-9:10	7:45-8:11
2nd hour	8:40-9:30	9:15-10:00	9:15-10:00	8:14-8:40
Announcements	9:30-9:35			
3rd hour	9:40-10:30	10:05-10:50	10:05-10:50	8:43-9:09
4th hour	10:35-11:25	10:55-11:40	10:55-11:40	9:12-9:38
5th hour	11:30-12:20	11:45-12:30	11:45-12:30	9:41-10:07
6th hour	12:00-12:50	12:15-1:00	12:15-1:00	9:41-10:07
7th hour	12:55-1:45	1:05-1:50	1:05-1:50	10:10-10:36
8th hour	1:50-2:40	1:55-2:40	1:55-2:40	10:39-11:05
Lunch 5th	11:25-11:55	11:40-12:10	11:40-12:10	No Lunch
Lunch 6th	12:20-12:50	12:30-1:00	12:30-1:00	No Lunch

Daily dismissal time:  
 Bus Students-2:40 pm  
 All other students-2:45 pm

GENERAL INFORMATION

**Accident Insurance**

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

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

**Announcements**

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

**Emergency School Closing**

**Skylert Automated System**

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

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

**Lost and Found**

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

### **Parent Conferences**

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

### **Restricted Areas**

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

### **School Day**

The normal school day consists of seven class periods plus lunch. Each student is required to be enrolled in at least six classes and one study hall.

### **Fire/Disaster/Intruder Safety Drills**

The purpose of school safety drills is to provide students and staff with techniques should they encounter an intruder situation. Each scenario may be different and require different responses. School evacuation drills prepare students and staff for situations that occur when the conditions outside of the building are safer than the conditions inside of the building. The mandated drills are to ensure practice times for students' safety.

### **Sign In / Out**

A sign-in/sign-out register is maintained in the Attendance Office. Students arriving after 7:50 a.m. must sign-in this office before going to class. Students leaving before 2:45 p.m. must come to this office to sign-out.

### **Telephone Use**

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

### **Work Release**

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

## **GUIDANCE /ACADEMIC REQUIREMENTS**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, study skills, help with home, school and/or social concerns or any question the student may feel he/she would like to discuss with the counselor. **Students may not miss classes in order to meet with the counselor except in emergency situations.** Students wishing to visit the counselor should contact his / her guidance counselor to arrange for an appointment.

### **Advanced Placement**

Advanced Placement (AP) is a program of college level courses and exams for secondary students. Over 90% of the colleges and universities give credit and/or advanced placement to students whose AP Examination grades are considered acceptable. WHS does not offer any courses that totally follow the AP curriculum. WHS does offer honors classes that may prepare students for AP Tests. They are: American History CH, American Problems CH, English College H, German IV H, Chemistry II H, Spanish IV H, and Calculus H. Early second semester, students in these classes may elect to take the AP Exams which are offered in May. The tests are scored on a 5-point scale: 5 (extremely well qualified), 4 (well qualified), 3 (qualified), 2 (possibly qualified), and 1 (no recommendation). The fee for the test (approximately \$90) must be paid at the time the test is taken. There are no refunds once the seal of the test is broken. Students should contact schools

of their choice to determine AP policies. College credit may be awarded based on sufficient scores on the AP test.

**Auditing a Class**

Students who earn a “D” in a class that is a prerequisite for a more advanced class are encouraged to “audit” (retake) the prerequisite class in order to better prepare themselves before continuing with the more difficult class. When auditing a class, students will receive academic credit toward graduation, and grades earned will count toward GPA, honor roll and class rank. Students must have permission from their guidance counselor in order to audit a class.

**Change of Address**

Changes in student addresses or phone numbers must be reported to the Guidance Office as soon as possible.

**College Credit Courses**

St. Louis University offers twelve semester hours of credit at Waterloo High School through its 1-8-1-8 Program. Students taking these courses may transfer these credits to most but not all colleges or universities. Check with the college for information on which colleges accept these credits. Students enrolled in the 1-8-1-8 classes must take all semester exams even if the student is not earning college credit.

Students must have a minimum GPA of 3.0 to take these classes. Tuition for these classes must be paid to St. Louis University. A grade of “C” or higher must be earned if college credit is to be awarded.

The WHS courses taught through St. Louis University:

<u>WHS Course Name</u>	<u>College Name</u>	
American History CH	HIST2600 - History of the US to 1865	3 Sem. Hrs.
	HIST 2610- History of the US Since 1865	3 Sem. Hrs.
American Problems CH	POLS1100- American Politics	3 Sem. Hrs.
	POLS1600-Intro to International Politics	3 Sem Hrs.
Statistics	MATH1300 Elementary Statistics with Computers	3 Sem Hrs

Classes taught through Southwestern Illinois College are subject to SWIC final approval for college credit. Age restrictions may apply. SWIC classes taught during the normal school day are tuition free but book purchases may be required.

The WHS courses taught through SWIC:

<u>WHS Course Name</u>	<u>College Course Name</u>	
College English CH*	ENG 101—Rhetoric & Composition I (Supplemental purchases may be required)	3 Sem Hrs
	ENG 102—Rhetoric & Composition II (Supplemental purchases may be required)	3 Sem Hrs
Construction II C	CMT 104—Introduction to Construction	3 Sem Hrs
Construction III C	CMT 101—Construction Management Internship I	4 Sem Hrs
Health Occupation I	HRO 160—Medical Terminology	3 Sem Hrs
	Nurse Assistance Program (CNA)	7 Sem Hrs

Southwestern Illinois College courses taught as “Early Bird” classes are for college credit only unless prior arrangements are made through guidance. If high school credit is to be earned, the grade will be counted as Pass/Fail, and the grade point earned will be the same as the student’s cumulative GPA at the time of the completion of the class. Classes taught outside the normal school day are taught by teachers employed by the college and require the student to pay tuition to SWIC. Students are responsible for purchasing their own textbooks. Classes taken through SWIC that meet outside the normal school day are transferable to any college that accepts community college credits. SWIC classes taught at WHS outside the normal school day are:

PSYC 151 General Psychology*	3 Sem. Hrs. 1st Semester	6:50 a.m. to 7:40 a.m.
SPCH 151 Fund. Of Public Speaking*	3 Sem. Hrs. 2nd Semester	6:50 a.m. to 7:40 a.m.

\*SWIC placement test must be taken prior to enrollment in this class.

### **College Entrance Information**

The courses you take in high school can have a marked impact on your chances for success in life after high school. Colleges and universities put increasing emphasis on the “core curriculum” for students pursuing a “college prep” course of study. These courses include math, English, social studies, science, foreign language, and other electives.

