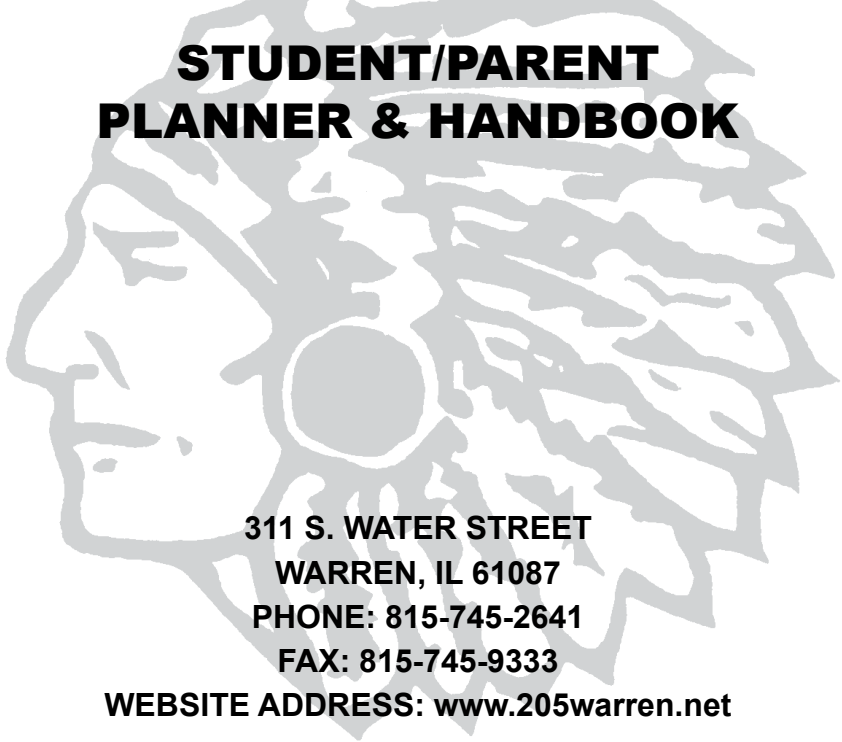


**2009-2010**

**WARREN JR./SR.  
HIGH SCHOOL**

**STUDENT/PARENT  
PLANNER & HANDBOOK**



**311 S. WATER STREET  
WARREN, IL 61087  
PHONE: 815-745-2641  
FAX: 815-745-9333**

**WEBSITE ADDRESS: [www.205warren.net](http://www.205warren.net)**

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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## WARREN JR/SR HIGH SCHOOL ADMINISTRATION

Karen Sirgany	Superintendent of Schools	745-2654
Francis Fennell	Jr/Sr High School Principal	745-2641
Dean Brinkmeier	Athletic Director	745-2653
Sandy Wubben	Secretary	745-2641

## WARREN JR/SR HIGH SCHOOL FACULTY

100% of our teachers are highly qualified.

Jan Barker .....	Physical Education
Linda Close.....	Special Education
Mande Dagle .....	Science
Lynnette Diedrich.....	English/Reading
Gayle Doersam.....	Family & Consumer Science/Business
Sue Bourquin.....	Vocal Music
Mike Einsweiler.....	Drivers Ed./History
Cathy Fennell .....	JH Math
Gwen Hay.....	Special Education
Elaine Hoff .....	Librarian
Gary Hunt .....	Math
Kathleen Keach .....	Social Studies
Suzanne Krahe.....	Instrumental Music
Bill Kussner.....	Building Maintenance/Woods
Kristy Leitzen .....	Guidance Counselor
Dennis Nail .....	Spanish
Matt Nelson .....	English, Reading
Pam Phelps .....	JH Social Studies
Michael Renz.....	English
Brad Schliem .....	Physical Education/Health
Ed Schmidt .....	Math
Bill Schuldt.....	Special Education
Stephanie Sertle .....	Science
Greg Stake .....	Industrial Arts
Shirley Thompson.....	Tech Coordinator

## BOARD OF EDUCATION

Kip Sabinson – President
Bryan Bohnsack -- Vice President
Becky Riedl -- Secretary
Nolan Mullen – Member
Rod Rogers – Member
Mike Williams – Member
Tim Wuebben -- Member

# SPORTS SCHEDULE

## GOLF

8/17/09	Aquin Catholic (Home @ Woodbine Bend), 4:00 PM
8/18/09	East Dubuque (Home @ Woodbine Bend), 4:00 PM
8/19/09	Forreston (@ Sunset G.C. - Mt. Morris) , 4:00 PM
8/25/09	Dakota (Home @ Woodbine Bend), 4:00 PM
8/27/09	Eastland (@ Lake Carroll) , 4:00 PM
9/2/09	River Ridge with Pearl City (@ Storybrook) , 4:00 PM
9/9/09	Stockton with Forreston (Away), 4:00 PM
9/10/09	Pearl City (Home @ Woodbine Bend), 4:00 PM
9/14/09	Pecatonica (Away), 4:00 PM
9/15/09	West Carroll (Home @ Woodbine Bend), 4:00 PM
9/17/09	Galena (Away)
9/21/09	Polo (@ Wedgewood) , 4:00 PM
9/22/09	Lena-Winslow (Home @ Woodbine Bend), 4:00 PM
10/1/09	Conference Meet @ West Carroll
10/6/09	Regionals , TBA

## FOOTBALL

8/28/09	Southwestern (Non-Conference Game) (Hazel Green), 5:30 PM
9/4/09	South Beloit (Home @ River Ridge), 5:30 PM
9/11/09	West Carroll (Away) - FS/VS, 5:30 PM
9/18/09	Dakota (Home @ River Ridge) - FS/VS, 5:30 PM
9/25/09	Pecatonica (Away) - FS/VS, 5:30 PM
10/2/09	Stockton (Non-Conference Game) (Home @ River Ridge) - FS/VS, 5:30 PM
10/9/09	Eastland/Pearl City - Homecoming (Home @ Warren) - FS/VS, 5:30 PM
10/16/09	Forreston (Away) - FS/VS, 5:30 PM
10/23/09	Lena-Winslow (Home @ Warren) - FS/VS, 5:30 PM
10/30/09	Play-offs Begin - VS

## VOLLEYBALL

8/31/09	Stockton (Non-Conference Game) (Away), 6:00 PM
9/1/09	Scales Mound (Away) - JH, 4:15 PM
9/2/09	Aquin Catholic (Non-Conference Game) (Away) - FS/VS, 6:00 PM
9/3/09	River Ridge (Home) - JH, 4:15 PM
9/3/09	Orangeville (Non-Conference Game) (Away) - FS/VS, 6:00 PM
9/8/09	Shullsburg (Home) - JH, 4:15 PM
9/8/09	West Carroll (Away) - FS/VS, 6:00 PM
9/10/09	Benton (Home) - JH, 4:15 PM
9/10/09	Scales Mound (Away) - FS/VS, 6:00 PM
9/12/09	Byron Tournament (Away) - VS, TBA
9/14/09	River Ridge (Home) - FS/VS, 6:00 PM
9/17/09	Galena (Away) - JH, 4:15 PM

9/17/09	Galena (Home) - FS/VS, 6:00 PM
9/19/09	Galena Tournament (Away) - FS, TBA
9/21/09	Scales Mound (Home) - JH, 4:15 PM
9/22/09	East Dubuque (Away) - JH, 4:15 PM
9/22/09	East Dubuque (Home) - FS/VS, 6:00 PM
9/24/09	Pearl City (Home) - FS/VS, 6:00 PM
9/28/09	Eastland (Home) - FS/VS, 6:00 PM
9/29/09	River Ridge (Away) - JH, 4:15 PM
9/30/09	East Dubuque (Home) - JH, 4:15 PM
10/1/09	Galena (Home) - JH, 4:15 PM
10/1/09	Lena-Winslow (Away) - FS/VS, 6:00 PM
10/3/09	River Ridge Tournament (Away) - VS
10/5/09	Shullsburg (Away) - JH, 4:15 PM
10/6/09	Benton (Away) - JH, 4:15 PM
10/6/09	Stockton (Home) - FS/VS, 6:00 PM
10/8/09	Scales Mound (Home) - FS/VS, 6:00 PM
10/10/09	Conference Tournament (Home) - 8th Grade, TBA
10/12/09	Conference Tournament (Home) - 8th Grade, TBA
10/13/09	River Ridge (Away) - FS/VS, 6:00 PM
10/13/09	Conference Tournament (Home) - 8th Grade, TBA
10/17/09	Galena Tournament (Away) - VS, TBA
10/17/09	Scales Mound Tournament (Away) - FS, TBA
10/20/09	Galena (Away) - FS/VS, 6:00 PM
10/22/09	East Dubuque (Away) - FS/VS, 6:00 PM
10/28/09	Regionals - VS, TBA
10/29/09	Regionals - VS, TBA
10/31/09	Regionals - VS, TBA

## JR. TACKLE FB

9/3/09	Potosi (Home), 4:15 PM
9/8/09	Galena (Away), 4:15 PM
9/10/09	East Dubuque (Home), 4:15 PM
9/19/09	Blackhawk - South Wayne (Away), 10:00 AM
9/22/09	Shullsburg (Away), 4:15 PM
10/1/09	River Ridge (Away), 4:15 PM
10/8/09	Benton/Scales Mound (Home), 4:15 PM

## B BASKETBALL

10/27/09	East Dubuque (Home) - JH, 4:15 PM
10/29/09	Galena (Home) - JH, 4:15 PM
11/2/09	River Ridge (Away) - JH, 4:15 PM
11/5/09	Scales Mound (Home) - JH, 4:15 PM
11/9/09	Shullsburg (Home) - JH, 4:15 PM
11/12/09	Benton (Away) - JH, 4:15 PM
11/16/09	Belmont (Home) - JH, 4:15 PM
11/19/09	Galena (Away) - JH, 4:15 PM
11/23/09	Scales Mound (Away) - JH, 4:15 PM
11/24/09	East Dubuque (Away) - JH, 4:15 PM
12/1/09	River Ridge (Home) - JH, 4:15 PM
12/3/09	Benton (Home) - JH, 4:15 PM
12/3/09	Pearl City (Away) - FS/VS, 6:00 PM
12/5/09	Eastland Shootout (Away) - VS, TBA
12/7/09	Shullsburg (Away) - JH, 4:15 PM

