

Warrensburg-Latham  
Community Unit School District Number 11

--Mission Statement--

The Warrensburg-Latham Community School District #11 is dedicated to academic excellence through the cultivation of individual strengths and talents in a supportive environment, so that each student may be prepared to meet the challenges of a changing world.

STUDENT HANDBOOK  
2011-2012

Superintendent of Schools

Mrs. Kristen Kendrick

Board of Education

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Mrs. Barbara Ellis, Vice President  
Mr. Darrick Hulva, Secretary  
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Administrators

Mr. Ken Hatcher, HS Principal  
Mr. Paul Hoffman, HS Assistant Principal  
Mr. Michael Gardner, MS Principal  
Mrs. Ann Mathieson, ES Principal

Dr. Nancy Brodbeck, Curriculum Director  
Mr. Chris Reed, Technology Director  
Mr. Craig Olson, Athletics and Facilities Director

SCHOOL DIRECTORY INFORMATION

District Office (430 W. North) .....	672-3514
High School (425 W. North) .....	(fax) 672-8468 672-3531
Middle School (425 W. North).....	(fax) 672-3770. 672-3321
Elementary School (100 West Street).....	(fax) 672-3770 672-3612
Transportation Director, Danny Epperson .....	(fax) 672-8614 672-8220

(For questions concerning bus routes, drivers, and regulations)

Attendance Line ..... 672-8534

District Website ..... [www.wl.k12.il.us](http://www.wl.k12.il.us)

This school agenda belongs to:

Name \_\_\_\_\_

# WARRENSBURG-LATHAM STUDENT HANDBOOK

## INTRODUCTION AND WELCOME

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices and procedures as currently practiced and are subject to change. This STUDENT HANDBOOK is provided to each student in an effort to publicize and make clear to all students the rules, policies, procedures, and regulations of Warrensburg-Latham Schools and the School Board of Community Unit School District #11. All students will be given equal opportunity to develop to their fullest potential mentally, physically, socially, and emotionally. This handbook is not all-inclusive and cannot address all possible scenarios yet remains a convenient and understandable guide.

Warrensburg-Latham Elementary, Middle, and High Schools are periodically evaluated and accredited by the Illinois State Board of Education. All functions of the school relative to curriculum, student control, fiscal policies, teacher certification, and others will consistently conform to the regulations and policies of this accrediting agency.

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**RESPONSIBILITIES OF THE STUDENT**

1. Each student has the responsibility to develop good work and study habits.
2. The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
3. The student should take home any materials and information needed to complete the assignment.
4. The student should learn to budget his/her time.
5. When study time is provided during the day, the students are expected to take advantage of it.
6. Long-term assignments should be planned so they do not have to be done all at once.
7. With the assistance of their parents, students should do the following:
  - ◆ Set aside a special time in which to do their assignments.
  - ◆ Find a special place free from excessive noise and other distractions in which to work.
  - ◆ Organize time so assignments can be completed in a reasonable length of time.
  - ◆ Carefully check the completed assignments.
8. It is the student's responsibility to return all work completed to the teacher by the date requested.

9. Students are responsible to make up work missed during an absence.

**RESPONSIBILITIES OF THE PARENT**

1. Cooperation by parents is a necessary factor for homework to be meaningful.
2. It is important for parents to support the teacher and to instill in the child an attitude that homework is an important and necessary part of the learning process.
3. Parents should provide a quiet, well-lighted place for their son or daughter to study.
4. Parents should establish a regular "homework time" in the home.
5. Parents should encourage and support their child's efforts and be available for questions, being careful to remember that homework is the child's responsibility, not the parent's.
6. Parents should set aside time to review their child's homework and to check it for accuracy and neatness.
7. Parents should communicate with the teacher whenever their child has consistent difficulty with homework assignments.
8. Parents should encourage their child to seek help and ask questions of the teacher when in doubt about an assignment.

**SCHOOL CALENDAR\***

<b>August 3, 2011</b> .....	<b>New Student Registration</b>
<b>August 5, 2011</b> .....	<b>K-12 Registration</b>
<b>August 11 and 12, 2011</b> .....	<b>No School--Teacher Institute</b>
<b>August 15, 2011</b> .....	<b>1st Day of Student Attendance</b>
<b>August 23, 2011</b> .....	<b>District-wide Open House</b>
<b>September 5, 2011</b> .....	<b>No School - Labor Day</b>
<b>September 14, 2011</b> .....	<b>1:50Dismissal</b>
<b>October 11 and 12, 2011</b> .....	<b>1:50 Dismissal: Parent/Teacher Conferences</b>
<b>October 14, 2011</b> .....	<b>No School—Teacher Institute</b>
<b>November 16, 2011</b> .....	<b>1:50 Dismissal</b>

November 24-25, 2011 .....	Fall Break
December 16, 2011.....	11:30 Dismissal
December 19, 2011 - January 2, 2012.....	Winter Break
January 16, 2012 .....	No School – Martin Luther King, Jr. Day
February 1, 2012.....	1:50 Dismissal
February 17, 2012.....	11:30 Dismissal
February 20, 2012.....	No School – Presidents’ Day
March 19-23, 2012 .....	Spring Break
April 6-9, 2012.....	No School
April 11, 2012.....	1:50 Dismissal
May 17, 2012.....	1:50 Dismissal
May 18, 2012 .....	No School – Teacher Institute
May 20, 2012 .....	High School Graduation – 4:00 P. M.
*May 21, 2012 .....	Report Card Day

**\*The School Calendar is subject to change, so please consult your monthly newsletter or note sent home with students.**

**QUARTER DATES**

1st Quarter -- August 15 - October 14 .....	Report Cards - October 23
2nd Quarter -October 17 - December 16 .....	Report Cards – January 7
3rd Quarter - January 2 - March 2 .....	Report Cards - March 9
4th Quarter – March 21 - *May 23* .....	Report Cards – May 21*

**ABSENCE PROCEDURE**

1. PARENTS OR LEGAL GUARDIANS ARE ASKED TO CALL THE SCHOOL NO LATER THAN 9:00 A.M.ON THE DAY OF THE ABSENCE. The attendance line is 672-8534. If a call is not possible, the student must bring a note upon his/her return to school. If a student is absent more than one day, a phone call is required each day. Voice mail is provided for calls pertaining to attendance. The parent is to identify himself or herself and the student. The parents should state the grade level of the student and the reason for the absence. The school will attempt to contact a parent/guardian at home or work if a call is not received. (Refer to pg. 4 for attendance details.)
2. Students are to bring written excuses from their parents upon returning to school from an absence when there has been no prior notification of absence. If the student does not have

a note upon returning to school and a parent has not called the school, the student will receive an unexcused absence. If a student is absent due to a medical or dental appointment or has visited a doctor while ill, the student should return with a signed and dated doctor's excuse.

3. Middle and high school students and parents should be aware that an absence from school with the eight block schedule is like missing two days of school for the classes that meet that particular day. Appointments should be scheduled outside of school time.
4. Please note: Missing school to secure a driver's license is not an excusable absence.

**ANNOUNCEMENTS**

Approximately the first 5 minutes each

morning will be used for announcements.

On a daily basis, each student is asked to stand for a moment of silent reflection, followed by the Pledge of Allegiance. We feel it is important for all students to respect the principles for which our country stands by participating in this exercise.

### **APPOINTMENTS WITH TEACHERS**

Teachers schedule conferences with you throughout the school year. If for some reason you wish to schedule a conference, please contact your child's teacher. You may call the office to learn of the best time to contact that teacher.

### **ARRIVAL AND DISMISSAL**

A. **SCHOOL DAY** – The elementary-middle school building will be open to students at 7:45 a.m. but no earlier. The first class bell rings at 8:00 a.m. at which time students are to be in their seats and quiet for the start of school. Students may enter prior to 7:45 a.m. only if they have an appointment with a teacher or are eating breakfast, starting at 7:30 a.m. School dismissal is at 3:04 p.m. Students are to leave school grounds immediately unless a teacher or administrator is supervising them.