Vocational and technical schools, in an effort to have their students better prepared to do the course work in their schools, are also recommending a “core curriculum”. This “tech prep” curriculum includes math and science courses beyond regular graduation requirements in addition to traditional vocational classes. Some “tech prep” programs will grant college credit for a high school course in order to further encourage students to take some of these more challenging classes.

### **College Prep**

The Illinois State Board of Higher Education, following this trend, has established minimum course requirements for all state universities and colleges. The requirements listed below are the ones implemented by all public two and four year colleges in Illinois. Since they vary slightly from school to school, it is necessary to check a school’s requirements individually to find its exact course requirements.

- 4 English (Emphasizing written and oral communication and literature)
- 3 Social Studies (Emphasizing history and government)
- 3 Mathematics (Algebra, Algebra II, Discrete Math, Geometry, Trigonometry, Computer Programming, Calculus and Statistics)
- 3 Science (Must be laboratory sciences)
- 2 Electives in Foreign Language, Music, Drama, Vocational Class or Art  
Some universities will excuse students from their foreign language requirements when they have 3 or 4 years of high school foreign language. Some universities also have fine art requirements and additional math requirements.
- 1 Visual or Performing Arts (Many colleges in neighboring states are now requiring one credit of band, chorus, art, art appreciation or drama).

### **Tech Prep**

The tech prep curriculum is less specific than the college prep curriculum. The ideal preparation would include math through algebra II, science through physics, computer classes, and a sequence of vocational classes. Many of the courses in the college prep curriculum and the tech prep curriculum are in fact the same classes. This allows students to change their plans well into their high school careers and still graduate ready to pursue college or technical school.

IT IS THE RESPONSIBILITY OF THE STUDENT TO MAKE SURE THEY HAVE TAKEN THE APPROPRIATE HIGH SCHOOL COURSES REQUIRED BY THEIR SPECIFIC COLLEGE PROGRAM OR TECHNICAL SCHOOL.

### **Credit for Proficiency, Non-District Experiences and Course Substitutions**

#### **Credit for Non-District Experiences**

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

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

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or



transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

#### Proficiency Credit

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

#### Substitutions for Required Courses

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

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

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

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

#### Early Graduation

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

#### Early Release / College Attendance

Seniors may be released early in the day to attend college classes. Students granted early release must pass all current classes and maintain excellent attendance and discipline records.

#### Transfer of Credit

Fourth year students may have up to one credit accepted from an accredited correspondence school, and they may have up to one transfer credit accepted from community college baccalaureate courses. College courses transfer at the rate of 3 semester hours per 1/2 high school credit. Courses must be approved by the high school principal prior to registration for any class that will meet a specific graduation requirement. All costs related to the course will be the responsibility of the student. The maximum credit from these sources is two. When entering the point value of transfer grades, any "passing" grade will be entered into the W.H.S. record as the current cumulative grade point average that the student has at the time of transfer.

Any students who attend an accredited summer school program to repeat a class or classes they have failed will be allowed to transfer those summer school credits to WHS.

#### Financial Aid for College

Students who want to continue their education beyond high school should not be discouraged because of lack of money. The state and federal government uses financial need as a primary criterion for giving or loaning money to students. For information about grants, loans, scholarships and applications to college, see your guidance counselor.

**Grade Point Average (GPA)**

The total number of honors credits that will be counted for GPA is limited to 16.5. At the end of 6 semesters students having a GPA above 4.0 may drop any “A” from their GPA calculation in excess of 14 credits. At the end of 7 semesters it is 17.5 credits; and at the end of 8 semesters, it is 21 credits. The purpose of this option is to allow students to take as many electives as they wish to and not have their GPA lowered by making an “A” in a non-honors class. Students with straight A’s taking a heavier load of honors classes early in high school may temporarily have a class rank that is better than students who take the same honors classes later. Final class rank is based on the cumulative GPA after 8 semesters.

**Grading System:** Letter grades are issued at the end of each quarter on the following scale:

<u>Points</u>	<u>Grade</u>	<u>Regular Points</u>	<u>Honors Points</u>
99-100	A+	4.0	4.5
94-99	A	4.0	4.5
92-93	A-	4.0	4.5
90-91	B+	3.0	3.5
87-89	B	3.0	3.5
85-86	B-	3.0	3.5
82-84	C+	2.0	2.5
76-81	C	2.0	2.5
73-75	C-	2.0	2.5
71-72	D+	1.0	1.5
67-70	D	1.0	1.5
65-66	D-	1.0	1.5
60-64	F+	0	0
50-59	F	0	0
0-49	F-	0	0
I	Temporary Grade		

(The letter “I” is used to indicate incomplete work. It is used only in cases where circumstances beyond the student’s control, such as illness, have made it impossible for the student to meet course requirements. The “I” is changed to an “F” if the required work is not completed within the amount of time set by the teacher (within two weeks).

**Graduation Requirements**

Twenty-one (21) credits are needed for graduation, including required courses in English, math, science, social studies, physical education, health, resource management and fine or applied arts. See the Course Selection Guide in the guidance office for specific course requirements. Only students who have satisfactorily completed all course requirements and have met all obligations may participate in the commencement ceremony.

**Reclassification of Students**

Waterloo High School will identify students as freshman, sophomore, junior, or senior based on accumulated credits towards graduation:

- Freshman: 0 credits
- Sophomore: 4 credits
- Junior: 9 credits
- Senior: 14 credits

**High School Diploma**

A diploma will not be issued to a senior until semester exams have been graded and recorded and all clearances have been verified.

**Homebound Instruction**

Students who are unable to attend school for a period of more than two weeks may be eligible for homebound instruction. See the building principal for further information regarding homebound instruction.

**Honor Classes**

Waterloo High School maintains a comprehensive Honors program to make it possible for academically talented and high achieving students to take courses that increase the intellectual challenge of their studies.

Waterloo High School is dedicated to helping students achieve and excel in their academic endeavors. Waterloo High School teachers in the honors program are committed to preparing students to achieve academic excellence that will ensure superior preparation for college course work. An Honors level course is more rigorous than regular courses. Teachers cover curriculum at a faster pace and in greater depth while incorporating more complex analysis and expecting work of exceptional quality. Students who are successful in an honors level course possess strong general intellect, advanced language arts skills, a high degree of self-motivation, and the ability to work independently as well as collaboratively at an accelerated pace. Placement recommendations are communicated to qualifying students at the scheduling meeting with their counselor.

Waterloo High School may offer courses that have both honors and non-honors students enrolled. Honors students enrolled in these courses are required to complete the additional course requirements that are required of all honors level courses in order to receive honors credit listed in the course and student expectations listed below. This only applies to WCUSD #5 School Board approved courses currently offered to students that would not be offered unless the students wanting to take the honors version of the course and the students taking the regular version of the course are combined in order to meet the student enrollment criteria for the course.