12/7/09	Blackhawk - South Wayne (Non-Conference Game) (Home) - FS/VS, 6:00 PM	12/10/09	Lena-Winslow (Home) - FS/VS, 6:00 PM
12/8/09	East Dubuque (Away) - FS/VS, 6:00 PM	12/12/09	Pearl City Tournament (Away) - VS, TBA
12/10/09	Belmont (Away) - JH, 4:15 PM	12/14/09	Pearl City Tournament (Away) - VS, TBA
12/11/09	Galena (Home) - FS/VS, 6:00 PM	12/15/09	Pearl City Tournament (Away) - VS, TBA
12/12/09	Conference Tournament (Home) - 8th Grade, TBA	12/16/09	Pearl City Tournament (Away) - VS, TBA
12/12/09	West Carroll Tournament - VS, TBA	12/17/09	Pearl City Tournament (Away) - VS, TBA
12/14/09	Conference Tournament (Home) - 8th Grade, TBA	12/18/09	Pearl City Tournament (Away) - VS, TBA
12/14/09	West Carroll Tournament - VS, TBA	12/19/09	Pearl City Tournament (Away) - VS, TBA
12/15/09	Conference Tournament (Home) - 8th Grade, TBA	12/28/09	Dixon Tournament (Away) - VS, TBA
12/15/09	West Carroll Tournament - VS, TBA	12/29/09	Dixon Tournament (Away) - VS, TBA
12/16/09	West Carroll Tournament - VS, TBA	12/30/09	Dixon Tournament (Away) - VS, TBA
12/17/09	West Carroll Tournament - VS, TBA	1/5/10	Galena (Away) - FS/VS, 6:00 PM
12/18/09	West Carroll Tournament - VS, TBA	1/7/10	Orangeville (Non-Conference Game) (Away) - FS/VS, 6:00 PM
12/19/09	West Carroll Tournament - VS, TBA	1/11/10	West Carroll (Home) - FS/VS, 6:00 PM
12/26/09	Sterling Newman Tournament, TBA	1/12/10	East Dubuque (Away) - JH, 4:15 PM
12/28/09	Sterling Newman Tournament, TBA	1/14/10	Galena (Away) - JH, 4:15 PM
12/29/09	Sterling Newman Tournament, TBA	1/14/10	River Ridge/Scales Mound (Home) - FS/VS, 6:00 PM
1/4/10	Shullsburg (Non-Conference Game) (Home) - FS/VS, 6:00 PM	1/16/10	Stockton (Home) - FS/VS, 6:00 PM
1/5/10	Argyle (Non-Conference Game) (Away) - FS/VS, 6:00 PM	1/19/10	River Ridge (Home) - JH, 4:15 PM
1/9/10	Lena-Winslow (Home) - FS/VS, 6:00 PM	1/19/10	East Dubuque (Away) - FS/VS, 6:00 PM
1/12/10	River Ridge (Away) - FS/VS, 6:00 PM	1/21/10	Scales Mound (Away) - JH, 4:15 PM
1/15/10	Scales Mound (Home) - FS/VS, 6:00 PM	1/21/10	Durand (Non-Conference Game) (Home) - FS/VS, 6:00 PM
1/19/10	Eastland (Away) - FS/VS, 6:00 PM	1/22/10	Galena (Home) - FS/VS, 6:00 PM
1/26/10	East Dubuque (Home) - FS/VS, 6:00 PM	1/25/10	Benton (Away) - JH, 4:15 PM
1/29/10	West Carroll (Home) - FS/VS, 6:00 PM	1/25/10	Blackhawk - South Wayne (Non-Conference Game) (Home) - FS/VS, 6:00 PM
2/4/10	Galena (Away) - FS/VS, 6:00 PM	1/28/10	Shullsburg (Away) - JH, 4:15 PM
2/6/10	River Ridge (Home) - FS/VS, 6:00 PM	1/30/10	River Ridge/Scales Mound (Scales Mound - Away) - FS/VS, 2:00 PM
2/9/10	Stockton (Away) - FS/VS, 6:00 PM	2/1/10	Stockton (Non-Conference Game) (Away) - FS/VS, 6:00 PM
2/13/10	Scales Mound (Away) - FS/VS, 6:00 PM	2/2/10	Belmont (Away) - JH, 4:15 PM
2/16/10	Orangeville (Non-Conference Game) (Home) - FS/VS, 6:00 PM	2/4/10	Galena (Home) - JH, 4:15 PM
2/22/10	Regionals - VS, TBA	2/5/10	East Dubuque (Home) - FS/VS, 6:00 PM
2/23/10	Regionals - VS, TBA	2/8/10	Regionals - VS, TBA
2/24/10	Regionals - VS, TBA	2/9/10	East Dubuque (Home) - JH, 4:15 PM
2/25/10	Regionals - VS, TBA	2/9/10	Regionals - VS, TBA
2/26/10	Regionals - VS, TBA	2/10/10	Regionals - VS, TBA
		2/11/10	Scales Mound (Home) - JH, 4:15 PM
		2/11/10	Regionals - VS, TBA
		2/12/10	Regionals - VS, TBA
		2/16/10	River Ridge (Away) - JH, 4:15 PM
		2/18/10	Benton (Home) - JH, 4:00 PM
		2/23/10	Shullsburg (Home) - JH, 4:15 PM
		2/25/10	Belmont (Home) - JH, 4:15 PM
		3/6/10	Conference Tournament (Home) - 8th Grade, TBA
		3/8/10	Conference Tournament (Home) - 8th Grade, TBA
		3/9/10	Conference Tournament (Home) - 8th Grade, TBA

## G BASKETBALL

11/18/09	Warren Tournament (Home) - VS, TBA
11/19/09	Dakota Tournament (Away) - FS, TBA
11/19/09	Warren Tournament (Home) - VS, TBA
11/20/09	Dakota Tournament (Away) - FS, TBA
11/20/09	Warren Tournament (Home) - VS, TBA
11/23/09	Warren Tournament (Home) - VS, TBA
11/24/09	Dakota Tournament (Away) - FS, TBA
11/24/09	Warren Tournament (Home) - VS, TBA
12/1/09	Pearl City (Away) - FS/VS, 6:00 PM
12/4/09	Eastland (Away) - FS/VS, 6:00 PM
12/8/09	Polo (Non-Conference Game) (Away) - FS/VS, 6:00 PM

## **CLASS ADVISORS & ACTIVITIES**

Seniors – Mike Einsweiler & Brad Schliem

Juniors – Gary Hunt & Ed Schmidt

Sophomores – Linda Close & Greg Stake

Freshmen – Lynnette Diedrich & Kristy Leitzen

8th Grade – Jan Barker & Matt Nelson

High School Student Council – Kellie Mahoney & Dennis Nail

FCCLA – Gayle Doersam

Academic Bowl – Cathy Fennell & Shirley Thompson

JH Student Council – Mande Dagle & Katie Keach

JH Academic Bowl – Elaine Hoff & Matt Nelson

## **MISSION STATEMENT**

We at Warren School District #205 believe that education is a combined effort of home, school, and community and that all students have the capability to learn. We want to provide the opportunity to stimulate the students to increase their knowledge, wisdom, and wellness and to enhance their life-skills within the educational settings. We will strive to provide a foundation from which our students can become productive, self-reliant citizens.

## **WELCOME TO WARREN JUNIOR/SENIOR HIGH SCHOOL!**

The administration and faculty would like to welcome you to another year at Warren Jr/Sr High School. We hope that you take advantage of the many academic and extra-curricular opportunities that are provided.

This school will be whatever you make it. We hope that you will always be conscious of its traditions and requirements and have the spirit to make this an outstanding year.

This handbook is in no way meant to be all-inclusive. The handbook may be amended during the school year without notice if the school board deems it necessary.

## **INCENTIVE PROGRAM**

In appreciation to the students who have a "C" or better for the week, a full week of attendance other than advance make-ups, and a week with no discipline notices will be eligible to receive an incentive with parent permission.

High school students may sign out of homeroom on Wednesdays and Fridays. They may leave the school grounds for the rest of the school day or go to a designated area for free time.

Junior High students may sign out of homeroom on Thursday and report to the designated area.

Students who have meetings scheduled at homeroom time must attend the meeting on incentive days. Failure to do so may result in loss of incentive for two eligible weeks.

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# ATTENDANCE POLICY

We believe that for a student to reach their educational potential, they need to attend school on a regular basis. When a student is absent from school, we expect and would appreciate a phone call from the parents. (School personnel will make a reasonable effort to call parents or guardians if no phone call is received.)

The school building doors will be unlocked at 7:30 a.m. for those students who wish to eat breakfast. Any students coming for breakfast must remain in the cafeteria until the building opens for the day at 7:55. In inclement weather, the building will be opened, but students should stay in the cafeteria before 7:55 a.m. The doors will be locked at 3:45 p.m. due to lack of available supervision.

**Please Call – 745-2641  
Between 7:30 a.m. – 10:15 a.m.**

1. Acceptable excuses for being absent are:
  - a. Illness – after 5 occurrences, a doctor’s written excuse may be required
  - b. Emergencies
  - c. Medical or dental appointments of one day or less. Students are required to bring a slip from the medical/dental office stating that they have had an appointment. If a student fails to bring the required slip, the student will be expected to call the respective office to get verification. Absences less than one day would require parental consent on the day of absence by 10:15 or before. Students are responsible for handing in work due that day and for make-up work required.
  - d. Pre-planned absence (prior parental and administrative approval is required)
    - Students will be issued Advanced Make-up slips a minimum of 3 days prior to the absence when possible. The completion of the Advanced Make-up is due per individual teacher request. Pre-scheduled absences such as those listed below may be turned in to the office as they are made. Students are responsible for stopping in the office to pick up their advanced make-ups. Advanced make-ups for a school activity will be issued by the sponsoring teacher. The slip must be signed by all of the student’s teachers and turned back in to the issuing teacher by 3:30 p.m. the day BEFORE the activity. The teacher will then turn them into the office the morning of the activity. If the event is a school activity and the Advanced Make-up is not turned in completed, the student will not be allowed to go on the activity. **Any absences not approved in the office will be considered unexcused.**
    - vacations (maximum of 2 per year totaling 10 days or less).
    - wedding with prior permission.
    - college or vocational school visits of any length (2 per year by juniors or seniors prior to May 1).
    - court appearances.
    - other, such as:
      - 1.) athletes or cheerleaders attending state tournaments in their sport.
      - 2.) one day of deer or turkey season (must present deer or turkey permit to the office a week before the absence). Absences will not be granted for both.
2. An **unexcused** absence means that the students missed school for an **unacceptable reason** with the approval of their parents or parents have not called in by 10:15 a.m. They will receive zeroes for their course work that day. If the students miss school or “skip” without the approval of their parents, they will receive zeroes plus detentions for each hour missed. Second and third violations will lead to a suspension from school. Students found not telling the truth about an absence or who have their parents support a false reason for their absence will receive an in-school suspension plus zeroes for all their class work.
3. Whenever a student needs to be dismissed from school, written notification or a telephone call will be required. Absences will be considered unexcused if students return to school without a note or a phone call from home.
4. Students may not leave school without signing out in the high school office. Students will be required to have parental permission to leave school early. Any student who becomes ill during school will be required to call his/her parents to arrange for transportation before they are allowed to leave. The absence will be considered unexcused if the student leaves the school without checking out of the office. Students must sign-in in the office and get an admit when they return in the middle of the day. Failure to sign in or out may result in a detention.