### **B. CLOSED CAMPUS**

Warrensburg-Latham Schools operate under a closed campus policy. Closed campus includes before, during, and after school activities. Students are not permitted to leave the campus once they arrive in the morning. Students are not to leave during the school day without permission from the office. No students will be allowed to leave the campus for lunch no matter how close they live to the school building. Any student violating the closed campus rules, according to the severity of the violation, may receive punishment

ranging from detentions to out-of-school suspensions. (For visitors, refer to page 14.)

C. **EARLY DISMISSAL** - Under no circumstances may a student leave school unless a call or note from the parent, legal guardian, doctor, or other medical personnel is received by the office at the time he or she is leaving school. The administration or the office staff should be notified and the student will sign out on the sign-out sheet provided in the office. Failure to sign out in the office will result in an unauthorized absence and disciplinary action will be taken.

### **EXTRA-CURRICULAR ELIGIBILITY**

High school student athletes must be doing passing work in at least 35 credit hours (7 classes) of high school work per week. Those student athletes who take co-op or vocational courses must pass all classes to be eligible. Grades are cumulative for a semester. If a student athlete fails to pass 35 credit hours, or if enrolled in the co-op or vocational program and fails ANY class at the end of the semester, he or she is ineligible for the next semester.

Students, who are excused from physical education with a medical excuse, will not be allowed to participate in practices, games, or other athletic activities.

Middle and high school students must be in attendance by 8:30 a.m. to be eligible to participate in an evening sporting event.

Middle school students must be passing in 100% of their courses to be eligible to participate in athletics. (Guidelines of I.E.S.A.) Refer to the Extra-curricular Handbook for more specific rules and guidelines for athletics.

## ATTENDANCE AT SCHOOL ACTIVITIES

Students are encouraged to attend all athletic events, dances, programs, and activities held at school or away from school after normal school hours. It is very important that students have transportation here at the designated time after such an event. Sponsors/coaches shall inform students of the exact time that rides should arrive. Parent cooperation is appreciated.

When athletic regional, sectional, and state events are held during the regular school day, only team members and the brothers or sisters of participating team members will be excused from school. Middle school, non-participating team members must be accompanied by their parent/ guardian. Students who are not a member of the team will be unexcused. "Out-of-town" will not be an excused absence for individuals on days of regional, sectional, and state events. Also, no college days will be approved on those days.

For major sport state events (typically volleyball or basketball) where state finals are held during regular school days, exceptions to this provision may be made as approved by the superintendent.

Another important consideration is student behavior while attending any school activity either at school or away from school. School rules still apply. Though students are encouraged to attend and enjoy events, students must be aware that the price of a ticket does not give them the privilege to roam or become a disturbance. A student should be aware that once he/she enters the building for an event, the student may not leave the building. Readmittance will not be allowed. There should be no legitimate reason for a student to go to a

car during an event or between events. We also encourage students to verbally support our teams during games, BUT yelling at officials or opposing players is not considered acceptable behavior.

On the day of any absence from school, Saturday suspension, or out-of-school suspension, a student may not attend school activities or be on campus for any reason unless administrative permission is granted.

## ATTENDANCE POLICY

Students are expected to be present every day throughout the school year unless there is an appropriate reason for being absent. Absences that exceed 5 days per semester will not be excused without a doctor's excuse. Family vacation time is included in the 5 days per semester. The school is required to report a student to the Regional Office upon the fifth, tenth, and eighteenth unexcused absences.

If special circumstances warrant extended time, an application is available in the principal's office.

Student attendance is based upon instructional minutes. State guidelines mandate the following requirements:

*300 minutes, (5 clock hours) = 1 credited day*

*299 minutes to 150 minutes = ½ credited day*

*149 minutes or less = zero credit*

In other words, if a student misses more than 45 minutes of any class period, he/she will receive credit for ½ day of attendance. If a student misses more than 150 minutes of class time, he/she receives no credit for attendance that day.

A student may be brought before the Board of Education for failure to attend

school regularly, or for failure to work progressively toward graduation. Any student who is 17 years or older and is absent 10 consecutive days without medical reasons or without notification to the office will be dropped for nonattendance.

**Examples of excused absences are:**

- A. Verified doctor or dental appointment; the student is required to secure a written appointment report with time of departure from the doctor in order to be excused. A student will only be excused for the time necessary for the appointment.
- B. Funeral.
- C. Student illness, reported by parent/guardian by phone on the day of the illness or verified in writing by a doctor. Parent/guardian reported illness may not be excused if in excess of 5 days per semester.
- D. College day or job interview, for junior and seniors only, one day per school year.
- E. Court appearances.
- F. Absences due to extenuating circumstances when approved by an administrator.

**Examples of unexcused absences are:**

- A. Skipping school.
- B. Returning to school without a note or without prior notification (phone call or note) of absence.
- C. *Driver's license exam.*
- D. Vacation as per the Illinois School Code.
- E. Any other reason not included in excused absences nor approved by the building administrator.

**AUTOMOBILE PARKING PRIVILEGES**

Parking registration forms should be requested from the office the first week of school. All students are required to register all cars they will be driving to school. Parking permits are required of all students who drive to the high school, and can be purchased for \$20 at registration. The permits are to be displayed on the front windshield immediately behind the rear view mirror. Failure to display said permit will result in consequences and may result in the loss of student driving privileges. Those students who find it necessary to drive to school will assume the following responsibilities:

1. Students must park in the area designated for student parking.
2. Students are not to park in areas designated as faculty and administration parking in the front row of the parking lot.
3. Students are not to operate any vehicle in a reckless or careless manner.
4. Upon arrival to school, students are to park their vehicle and they and their passengers are to proceed immediately into the building.
5. Students are not to go to the parking lot or parked vehicles during the day without permission from a faculty or administrative member.
6. No illegal matter such as drugs, alcohol, weapons, explosives or stolen property may be kept in any vehicle on school property. The school district reserves the right of a reasonable search if a vehicle is suspected of carrying such matter.
7. Student drivers are responsible for any inappropriate materials (including tobacco products) found in the vehicle on school property.
8. Students who need to leave school during the day (PE clothes, books, personal problems) will not be

- permitted to return home in their own or another student's car unless it is determined an extreme situation by the principal and direct permission is received by the parents. Once a student's car enters the school lot, it is not to be used for personal reasons and any violation of this policy will result in suspension or revocation of the driving privilege.
9. High school students may not park at the elementary/middle school building when dropping off other students.
  10. Due to supervision, all elementary and middle school students should be dropped off and picked up at the back of the elementary/middle school building.

### **BIRTHDAY PARTIES**

Birthday parties at the elementary school will be handled as follows:

1. Kindergarten birthday parties will be celebrated as the teachers choose. Teachers will contact parents of children who celebrate that month. Summer birthdays are included.
2. Parents of students in grades 1-5 should contact their child's teacher in advance should the parent wish to celebrate their child's birthday at school.
3. Parents are NOT to send private birthday party invitations to school unless the entire class is being invited.
4. Treats for parties should be pre-packaged and remain sealed from the store. No homemade treats can be served at school. Parents who bring treats for parties should make sure they have enough treats for every child in the room and provide any necessary supplies, such as napkins, paper plates, spoons, etc.

### **BUS REGULATIONS**

Buses may be equipped with video surveillance. Students are expected to ride the bus in an orderly fashion. The bus driver has total responsibility for conduct on the bus.

#### Morning Pick-Up

1. Be on time at the designated bus stop, but be aware of weather conditions that may necessitate schedule changes.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the bus pick-up point. Do not move toward the bus until the bus has been brought to a complete stop.
4. Student behavior is expected to be courteous and all school rules will apply while students wait for the bus.