Grades earned in honors classes earn one-half grade point more than other classes. Thus an “A” in an honors class is worth 4.5 instead of 4.0, a “B” would be worth 3.5, a “C” is worth 2.5, a “D” is worth 1.5. A grade of “F” receives no grade points. These courses are marked “H” in this pre-registration guide, on report cards, and on transcripts.

Honors courses offered at Waterloo High School are:

English IH, English IIIH, English IIIH, College English CH  
Biology H, Chemistry H, Chemistry IIIH, Organic Chemistry H, Physics H, Advanced Biology H  
Algebra IH, Geometry H, Algebra IIIH, Pre-Calculus & Trig H, Calculus H, Statistics CH  
Computer Programming with Mathematical Modeling H  
American History CH, American Problems CH  
Spanish IIIH, Spanish IV H, German IIIH, German IV H  
Ag Business Management H

#### **Course Requirements:**

- Non-optional cumulative final, with an extended essay component
- Non-academic extra credit will not be accepted. Non-academic is defined as an activity not arising from course or subject competencies
- Instructed by a teacher who has not been rated lower than proficient in summative evaluations and has demonstrated subject appropriate knowledge of the course content, the ability to maintain a high level of student engagement, ability to ask and respond to higher order thinking questions, integrate teacher and student use of technology into instruction
- Independent research and study components are required

#### **Student Requirements**

Students who wish to enroll in honors designated course are required to:

- meet all department prerequisites for enrolling in the course
- receive a recommendation from a previous content area teacher
- receive an equivalent score of a meets or exceeds on the PARCC or other current state-wide assessment in the content area (if applicable)
- remain in the course(s) for the duration of the course
- students not succeeding in an Honors course will be handled on an individual basis

#### **Students enrolled in honors level courses are expected to:**

- take a cumulative final exam, with an essay component, that will represent at least 20% of the final grade (or complete a culminating project related to the course competencies )
- engage critically and constructively in the exchange of ideas
- conduct independent research and study
- prepare for various types of examinations and devise strategies for success
- accept and learn from constructive criticism
- work collaboratively with instructors and other students

### **Honor Roll**

The Honor Roll is published each grading period listing students who achieve a grade point average of 3.25 (honors) and 3.9 (high honors). Any grade of D, F or I disqualifies a student. Academic letters are awarded in May to students who are listed on the Honor Roll for each of the first three quarters.

### **Online Parent Link**

Parents of high school students are now able to use the Internet to access their children's grades, attendance, etc. Any parent needing a login or password may contact the WHS guidance department. Below is the link for access to Skyward:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduwaterlooil/fwemnu01.w>

If you have any questions/problems regarding accessing this site, please feel free to contact the school at 939-3455 for assistance.

### **Progress Reports**

During the fifth week of each quarter, a progress report will be mailed to the home of each student earning a grade of "D or F" indicating reasons for the deficiency.

### **Schedule Changes**

Many decisions are based upon student schedules. Faculty employment, number of sections, and class supplies are all determined based on the number of students registering for a class. For this reason, schedule changes will not be allowed after students complete the registration process and have parent approval of these classes. Classes will be changed only in the event of a student's failure to meet a prerequisite, scheduling conflict or teacher initiated change. No other schedule changes will be permitted after the registration process unless the following circumstances apply:

- Students without a study hall may drop a class up through the 6<sup>th</sup> week of the semester and add a study hall. Students will receive no grade in the dropped class.
- Students dropping a class and going to a study hall after the 6<sup>th</sup> week of the semester will receive a semester grade of "F."

### **Semester Exams**

Mandatory semester exams are given at the end of both semesters for all classes.

### **Problem Solving Team**

Waterloo High School has a team of adults from the staff who have formed a student assistance program. The team was formed to assist students dealing with at-risk behaviors. Their focus is on the student's behavior, academics, health and attendance where the school has a legal and ethical responsibility. The team will work with the human resources available and provide any linkage needed to local and state agencies.

### **Student Daily Schedule**

Students must be enrolled in 7 periods. A minimum of six periods must earn daily WHS credit.

Students may elect to take a study hall:

- A. Students beginning their day with 1<sup>st</sup> hour are eligible to take one study hall
- B. Students beginning their day with an Early Bird WHS credit bearing class that meets daily may elect to enroll in 2 study halls.
- C. Juniors and Seniors with last period study hall may apply for a work release.
- D. In order to qualify for an early release, a student must:
  1. Be a junior/senior with an 8<sup>th</sup> hour study hall OR
  2. Be enrolled in an Early Bird WHS credit bearing class that meets daily.

PE Exemptions:

- A. Juniors and Seniors may be excused from PE while participating in an interscholastic athletic program. Students may take a study hall during the season they are out for a sport.
- B. Students may be excused from PE to enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the student being denied admission to the institution of his or her choice.
- C. Students may be excused from PE if they are enrolled in a marching band program for credit.

- D. Students in grades 9-10 may be excused from PE the semester they are enrolled in a Health class.
- E. Students may be excused from PE to enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate.
- F. Students may be excused from physical education for medical reasons. A written statement from a doctor is required. This statement, which must state the length of time of the medical excuse, will first be shown to the teacher involved and then turned in to the Guidance Office. The physical education teacher in conference with the student will determine if the student will be assigned to a study hall or be given supplemental activity in the class. If sufficient class is missed to cause a loss of credit, that credit will have to be earned with other class work.

### **Transcripts**

Transcripts must be requested in writing from the Guidance Office. The Guidance Office's daily hours are from 7:30 am. to 3:30 pm.

### **Withdrawal from School**

If a student intends to withdraw from school, a withdrawal slip listing the student's schedule should be picked up from the Guidance office. Each teacher should sign the slip and indicate the grade the student has earned at the time of withdrawal. Students should return all books, locks, etc., to each teacher at this time. All financial obligations must be paid. The withdrawal form should be returned to the high school office.

## **NOTIFICATIONS**

### **SECTION 504**

Section 504 of the Rehabilitation Act of 1973, as amended, is a civil rights law that prohibits discrimination against individuals with disabilities. The statute ensures that a qualified student with a disability receives reasonable accommodations necessary for that student to access education or school related programs and activities.

Any child suspected of needing a Section 504 Plan should be referred to the district's Section 504 Coordinator. The coordinator will then initiate the process for determining whether the student meets the qualifications under this federal law.

### **Student Records Information**

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

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

### **Rights of Parents**

Parents have the right to inspect and copy the educational records of their children to insure that these records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students. Parents may request the correction or deletion of any such data, which they consider to be inaccurate, misleading or otherwise inappropriate. The specific dated written consent of parents is required prior to the release of

information regarding students. Parents have the right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

### **Hearing Procedures**

Parents who desire to question the contents of student records may request a hearing by contacting the principal of Waterloo High School.