5. Students arriving late or returning from an absence must check into the office.
6. All athletes, cheerleaders, and students involved in any school-related performance must be in attendance the full day of an activity to be eligible to perform. Exceptions to this rule are excused absences for:
  - a. Medical or dental appointments with written confirmation from doctor amounting to a maximum of ½ day
  - b. A funeral or wedding in the immediate family amounting to a maximum of ½ day
  - c. Prior approved college or vocational school visits
  - d. The first time an individual is tardy. (Subsequent incidences will be handled by the principal.)
  - e. Emergencies or other approved absences must be cleared through the principal.

Students must be in school one-half of the day on Friday to participate in weekend activities except for the above exceptions.
7. Students may request an early dismissal from school for college classes or work if they meet the following criteria:
  - a. they are a Senior
  - b. their employer and parents/guardians request it in writing
  - c. they maintain a C average
  - d. they are in good standing to graduate
  - e. they have a 95% attendance rate

## **TARDINESS**

A tardy is defined as not being in your classroom or in the gym when the final bell rings. When a student is tardy for the first hour, they must report to the office for an admit pass. If a student is tardy more than 15 minutes, they will receive a detention. The first tardy is excused if it is under 15 minutes from the first bell or the lunch bell. A student tardy for any other class should report directly to that class. After the first tardy, the penalty for an unexcused tardy is Step 1 of the "Detention System". Subsequent tardies will follow the "Detention System" on page 11.

## **INCLEMENT WEATHER REFERRAL**

School may run on a delay, be closed all day, or dismissed early due to bad weather conditions. Parents who provide e-mail addresses to the school will be notified by e-mail. Parents who provide a phone number(s) to the Call-Em-All system will be notified by a phone call. Whenever possible, radio *and television* stations will be notified by 6:00 a.m.; however, the time the cancellation is aired is strictly up to the radio station. The following radio stations will be informed of any school closings.

Dubuque station	KLYV	105.3 FM
Dubuque station	WJOD	107.5 FM
Dubuque station	KAT-FM	92.9 FM
Dubuque station	KDTH	1370 AM
Dubuque station	KGRR-FM	97.3 FM
Dubuque station	WVRE-FM	101.1 FM
Freeport station	WFPS	92.1 FM
Monroe station	WEKZ	93.7 FM
Rockford station	WXXQ	98.5 FM
Savanna station	WCCI	100.3 FM
Quad Cities	WHBF - TV	Channel 4
Quad Cities	KWQC - TV	Channel 6
Quad Cities	WQAD - TV	Channel 8
Rockford	WREX – TV	Channel 13
Rockford	WTVO – TV	Channel 17
Rockford	WIFR – TV	Channel 23

# STUDENT DISCIPLINE POLICY

## I. GENERAL

- A. Students committing acts of gross disobedience or misconduct may be placed on probation, detained at school, suspended from school, expelled from school, or otherwise disciplined. The principal is authorized to place on probation, to detain at school, or to suspend or otherwise discipline a student. Only the Board of Education, on recommendation of the superintendent, may expel a student.
  - B. At the discretion of the superintendent or the Board of Education upon review, any student suspended or expelled may or may not be denied the right to make up school work missed as a result of such suspension or expulsion. Whenever possible, suspensions shall not be imposed during final examination periods, or, in the alternative, the student should be permitted to make up missed exams. During detention, the student shall be required to perform schoolwork.
- II. Students committing acts of gross disobedience or misconduct may be denied privileges of participation in any school-sponsored extra-curricular activities, including field trips, class trips, sporting events, music contests or trips, academic events, or any other activity where the student is a representative of the school district.

## III. DEFINITIONS

- A. **Detention** is the keeping of a student before or after regular school hours for a reasonable period of time.
- B. **Probation** is a conditioned enrollment in school or a particular school activity or class for a restricted period.
- C. **Suspension** is a temporary exclusion of a student from school, from a school activity, or from riding the school bus for a period of time not to exceed ten (10) school days.
- D. **Expulsion** is the exclusion of a student from school, from a class, from a school activity, or from riding the school bus for a period of time greater than ten (10) school days but not to exceed two calendar years.
- E. **School personnel** includes all teachers, administrators, school board members, school bus drivers, and other school district employees, including cooks, secretaries, custodians, and aides.
- F. **Truancy** is the absence of a student without valid cause for a school day or a portion thereof.
- G. **Chronic or habitual truancy** is the absence of a student without valid cause for 10% or more out of 180 consecutive school days. Instances may be turned over to the Regional Office of Education.
- H. **Gross disobedience or misconduct** shall include any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial injury or disruption or material interference with school activities or the rights of other students or school personnel. It shall include other behavior or conduct which is of such gross nature as to constitute on its face gross disobedience or misconduct. It shall also include, but is not limited to, the following types of conduct, behavior, or activity and any other conduct as may be designated from time to time by policy of the Board.
  - 1. Insubordination to any school personnel, including failure to follow directions or to produce student identification, passes, etc.
  - 2. Possession of, use of, distribution of, or attempt to use or distribute any dangerous substance, including alcohol and drugs and/or look-alikes.
  - 3. Intimidating or attempting to intimidate school personnel or other students.
  - 4. Fighting with or assaulting school personnel or other students.
  - 5. Intentional damage to, destruction of, or attempt to damage or destroy school property or property of school personnel or other students.
  - 6. Verbal abuse of school personnel or other students or use of profane words or gestures.
  - 7. Endangering the physical or psychological well-being of school personnel or other students by conduct or actions including:
    - a. Improper release of a school fire alarm or tampering with extinguishers.
    - b. Starting a fire on or to school property or attempting to do so.
    - c. Setting off explosive devices on or to school property or attempting to do so.
    - d. Using or displaying dangerous weapons or attempting to do so.
  - 8. Repeated incidents of misbehavior, including repeated refusal to comply with school rules.

9. Other acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel or other students.
- I. A privileged activity is any activity that is sponsored by the school or any school club or organization.

Students may be subject to discipline if their gross disobedience or misconduct occurs on school grounds, on a school bus, at a school function, or outside the school grounds, provided, however, that a direct relationship exists between the conduct of the student and the school's educational function.

#### IV. SUSPENSION

##### A. Pre-Suspension Conference

1. The principal shall confer with any student who is under consideration for suspension prior to taking such disciplinary action. The student shall be advised of the reasons for the proposed suspension and questioned as to his/her version of the action and/or incident that is the basis of the proposed suspension.
2. If the student denies gross disobedience or misconduct, the student shall be advised of the evidence upon which the suspension may be predicated.
3. The student shall be given an opportunity to respond to the evidence.
4. If the pre-suspension conference does not result in the charges being dropped, the suspension procedure set forth below shall be followed.
5. The persons conferring with the student shall make a written anecdotal record of the conference.
6. The principal, after following the pre-suspension procedures as set forth above, may immediately suspend the students.
7. When, in the opinion of the principal, a student poses an immediate threat to school personnel, other students, or school property or poses an ongoing threat of disruption to the educational process, the student may be summarily removed from school without following the pre-suspension procedures set forth above. In such event, written notice by certified mail, return receipt requested, must be given to the student and his parents within two (2) school days of the date of summary suspension. The notice shall request the student to attend a pre-suspension conference within 48 hours after the notice is received or a waiver of such conference shall be deemed to have occurred. Regardless of their attendance at such pre-suspension conference, the parents must be given written notice of any subsequent decision resulting from the conference.

##### B. Suspension Notification

1. If the pre-suspension conference results in a decision to suspend out-of-school, the parents of the students shall be advised immediately of such decision to suspend by written notice sent by certified mail, return receipt requested, which notice shall include the following:
  - a. A full statement of the reasons for the suspension;
  - b. The dates and duration of the suspension;
  - c. An explanation of the parents' right to request a review of the suspension with the Board of Education;
  - d. A statement that the failure to request such review within five (5) days after receipt of notice shall be deemed a waiver of the right to such a review;
  - e. Notification of the right to be represented at the review by legal counsel;
  - f. An explanation of the suspension review hearing procedures.
2. If the pre-suspension conference results in a decision to suspend in school, the same procedure will be used as for out-of-school suspensions with the exception that general delivery mail will be used.
3. A request to review the suspension may be oral or in writing directed to the Superintendent's office. Oral notification shall be confirmed in writing by a letter to the parents.
4. The Board of Education shall be notified of any student suspension by the forwarding of a copy of the parental notice of suspension to the Secretary of the School Board.
5. If a suspension is ordered by the Principal or other authorized administrator, a copy of the notice of the suspension shall be immediately furnished to the Superintendent.

### C. Suspension Review

1. If a request for a review of the suspension is made in a timely manner, the parents of the suspended student shall be given written notification of the time and place at least one (1) week prior to the review with the Board of Education. The notification shall also set forth the review hearing procedures.
2. The review hearing shall be conducted by the entire Board.
3. The Board may take such action after the review hearing as it deems appropriate, including affirming or overruling the suspension.
4. If the Board determines that the suspension was not justified, the student's records shall be expunged of all notations regarding the suspension and the student's absence shall be marked "excused". The student shall be afforded every opportunity to make up all lost educational opportunities including, but not limited to, tests and class work.
5. The decision of the Board shall be final and shall be made in public session, except that the name of the student need not be announced.
6. Written notification of the Board decision on the suspension review shall be mailed to the parents within two (2) school days after the review.