#### While On The Bus

1. Face forward and do not leave the seat while the bus is in motion.
2. Remain in the bus in the event of a road emergency until instructions are given by the driver.
3. Keep hands and head inside the bus at all times. Do not throw anything out of a bus window.
4. Students are to only visit quietly with other students in close proximity. Loud talking, yelling, throwing objects, playing with toys, or other distractions can divert the drivers attention and could result in an injury. Limit homework to reading only.
5. There is to be no form of harassment or profanity on the bus.
6. Be absolutely quiet when approaching a railroad- crossing stop.
7. Never tamper with the bus or its equipment. Any vandalism will mean an expense for the vandal.
8. Assist on keeping the bus safe and sanitary at all times. There is to be no gum, eating, or drinking on the bus and paper and other refuse goes in the garbage container at the front

- of the bus.
9. Carry no animals, balloons, or glass containers on the bus.
  10. Keep books, packages, coats and all other objects out of the aisles. Band instruments are the responsibility of the student at his/her seat.
  11. Leave no books, lunches or other articles on the bus.
  12. Be courteous and respectful to fellow pupils and the bus driver.
  13. Help look after the safety and comfort of smaller children.
  14. Students are to keep their hands and feet to themselves.
  15. There will be no aerosols or perfumes sprayed on the bus due to possible allergic reaction.
  16. Students are expected to sit in assigned seats.

Drop-Off

1. Do not ask the driver to stop at places other than the regular bus stop. Students are to depart at their designated stop unless parents/guardians have received prior approval. **It is not possible to grant all requests.**
2. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the driver permitting you to cross.

Other

1. Observe the same rules and regulations on all bus trips under school sponsorship as you do between home and school.
2. All rules in the District Student Handbook apply on a school bus.
3. Students are expected to obey the bus driver, just as they would a teacher or administrator.
4. Students are to ride their designated bus unless parents/guardians have received prior approval from the

transportation director a minimum of 24 hours in advance.

5. Transportation requests must include full names and addresses. ***It is not possible to grant all requests.***
6. If a visiting bus rider misbehaves, disciplinary action may result in removal from the requested bus and/or removal from all buses.
7. *Questions regarding bus routes and bus drivers should be directed to the transportation director at 672-8220.*

Conduct reports will result in:

- \*1st Offense Conference with student, notification of parent and a c
- \*2nd Offense ..... Off bus for 3 days and parent notification
- \*3rd Offense ..... Off bus for 10 days and parent notification
- \*4th Offense ..... Off bus for 20 days and parent notification
- \*5th Offense Potential of being removed from the bus for the remain

\*Depending upon the severity of the offense, other disciplinary action may be taken. All disciplinary action is subject to administrative discretion.

*Questions regarding bus suspensions should be directed to the building principals.*

Pep buses will be scheduled only after a chaperone has been obtained and enough students have signed up to pay for the gas and driver. Cost of the bus will be determined by destination.

**CAFETERIA**

The cafeteria, besides being a lunchroom, is a place in which social development can take place. Each student is expected to practice general rules of good manners, which one should find in the home.

Some single rules of good behavior, which would make the lunch period

pleasant and relaxed are:

1. Observe good dining room standards at the table.
2. Leave the table and surrounding area clean and orderly.
3. Place trash in proper container.
4. NO leaving the cafeteria while eating, drinking, or carrying food.
5. Food/drinks purchased in the lunchroom may not be taken out of the cafeteria.

Milk or milk cartons are never to be taken from the cafeteria without permission. Elementary students are NOT to bring soft drinks in their lunches.

Parents should not bring lunch to school for any student other than their own.

Lunch payments are accepted at 7:50 a.m. every morning. Students and parent/guardians should monitor the account to maintain a positive balance. At the elementary and middle school, lunch accounts are to be used to purchase items for family members only.

It is recommended that positive account balances be carried over to the following year for returning students. On report card day, account balances will be refunded on written request by the parent or guardian. Purchases may be denied for students with negative balances.

No student may go to their car, the bus garage, or leave the school property during this period. Students are also NOT to loiter in the school office, by classroom doors, or in restrooms. Students must remain in the close vicinity of the school building. No student is allowed out of the cafeteria without permission from a supervisor. All closed campus rules apply.

#### **CELL PHONES**

Cellular phones may be brought to

school, but are to remain in the student's locker and turned off during the day. Cellular phones may be confiscated if used improperly. When a phone is confiscated, a detention will be issued, and a parent must retrieve the phone from the office. A second offense will result in confiscation, Saturday suspension, and parent/guardian retrieval. A third offense will result in confiscation, a one-day out-of-school suspension, and parent/guardian retrieval. Further offenses will result in more severe consequences at administration discretion.

#### **CHANGE OF ADDRESS/PHONE**

If you change addresses within our district, your phone number changes, or you change your e-mail address, please call the school office or send a note with a student. It is very important that our records be kept current, and we have a working telephone number on file.

#### **CHANNELS OF COMMUNICATION**

We would like to encourage parents to use the proper channels in dealing with problems or questions concerning their student. Usually, satisfaction can be obtained by talking to the teacher. If, after conferring with the teacher, the situation is still not settled satisfactorily, the principal should be the next contact. Should you still have concerns and feel you need further discussion about the situation, please contact the superintendent. The final step, if you are still dissatisfied, is to request a meeting with the school board.

#### **CHECKS**

Checks are to be made out to the appropriate school--Warrensburg- Latham Elementary School, Warrensburg-Latham Middle School, or Warrensburg-Latham High School. Checks to order books from

book clubs should be made out to the book club.

### **CLASS CHANGES**

At the high school, no drops or adds can be made without teacher/principal approval. If a student is removed from a class for disciplinary reasons, a grade of "F" will be issued and averaged into the grade point average. Students removed from class may be required to perform school or community related services.

A student wishing a change at the Middle School level should see the principal or student services coordinator.

### **COLLEGE VISITATIONS**

College bound seniors and juniors with ACT scores on file will be permitted one college day visitation with approval of the guidance counselor. College day arrangements must be made at least one week in advance. Additional days may be granted with administrative approval.

Students must present a letter or card showing their appointment and a note from parents when the student picks up his/her anticipated absence form. No college day visitation will be permitted on days of regional, sectional, or state competition dates or the last 10 attendance days of school.

### **COMPUTER USE POLICY**

The Warrensburg-Latham School District has made a serious commitment to technology, and students have access to a computer network for their academic enrichment. Electronic tampering, inappropriate conduct, and vandalism are unacceptable. It is a privilege, not a right, to use the equipment provided and this privilege may be revoked.

The following will not be tolerated and consequences, including suspension, withdrawal from class, revocation of computer access privileges, and/or expulsion, may be implemented.

1. Giving, receiving, tampering, or stealing the work of another student using technology.
2. Tampering with, stealing, copying, removing, or damaging hardware or software. Damage of equipment includes banging of keyboard or mouse, removal of keys or key caps, removal of mouse tracking device, marking on computer or computer furniture, damaging disks or disk drives, or general misuse of equipment or software. Damage to software includes the changing of assigned rights, deletion, infusion of outside material or code, rendering the software inoperable or limiting its function in any way. Students are not allowed to copy programs, software, network files or other material from or to the instructional network.
3. Invasion of Network. Intrusion or attempting to intrude includes accessing or attempting to access any area of the network for which the student does not have assigned rights, attempting to or violating network security, using or attempting to use another user's ID.
4. Introduction of virus to equipment, network, or software. Diskettes may not be used on the school's networks unless they have been screened for viruses, contamination, or other code not directly related to the user's stated purpose. Students may not use any computer applications/software that are not assigned to them by the teacher without the approval of the technology director. Possession of disks which may contain a virus or introduction or

attempted introduction of a virus are violations. Students and the student's parents will be held financially responsible for all immediate, short term and long term costs associated with the removal of any foreign material or code and the damage such code caused.