### **Directory Information**

"Directory Information" about students may be made public without specific permission. During the coming year Waterloo High School will sponsor such publications as yearbook, honor society rosters, athletic contest programs and graduate programs. Parents may request that certain directory information about their children be deleted from such publications.

Directory Information includes:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

### **Release of Information**

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

1. School officials and teachers
2. Officials of other schools after a student has transferred.
3. State or Federal officials for audit purposes or for reporting  
Information required by the state statute.
4. Financial Aid officials in connection with a student's application  
for aid.
5. Educational agencies approved by the State Superintendent of  
Education for developing, validating and administering  
predictive tests, if such information will not permit identification  
of individual students.
6. Accreditation organizations, in order to carry out their function.
7. Appropriate persons who, in case of emergency, need  
information to protect the health or safety of students.
8. In response to court orders.

### **Records Access**

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

### **Destruction of Temporary Records**

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

### **Denial of Rights**

No person has the right to require information from a student's temporary record as a condition of employment, credit or insurance. In general, no right, privilege or benefit may be legally denied to an individual for withholding information from his/her temporary record.

### **Custodian of Records at Waterloo**

At Waterloo High School, Ms. Lori Costello will be the custodian of student records. Parents are welcome to make inquiries to her about such records.

### **Student Privacy Protections**

#### **Surveys by Third Parties**

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

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

#### **Surveys Requesting Personal Information**

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

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

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

#### **Instructional Material**

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

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

### **Teacher Qualifications**

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

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees;
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their

qualifications.

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

#### **Asbestos Management Plan**

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

#### **Notice of Non-Discrimination**

Notice is hereby given that Waterloo Community Unit School District No. 5, Monroe County, Illinois does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, gender identity, religious beliefs or disability in admission or access to its programs and activities. Any person having inquiries concerning the Waterloo Community Unit School District No. 5's compliance with regulations implementing the Americans with Disabilities Act, Title IX, or Section 504 of the Rehabilitation Act is directed to contact Mr. Brian Charron at 302 Bellefontaine Drive Waterloo IL, 62298, 939-3453, who has been designated by the Waterloo Community Unit School District No. 5 to coordinate the District's efforts to comply with the regulations implementing the Americans With Disabilities Act, Title IX and section 504.

#### **According to the Americans with Disabilities Act, the following individuals are considered to have a disability:**

- An individual is considered to have a "disability" if s/he has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.
- The definition makes clear that the ADA applies to persons who have impairments and that these must substantially limit major life activities such as seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working. An individual with epilepsy, paralysis, HIV infection, AIDS, a substantial hearing or visual impairment, mental retardation, or a specific learning disability is covered, but an individual with a minor, non-chronic condition of short duration, such as a sprain, broken limb, or the flu, would not be covered.
- The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

#### **Sexual Harassment & Teen Dating Violence Prohibited/Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or has the purpose or effect of:
  1. Substantially interfering with a student's educational environment
  2. Creating an intimidating, hostile, or offensive educational environment;
  3. Depriving a student of educational aid, benefits, services, or treatment; or
  4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

#### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen*



*dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

#### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the building principal or the assistant building principal. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

#### **Pest Control Management**

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

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

For questions, please contact Jack Latchem, Director of Buildings and Grounds, at 939-9770.

#### **School Fees Waiver Application**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 505 East Bulldog Blvd; 618-939-3455.

#### **English Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Julie Bender, Special Education Coordinator at 618-939-3453.

#### **Homeless Child's Right to Education**

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

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **Sex Offender & Violent Offender Community Notification Laws**

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

### **School Visitation Rights**

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

## **SCHOOL POLICIES AND REGULATIONS**

### **Visible Student Identification**

**Wearing of the ID:** All students, staff, and teachers must wear the school-supplied lanyard around their neck, on the front side of their body, and on the outside of their clothing, while on school property. The ID must be clearly visible at all times. Only the school ID may be worn from the lanyard. ID's that are defaced or decorated in any way are unacceptable, and students will be required to purchase a replacement.

**Temporary ID's:** A student can request a temporary ID twice per semester with no penalty (except a tardy if he/she is late because of this). After two temporary ID's, a student must purchase a new permanent ID. This purchase is not a penalty, but is done as cost recovery for the ID. If a student is on campus after classes start or in class without an ID, 1<sup>st</sup> referral/violation-recorded as a warning, 2<sup>nd</sup> referral/violation-after school detention, 3<sup>rd</sup> referral/violation two school detentions, 4<sup>th</sup> referral/violation one day of alternative room. **False ID's:** Any student found wearing someone else's ID, a false ID, out-of-date ID, or an ID issued from another school will receive one day Alternative Room. A student repeating this offense will face more serious consequences. Students who choose to no longer attend WHS will be required to turn in their ID during the checkout process.

**ID costs: A replacement ID is \$3.00 and includes the ID plastic insert. A WHS lanyard costs \$2.00. Students are required to pay for replacements immediately.**

### **Cell Phones in School Zones**

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

### **Book Bags and Coats**

Students are prohibited from wearing heavy winter and trench coats and carrying book bags or purses during school hours. Students may utilize coats, purses, and book bags when arriving and departing school. Book bags, purses, and coats are not permitted in the classrooms.

### **Bus Transportation**

All students living at least 1.5 miles from school are entitled to free bus transportation. Drivers have the authority and responsibility to maintain order on the bus; they may assign seats. Drivers will process incidents of misconduct to the assistant principal through their supervisory chain.

To achieve safe and efficient transportation, the Superintendent of Public Instruction of the State of Illinois has provided these regulations.

1. The driver is in charge of the pupils and the bus. Students must obey the driver promptly. Transportation is provided to students as a privilege. Should any student persist in violating any of the rules and regulations, the driver shall notify the school administration and appropriate disciplinary action will be taken.
2. Pupils must be on time at the designated bus stops. Bus drivers have specific instructions not to wait for those who are tardy. This is especially important at those stops on pavement where traffic tie-ups may result.
3. Pupils should refrain from unnecessary conversation with the driver since it is necessary that the driver's attention to the road be diverted as little as possible. Be courteous to fellow students and to the bus driver.
4. Students must stay in their seats and must not move on the bus while it is in motion. Remain in the bus in the event of a real emergency until the driver gives instructions.
5. Be absolutely quiet when approaching a railroad-crossing stop.
6. Stay off the road at all times while waiting for the bus. Be careful while approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
7. Students are not to place their feet on the seat, mark, mutilate or manipulate bus equipment, or stand on the seats.
8. Pupils must not, at any time, extend their hands, arms, or heads out of the bus window.
9. For safety purposes, bus windows are not to be lowered below the marked line.
10. Keep books, packages, coats, and all other objects out of the aisles.
11. Students must not throw objects out of the windows or on the floor. Keep your bus clean!
12. Food is not to be eaten on the bus at any time.
13. Classroom conduct is expected on the bus. Ordinary conversations are permitted.
14. Misconduct on the bus may result in bus transportation privileges being suspended.
15. Students riding the bus will not be discharged at any other location than the regular bus stops. Students will not be permitted to ride the bus unless they are regularly assigned passengers.
16. Students are prohibited from taking live animals or glass containers on the bus.
17. Cell phones may not be used while on the school bus, unless permitted by the driver.