### D. Suspension

1. For the first two in-school suspensions, the student will be required to do schoolwork during the day and will receive full credit in all classes for homework, classwork, and quiz scores. Any test for a student's first two suspensions will be graded and the student will receive full credit for the test. On all subsequent in-school suspensions, a student will receive 50% credit for all schoolwork including tests.
2. For all out-of-school suspensions, the student will receive 0's for all schoolwork.
3. For any suspension, a privileged activity may be lost.

## **DETENTION SYSTEM**

Students may be assigned detentions to be served before or after school for not doing schoolwork, tardiness, not following teacher's orders, and for misbehavior. Detentions will usually be served with the teacher who issued them and will be served within two school days of when the detention has been assigned. **NO EXCEPTIONS.** Students will be required to do school work or labor during their detention time. The following schedule may be followed:

The first two infractions of the same nature may be handled by the teacher with a consequence set by the teacher. The third offense of the same nature may be referred to the office at the teachers' discretion. All subsequent infractions of the same nature may be referred to the office.

Step 1 – Office referral may be a detention.

Step 2 – Office referral may be 2 detentions.

Step 3 – Office referral may be a Saturday detention.

Step 4 – Office referral may be two Saturday detentions.

Step 5 – Office referral may be an in-school suspension.

Step 6 – Office referral may be a 2-day in-school suspension.

Step 7 – Office referral may be a 4-day in-school suspension.

Step 8 – Office referral may be an out-of-school suspension.

Step 9 – Office referral may be a 2-day out-of-school suspension.

Step 10 – Office referral may be a 5-day out-of-school suspension.

Step 11 – Office referral may be a 10-day out-of-school suspension with an alternative setting or possible recommendation to the school board for expulsion.

A student skipping any level will result in serving one more consequence at that level. A repeated skipping may result in moving up two levels.

Academic detentions may result in an in-school suspension with full credit for each offense.

Parents will receive a letter of notification for steps 5-11. The law enforcement authorities may be notified in steps 5-11.

The administration may alter the steps as deemed necessary.

## **DEMERIT SYSTEM (7TH & 8TH GRADES ONLY)**

In addition to the detention system, junior high students will also have a demerit system in effect. Discipline reports will be mailed home at the end of the week. Discipline reports are recorded in INOW on a daily basis. Point value will be as follows:

Teacher's discretion for classroom disturbances, removal from class, failure to follow directions, etc.  
= 1 demerit

Detentions given outside of this demerit system = 2 demerits.

All suspensions = 5 demerits

Issuance of cumulative demerits *in the office* will result in the following consequences:

1-5 points	Parental notification through INOW and the mail
6-10 points	Parental notification, an office detention for each, and 1 <sup>st</sup> level of social probation for 2 weeks
11-15 points	Parental notification, an office detention for each, and 2 <sup>nd</sup> level of social probation for 4 weeks
16 or more points	Parental notification, an office detention for each, and 3 <sup>rd</sup> level of social probation for the quarter

Points will be reset each quarter. 8th grade students with 16 or more points for a quarter will not be allowed to go on the 8th grade class trip at the end of the year.

## **POINT SUBTRACTION**

Students who have accumulated points during a quarter will have one point subtracted from their total for every week that he/she does not receive a demerit.

## **SOCIAL PROBATION**

Social probation consists of losing the following privileges: (6-10 points) the right to attend all Jr. High School Student Council activities/dances, the right to attend all school-sponsored field trips, Junior High Quiz Bowl meets. (11-15 points) All of the above plus students are not eligible to participate in sports. (16 or more points) All of the above plus students cannot participate in or attend school events.

## **SPECIAL EDUCATION**

The Warren School District believes that all students can and should be educated to the highest level each student is capable of achieving. Special education students in the district are valued just as highly as our non-special education students.

The Warren School District adheres to the special education policies and procedures that assure comprehensive programming for students with disabilities and suspected disabilities that address all legal obligations required by the Individuals with Disabilities Education Act (IDEA) and the implementing regulations and the School Code of Illinois and implementing state regulations. The special education policies and procedures are available for review at the district office.

Students with disabilities and non-disabled students are subject to disciplinary procedures to promote behavioral change which prepare students to function successfully in their educational, social and community environment, and to protect the school environment, fellow students, faculty and public property as well as themselves. In all cases, the discipline of students with disabilities shall be in accordance with the requirements of Federal and State law. For further information on the use of behavioral interventions for students with disabilities, students and parents may request copies of the Board of Education's policy on behavioral interventions for students with disabilities from the district office.

## **BUS CONDUCT**

Questions concerning routes and times should be addressed to Mike Thill (745-2125). Proper behavior on the bus must exist at all times. The driver is in charge of all students while riding the bus. The following rules must be obeyed at all times:

1. Be on time – help keep the bus on schedule. Board and exit at your stops only. Do not ask to stop at places other than regular bus stops.
2. Stay off the road and in your designated area at all times while waiting for the bus.
3. Board the bus when it comes to a complete stop. No pushing or shoving.
4. If you must cross the street or highway, proceed at least 10 feet in front of the bus on the right shoulder where traffic can be seen from both directions. Wait for the bus driver to signal that it is safe for you to cross.

5. Once you are seated, retain that seat. Do not leave your seat while the bus is moving.
6. Keep hands and head inside the bus. No feet in the aisles.
7. Remain in the bus during a road emergency and wait for instructions from the driver.
8. Be courteous to fellow students and the driver. Talking back to the bus driver will not be tolerated.
9. Remember, loud talking, laughing, or shouting makes unnecessary confusion and diverts the driver's attention. This could result in a serious accident.
10. Be absolutely quiet when approaching a railroad crossing.
11. Be alert to a danger signal from the driver.
12. Keep the bus clean. Do not throw anything out of a window.
13. Treat bus equipment with respect. Never tamper with equipment.
14. No eating is allowed on the bus. Help keep the bus clean, sanitary, and safe.
15. No animals or pets may be taken on the bus.
16. Keep books, bags, coats, etc. out of the aisles.
17. Do not leave books, lunch boxes, etc. on the bus.
18. Help look after the comfort and safety of others. Use safety precautions at all times.
19. Students will be permitted to ride a different bus home provided a note has been sent by the parents in advance.
20. In an emergency, students will be permitted to ride a different bus home provided an emergency contact has been made.

Students who cannot follow these simple rules may be handled as follows:

1<sup>st</sup> Offense – Conference with student regarding incident and written warning to parent that next offense will mean a 1-week suspension from riding the bus.

2<sup>nd</sup> Offense – 1-week suspension from bus; parents notified by phone and letter, parental conference is required before the student is allowed to resume riding the bus.

3<sup>rd</sup> Offense – removal from bus for 2 weeks and parental conference required before the student is allowed to resume riding the bus.

4<sup>th</sup> Offense – suspension from bus for the rest of the semester or rest of the school year depending on how the offense falls.

## **OFFICE REFERRAL**

Students will be sent to the Principal's office by their classroom teacher for the following reasons:

1. No admit when returning to school from an unexcused absence.
2. Excessive classroom disturbances. After 2 detentions for the same offense, the student may be sent to the office.
3. Student skips an assigned detention. Sent to the office and then will be assigned 2 detentions. Subsequent infraction will follow the "Detention System" on page 11.
4. **SMOKING, DRUGS, ALCOHOL, VANDALISM, THEFT, AND CHEWING TOBACCO**. Students will be removed from class immediately. The office will refer to "Recommended Discipline Procedures".
5. Any acts of **GROSS INSUBORDINATION** (verbal or physical abuse, refusal to cooperate).

The office referral will result in one or more of the following:

- a. documented discussion of the incident
- b. documented "time out" or removal from class
- c. Refer to "Detention System" on page 11
- d. detentions
- e. probation
- f. removal from class
- g. suspension
- h. recommendation for expulsion
- i. law enforcement authorities may be notified

**A permanent removal from class may result after a parent/student, teacher, counselor, and administrator meeting.**

## RECOMMENDED DISCIPLINE PROCEDURES

1. **Alcohol and Drugs:** Defined to be any student in possession of or under the influence of alcohol or any illegal substance and look-alikes. This is on the school campus or at any school function, either home or away, or throughout the school day including lunch hours on or off campus.  
1<sup>st</sup> Offense: Step 10 of the "Detention System" on page 11. Parents and law enforcement authorities notified and letter sent home. Student not permitted to return to school until the student receives counseling services from a professional drug/alcohol abuse counselor.  
2<sup>nd</sup> Offense: Step 11 of the "Detention System" found on page 11. Parents and law enforcement authorities notified and letter sent home. Recommendation for expulsion OR suspension from school until entered into a school approved alcohol/drug prevention program that is recommended by a professional drug/alcohol abuse counselor. A recommendation for expulsion will be made if the program is not successfully completed.  
In all offenses, parent and law enforcement authorities may be notified and a letter sent home.
2. **Tobacco (smoking, chewing, or possessing):** This is defined as smoking, chewing, or possessing tobacco on the school campus or at any school function, either home or away, or throughout the school day including lunch hours on or off campus.  
1<sup>st</sup> Offense: Step 9 of the "Detention System" found on page 11. Parents and law enforcement authorities notified, letter sent home.  
All subsequent offenses will follow the "Detention System" on page 11.  
In all offenses, parent and law enforcement authorities may be notified and a letter sent home.
3. **Unexcused absence without parental permission:**  
1<sup>st</sup> Offense: 1 detention for each class or portion missed and forfeiture of credit for that class period. Parents are notified by phone and discipline form.  
2<sup>nd</sup> Offense: Step 3 of "Detention System" on page 11 and forfeiture of credit for classes during the unexcused absence. All subsequent "unexcused absences" will follow the "Detention System" on page 11 plus forfeiture of credit for classes during the unexcused absence.
4. **Students not reporting truth about an absence (with or without parents' note):**  
1<sup>st</sup> Offense: Step 4 of "Detention System" on page 11.  
All subsequent offenses will follow the "Detention System".  
In all offenses, parent and law enforcement authorities may be notified and a letter sent home.
5. **Gross Insubordination: Defined as:**
  - a. Using abusive or obscene language to a staff member.  
1<sup>st</sup> Offense: Step 8 of "Detention System" on page 11.  
2<sup>nd</sup> Offense: Step 10 of "Detention System" on page 11.
  - b. Failing to follow teacher's directions.  
1<sup>st</sup> Offense: Step 4 of the "Detention System" on page 11.All subsequent offenses will follow the "Detention System" on page 11.  
In all offenses, parent and law enforcement authorities may be notified and a letter sent home.
6. **Fighting on School Property:**  
1<sup>st</sup> Offense: Step 5 of "Detention System" on page 11.  
2<sup>nd</sup> Offense: Step 8 of "Detention System" on page 11.  
3<sup>rd</sup> Offense: Step 10 of "Detention System" on page 11.  
In all offenses, parent and law enforcement authorities may be notified and a letter sent home.
7. **Public Display of Affection:**  
1<sup>st</sup> Offense: Step 1 of "Detention System" on page 11.  
All subsequent offenses will follow the "Detention System" on page 11.  
In all offenses, parent and law enforcement authorities may be notified and a letter sent home.