5. Improper use of ID's and passwords. Students are not to allow other students to sign on with their IDs and passwords. Students will be held accountable for computer operation under their IDs.
6. Internet Misuse. All use of the District's connection to the Internet must be in support of education and/or research, and be in furtherance of the School Board's stated goal. All rules for behavior and communications apply when using the Internet. Each student and his or her parent(s)/guardian(s) must sign the District's Authorization for Internet Access as a condition for using the District's Internet connection. "Internet" includes all information accessed by Internet sites, e-mail, on-line services, and bulletin board systems. Electronic communications and downloaded material may be monitored or read by school officials.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The Warrensburg-Latham CUSD #11 reserves all rights including preview and removal to any and all material stored on or that passes through its computer networks including e-mail, netware messages, instant messenger, and all other communications that are directed to or from any connection to the school

district's network.

## **CO-OP REGULATIONS**

High school students involved in a co-op program will be given a complete set of rules and regulations pertaining specifically to those students enrolled in that program. Participation in the co-op program is a privilege that is determined based on the review of the application by the instructor and the administration. Along with the privilege go special responsibilities as outlined in the rules and regulations of that program and this handbook. Students must sign an agreement stating they have read the rules and regulations and will abide by them at all times. Students in the coop program may not be teacher aides.

## **CURRICULUM FEE**

All students will be assessed a curriculum fee--\$60.00 for grades K-5, \$70.00 for grades 6-12. This fee has nothing to do with the number of books each student receives during a school year but is assessed to defray supply costs for all types of materials used in classes. There is a \$100.00 fee for Driver's Education. A state charge fee for licensing will be added.

## **DISCIPLINE - DISCIPLINARY ACTIONS**

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

- On school property or commencing on school grounds, before, during, or after school hours or at any other time the student is participating in or attending a school-related activity;

- Off school grounds at school-sponsored activities or events, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event in school-provided and/or school-authorized transportation;
- Anywhere if the conduct may reasonably be considered to interfere with school purposes or an educational function.

Disciplinary actions are consequences assigned to students for the disruption of the school atmosphere during and immediately before or after school hours, as well as on or off school grounds at a school activity. Any infraction at the closing of the school year, which would warrant discipline, will be carried to the next school year. These disciplinary actions are:

*CORPORAL PUNISHMENT.* Corporal punishment is not allowed by the Illinois School Code.

*DETENTION.* A detention(s) may be assigned to a student if a verbal reprimand does not appropriately address the seriousness of the disruption. Detentions may be assigned for the following school day. Detentions may be assigned before, during, or after school at any grade level, depending upon the preference of the teacher or administrator. The student is to report on time for the before or after school detention and must leave school immediately following the after school detention. Failure to serve a detention will result in Saturday suspension being assigned for middle and high school students. Should the student fail to serve the Saturday suspension, the student will earn two days of out-of-school suspension. Prompt transportation must be provided.

*RECESS DETENTION.* In elementary

school, serious or repeated problems will result in loss of recess time.

*Chronic office and/or lunchroom referrals may result in consequences beyond recess detention, including before or after school detention. A 24 hour notice will be given to parents if such detention is warranted.*

*SOCIAL PROBATION.* This may be assigned in cases where students are disruptive before, during, after school, or at off-campus school activities. Measures such as restriction or revocation of the right to drive or the right to attend after school functions, including graduation, may be a part of social probation. Behavior problems and/or excessive absenteeism may result in restriction from social functions.

*SATURDAY SUSPENSION.* Saturday suspension for middle and high school students will be held from 8:00 to 11:00 a.m. A student may be assigned one to three hours of suspension time. All Saturday suspensions will begin promptly at 8:00 a.m. Students reporting after 8:10 a.m. will not be admitted to Saturday suspension and will earn two days of *additional* suspension. If a student reports to Saturday suspension between 8:00 and 8:10 a.m., he/she must serve an additional fifteen minutes on that day for tardiness. All Saturday suspension students must leave campus upon the completion of their suspension time. There is no grade consequence for Saturday suspension. Students are responsible for transportation to and from Saturday suspension.

Students assigned to Saturday suspension must report on time with assignments or appropriate reading material and follow Saturday suspension rules. Violation of Saturday suspension rules will result in two days of *either in-school or out-of-school suspension at administrative discretion. There are no*

**excused absences from Saturday suspension except for extreme circumstances, which must have the building administrator's approval.** On the day of any suspension, a student may not attend any at home or away extra-curricular activities (athletic events, dances, etc.).

In summary, failure to report for Saturday suspension, reporting after 8:10 a.m., or violation of Saturday suspension rules will result in two days of out-of-school suspension.

*IN-SCHOOL SUSPENSION.* In-school suspension may be used as an alternative for those students that miss Saturday suspensions, skip school, or receive 9 or more tardies in a semester. The in-school suspension will be the length of the school day. Students report to the main office of their building on the day of suspension. Teachers will provide all assignments as well as any missed work. Students must complete all assigned work during the in-school suspension and will receive 64% of their grade for all completed work. Removal from in-school suspension will result in an out-of school suspension.

*OUT-OF-SCHOOL SUSPENSION.* This is the last step before the most damaging and serious disciplinary option available to public schools, expulsion. Out-of-school suspension of 1-10 days for each offense is used to stress to the student that his or her conduct can in no way be tolerated. During the suspension, the students will be allowed to have his/her books at home and is encouraged to get homework assignments and classroom lecture notes from fellow students. Parents or students may request assignments. Students will not be granted make-up time when he/she returns to school.

During out-of-school suspension the student will have the option to make-up

missed schoolwork. The highest possible grade will be 64% of the grade earned on work turned in and the student will earn a "0" for work not turned in.\* Parents may be required to accompany a suspended student back to school the first day following suspension. During out-of-school suspension, the student is not to be on campus or within 500 feet of the school property for any reason during the day or evening.

\*Final exams will be the exception to this rule.

On the day of any suspension, a student may not attend any at home or away extra-curricular activities (athletic events, dances, etc.).

In compliance with the Illinois School Code, Chapter 122, section 10-22.6, parents have the right to appeal a suspension to the superintendent of schools in writing or in person.

*EXPULSION.* As stated in the Illinois School Code, expulsion is to be used for gross disobedience or misconduct, and as with suspension there is the right of appeal. This extreme measure of discipline action will be initiated when, in the judgments of the principal, the continued presence of the student would be substantially disruptive, antagonistic or dangerous. Expelled students are not to be on the campus at any time, for any reason, during the time of expulsion.

## **DISCIPLINE SPECIFIC DISCIPLINARY SITUATIONS**

All disciplinary action is subject to administrative discretion.

*ASSAULT [EITHER VERBAL OR PHYSICAL (INCLUDING GESTURES)] ON A TEACHER OR ANY SCHOOL EMPLOYEE.*  
Offenders are subject to suspension

and/or expulsion and possible prosecution.

Also, student conduct is relevant to school personnel in or out of school. Discipline may be assigned for out-of-school conduct under certain circumstances.

**BULLYING.** Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the

student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences and/or prosecution.

**CHEATING.** Accepting or giving information on tests or homework illegally, as well as plagiarism, will result

in a minimum of zero credit for the test or homework. More serious action may be taken depending on the severity of the incident.

*CLASSROOM BEHAVIOR.* The teacher maintains the discipline of their individual classroom. A variety of measures may be used with the student to maintain an atmosphere conducive to learning. Repeated or severe student actions will necessitate an office referral. The administration will not tolerate disrespect for teachers or disruptions of classroom sessions by unruly or uninterested students. A student may be suspended, withdrawn from class, or expelled for inappropriate classroom behavior. If a student is withdrawn from a class for disciplinary reasons, a grade of "F" will be issued and averaged into the student's grade point average. Students withdrawn from class for disciplinary reasons may be required to perform school or community related services.