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

The riding of the bus is a privilege granted to District #5 students by the Board of Education. Any serious violation of the bus rules will result in the removal of the individual from the bus. Bus suspension may be extended to include the remainder of the current school year. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

### **Cafeteria/ Lunch**

The following rules should be observed in the cafeteria:

1. Food or drinks are not permitted out of the cafeteria.
2. Return trays to the dish window.
3. Students accidentally spilling food or drinks on the floor are asked to report the spill to the lunchroom supervisor and participate in its cleanup.
4. Type A lunches: \$2.60  
Breakfast: \$1.40  
Milk: \$.55  
Juice: \$.45

Ala Carte may be purchased daily.

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

Waterloo High School participates in the "Free and Reduced Lunch and Breakfast Program." Applications for the program may be picked up from the office or Cafeteria and completed at anytime during the school year. We encourage all those students entitled to free or reduced price meals to utilize the benefit as often as possible. Please note that this entitlement includes 1 free or reduced breakfast and 1 free or reduced lunch per day. Any purchase other than or in addition to a full meal will be the responsibility of the student.

### **Cell Phones and Other Electronic Devices**

The possession and use of cell phones, other communication devices, and electronic devices (e.g., radios, Ipods, CD & DVD players, etc.) are subject to the following rules:

1. Students are permitted to use cell phones prior to entering 1<sup>st</sup> hour (excluding early bird), during passing periods, and during their lunch hour.
2. Students may not use cell phones while in any of the following areas:
  - a. Classrooms
  - b. Fitness Center
  - c. Gym
  - d. Weight Room
  - e. Restrooms
  - f. Locker rooms
  - g. Library
  - h. Auditorium
  - i. Academic or computer labs
  - j. Any location where teachers may be holding class
3. While in the classroom or other prohibited areas, electronic devices should be silenced and placed out of sight or in a designated area assigned by the teacher, unless specific permission has been granted by the supervising teacher.
4. Students are not permitted to wear headphones or earbuds at any time during the school day, whether in or out of class, unless specific permission has been granted by the supervising teacher. This prohibition includes passing periods and lunch times.

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

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

Examples of electronic devices that are used as study aids include digital recorders, laptop computers, and E-readers. Examples of electronic devices that are not used as study aids include: hand-held electronic games (e.g., GameBoy), CD players, MP3 players, AM/FM radios, and cellular telephones.

Consequences for not adhering to the above rules:

- The device may be confiscated. Any student refusing to relinquish such an item upon request may be guilty of insubordination and discipline may be administered, including suspension.
- First offense: electronic device will be confiscated and turned into the office and may be picked up by students after school.
- Second and subsequent offenses: The electronic device will be confiscated and given to the Assistant Principal. The electronic device will be labeled and provided to the detention room supervisor. The student must complete a one-hour detention before the electronic device is returned. After successful completion of detention, the detention supervisor will return the electronic device to the student.

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

Closed Campus

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

Communication Authorization

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

Dress

Students are expected to dress in a clean, neat and appropriate manner. Clothing that creates a health problem, safety hazard, or is disruptive to the learning process will not be permitted. This includes clothing that is excessively revealing, displays profanity, advertises alcoholic beverages and/or tobacco products, advertises the use of illegal substances, or is overtly vulgar. Students dressed inappropriately will be required to change clothes. Students who refuse to change their unacceptable clothing may be suspended from school. There may be disciplinary action taken in the event of multiple DCV violations.

The following guidelines are offered:

1. Girls shall not wear halter-tops, tank tops, or clothes that expose undergarments. Spaghetti thin straps or clothes that expose undergarments are not permitted.
2. Bare shoulders, bare backs, plunging necklines and bare midriffs are unacceptable.
3. Boys and girls shall not wear sunglasses, hats, caps, sleeveless shirts, or tank tops.
4. The length of shorts, skirts and dresses must be lower than a student's fingertip when arms are resting at side.
5. Clothing advertising alcohol, drugs, or a derogatory message is not permitted.
6. Properly fitting clothes are to be worn. Oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waistline; "sagging" is prohibited. No pajama tops or pants will be allowed during the school day. Shoes must be worn at all times.
7. Tattoos that, by their content, violate any provisions of the Student Dress Code must be covered at all times.
8. Hats, coats, bandannas, and sweatbands shall not be worn in the building during the school day.

9. Pierced jewelry other than earrings worn in the ear are discouraged from being worn in the building; all pierced jewelry must be removed during physical education class or other classes where safety is an issue.
10. Spiked apparel, accessories or chains that can be used as weapons shall not be worn in the building during the school day.
11. Shoes with rollers or wheels attached are prohibited at school.
12. If leggings, yoga pants, or any similar pants with an elastic waist band are worn, they must be worn with a top that is long enough to be lower than a student's fingertip when arms are resting at side.

#### **Gift Deliveries**

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

#### **Hall Passes**

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

#### **Lockers**

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

#### **Student Vehicles**

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

1. Vacate cars immediately upon arrival. Students are not allowed to sit in their cars before school, during lunch, or any other time of the school day.
2. Students driving cars to school must register their license plate with the office. If a student drives more than one car to school, all vehicles must be registered in the office. **Parking permits are non-transferable.** These are to be used only by the person to whom they were issued and on family vehicles that have been properly registered.
3. Parking spaces will be assigned at the time of school registration. Students will be required to park in the same parking space throughout the school year. Permits will be issued as long as spaces are available.
4. Students must purchase a parking permit if they wish to drive a car to school. The cost of the permit is \$60.00 annually, and may be purchased at any time of the year, space permitting. Parking fees will be prorated \$15 per quarter during the school year. The permit is to be hung from the rearview mirror. Failure to display the permit may result in fines, driving privileges being suspended, school discipline, and/or the vehicle being towed away at owner's expense. If the permit is lost or stolen, a replacement may be purchased for a minimal fee.
5. Students whose driving behavior is reckless may have all parking and driving privileges suspended for part or all of the school year. No refund will be given if a student's driving privileges are suspended.
6. Student's cars are subject to be searched.