- 8. Being in Parking Lot or Cars during School Day and Lunch:** (Outside of departing or arriving.) Students are not allowed to drive or ride in any motor vehicles during lunch.  
1<sup>st</sup> Offense: Step 2 of “Detention System” on page 11.  
All subsequent offenses will follow the “Detention System” on page 11.  
In all offenses, parent and law enforcement authorities may be notified and a letter sent home.
- 9. Unexcused Tardiness:** Defined as not excused by Principal.  
1<sup>st</sup> Offense: Step 1 of “Detention System” on page 11.  
All subsequent offenses will follow the “Detention System” on page 11.  
In all offenses, parent and law enforcement authorities may be notified and a letter sent home.
- 10. Gross Misbehavior:** Defined as any deliberate or willful conduct detrimental to the normal functioning of the school day or a program or activity under school sponsorship whenever and wherever scheduled. (Forgery, Theft, and Gambling.)  
1<sup>st</sup> Offense: Depending on the severity.  
In all offenses, parent and law enforcement authorities may be notified and a letter sent home.
- 11. Cheating/Plagiarism:** Defined as students deliberately giving out or copying answers on a test, exam, or homework assignment.  
1<sup>st</sup> Offense: Automatic “0” for the test or homework assignment, detention issued by teacher.  
2<sup>nd</sup> Offense: Automatic “0” for the test or homework assignment and Step 4 of the “Detention System” on page 11.  
All subsequent offenses will follow the “Detention System” on page 11.  
In all offenses, parent and law enforcement authorities may be notified and a letter sent home.
- 12. Vandalism** (defined as “destruction of school and/or personal property”): In general, a threatening situation by one student toward the safety of other students.  
1<sup>st</sup> Offense: May start at Step 3 of the “Detention System” depending on the severity of the offense and may require a parent conference. The offender will be required to pay restitution for the damage caused.  
In all offenses, parent and law enforcement authorities may be notified and a letter sent home.
- 13. Fire Alarm and/or Intentional False 911 Call:**  
1<sup>st</sup> Offense: Step 5 of the “Detention System” found on page 11  
2<sup>nd</sup> Offense: Step 8 of the “Detention System” found on page 11.  
3<sup>rd</sup> Offense: Step 10 of the “Detention System” found on page 11.  
In all offenses, parent and law enforcement authorities may be notified and a letter sent home.
- 14. Distribution of Drugs (legal, illegal or look-alike):** Students are not to distribute any drugs, medication, or look-alike drugs during the school day or on school grounds.  
1<sup>st</sup> Offense: Distribution of legal medication may result in disciplinary action that could include detentions, suspensions, or possible recommendation for expulsion. Parents notified by letter. Distribution of any illegal or look-alike substance will result in Step 11 of the “Detention System” with a recommendation for expulsion.  
2<sup>nd</sup> Offense: Step 11 of the “Detention System” on page 11 with recommendation for expulsion.  
All subsequent offenses will follow the “Detention System” on page 11.  
In all offenses, parent and law enforcement authorities may be notified and a letter sent home.  
Students must notify the office when taking prescribed medication during the school day. The medication must be given to the office secretary along with a note from the parents. Students who have asthma medications prescribed by a physician may carry these and self-administer them as needed. A record of this prescription, including physician’s name, address, and phone number are to be on record in the high school office.

**15. Verbal threats to a school employee or their property:**

1<sup>st</sup> Offense: Step 10 of the “Detention System” on page 11 and may result in removal from that class.

2<sup>nd</sup> Offense: Step 11 of the “Detention System” on page 11 with recommendation for expulsion.

All subsequent offenses will follow the “Detention System” on page 11.

In all offenses, parent and law enforcement authorities may be notified and a letter sent home.

**16. Physical assault against a school employee:**

1st Offense: Step 11 of the “Detention System” on page 11 with recommendation for expulsion.

In all offenses, parent and law enforcement authorities may be notified and a letter sent home.

**17. Bringing or possessing a weapon:**

1<sup>st</sup> Offense: Step 11 of the “Detention System” on page 11 with recommendation for expulsion.

In all offenses, parent and law enforcement authorities may be notified and a letter sent home.

**18. Threats made to students and/or staff to include extortion or battery:**

Students who threaten to use a bomb, gun, or other weapon to harm other students or staff will receive Step 11 of the “Detention System” on page 11 with possible recommendation for expulsion. The police department will be notified and involved in the interview process of the student.

In all offenses, parent and law enforcement authorities may be notified and a letter sent home.

**19. Contact between students, staff, and coaches should be kept on a professional level. This includes e-mails, phone calls, and text messaging. Consequences will be determined on an individual basis.**

In all offenses, parent and law enforcement authorities may be notified and a letter sent home.

**20. Unlawful entry or use of school property is strictly prohibited and may result in Step 10 of the “Detention System” on page 11.**

All subsequent offenses will follow the “Detention System” on page 11.

In all offenses, parent and law enforcement authorities may be notified and a letter sent home.

## **CELL PHONES AND AUDIO/VIDEO ELECTRONICS**

Cell phones and audio/video electronics are not allowed out or on in the classroom. The school district discourages students from bringing such items to school and accepts no responsibility for their loss or damage. Cell phones may be brought to school for use before and after school and during lunch. They must be kept in their lockers during class time. Pagers will not be allowed.

1<sup>st</sup> Offense: Step 1 of the “Detention System” found on page 11 with item picked up in the office at the end of the day.

All subsequent offenses will follow the “Detention System” on page 11 with parent picking up item in the office.

Appropriate use of imaging devices to capture pictures and videos are allowed for school and school functions except in the classroom unless approved by the teacher. Students found to be using such devices inappropriately will be sanctioned according to cell phone usage offenses. A release of information form must be completed, approved, and filed with the school office prior to any streaming video or still image content to be disbursed using e-mail, internet sites, and other electronic means of broad dissemination. Students will not disclose inappropriate images to anyone for the purpose of humiliation or any other wrongful intent. Wrongful outcomes must be reported to the office immediately.

Students, faculty and staff, including coaches and aides, shall interact only in the appropriate manner both within and without the school day. Interaction through any medium including phone calls, text messages, e-mail, blogs, websites, or networking shall deal with school-related matters and be professional in nature. Consequences will be determined on an individual basis.

## **BULLYING & HARASSMENT/SEXUAL HARASSMENT**

Bullying, harassment, and sexual harassment are unacceptable forms of social behavior which interfere with healthy social interactions in school and are strictly prohibited.

Words or actions which are intended to intimidate, provoke, or coerce others are examples of behavior which constitutes "harassment" or "bullying".

Bullying, harassment, and sexual harassment are violations of school district policy, and state and federal civil rights law.

1<sup>st</sup> Offense: Step 1 of the "Detention System" found on page 11. Depending on the severity, a parental conference may be required. Offense may result in notification of police.

2<sup>nd</sup> Offense: Step 9 of the "Detention System" found on page 11.

## **COMPLAINT PROCEDURES**

1. If a student has been harassed by another student or school district employee, it should be reported to a teacher, principal, superintendent, or some member of the professional staff with whom the student feels comfortable to discuss the matter.
2. Complaints will be kept strictly confidential and should be made as soon after the incident has taken place as possible.
3. The student may be requested to answer questions and/or sign a statement which details the facts of the incident.

## **HALL PASS**

All students must have a teacher's pass to be in the halls during class time. Students must also have individual passes to go to and from the library. Any student found in the hall without a proper pass may receive an office referral.

## **MEDICATION POLICY**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form". The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising out of a student's self-administration of medication or the storage of the medication by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

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

## **BREAKFAST PROGRAM**

The breakfast program works primarily the same as the lunch program. Breakfast consists of the entrée plus juice and milk for \$1.00. Since we do not have ala carte items, students may only purchase a full breakfast so encourage them to take all that is included if they can eat it. Additional drinks can be purchased for \$.20 each. The breakfast menu will be published each month in the newsletter. Doors are open at 7:30 a.m. for students wishing to eat breakfast.

## LUNCH PERIOD

All students who stay inside must stay on the first floor or in the cafeteria. The locker rooms, gym, and the hallways by the chorus room to the shop, the shop to the band room, and the industrial arts classroom to the band room are off-limits. A pass is needed to go to other areas.

## LUNCH PROGRAM

The cafeteria will be using a computer as a record-keeping device for student lunches and state reports. Each student will be given a laminated lunch card. This card will be "read" by a scanner each time a student has lunch. There will be a \$2 mandatory replacement charge for lost or mutilated cards.

It is the student's and parent's responsibility to make sure that their lunch account balances are kept in the positive. Please feel free to call the school at any time to check your lunch balance. If you have a negative balance, you will be notified and given a deadline for payment. If payment is not made by the deadline, no further lunches may be charged until there is a positive balance in the account. An incentive program to encourage parents to make payments on a regular basis to keep their account current is in effect. For every \$20 deposit that is made, an extra \$2.00 credit will be given provided your account has a positive balance before the deposit is made.

The cafeteria will be offering an ala carte menu as well as hot lunches. Ala carte items will vary in price or will be separately priced.

## FREE AND REDUCED LUNCH

A free or reduced lunch will consist of one trayed lunch. Breakfast will consist of one main dish plus two beverages. If a child takes extra milk, any other extra item(s), or anything off of the ala carte line, the total cost will be added to their family lunch account, and they will be responsible to pay for it. An ala carte pricelist may be found on the school website. Students who qualify for reduced lunch will be charged  $\frac{1}{2}$  of their school fees. Sports fees and transportation fees must be paid in full.