*OFFICE REFERRALS.* Office referrals must be submitted in writing before a student will be issued consequences. The first office referral from a class (grades 6-12) will result in a minimum of a parent contact by the teacher, an administrative conference, and disciplinary measures as assigned by the administration. A second office referral from the same class will result in a minimum of a parent conference including the student, the student's parent(s) or guardian(s), the classroom teacher, and an administrator. A student will not be allowed to return to class until a conference has been held. While a student is removed from class, the student will be assigned to the office and will receive 64% of the grade earned on all class work completed during that time. Also, the student will be assigned detentions or suspension time by the administration. Additional office referrals will result in suspension or further

disciplinary action including possible withdrawal from class.

*ELEMENTARY CLASSROOMS.*

Elementary teachers have developed individual classroom rules and disciplinary plans for their classrooms. The explanation of each plan will be made available to parents at the beginning of school and questions should be directed to the individual classroom teacher or building administrator. Bus referrals for students in grades kindergarten through 5th grade will be referred to the support services for behavior modification. Consequences may be assigned.

*COUNSELOR REFERRALS.* Teachers, staff, parents, and students may make referrals to the guidance counselor or social worker for academic, disciplinary, social, and personal reasons. Disciplinary problems involving repeated or severe student actions will necessitate an office referral.

*DAMAGING OR DEFACING SCHOOL PROPERTY.* Any student found defacing or destroying school property, including textbooks, will be held financially responsible for damage and may be suspended or expelled or legal action taken. Other disciplinary action may be taken.

*DRUGS, ALCOHOL, AND CONTROLLED SUBSTANCES.* A student may not possess, use, transmit, or be under the influence of any drug, inhalant, look-alike, alcohol (including near beer or non-alcoholic beer), controlled substance or drug paraphernalia on school grounds or at a school activity. Any infraction of this rule will result in a 10-day suspension from school; and depending on the seriousness of the violation, authorities may be notified and charges will be filed. Misuse of over the counter drugs will be handled in the same manner. A student

may be brought before the Board of Education for expulsion. All prescription medicines will be distributed through the office as outlined under the heading of Medication.

In cooperation with law enforcement agencies, trained dogs may be brought into the building to aid search efforts.

*HAZING.* Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the extra-curricular activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency

Students engaging in hazing that endangers the mental or physical health or safety of another may also be subject to suspension for up to 10 days and/or expulsion depending upon the severity of the offense.

*INSUBORDINATION.* The failure to obey the directions of staff may result in detention, suspension, or expulsion depending upon severity of the offense.

*PETS.* No animals except service animals are allowed on school grounds at any time without administrative approval.

*PHYSICAL VIOLENCE.* (Examples include, but are not limited to, in-anger pushing, shoving, fist fighting, wrestling, or "horse-play" that could result in injury).

Depending on the severity of the incident and prior problems in this area, infractions of this rule may result in a minimum of a detention up to expulsion and/or prosecution.

*PROFANITY/INAPPROPRIATE LANGUAGE ON SCHOOL PROPERTY.* Use of inappropriate language will result in consequences such as detention, possible suspension, depending on the severity of the offense.

*RECKLESS DRIVING OR IMPROPER USE OF A CAR.* Revocation of the privilege to drive to school and possible prosecution will follow any reckless, fast, or dangerous driving. (See AUTOMOBILE PARKING PRIVILEGES)

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

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

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal

drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students:

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

Seizure of Property:

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

*STEALING.* Any student caught stealing may be suspended, expelled and/or prosecuted.

*TARDINESS.* Tardiness by ~~middle and~~ high school students to school or to a class is measured on a quarterly basis. The consequences for tardiness are:

- Tardy #1. No consequences but names are turned into the office and recorded.
- Tardy #2. Verbal warning from the office.
- Tardy #3, #4, and #5. Detention before or after school for ~~middle and high school students.~~
- Tardy #4, #5, and #6. Saturday suspension is assigned for each tardy from 4 on for ~~middle and~~ high school students. Excessive

tardiness may result in an out-of-school suspension.

Tardy #7 and each successive tardy an in-school *or* out-of-school suspension will be assigned for each tardy.

Tardiness by middle school students to school or to a class is measured on a quarterly basis. The consequences for tardiness are:

- Tardy #1. No consequences but names are turned into the office and recorded.
- Tardy #2. Verbal warning from the office.
- Tardy #3, and #4. Detention before or after school.
- Tardy #5, #6, and #7. Saturday suspension is assigned for each tardy from 5 on for middle school students. Excessive tardiness may result in an out-of-school suspension.
- Tardy #8 and each successive tardy, an in-school *or* out-of-school suspension will be assigned for each tardy.

Any student reporting to school after 8:30 a.m. without a valid reason may be considered unexcused and subject to suspension. Oversleeping and car trouble are not valid reasons.

NOTE: DAVC students will be assigned detention each time they report late for the bus up to tardy #5. The bus must depart on schedule.

*THREATS.* Any threats on school property, toward school personnel or property, and/or toward any student will be considered valid and real. Students involved may be suspended, expelled, and/or face prosecution.

*TOBACCO ON SCHOOL PROPERTY.* Students may not use or possess tobacco products on school property. Tobacco

products include but are not limited to the following: Cigarettes, cigars, smokeless tobacco, tobacco packaging, pipes, lighters, or matches. Violating this rule may result in the following punishments.

- 1st Offense - ..... 3 days out-of-school suspension
- 2nd Offense - ..... 5 days out-of-school suspension
- 3rd Offense -10 days out-of-school suspension

***UNEXCUSED ABSENCES/TRUANCY.***

Any student who is absent from school or a class without an excused absence may result in a suspension.

***WEAPONS OR DANGEROUS INSTRUMENTS.*** Students may not possess, handle, or transmit any object that can be considered or used as a weapon, including, but not limited to pocketknives, look alike weapons, and firecrackers. These are strictly prohibited and will result in a suspension of up to 10 days from school; and depending on the seriousness of the violation, authorities will be notified and charges will be filed. A student could also be brought before the Board of Education for expulsion.

**DISPLAY OF AFFECTION**

Holding hands is the extent of affection, which is acceptable at Warrensburg-Latham Schools. No affection will be tolerated in the classroom at any level. Students must avoid the practice of having their arms around other students or various other degrees of affection. Students should particularly heed this policy before and after school and during the lunch hour.

**DRESS**

Research has indicated that students tend to act in a manner similar to their appearance. Therefore, it is the policy of

this school to require students to dress appropriately to enhance a positive learning environment in our buildings. Guidelines would direct students to wear clothing, which would avoid extremism and/or distractions to the educational process. If a student's appearance is deemed inappropriate by a teacher or administrator to be referred to the Board of Education for expulsion from school.

be asked to change clothes, request a parent to bring a change of clothes, or the student will be dismissed from school until an acceptable appearance is reached. The following is considered inappropriate dress for district students: (but not limited to)

- ◆ Distractive clothing including low-cut blouses/shirts/shorts/skirts
- ◆ Hats, caps, bandannas or hoods
- ◆ Shirts, jackets, jewelry, buttons, etc. that advertise drugs, alcohol, tobacco, and inappropriate language or messages
- ◆ Slit or cut jeans exposing skin above the knee
- ◆ Shirts or tops that expose the midriff
- ◆ Sunglasses
- ◆ Muscle shirts/tank tops/spaghetti straps
- ◆ Coats
- ◆ Chains not designed to be worn as jewelry, including wallet chains
- ◆ Distractive jewelry or body piercing
- ◆ Dog collars
- ◆ Sagging pants that expose undergarments
- ◆ Pajama pants
- ◆ Shorts or skirts of inappropriate length
- ◆ Slippers
- ◆ Shoes with rollers built into the sole

No student on or about school property or at any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which may be perceived as evidence of membership or affiliation in any gang.

Safety glasses are required to be worn

at all times while in the lab/shop unless otherwise specified by the instructor.

Dress clothes are required for some dances at the high school and will be announced. Appropriate formal attire is required for Prom.