7. Towing: If a vehicle is found parked in the student parking lot and does not have a valid parking permit the vehicle may be towed immediately at owner's expense. **This notice is your only official warning before the towing of any unauthorized vehicle occurs.**
8. The school assumes no responsibility for damage to cars parked on school property. No special arrangements will be made for such occurrences. Students park on school property at their own risk.

### **Visitors**

State law requires all visitors to report directly to the main office to sign in and obtain a visitor's pass. Those who fail to do so may be prosecuted for trespassing. Students must obtain and complete a visitor form in advance for a visitor to be eligible to attend school.

## **TECHNOLOGY USE & INTERNET SAFETY POLICY**

### **Waterloo Community Unit School District No. 5**

The Board of Education hereby determines that it is in the best interests of the District, its personnel and its students, and members of the Waterloo Community Unit School District No. 5 community to promote use of and familiarity with the District Technology System and with the services which are available through that System to support learning and enhance instruction, and to improve communications between the school and community.

Knowledgeable and appropriate use of the District Technology System can facilitate access to information resources available on-line, create innovative learning environments, and provide for worldwide communication. For purposes of this policy, implementing rules, and acceptable use guidelines, the term "District Technology System" or "System" shall include all computer hardware and software owned or operated by the District, District electronic mail, District web sites, and District on-line services and bulletin board systems. "Use" of the District Technology System shall include use of or obtaining access to the System from any computer terminal whether or not owned or operated by the District.

The District Technology System was established to comprise part of the school curriculum, and is intended by this Board to function in support of that curriculum and of students' mastery of the curriculum through improved communication between the school and students' parents or guardians. The District Technology System does not constitute a public forum. The District reserves and retains the right to regulate the content of and links to the District Technology System. The District also has the right to and does monitor use of its Technology System. Except as provided by federal and state statutes protecting the confidentiality of students' education records, no user of the District Technology System has an expectation of privacy in connection with such use.

The Board of Education recognizes that although the Internet and on-line services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials, which may be illegal, obscene or indecent. The use of elements of the District Technology System including the Internet shall be consistent with the District's educational mission and the curriculum adopted by the Board.

With respect to any of its computers with Internet access, the District will use technology protection measures to (A) protect minors against access through such computers to visual depictions which are obscene, constitute child pornography, or are otherwise harmful to minors, and (B) protect all users against access through such computers to visual depictions that are obscene or constitute child pornography.

The Board of Education further recognizes that the effective operation of the District Technology System depends upon the existence and enforcement of guidelines for the efficient, ethical and legal use of its resources. The Administration is authorized to and shall adopt and enforce guidelines, which limit the use of the System to educational purposes, and describe acceptable and ethical use of the System. The guidelines shall, among other points, address:

- A. access by minors to inappropriate matter on the Internet and electronic mail.

- B. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication;
- C. unauthorized access, including "hacking" and other unlawful activities by minors and other users online;
- D. unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
- E. measures designed to restrict minors' access to materials harmful to minors.

Such guidelines shall be distributed to District employees and students (and other members of the Waterloo Community School District No. 5 community) who are afforded access to the System.

Violation of the acceptable use guidelines shall be subject to consequences including but not limited to discipline, loss of System use privileges, and referral to law enforcement authorities or other legal action in appropriate cases.

## **HEALTH SERVICES**

### **Health Examinations/Immunizations**

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

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

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

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

### **Dental Examination**

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

### **Exemptions**

A student will be exempted from the above requirements for:

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



3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

#### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal, Lori Costello at (618) 939-3455 or LCostello@wcusd5.net.

Parents/guardians are responsible for and must:

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

For further information, please contact the building principal.

#### **Food Allergies**

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

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

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

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

#### **Medication**

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

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

medication during school hours. The nurse is able to assist in obtaining the necessary documentation to allow your child to take even over-the-counter medications while at school.

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

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

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

All students choosing not to comply with the medication guidelines will be subject to disciplinary action. Questions regarding ANY medications at school may be directed to the school nurse. Any student who becomes ill during the normal school day (6:50-2:45) must use the school provided phones in the Principal, Assistant Principal, or Nurse's office to call parent/guardian.

#### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can also be obtained from the school office.

### **ATTENDANCE POLICIES**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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

#### **Absence from School**

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

Written notes will be accepted only if the parent has made a prior request to the school. This request must include the student's name, the reason for excusing the student in this manner, and a parent signature. The request must be sent by mail in order to be valid.

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

### **Attendance Accounting**

Attendance is taken for each student in each class every day. This information is kept in the student's permanent record. The school's average daily attendance is reported to the state, and it is used to determine the amount of state aid we receive. A student must be present at least 300 minutes to be credited with a full day of attendance. Under the "normal" school day schedule a half-day of attendance is credited if the student is in school between 150 and 299 minutes.

### **Absence Classifications**

- **Excused Absence:** An absence due to personal illness, death in the immediate family, observance of a religious holiday, or an emergency situation beyond the control of the student as determined by the building principal will be considered an excused absence. An excused absence entitles a student to make up all assignments missed. The student will have one day, plus the number of days absent to turn in makeup work. It is the responsibility of the student to contact the teacher on the day he/she returns to complete a plan for doing work that was missed. In the event that a student has an excused absence on the day that a specific long-term assignment is due and the student was previously informed of the pre-determined due date, the student may be required to submit such assignment on the day that the student returns to school from the excused absence. The teacher may extend the due date with unusual circumstances.
- **Unexcused Absence:** An absence due to truancy or to any cause, which the administration cannot approve, is classified as unexcused. In such matters, the teacher has no responsibility for assisting the student in making up the work missed, and the student receives no credit.
- **Partial Day Absence:** Permission to miss class for personal emergency, important business or medical and dental appointments that cannot be scheduled during non-school hours, must be obtained in the attendance office. The office must have parental permission for the student to leave and the student must provide verification upon return. In no case should a student leave the school grounds without reporting to the office, nor shall a student report late to school without first checking into the office. **FAILURE TO DO SO WILL RESULT IN AN UNEXCUSED ABSENCE AND DISCIPLINARY ACTION.** Students who become ill at school should report to the nurse to be excused for the remainder of the day.

In order for a student to participate or attend a scheduled extracurricular practice or activity on a school afternoon or night, he/she must be in attendance at school for the entire day. The only exception will be a pre-arranged administrative approval (i.e. funeral, doctor's appointment, etc.) If a student misses any part of the day due to illness, he/she will not be permitted to participate or attend that afternoon or evening activity. A student that is too sick to attend the full school day is too sick to participate in or attend any after-school activity.