## GRADUATION REQUIREMENTS

Twenty-nine credits will be required for the Classes of 2010-2013.

- 25 credits will be in academic subjects. Four credits from PE brings the total to 29.
- The academic credits must include the following:
  - 5 credits in English – English I, II, III, IV or College Prep will be required.
  - 2  $\frac{1}{2}$  credits in Social Studies-U.S. History, a semester of American Government, and a credit of World History or Geography (must pass U.S. and Illinois Constitution tests).
  - 3 credits in Science
  - 3 credits in Math which includes a semester of Consumer Math the Senior year.
  - $\frac{1}{2}$  credit in Health.
  - 1 credit selected from music, foreign language, or vocational education.
  - 8-12 additional credits in elective courses.
- Students may elect to take correspondence courses in order to make up a credit deficiency or for enrichment purposes. Students who choose courses for enrichment will not be limited in the number of courses taken but selections may not replace courses offered at Warren Jr/Sr High School. Enrichment classes are limited to Junior or Senior year. Students needing to make up credit deficiencies will be allowed to register for a maximum of four (4)  $\frac{1}{2}$  credit courses. The guidance counselor must approve all correspondence courses. Students who elect to take a correspondence course or courses will be responsible for all expenses. Students short on credits will be given the opportunity to recover up to two credits through the Credit Recovery Program.

**Only students who have successfully completed graduation requirements will be permitted to participate in graduation ceremonies. All seniors attaining a weighted grade point average of 3.75 or above will be recognized at graduation.**

The highest GPA to the lowest will determine class rank. The Top 10% will be decided based on 8 full semesters of class work. Junior marshals and ushers for graduation will be based on 5 semesters of class work. Grade point average will be figured by totaling the numerical value of the grade received in each class, and dividing by the number of classes taken.

## CLASSIFICATION OF STUDENTS

For the purpose of classifying and identifying students, the following minimum credit guidelines have been established:

29 Credits	
0 – 6.75	Academic Credits – Freshmen
7.00 – 13.75	Academic Credits – Sophomores
14 – 20.75	Academic Credits – Juniors
21 – 29	Academic Credits – Seniors

Grade classifications, as determined at the beginning of the year, will not change due to credits earned at the conclusion of the first semester.

## STUDENT SCHOOL RECORDS

The school counselor is the official records custodian of the Warren School District. Students and their parents have the right to inspect and copy (at their expense) all permanent and temporary records within a reasonable time, and, in no case, later than 15 days after the receipt of such request by the official records custodian.

A complete copy of the school record information will be handed out at registration time and can also be picked up in any of the school offices at any time.

**Student Permanent Record** information will be maintained for sixty (60) years after the student has transferred, graduated, or withdrawn from the school. The "Student Permanent Record" shall consist of basic identifying information, including students' and parents' names and addresses, birth date and place, and gender;

- Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations;
- Attendance record;
- Accident reports and health records.

**Student Temporary Record information will be destroyed five (5) years after the student has transferred, graduated, or withdrawn from the school.** The "Student Temporary Record" may include family background information, intelligence test scores, aptitude test scores, results of psychological evaluations, elementary and secondary level test results, teacher anecdotal records, disciplinary information, special education files, and other verified information of clear relevance to the education of the student.

**Special Education Records**, as mentioned above, are contained within the student temporary record. Students who have received special education programming may, at some time in the future, need documentation regarding the special education programming as they work with certain state agencies (i.e., Department of Rehabilitation). **Copies of special education records may be requested at any time prior to the five-year destruction schedule.**

## FERPA

Family Educational Rights and Privacy Act requirements are handed out separately to each child/parent during registration.

## DIRECTORY INFORMATION

Directory information includes:

1. Identifying information: name, address, gender, grade level, birthdate, birthplace, parents' names and addresses;
2. Academic awards, degrees, and honors;
3. Information in relation to school-sponsored activities, organizations, and athletics;
4. Major fields of study;
5. Period of attendance.

Directory information can be released to the general public, unless a parent requests that any or all such information not be released for his/her child.

## **8TH GRADE PROMOTION**

Junior High students must pass 4 out of 5 of their academic classes (English, math, science, social studies, reading/grammar) during each of their 7th and 8th grade years as well as passing U.S. and Illinois Constitution tests their 8th grade year. Following state law, there will be no social promotion.

Only students who have met the promotion requirements will be allowed to go on the 8th grade trip and participate in promotion ceremonies.

## **OFFICE PHONE**

Students will not be permitted to use the phone in the office unless they are conducting official school business. A phone in the Commons has been provided for that purpose. Students need to ask permission to use the Commons phone between 8:15 and 3:08.

## **LIBRARY USE**

The library is open each school day from 7:55 a.m. until 3:30 p.m., except for Friday hours of 7:55 to 3:15. Books may be checked out for a period of two weeks. Overnight checkout of an encyclopedia is available for research use. Magazines are available during all periods for student use. The high school and junior high library will charge a 5 cent fine for all material overdue. Students may come to the library from homeroom or class with the permission of their assigned teacher. A limited number of computers are available for students in the library, priority going to students with classroom assignments. Five minutes before the end of each period, students will return to their class of origin for the remainder of that period.

## **ACT EXAMS**

### REGISTRATION DEADLINE

August 7  
September 18  
November 6  
January 5  
March 5  
May 7

### TEST DATE

September 12  
October 24  
December 12  
February 6  
April 10  
June 12

## **ILLINOIS STANDARDS ACHIEVEMENT TEST (ISAT)**

The Illinois Standards Achievement Test (ISAT) will be taken March 1<sup>st</sup> through the 12<sup>th</sup>. Students in grades 3 through 8 will take the ISAT according to the State mandates.

## **7TH & 8TH GRADE ISAT TEST INCENTIVE**

If a student meets or exceeds two out of the three state standards, they are eligible for a recognition party – an example is an ice cream party.

If a student meets or exceeds three out of three state standards, they are eligible for an additional recognition party – an example is a pizza party.

## **PRAIRIE STATE ACHIEVEMENT EXAM**

Prairie State Achievement Exams will be given to Juniors on dates which are determined by the State of Illinois. Make-up test dates are also determined at that time. This year's testing will be done on April 28<sup>th</sup> and 29<sup>th</sup> with make-up dates on May 12<sup>th</sup> and 13<sup>th</sup>. Senior retakes will be given on October 24<sup>th</sup> & 27<sup>th</sup>. This test is required for graduation.

## JUNIOR PSAE TEST INCENTIVES

If a student meets or exceeds three out of four subject areas, they are eligible for a ½ personal day off of school. Students must have written parental permission and turn in an advanced make-up. Only four students are allowed to use this option per day.

If a student meets or exceeds four out of four subject areas, they are eligible for an additional ½ personal day off of school. Students must have written parental permission and turn in an advanced make-up. Only four students are allowed to use this option per day. Students meeting these criteria may also choose to be exempt for 2<sup>nd</sup> semester exams their senior year provided they have a C or better in that subject.

If a student exceeds in two subject areas and meets in the other subject areas, they are eligible for a reserved parking spot.

## AVC ATTENDANCE CRITERIA

Attendance at the Jo Daviess-Carroll Area Vocational Center should be considered only after careful planning. To assist in this direction, the following criteria have been established:

<u>AVC COURSE</u>	<u>Pre-Requisites or Co-Requisites taken at Warren High School</u>
Automotive Technology	Introduction to Industrial Arts
Auto Body Refinishing	Introduction to Industrial Arts
Business Technology & Procedures	Keyboarding
Information Processing	Model Office
Accounting	
Product Oriented Marketing	
Business Ownership/Management	
Drafting/Mechanical Drafting	Introduction to Industrial Arts
Architectural Drafting	Algebra I
Child Care/Pre-School	Orientation to Family & Consumer Science
Computer Networking	Keyboarding
Construction Trades Technology	Introduction to Industrial Arts
Health Occupations	General Science & Biology
Landscape/Horticulture I	General Science
Restaurant Management	Orientation to Family & Consumer Science
	Foods
Law Enforcement	Keyboarding

Beginning with the Class of 2010, students attending the AVC must have earned at least a “C” average in each of the pre-requisites or co-requisites and carry a “C” average overall or receive approval from the Guidance Counselor. They must also maintain a “C” or better each semester in their AVC class. Juniors must have earned at least 14 total credits in order to register for an AVC class. Seniors must have earned at least 21 total credits in order to register for an AVC class. There will also be an attendance criteria. Students “at risk” for graduation may be denied attendance at the AVC.

## AVC REGISTERING PROCEDURE

- Step 1: Eligible students may register for the AVC with the Guidance Counselor.
- Step 2: If a student is denied acceptance to the AVC, he/she may appeal to a committee consisting of the Guidance Counselor, Principal, and Superintendent.
- Step 3: If the student is still denied acceptance, he/she may appeal further to the full Board of Education at the next regular board meeting.

## GRADING POLICY

Grade reports are issued at the end of each nine-week grading period and semester grades are recorded on permanent records. High school grade point averages are figured only at semester. Course credits are totaled at that time as well. Semester grades will be determined by the following weight - 40% for each quarter and 20% for the semester exam.

The weighted factor will be used in determining grade point averages. The following scale indicates the grade values that will be used in figuring the GPA:

	5	4
A	5.0	4.0
B	4.0	3.0
C	3.0	2.0
D	2.0	1.0
F	0	0

Any variation for an individual class will be handed out in the syllabus at the beginning of the class.

## GALENA ROTARY SOPHOMORE STUDENT OF THE QUARTER

Each quarter during the school year, the faculty nominates two sophomores for this award. Information on the students is forwarded to a Galena Rotary representative and one student is selected to be honored. The honored sophomore attends a luncheon with their parents at the Eagle Ridge Inn and receives a framed certificate, a coupon for dinner for themselves and their parents at the DeSoto House Hotel, and a \$100 savings bond. Nominated students are chosen from the middle half of the class (the top quarter and the bottom quarter are eliminated – Rotary rules). Selection is based on character and deportment, extra-curricular involvement, and demonstrated improvement in the classroom.

## HONOR ROLL

The honor roll will be based on quarter grades and figured at the conclusion of each 9-weeks grading period. Students must receive A's in all of their classes to be on the High Honors.

Only students who receive A's or B's will be on the Honor Roll. All classes including PE will be used to determine the honor roll. Semester honor roll is based on semester grades.