### **DRIVER EDUCATION**

Students of legal age to begin driver training will take driver education classroom and behind the wheel training. Behind the wheel driving will be done in the order of student birthdays and eligibility to receive a license from the State of Illinois. Students must pass 7 of 8 classes in the previous semester in order to enroll in driver education. A fee of \$100.00 will be assessed each student enrolled in driver education. Students will not be allowed to start behind the wheel training until this fee is paid. An Illinois Licensing Fee will be charged.

### **EMERGENCY SCHOOL CLOSING EARLY DISMISSAL**

Emergency school closing is necessary on certain occasions, due to inclement weather or other problems. This information will be supplied via School Reach telephone notification and local broadcast media. If no report is made, school will be in session. Please do not call the local stations or school.

All elementary students will be required to have an emergency plan on file with the classroom teacher.

### **FIELD STUDIES & FIELD TRIPS**

Field studies/trips are paid in a variety of ways. Parents will be notified of the trip. Parental permission must be granted prior to any field study/trip.

Students may be unable to attend field

studies if they have exhibited severe or repeated disciplinary problems. Parents may be requested to accompany elementary students who have displayed severe or repeated disciplinary problems.

In high school in a club or student activity sponsored field trip, students will be ineligible to attend if they are failing two or more classes at the time of the trip. Sponsors will be responsible for checking on the eligibility of students who plan to participate on their outing. This does not apply to field studies directly related to a class/course.

### **FOOD ALLERGIES AND MEDICAL CONDITIONS**

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

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

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

For further information, please contact the building principal.

## FOOD-CANDY-SOFT DRINKS

Due to the nature of the floor covering in the elementary/middle school building, there will be NO CONSUMPTION OF FOOD/CANDY/SOFT DRINKS without teacher approval. High school students must follow the same rules when reporting to the elementary/middle school building for any reason. Elementary/middle school students are not to bring soda or energy drinks to school.

Soft drink machines are available. The following rules apply to their use:

1. No purchases may be made during class time or between classes.
2. Open or empty soft drinks, juice or beverage containers may NOT be kept in lockers.
3. Drinks will only be allowed in the cafeteria, not the gym, balcony area, classroom, hall or lockers. Food is not allowed in the hall, classroom, or gym once school has begun without teacher approval.
4. All cans/bottles are to be put into trash containers or recycling bins. Cans/bottles left out on the floor or thrown outside will result in the machines being shut off for an extended time or removed.
5. No soft drinks or juice allowed on the buses or carried to buses at the close of school.
6. Machines will be shut off during athletic events.
7. No candy, gum, food or drinks will be allowed in the computer labs.

## GRADING SYSTEM

Letter grades =

A 93, 94, 95, 96, 97, 98, 99,  
100  
A- 92

B+ 91  
B 84, 85, 86, 87, 88, 89, 90  
B- 83  
C+ 82  
C 75, 76, 77, 78, 79, 80,  
81  
C- 74  
D+ 73  
D 66, 67, 68, 69, 70, 71, 72  
D- 65  
F 0 - 64

Honor Roll - Straight A's (5.0), High Honors (4.5 - 4.99), Honors (4.0 - 4.49)

At the elementary level, any student in grades kindergarten through 5<sup>th</sup> grade who fails three out of four quarters in either reading or math will be retained and not promoted to the next grade level.

In all other subjects in grades kindergarten through 5<sup>th</sup>, the student must have a 1.75 average out of 5.0 for the four-quarter grades. (DFDD = 1.75 average). At the elementary school level, students will be promoted to the next grade should they accomplish the goals of their grade level. The district maintains the right to retain any student who fails two or more core subjects.

Students who fail to turn in homework assignments will not be allowed to earn a grade of zero. Remediation time will be scheduled so that partial credit can be attained.

For a student to pass a subject for an entire year at the middle school level, the student must earn an end of year cumulative percentage of at least 65%. The percentage is determined by averaging the two semesters for a year-long course and the two quarters for a semester course.

For a student to pass a subject for an entire year at the high school level, the student must earn a cumulative

percentage of at least 65%. The percentage is determined by weighting the two quarter grades as 2/5 and the semester exam grade as 1/5. When seniors are exempted from semester exams, the quarter grades are averaged as ½.

Incomplete course work will result in an "incomplete" and a grade of "F" for that course for the semester if the work is not completed in a designated time.

### GRADUATION REQUIREMENTS

For a student to graduate from Warrensburg-Latham High School the following curriculum and graduation requirements must be met:

- \*4 credits in English
- 3 credits in mathematics
- 3 credits in science
- 4 credits in physical education
- 1 credit in world geography
- 1 credit in U.S. history
- 1 credit in music, art, foreign language or vocational education
- ½ credit in consumer education
- ½ credit in government
- ½ credit in health
- Passing grade on U.S. and State Constitution exam
- Prairie State Achievement Test (PSAE)*

\*A full year of English must be taken during the senior year.

\*Valedictorian and Salutatorian will be determined after the 7<sup>th</sup> semester.

Graduation requirements are 28 credits except -

- ◆ Vocational and students need one credit less per year of participation.
- ◆ Co-op and DORS students need two credits less per year of participation.

### *SUMMER SCHOOL/SATURDAY SCHOOL.*

Any course work obtained through the Decatur Public School program during the summer session or Saturday school will be allowed toward graduation if approved by the principal and guidance counselor and is needed for remedial purposes only. No student will be allowed to take driver education during the summer through the Decatur school system.

*RCC ENROLLMENT DURING REGULAR SCHOOL DAY.* Students enrolled at Richland Community College on high school time:

1. May take college work to be held in escrow, only if they have completed the equivalent course at the high school with a grade of an A or B. For example, English 101 may be taken only if the student has completed English 3 Advanced with a grade of B or higher and is enrolled in English 4 Advanced, or calculus may be taken upon successful completion of trigonometry and passing Richland's proficiency exam. If the course is not offered at W-L, students may enroll for college credit in escrow.
2. Must have signed permission each semester from the administration or counselor.
3. Must limit their enrollment to no more than six hours.
4. If a student drops a course at any time before completing the course, the student must report the drop to the high school guidance counselor. The student may be given an opportunity to time.
5. If a student drops a course at any time before completing the course, this drop will become a part of their permanent record at the high school. The entry date, name of course, and withdrawal date will be recorded. Immediately after dropping, the student must report the drop to the high school and report back for classes and attendance

- for a full day of school.
6. Students will provide their own transportation.
  7. Student will pay all tuition and fees.
  8. All students will need to complete all graduation requirements. (28 credits)
  9. Each three- hour semester course at RCC equals 1/2 high school credit. No other fractions of credit will be given.
  10. Students may take classes that coincide with school hours. Students will not be given release time from school for classes that are scheduled outside school hours.
  11. Students must be enrolled in at least two WLHS classes each day to be eligible to enroll in off campus classes.
  12. Students will follow the W-L schedule. Any questions of schedule should be directed to the administration.

*RCC FOR SUMMER OR EVENING WORK.* Students enrolled at RCC during the summer or evening:

1. May take courses for remediation, dual credit, and college credit in escrow.
2. Will pay all tuition and fees.
3. Will provide their own transportation.
4. May take any course offered for college credit in escrow with approval from administration or counselor, and RCC.
5. Each three hour semester course will equal 1/2 high school credit. No other fractions of credit will be given.

*DUAL CREDIT.* Students enrolled in college course work electing to receive dual credit must meet all school requirements to attend Richland Community College in addition to the following requirements.