### **Truancy**

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

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

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

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

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

### **Pre-arranged Absences**

Pre-arranged absences will be allowed on an individual basis. Primary considerations will be based on the student's current academic status and the number of previous total absences. **Waterloo High School discourages pre-arranged absences planned during semester finals.** Pre-arranged absence requests must be completed at least 48 hours prior to the absence. Pre-arranged absence forms are available in the attendance office. Days missed due to family vacations will be considered excused only if a pre-arranged absence has been applied for and granted by the principal. Assignments missed are due the day the student returns.

### **Field Trip Absences**

Field trip absences will be allowed on an individual basis. Students may be denied field trip participation if they are failing a class or have excessive absences. Assignments missed are due the day the student returns.

### **College Visitations**

A "Senior College Day" is considered a pre-arranged absence and will be considered excused only if a note from an authorized college official on college letterhead is presented upon the return to school. **"College Day" request forms are available in the Main Office.** Seniors are allowed two college days per school year. College days may not be used during the last two weeks of the semester.

### **Tardiness**

Students who are not in compliance with their individual teacher's tardy policy by the time the bell rings are tardy. Students tardy to school in the morning must report directly to the attendance office to obtain an admit slip before entering class. Students will be allowed three tardies on arrival per semester without consequences. Thereafter, students who are tardy are subject to disciplinary action. Students more than 15 minutes tardy will be counted as absent for the period.

### **Religious Observances**

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

## **DISCIPLINARY PROCEDURES**

### **Student Discipline**

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

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

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

### **Searches of Students**

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

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

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

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

#### Students

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

#### Seizure of Property

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

#### Access to Student Social Networking Passwords & Websites

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

#### Procedure for Removal from Class

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

The following minimum procedures will be followed:

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

#### Detention Hall

Detention will be served Monday through Friday from 2:50 to 3:50 p.m. Any student assigned a detention and failing to serve it will be assigned another detention. Students arriving late will not be admitted. Students accumulating two unserved detentions or more will be suspended and/or assigned an AR. The suspension/AR will remove all accumulated detentions. If a student is removed at any time from the Detention Hall will serve

one day of Alternative Room. Serving assigned detention will take precedence over all other extracurricular activities.

### **Alternative Room**

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

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

### **Suspension (Out of School)**

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

### **Suspension Due Process**

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

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

### **Prohibited Student Conduct**

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

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

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

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below:
  - 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.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. 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 or passing periods; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores. Students providing the unauthorized materials and the students accepting the materials are liable for disciplinary action. Plagiarism is considered to be an instance of cheating. No credit will be given for this work and additional disciplinary consequences will be assigned.
  10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
  11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  12. Engaging in teen dating violence.
  13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
  14. Entering school property or a school facility without proper authorization.
  15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
  16. Being absent without a recognized excuse.
  17. Being involved with any public school fraternity, sorority, or secret society.
  18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
  20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
  21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
  22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
  23. Hate crimes: the commission of one or more crimes against another by reason of race, religion, gender or other such classification.
  24. Committing arson or distribution of narcotics while associated with a school activity will result with an automatic recommendation for expulsion.
  25. Public display of affection.
  26. Profanity
  27. Using a proxy, removable device or executable to bypass content filtering in an attempt to access blocked or inappropriate content.
  28. Beverages and food (exception of lunch) brought from outside the school will not be permitted. All food and drink must be consumed in the cafeteria during the school day. Exemptions from this policy will be reviewed on a case-by-case basis.



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.

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

1. On school grounds before, during or after school hours and at any time when school is being used by a school group.
2. Off school grounds at school activities, functions or events.
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of staff member, or an interference with school purposes or an education function.

**Disciplinary Measures Include:**

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.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
15. Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct.

**Bullying Policy-Prevention of and response to bullying, intimidation and harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

***Definitions from Section 2723.7 of the School Code (105 ILCS 5/2723.7)***

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

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

***Cyberbullying*** means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo--optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

***Examples of prohibited conduct*** include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated

above. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to administration or any staff member. Anonymous reports are also accepted by phone call or in writing.

### **Drugs**

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

If there is any reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the students and parents. All prescription drugs, medicine and stimulants must be turned into the nurse’s office for dispensing with a medical dispensation form. A letter from the parent must accompany the medicine stating the dosage and duration the student is to be taking the prescription. The letter will be kept on file in the nurse’s office.

### **Gang Activity**

Students are prohibited from engaging in gang activity. A “gang” is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including, but not limited to:

1. wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, tattoo, symbol, sign, or other things that are evidence of membership or affiliation in any gang.
2. committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang, and/or
3. using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

### **Hazing**

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

### **Delegation Of Authority**

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

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

The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a period up to 2 years as determined by the Board.

**VOCATIONAL PROGRAM**  
**Career Center of Southern Illinois (CCSI)**

Students who are 16 years of age or older who are experiencing academic difficulties at WHS may apply to attend Career Center of Southern Illinois full time. Students are enrolled in one vocational/technical class and four academic classes each semester. Any students wanting to graduate early while attending the Optional Education Program must apply in writing to the WHS principal by June 30 of the summer prior to their senior year. Students may re-enroll at WHS at the beginning of any semester. Mid semester transfers are not permitted. If Optional Education Program students have never attended Waterloo High School, they must attend WHS for their final semester if they are to receive a WHS diploma.

## EXTRA-CURRICULAR ACTIVITIES

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

### Extra-Curricular Rules

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

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

## INFORMATION FOR ATHLETES

### STATEMENT OF PHILOSOPHY OF WATERLOO ATHLETICS

WCUSD#5 believes athletics are an integral part of the school curriculum to help students develop mentally, physically, and socially. WHS athletics helps build a sense of community and school spirit within the students, parents, and fans. Sportsmanship, competitiveness, commitment and discipline are the cornerstones of our athletic programming. We believe that competing in interscholastic athletics for WHS is a privilege and students who chose to participate are held to higher standard because they are deemed as representatives of WCUSD#5.

#### Objectives

- To build student-athletes into successful, self-motivated, hard-working, positive contributors of society.
- To promote a strong competitive spirit.
- To develop excellent teams and individuals of which the participants, school, and community can be proud.
- To educate our student-athletes on the importance of teamwork and the importance of playing for the school, community, and past WHS Bulldogs.
- To develop “championship” behaviors year round to promote healthy habits for a lifetime.
- To educate student-athletes on how to handle difficult situations by creating those opportunities through competition and practices.
- To help student-athletes appreciate the value of winning the right way and being positive representatives for WHS and WCUSD#5.

#### **Requirements for Participation in Extracurricular Athletic Activities**

A student must have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity.