## REPORTS OF PROGRESS

A report of all students' progress can be viewed on INOW at any time. INOW is a web-based program used by the Jr/Sr High School to publish students' grades, attendance, and discipline. This can be accessed through a link on our website at [www.205warren.net](http://www.205warren.net). Grades are updated weekly. Parents are encouraged to contact the teacher if they have any questions. Mid-term reports will be available on INOW. Any parents who would like a hard copy of mid-term reports can contact the school. Contact our District Technology Coordinator at [sat@205warren.net](mailto:sat@205warren.net) for an access code to view your child's data.

## VISITORS TO SCHOOL

Parents and other visitors are always welcome at Warren Jr/Sr High School. All visitors, **including parents**, must enter the building through the **main entrance** and stop at the Jr/Sr HS Office before going to other sections of the campus. Visitors will sign in and receive a visitor's badge. This badge must be worn while on campus. Visitors without a visitor's badge will not be allowed to areas where the students are present and will be directed to the Jr/Sr HS Office to sign in and receive a visitor's badge. Please remember this procedure is for our children's protection. We appreciate your cooperation.

## **LAW ENFORCEMENT/DEPT OF CHILDREN & FAMILY SERVICES**

Visitors must check into the main office and register upon entering the building. School district officials will cooperate with law enforcement officials and other state agencies. The Department of Children and Family Services (DCFS) has the authority to interview children at school.

1. The Building Principal will attempt to contact the student's parents/guardians and inform them that the student is subject to a DCFS interview. The parents/guardians will be given the opportunity to be present and be represented by legal counsel at their own expense.
  2. If the DCFS agent does not want a parent/guardian present or notified during the interview, this stipulation must be in writing and signed by the DCFS agent.
  3. Interviews will be conducted in a private setting. If the parents/guardians are absent, the Building Principal may be present during the interview unless an objection is stated in writing by DCFS.
- Police will be allowed to interrogate students at school only with parent's or guardian's parental permission.

## **SECURITY**

The school district would appreciate your cooperation in helping us keep student's loss of personal property to a minimum. Because of school safety, lockers must be locked at all times. Locks will be supplied in the office (free of charge) for your school locker. They can be picked up at registration or any other time during the school year. **USE THEM.** Locks must be returned at the end of the school year. Anyone not returning their lock will be charged a fee as specified on the fee schedule. These areas are of special concern:

- a. Locks for PE and athletics will be issued by the teacher or coach. Please lock your jewelry, billfold, and clothes in your locker while performing or when your activity is finished.
- b. Lockers must be locked at all times. The cost of a replacement lock will be based on the current lock prices.
- c. All students must keep the locker that has been assigned unless the change is approved in the office. Detentions will be assigned to those who do not abide by this rule.
- d. Students riding bicycles to school should chain them in the bicycle rack provided in order to prevent other students from borrowing their bike without permission.
- e. Students driving cars to school should remove their keys and lock their doors during the school day.
- f. Nothing will be allowed on top of lockers.
- g. Lockers are school property and may be checked at any time by school officials.
- h. Students leaving the building must exit and enter through the main door of the High School office during school hours.

## **DRESS, APPEARANCE, ETC.**

All students are expected to dress appropriately for school and school functions. The following guidelines have been established:

1. Clothing with alcohol and cigarette advertisements, profane language, nudity, and other inappropriate dress is not allowed in school.
2. Dress should not distract from the normal learning process. Examples of clothing not permitted are bare midriffs and bare backs. Tops should be long enough so that no skin is exposed. Tops should also be high enough so that no cleavage is showing. For males, pants must be snugly belted at the waist and shirts need to have sleeves – no sleeveless shirts will be allowed. First time violators will change into appropriate clothing or use rental PE clothing. If a parent would like to bring a change of clothing for their student, they may do so. Step 1 on the "Detention System" will be followed. Students who violate the rule a second time will receive an office referral.
3. Dresses, skirts and shorts should be at least mid-thigh in length.
4. No colored glasses or sunglasses will be permitted. Head coverings can be worn to and from school but otherwise must be kept in the student's lockers.
5. PE suits must be worn for all PE classes but can only be worn during PE class or athletic practices.

6. Clothing, notebooks, jewelry, or writing on the body that represents satanic symbols or expression are prohibited at school.
7. The wearing of any symbols which may disrupt the orderly operation of the school and/or school activities is prohibited.
8. More rigid dress codes may also be enforced for special school activities such as Homecoming, Prom, Awards Banquets, Graduations, etc. If you have questions, contact a school staff member.
9. For the safety of everyone, students will not be allowed to wear chains to school attached to wallets, belts, or around the neck and/or wrist.
10. No coats, backpacks, or duffle bags are allowed in the classroom.

## **EXPERIMENTS UPON OR DISECTING OF ANIMALS**

The building principal shall inform students and parent(s)/guardian(s) at the beginning of the school year of students' rights to refrain from attending classes when instruction involves the dissecting of animals.

## **FINANCIAL OBLIGATIONS**

All outstanding financial obligations to CUD #205 need to be paid in full or make arrangements to do so by the end of the school year. If not, there is a chance your child will not participate in the end of the year activities.

## **SCHOOL FEES**

Warren CUD #205 does not discriminate against families due to financial conditions.

Book Rental.....	\$50.00
(\$55 after August 5, 2009)	
Elective Courses (Excluding Industrial Arts).....	\$15.00
(Clothing, Foods, Etc. – Per Semester/Per Course)	
Industrial Arts (Per Semester – Includes Safety Glasses) .....	\$25.00
Computer Lab Fee (Per Semester/Per Course).....	\$10.00
Driver's Ed.....	\$50.00
(Does not include State fee for Vision Test – Will be collected at a later date when test is administered.)	
IVHS Classes .....	\$200.00
Science Breakage .....	\$10.00
Safety Glasses for Industrial Arts Classes.....	\$5.00
Student Planners/Handbook.....	\$6.00
Gym Suits:	
Shirts – Style I.....	TBA
Shorts – Style I.....	TBA
Shirt – Style II.....	TBA
Shorts – Style II.....	TBA
XX and XXX sizes .....	TBA
A \$2 late charge for gym suits purchased after September 1st for first semester and after January 24th for second semester will be charged.	
Music Rental of District-Owned Instruments .....	\$35.00
Band Uniform Cleaning Fee .....	\$10.00
Breakfast:	
Pre-K – Adult .....	\$1.00
Lunch:	
7-12 Daily .....	\$ 2.00
Adults Daily.....	\$ 2.50
7-12 Weekly.....	\$ 10.00
7-12 Monthly.....	\$40.00
Milkshake (only).....	\$.50
Milkshake (and Milk).....	\$.75

**Sports Fees:**

HS (All Sports Excluding Football) .....	\$35 per sport plus transportation fees
Football Fees (Includes \$10 Equipment Fee).....	\$45 plus transportation fees
Maximum.....	\$70 per student plus transportation fees
Maximum.....	\$75 per family plus transportation fees
JH (All Sports) .....	\$25 per sport plus transportation fees
Maximum.....	\$50 per student plus transportation fees
Maximum.....	\$75 per family plus transportation fees

**Transportation Fees:**

Music .....	\$5.00
HS Academic Bowl .....	\$5.00
JH Academic Bowl .....	\$2.00
Sports (HS Cap of \$35/JH Cap of \$15)	
HS (All sports) .....	\$15.00 per sport
JH (All sports).....	\$10.00 per sport
Football Cheer .....	\$10.00
Basketball Cheer .....	\$15.00
Football Insurance .....	TBD

**Sports Passes:**

Fall Student Passes.....	\$20.00
Fall Adult Passes .....	\$40.00
Winter Student Passes .....	\$20.00
Winter Adult Passes .....	\$40.00
Yearly Student Pass .....	\$35.00
Yearly Adult Pass.....	\$75.00
Family Pass (per season).....	\$100.00

Fees will be waived for students who apply and qualify for the free lunch program. The following fees will be waived: Textbooks, workbooks, all instructional materials, and Driver’s Education instructional fees. Waiver fees will not apply to the Driver’s Education vision test, which is administered by the State of Illinois and given at the school. Lost locks, books, and lunch cards will be assessed at the replacement cost. Field trips including charges made for transportation costs and any ticket costs regardless of whether the trip is required or not are not covered by the waiver.

**SEXUAL PREDATOR**

Previously, the IPA publicized Public Act 94-994, which requires schools to notify parents at registration or during parent-teacher conferences where the information can be obtained regarding sex offenders living in the district. An excellent website in which to direct parents is maintained by the Illinois State Police a [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)

**ASBESTOS NOTICE**

Certain areas of the school building contain hazardous asbestos materials. A management plan indicating the location, control, and containment procedures for these materials is available for inspection in both the main office and Superintendent’s office of Warren School. This management plan was prepared by AHERA certified asbestos control personnel in 1989 and is updated at six-month intervals.

**PESTICIDE POLICY**

If you want to be notified when we are spraying, we will add your name to our call list.

# COMPUTER RULES

All students using the Computer Lab will be asked to sign a sheet agreeing to follow specific rules. This is due in part to the large expense involved in the computer system and in part for the privacy of other individuals using the system. Failure to abide by these rules will result in a loss of Computer Lab privileges.

The following rules apply at all times when you are working in the Computer Lab. Note that different rules carry different penalties, but violation of any of these rules is also grounds for appropriate disciplinary action and/or legal action.