1. Transportation, tuition, and all RCC fees are the responsibility of the student.
2. Dual credit will be offered to Juniors, Seniors, and Sophomores with a 4.75/5.0 grade point average and

- permission of the high school principal.
3. Dual credit may be offered for courses articulated with Richland Comm. College
  4. Students receiving dual credit must attend school for at least two class periods every day. Students will not be allowed to leave class early or arrive late for WLHS classes.
  5. Students participating in extracurricular activities must meet all WLHS and IHSA eligibility requirements. Course work taken outside the normal school day will be monitored for extracurricular eligibility.
  6. One half credit will be offered as credit for all 3, 4, and 5 credit hour classes. One-quarter credit will be offered for 1 and 2 credit hour classes. Students must accumulate 3 credit hours to earn one half credit.
  7. In accordance with current high school policy students who withdraw at/or before ten school days will be assigned a letter grade of withdraw failing or "WF".
  8. Students that withdraw from an RCC class within ten days must enroll at WLHS.

The goal of Dual Credit course work is to bolster a student's academic career while maintaining the integrity of our own academic program at WLHS.

*CORRESPONDENCE COURSES.* Any student enrolling in a correspondence course to be used toward graduation must have the course approved by the principal or guidance counselor. Correspondence courses may be enrolled in for remedial purposes only. A limit of two credits may be earned through correspondence. Any senior enrolling in a correspondence course must be enrolled before February 15 of their graduating year. All grades must be received and recorded before a student may participate in graduation ceremonies.

*TRANSFER STUDENTS.* High school graduation requirements will be adjusted to reflect our eight credit per year requirement according to what students could earn at previous school(s).

*ELEMENTARY SCHOOL PROMOTION.* At the elementary school level, students will be promoted to the next grade should they accomplish the goals of their grade level. The district maintains the right to retain any student in grades 1-5 who fails two or more core subjects or fails either math or reading. Core subjects include Writing, Grammar, Reading, Phonics, Spelling, Math, Science, and Social Studies.

*MIDDLE SCHOOL PROMOTION.* At the middle school level, students will be promoted to the next grade should they accomplish the goals of their grade level. The district will retain any student who fails, for the year, more than one core subject (Language Arts, Math, Science, and Social Studies), and/or a total of three (3) subjects.

### **GUIDANCE AND SOCIAL WORK**

The guidance counselor is available and will confer with any student concerning vocational interest, college interest, and scheduling. The guidance counselor and social workers are available to confer on personal matters as the need arises. A Student Assistance Program counselor may also be available for students who need to discuss personal matters.

### **GYMNASIUM**

Street shoes are prohibited on the gymnasium floor at all times. Participating athletes and spectators are allowed to have bottled water during games. No other beverages are allowed in the gym. Tarps are to be used at the administrator's discretion.

### **HALL PASSES**

If a student wishes to see a teacher at a specified time, he/she must arrange to acquire a pass from that teacher in advance. A student who is in conference with a teacher and tardiness results, that teacher should give the student a hall pass for the student to gain admittance to the class. At no time should a student be in the hall without a pass, even to come to the office. It is the student's responsibility to secure the pass in his/her agenda from the teacher in charge.

### **ILLNESS**

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges and services provided by law and the District's policy.

Before sending a student home ill, he/she must be noticeably ill and/or have a fever, registering at or above 99.6 degrees. If not noticeably ill, the student will be sent back to class.

Before sending a student back to school, he/she must be free of fever or symptoms for twenty-four (24 hours) without the use of medication to keep the fever down. Do not send a student to school that is noticeably ill or with fever.

Head lice are contagious. A student will be sent home until he/she has been properly treated and all lice and nits (eggs) have been removed. The student should be treated and returned to school within two (2) days. Additional days may be unexcused at the administrator's discretion or a doctor's excused note required.

### **INSURANCE**

Those students who take advantage of

insurance offered through the school should use the following procedure in filing claims.

1. Report any accident immediately to your supervising teacher or coach.
2. The insured should immediately fill out claim forms, which are available in the office.
3. All claims will be handled by the insured.

### **INTERNET USER AGREEMENT**

#### *Access to the Internet*

The Warrensburg-Latham School District offers staff and students access to a network that includes access to the Internet. The purpose or use is for educational and instructional resources only. Before gaining access, all staff must sign the User Agreement. Additionally, all students must sign the policy and obtain parental or guardian signatures granting permission to use the Internet. The School District maintains a District Web Site that at times may contain photographs of students. A parental or guardian signature must be on file before a student's picture may be posted on the Web Site.

Students will have access to an unlimited amount of resources with the understanding that some material may contain items that are illegal, inaccurate, or offensive. However, the educational benefits far exceed the disadvantages.

Students are responsible for appropriate behavior when using the Internet just as if they are in a classroom or playground setting. General school rules for behavior apply. Users must comply with district standards and the rules set forth below. The use of the Internet is a privilege, not a right, and its use may be prohibited if abused. The user is ultimately responsible for his/her actions in accessing network services.

#### **Rules**

Students are expected to follow proper

netiquette while using the Internet. Network storage areas are treated as school lockers. Internet access is monitored and not guaranteed to be private. The guidelines listed below should be followed to prevent the loss of network privileges.

Do not use a computer to harm other people or their work.

Do not violate copyright laws.

Unauthorized copying of files belonging to others may be considered plagiarism or theft. Do not trespass or try to gain access to others' folders, work, or files.

Do not share your password with others, and do not use others' passwords.

Do not use the network for political, commercial, or illegal purposes.

Do not use profanity or inappropriate language.

Do not damage the computer or network in any way. This includes altering information, introducing computer viruses, Trojan horses, or damaging files.

Do not view, send, or display offensive messages or pictures. Do not access material that has been deemed inappropriate for school use. A good rule to follow: Students should not access, keep, or send anything that they would not want their parents or teachers to see.

Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.

Do not use resources inefficiently. System administrators may limit or restrict computer resources such as storage space, time limits, or amount of resources consumed.

Do notify an adult immediately if materials are encountered that violate this policy.

Do not use personal e-mail at school.

#### **Penalties**

System users who act in a manner that violates this policy for computer use are subject to disciplinary measures normally applied to misconduct or breaking the law. The authorized administrator may ban network connections to certain

computers; require adequate identification of computers and users on the network; take steps to secure computers; or deny access to computers and the network. Abuse of any part of this policy may result in restriction or termination of computer access. A system user will be given an opportunity to give an explanation. A system user may appeal within ten days.

**Disclaimer**  
The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network. The District is not responsible for any information that is retrieved via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **LOCKERS**

Students in grades 5-12 will be assigned a hall locker and lock by the office.—It is that student's responsibility to keep his or her locker in an orderly manner at all times. No pictures of questionable character are permitted and writing on the inside or outside of a locker will be considered damaging or defacing school property. Any lock lost by that student will result in a five dollar fee to that person. A student may be assessed a one dollar fee for damaged/lost lock bumper. It is required that school locks be locked at all times. Lockers are the property of the school and may be searched by school officials with or without the student's permission. Students are not to share lockers or to move to another locker without permission. The school is not responsible for lost or stolen items.

*Book Bags and Purses.* All book bags must be kept in the locker during the school day. The use of book bags to and from classes is prohibited unless cleared by the administration.

Purses large enough to hold books or notebooks such as shoulder bags must also be kept in the locker during the school day. Purses should be no larger than a clutch purse or a mini bag.

*Locker Displays.* The display of anything on the outside of school lockers is prohibited. Please place items on the inside of the locker.

### **MAKE-UP WORK**

When a student is absent due to illness or injury, the student or parent may request missed work for the student on the second consecutive day of absence. The request must be made to the office by 9:00 a.m. on the second day to obtain the work by the end of the day. Requests that come later in the day will not be filled until the next day.

When a student is absent one day, he/she is responsible for getting assignments from the teachers the following day and being prepared the next day those classes meet. When a student returns from an absence of two or more days, other than an anticipated absence, the student has the number of days equal to the number of days absent to make-up the work. If a test has been announced prior to a student's absence, the student may be required to take the test upon his/her return to school.

Unexcused absences will cause the teacher to allow only 64% credit of the grade earned and could also cause failure. Students leaving class due to field trips or extra-curricular activities are responsible for work missed and assigned. Work is due on their return to class. It is the student's responsibility to get the assignment.