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.
2. A permission slip to participate in the specific sport or activity signed by the student's parent/guardian; and
3. Proof the student is covered by medical insurance; and
4. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
5. A signed agreement by the student's parent/guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

#### **Accidents/Injuries**

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

#### **Attendance**

Daily attendance to school and practice is very important and expected. Student-athletes must attend a full day of school to either practice or play that day. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor, etc.) must be approved through the principal's office.

#### **Changing a Sport**

If an athlete is cut from a team, he/she may join another team or program in that sport season. An athlete cannot quit one sport to join another sport until that sport season is completed. Ex. The athlete cannot quit football to go out for basketball until the football season is complete. However, athletes will be allowed to transfer from one sport to another during a given season upon **mutual agreement of both coaches** and athletic director.

### **Conflicts between Activities**

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

### **Concussions**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

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

### **Dress**

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

### **Equipment**

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

### **Eligibility (Academic guidelines)**

If any student is failing two (2) or more classes on a given Friday regardless of how many hours the student is passing, the student is not eligible to participate in games effective the following Monday through Saturday. An athlete failing two (2) classes for the semester will be ineligible for the next semester. This carries over during the summer. i.e. If an athlete fails (2) classes during the spring semester, he/she will not be eligible for the following fall semester.

### **Participation in two sports in one season**

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

### **Parties**

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

### **Physicals**

Any student who plans on participating on a Waterloo School team needs a physical. Sophomores, juniors and seniors must use the IHSA physical form. Freshmen must use the physical form from the State of Illinois, which also includes the immunization record. This physical will be accepted provided the physician approves

the student's participation in interscholastic sports. All physicals are good for 12 months from the date they are given.

**Practices: regular, vacation and school closing**

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

**Team cutting policies**

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

**Transportation**

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

**Weight room**

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

**CODE OF CONDUCT**

**Statement**

The following Waterloo School District rules are in accordance with the Illinois High School Association Constitution.

The conduct of participants in athletics in the Waterloo School District, in or out of school, year-round, shall be as: 1) not to reflect discredit upon our schools, and 2) not to create a disruptive influence on the discipline, good order, moral or educational environment in our schools. Any such misconduct violating these principles shall be subject to disciplinary measures.

**Enforcement of the Code of Conduct**

The principal shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. The code will be reinforced by the coach of each sport during the year. Parents/guardians and athletes are required to sign the acknowledge, consent, and disclosure document stating that they understand the Code and the athlete is subject to disciplinary measure should he/she violate the Code.

**The code is in effect twelve (12) months a year, grades nine through twelve (9-12)**

**Expected Standards of Conduct for Athletes**

- \*No player(s) will ever employ illegal tactics to gain an undeserved advantage. All players will devote themselves to being a true sportsman.
- \*All athletes will obey the specific training and practice rules of their team as given to them by their coach.
- \*Athletes should not engage in doing negative things. Drinking alcohol, taking controlled drug substances, using tobacco products (electronic cigarettes included), using profanity and being disobedient are harmful to athletes and their team.
- \*Athletes of the teams must pass the required amount of classes each grading period to be eligible to participate in athletics. Athletes should plan their time so that they devote energy to their studies to insure passing grades, which represent their true abilities.
- \*Athletes should be a positive influence in all they attempt to do. They are to work for the betterment of the Waterloo Schools and set a good example by doing what is expected.
- \*Officials deserve respect. All must realize that officials do not lose a game or contest.
- \*Athletes should appreciate that coaches, teachers, and school officials have the best interest of all athletes in mind as they equip, schedule and conduct the athletic program.
- \*All Waterloo athletes must comply with the standards of our athletic code of conduct and school rules or be subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, athletic director and/or principal.



**Appeals/Hearing**

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

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

**Rules of the Code of Conduct**

Absolutely no use, possession, or association of alcoholic beverages, illegal drugs and look alike drugs, or any form of tobacco (electronic cigarettes included) can or will be tolerated. Participants must refrain from:

- 1) Possession, consumption, or purchase of alcohol. Possession is also considered to be present while illegal transportation is taking place.
- 2) Possession, consumption, or purchase of controlled substances, steroids, look alike drugs or related paraphernalia. Possession is also considered to be present while illegal transportation is taking place.
- 3) **Attending any function where there is illegal consumption of alcohol, use of controlled substances, steroids, or look alike drugs.**

In the event a student athlete is placed under arrest for a violation of the law, the school may review the arrest and situation leading up to the arrest and take disciplinary action through the athletic code. Also, like previously stated, athletes are subject to random drug and alcohol testing.

**1st Offense:** Suspension from below lists number of athletic contest. Athletic contests are defined as all CONTEST DAYS (defined as days when contests are actually played)

Baseball/Softball:	8 games	Tennis:	4 matches
Basketball:	6 games	Volleyball:	4 matches
Cross Country:	4 meets	Wrestling:	4 matches
Football:	2 games	Track:	4 meets
Golf:	4 matches	Soccer:	4 games
Cheerleading (fall):	2 games	Bowling:	4 matches
Cheerleading (winter):	6 games		

**2nd Offense:** Suspension for one (1) calendar year from all athletic teams.

**3rd Offense:** Suspension for the remainder of high school career from all athletic teams.

Violations are cumulative from grades nine through 12(9-12) and apply 24 hours a day, 365 days a year, including summer months.

## Clubs & Organizations

**Art Club:** Advisor – Ms. Huebner ~ This club has the purpose of fostering a further interest in art. Membership is open to students who have taken art.

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

**Big Brother/Big Sister:** Advisor – Ms. Charron & Ms. Lerch ~ Remember the little desks and yummy hot lunches of elementary school? Visit your Little Brother or Little Sister each week at their school. Spend time shooting hoops, reading in the library, working on the computer, playing Monopoly, making crafts or just hanging out.

**Chess Club:** Advisor - TBA ~ The Chess Club meets throughout the year to play matches and sponsor activities which promote the enjoyment and popularity of the game.

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

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

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

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

**Math Team:** Advisor –Mr. Livengood ~ This team is for students enrolled in honors math courses. Practices are held to prepare for interscholastic math contests.

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

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

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

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

**Safe:** Advisor – Ms. Ricke ~ Safe works to promote healthy lifestyles, positive decision-making and promote drug and Alcohol free activities for students both in and out of school.

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

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

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

**S.H.O.W. Students Helping Out Waterloo:** - Ms. Lerch ~ This is a community service organization open to all WHS students. Activities and service projects are held several times a month to provide opportunities for our students to become involved in the community and make a difference. Activities such as, raking leaves for handicapped residents, collections for area organizations, nursing home service projects, Linus blanket service project, Angel Food Ministries Food Distribution, etc.

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

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

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

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

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