- 1.) **Never shut off a computer.** These are not like your home computers. They are networked. Everything you do on one computer affects the rest. Any problems should be immediately brought to the attention of the Technology Coordinator or the principal. First offense, you will be expelled from computer use for one day. Second offense, you will be expelled from computer use for one week. Third offense, you will be expelled from computer use for the remainder of the year.
- 2.) Never use another student's user ID. **No one can give anyone permission to do so.** Do not give anyone your password! Anyone caught **giving** a student their user ID and password and/or **using** another student's user ID and password will be expelled from computer use for one week. Second offense will result in being expelled from computer use for the rest of the year.
- 3.) No candy, gum, or pop around a computer at any time. First offense, you will be asked to throw away the candy, gum, or pop and to terminate use of the computer. Second offense, you will be told to throw away the candy, gum, or pop and you will be expelled from computer use for one week. Third offense, you will be told to throw away the candy, gum, or pop and you will be expelled from computer use for the remainder of the year.
- 4.) Be careful on the computer lab chairs, which includes no rolling around from computer to computer or person to person. Always put them back under the table with care. Just everyday use causes the casters to sometimes need repair. Anyone not able to use the chairs with casters will be required to use the other chairs available in the lab. It is the student's responsibility to get the chair and put it back as it was if they have been asked not to use a chair on casters.
- 5.) Students may use their home directory (Z drive) for storing files. It is the right of the computer administrator to look at those directories at any given time. All files on the Z drive will be deleted at the end of the school year. Files may be deleted earlier if resources dictate so. If a student wishes to save their files to take home or bring files from home, they may do so using their own personal flash drive with the permission of the lab supervisor. A student may also e-mail a file to any teacher or the Technology Coordinator to get a file to school. The acceptable format would be a Rich Text File (.rtf) or Adobe Reader File (.pdf) for it to be opened on our school computers. A student may also ask the Technology Coordinator to e-mail a file to their e-mail address if necessary.
- 6.) Please always put any books you use in their proper place and throw away all papers you do not want. We take pride in our lab and expect it to always look its best. Do your part and it will!!!
- 7.) No student will be allowed in the computer lab until all computers are up and running and the door is opened. This will usually be around 7:55 AM until about 4:30 PM. Special arrangements can be made with the Technology Coordinator or other staff members for other times on a daily basis. Please try to make arrangements one day in advance.
- 8.) Report any disturbances to the Technology Coordinator or the principal immediately.
- 9.) Using computer paper for personal use should be checked out with the Technology Coordinator before it is done. We have old paper that was donated that can be used for this purpose. A fee may be charged for extensive use of good paper at the discretion of the Technology Coordinator or the principal.
- 10.) Every Jr/Sr High student has been given the appropriate Start -> Programs menu with the software you are able to use. If it is not in your menu, you are not allowed to use it. Any questions regarding this matter should be directed to the Technology Coordinator or the principal.
- 11.) Gross disobedience or misconduct committed on a computer, including, but not limited to, damage, mistreatment, or abuse of Computer equipment, will result in loss of computer network privileges, disciplinary action, and/or appropriate legal action.

# COMMUNITY UNIT DISTRICT #205 WARREN JR/SR HIGH SCHOOL INTERNET ACCEPTABLE USE POLICY

## INTRODUCTION

Internet access is available to students, teachers, and administrators of Community Unit District #205. We are happy to offer these services and believe it offers vast, diverse, and unique resources to both students and teachers. Our goal is to promote educational excellence for students of the district by enhancing our resources and communication.

## APPLICATION FOR INTERNET ACCESS

Internet access is a privilege that must be earned. Anyone expecting to access the Internet in our school must do the following:

1. Read, sign, and turn in the Computer Use form (one time but initialed each year).
2. Read, sign, and turn in the Internet Acceptable Use Policy form (yearly).
3. Go through the process to earn an Internet Driver's License (one time).

The failure of any user to follow the terms of this Acceptable Use Policy (AUP) will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The consequences for failure to follow this Acceptable Use Policy include, but are not limited to, the following:

First violation - license is punched and loss of privileges for 1 week

Second violation - license is punched and loss of privileges for 1 month.

Third violation - license is punched, loss of privileges for 1 calendar year and student must go through process to obtain a second license

First violation with second license - loss of privileges forever

Any violation of this AUP that also constitutes a violation of any federal, state, or local law will result in loss of privileges forever. The signature at the end of this document is binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

## TERMS AND CONDITIONS

1. Acceptable Use – Access to the District's electronic network must be for the purpose of education or research and be consistent with the educational objectives of the District.
2. Privileges – The use of the District's computer network and Internet connection is a privilege, not a right, and inappropriate use will result in a loss of those privileges, disciplinary action, and/or appropriate legal action as provided above. Computer network privileges may be suspended or revoked and Internet driver's licenses may be punched by the Superintendent, Building Principal, or Technology Coordinator. Disciplinary measures, if any, will be considered and imposed consistent with District discipline policies.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Any use which disrupts the proper and orderly operation and discipline of schools in the District, threatens the integrity or efficient operation of the District computer network, violates the rights of others, is socially inappropriate or inappropriate for a student's age or maturity level, is primarily intended as an immediate solicitation of funds, is illegal or for illegal purposes of any kind, or constitutes gross disobedience or misconduct is an unacceptable use. Use of the District computer network for any unacceptable use will result in the loss of computer network privileges, disciplinary action, and/or appropriate legal action. Some, but not all, examples of unacceptable uses include, **but are not limited to**, the following:
  - Using the network for non-educational games as this places a heavy load on scarce resources - a list of permissible games will be posted in the lab and library; if it is not on the list, it is not acceptable
  - Unauthorized downloading of material, regardless of whether it is copyrighted or devious
  - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state, or local law or community standards
  - Printing copyrighted material for other than personal research

- Using the network for private financial or commercial gain
- Wastefully using resources such as file space
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Using another user's account or password
- Posting material authored or created by another without his/her consent
- Posting anonymous messages
- Commercial or private use of the network
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material
- Using the network while access privileges are suspended or revoked.
- Using the Internet in any way which is not stated as an intended use on the student's Internet pass; and
- Attempting to commit any action which would constitute an unacceptable use if accomplished successfully.

Trying to circumvent the filter – this will lead to an immediate suspension, loss of computer network privileges, appropriate legal action, and board notification. The student will also be responsible for any financial costs incurred by the District due to the above actions.

4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information about you or anyone else.
- Do not use the network in any way that would disrupt its use by other users.

5. Internet Safety – The District's primary concern in maintaining Internet access is that student safety and security not be compromised at any time. Some of the most effective safety measures can only be implemented by students themselves. The District encourages parents and guardians to discuss the following safety concerns with their students:

- Students should immediately inform their parents, guardians, or a member of District staff if they come across any information on the Internet or in an e-mail that makes them feel uncomfortable. Students should not respond to any e-mail or other message which makes them feel uncomfortable.
- Students should never agree to meet someone in person whom they have "met" online without parental knowledge, permission, and supervision.
- Students should never agree to send or accept any item to or from a person whom they have "met" online without parental knowledge, permission, and supervision.

6. Technology Protection Measures – Consistent with the District's legitimate educational and pedagogical concerns, the District has implemented technology protection measures designed to filter or block access to objectionable or inappropriate material through the District's Internet connection. These measures are implemented in the best manner practicable to prevent access to any material, including visual depictions, which is obscene; which constitutes pornography, including child pornography; or which, with respect to use of computers by minors, would be harmful to minors. The Superintendent, Building Principals, or Technology Coordinator may disable the technology protection measure to allow non-student adults to access material needed for bona fide research or other lawful purpose.

7. Monitoring of Student Internet Use – The District shall monitor the use of the Internet by students and any other minor users in order to ensure compliance with the AUP and other rules, regulations, or other terms or conditions of computer network and Internet access promulgated by the Superintendent, Building Principals, or Technology Coordinator and other disciplinary policies and regulations necessary to further the educational, safety, and pedagogical concerns of the District.

8. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its service. The District has acted in good faith and in a reasonable manner in

selecting and implementing filtering software, blocking software, and other technology protection measures to prevent access to material which is obscene, pornographic, or, with respect to use of computers by minors, harmful to minors. Nevertheless, by using the District's computer network and Internet connection, users acknowledge that such technology measures do not prevent access to all prohibited material, and may prevent access to non-prohibited material. The District assumes no responsibility for access gained or denied by the technology protection measures that have been implemented.

9. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any use of the District's computer network or Internet connection or any breach of this Authorization.
10. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to the Internet as a system administrator will result in loss of privileges forever and other appropriate disciplinary and/or legal action.
11. Vandalism – Vandalism will result in loss of privileges forever and other appropriate disciplinary and/or legal action. Vandalism is defined as any intentional attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
12. Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
13. Use of Electronic Mail – Mail accounts **will not** be accessed at school. Students are not allowed to access personal email accounts at school such as Hotmail, Yahoo mail, Excite mail, etc. Students accessing these accounts will receive a punch on their license.
14. Copyright Web Publishing Rules – Copyright law and District policy prohibits the republishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.
  - Students may not publish web pages from school.
  - Student work may only be published by a staff member if there is written permission from both the parent/guardian and student.
15. Use of material on the Internet for reports, term papers, etc.
  - The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - Do not plagiarize material.

## **PROCEDURE**

1. Secure a pass from a member of the district staff stating the purpose for using the Internet.
2. Inform the supervisor of your intent to use the Internet and show them the pass informing them of your purpose.
3. Display your Internet Driver's License on the keyboard over NumLock, CapsLock, & ScrollLock lights.
4. Log onto the network and go into Internet Explorer.
5. Keep in mind your activity can be tracked and will be checked. Keep focused on your goal. Failure to do what the pass indicates is a violation and will result in the appropriate consequence.
6. When finished, log off of the system.



Date \_\_\_\_\_

## **STUDENT HANDBOOK ACKNOWLEDGEMENT**

I have received the Student Handbook, and I am aware that the set of rules and guidelines as outlined in the handbook will be enforced during the school day and at all school functions both home and away.

STUDENT'S SIGNATURE \_\_\_\_\_

I am aware that my child has received the Student Handbook listing the rules at Warren Jr/Sr High School. I am also aware that the set of rules and guidelines as outlined in the handbook will be enforced during the school day and at all school functions both home and away.

PARENT'S SIGNATURE \_\_\_\_\_

**\*\*THE TOP HALF OF THIS SHEET MUST BE SIGNED AND RETURNED TO THE APPROPRIATE OFFICE WITHIN ONE WEEK OF THE START OF SCHOOL.\*\***

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Date \_\_\_\_\_

## **EXTRA-CURRICULAR HANDBOOK ACKNOWLEDGEMENT**

I have received the Extra-Curricular Handbook. I am aware that the set of rules and guidelines in the handbook will be enforced during the school day and at all school functions both home and away and for the **entire calendar year**.

STUDENT'S SIGNATURE \_\_\_\_\_

I am aware that my child has received the Extra-Curricular Handbook listing the rules at Warren Jr/Sr High School. I am also aware that the set of rules and guidelines as outlined in the handbook will be enforced during the school day and at all school functions both home and away and for the **entire calendar year**.

PARENT'S SIGNATURE \_\_\_\_\_

**\*\*THE BOTTOM HALF OF THIS SHEET MUST BE SIGNED AND RETURNED TO THE HIGH SCHOOL OFFICE BEFORE THE FIRST PRACTICE.**