### **MEDICATION**

Students are only allowed to take prescription medicine at school if the

student has a chronic illness or must take a prescription medication a minimum of four times a day. A specific form must be completed prior to the office allowing any medication to be taken. This must be done at the beginning of each year for those who take medication all year. Others may complete the form on an as need basis. No over the counter medicines, eye drops, or ear drops will be given by the district staff. Any medicines not claimed at the end of the school year will be discarded.

### **PHYSICAL EDUCATION**

Students are required to participate in physical education unless excused by a physician. A doctor's excuse should indicate the time period for which the student should be excused. If the time is extended, the student must secure another excuse from his/her doctor. Failure to do so could result in a grade of "F."

Elementary students must have tennis shoes.

*At the middle and high schools, all students will be required to wear a school issued physical education uniform. The cost of the uniform is \$15.00.*

All P.E. uniforms should be marked with the student's name. *No jewelry is allowed during class.*

### **PHYSICAL, DENTAL and EYE EXAMINATIONS**

Prior to acceptance/enrollment into the district's Pre-Kindergarten Program; or within one year before entering kindergarten or the first grade, and upon entering the sixth and ninth grades, students shall present proof of having undergone a health examination by a

physician licensed to practice medicine in all of its branches. Students must also present proof of having received the immunizations against preventable communicable diseases as required by the rules and regulations of the Department of Health.

In compliance with rules adopted by the Department of Public Health, all children in kindergarten and the second and sixth grades of any public, private, or parochial school shall have a dental examination.

All children entering kindergarten must provide proof of having an eye examination with an ophthalmologist or an optometrist by October 15<sup>th</sup>.

Failure to submit proof of required health examinations will result in the student being excluded from school until the exams have been given and verification received in the school office. Any exceptions must be arranged with the administration. All days missed by this exclusion will be considered unexcused and the student's name will be submitted to the regional superintendent for truancy.

### **POSTERS/CIRCULARS/SOLICITING**

No materials, mailings, or information shall be distributed to students without advanced approval of the building principal. All posting of materials must have advanced approval of the building principal. No student, parent, or teacher is to sell any items in the school building not previously approved by the building principal.

### **PROGRESS REPORTS AND REPORT CARDS**

Student academic progress reports or deficiency slips may be sent at any time; however, the normal mailing time is

mid-point in the nine weeks. Students' parents receiving progress slips may request conferences with the teachers concerning the report. Report cards will be issued at the end of each quarter. Kindergarten students receive report cards at mid year and at the end of the year.

### **SEMESTER EXAMS**

It is the feeling of the Warrensburg-Latham High School staff that semester exams are an integral part of the overall education process and will expect all students to take semester exams seven semesters. Semester exams will be given in all subject areas and will be counted as 20% of the final semester grade. Each of the two-quarter grades will count as 40% of the final semester grade. Exams will not be given early unless students are involved in a school activity or event on the day of the exam.

Seniors may be exempted from 8<sup>th</sup> semester exams with administrative approval if they meet or exceed math and reading on the PSAE.

### **SKATEBOARDS, CELL PHONES, EAR BUDS, IPODS, ETC.**

Any item that is determined to be a detriment or disruption in a class is not allowed in the classroom, at school, or on the bus without teacher/coach supervision and permission. Specifically, the following items and look-alikes, are not allowed:

- ◆ Skateboards
- ◆ Sporting Equip. (bats, baseballs, basketballs, etc.) Elementary Only
- ◆ Pets
- ◆ Toys/dolls/games/collectors cards/etc.
- ◆ Electronic games/ipods
- ◆ Radios/CD player

- ◆ headphones/iPods
- ◆ Playing cards/gambling paraphernalia
- ◆ Magazines/Catalogues
- ◆ Laser pointers

Any item that is confiscated will be returned to the parent only upon request.

Cellular phones may be brought to school, but are to remain in the student's locker and turned off during the day. Cellular phones may be confiscated if used improperly. When a phone is confiscated, a detention will be issued, and a parent must retrieve the phone from the office. A second offense will result in confiscation, Saturday suspension, and parent/guardian retrieval. A third offense will result in confiscation, a one-day out-of-school suspension, and parent/guardian retrieval. Further offenses will result in more severe consequences at administration discretion.

### **SOCIAL EVENTS**

No K-8 student may attend high school dances, including Homecoming and Prom.

No one twenty-one years of age or older will be admitted. Students from other schools that have been asked to attend must have a letter of good standing submitted to the principal by the accepted due date.

Student attendance at middle school dances is contingent on discipline records and subject to administrative discretion.

### **STUDENT RECORDS**

The middle and high school guidance offices and the individual teachers at grades K-5 maintain student records. Parents/guardians of a student under 18 may inspect information in the student's school records by appointment. Where the parents are divorced or separated, both shall be permitted to inspect the

student's school records unless a court order indicates otherwise. The district shall not grant to, or release information from, student records without parent/guardian consent or notification, except state educational institutions and United States Military as required by federal law.

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian in writing, before October of the current school year, that he does not want any or all of the directory information disclosed.

### **TEACHER AIDES**

High School seniors wishing to be teacher aides must maintain at least a 4.00 grade point average and have approval by the teacher and administration.

### **TELEPHONE USE POLICY**

When it is necessary for students to use a telephone, students will be directed to the building office where the use will be monitored. Classroom, and other remote telephone sets are not for student use.

Should a student need to make a phone call, permission must be given from the office. Office approval must be granted.

A student receiving a telephone call will not be called from a class, except for an emergency. A message will be given to the student.

### **TITLE IX**

Warrensburg-Latham School District does not discriminate on the basis of sex in admission to or employment in its

education programs or activities. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinators, Dr. Nancy Brodbeck and Mr. Craig Olson, or to the Office for Civil Rights. Dr. Brodbeck and/or Mr. Olson can be contacted through the district office, located at 430 W. North St., Warrensburg, IL 62573. The phone number is (217) 672-3514.

### **VISION AND HEARING SCREENING**

Vision and hearing screening will be done, as mandated, for the following children:

- Vision screening will be done for pre-k, kindergarten, 2<sup>nd</sup> grade, 8<sup>th</sup> grade, special education, new students, and parent-teacher requests.
- Hearing screening will be done in pre-k, kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade, 3<sup>rd</sup> grade, special education, new students, and parent-teacher requests.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated group will be screened.

### **VISITORS**

All visitors, including parents, are required to immediately check in at the school office upon entering the building. All visitors must secure and display a

visitor's pass. Parents are always welcomed visitors. **NO STUDENT VISITORS WILL BE ALLOWED.** The Administration reserves the right to refuse permission for visitors at any time. Trespassers will be prosecuted.

### **VOCATIONAL REGULATIONS**

High school students interested in attending the vocational center must apply to the counselor. Students must complete the written application forms, have recommendations turned into the counselor from three teachers, have their parents attend an orientation session to discuss their program choice and approve the choice that is made. Certain vocational programs may be offered to which we will not send students because of lack of job opportunities. Students who miss school frequently may be denied attendance at the vocational center. Grades in previous years and pre-requisite classes at WLHS are also a consideration in the screening process. Application to the program does not assure acceptance approval on all students and the administration has the right to reject any application based on class enrollment, excessive absences, insufficient credits earned toward graduation, and/or staff

recommendations based on a history of discipline problems.

Students must ride school provided transportation to and from vocational. Students driving or riding to vocational without consent of the administration will be dropped from vocational.

Students suspended from DAVC will also be suspended from WLHS for the same period of time. Additional punishment may be enforced by WLHS as called for by the handbook. Situations not disciplined at DAVC may be reviewed by WLHS.

### **WITHDRAWAL AND TRANSFER**

Elementary students transferring from this school district to another should report with their parents to the student's teacher. The teacher will make sure all text and library books are turned in and that all fines or fees are paid. Middle and high school students are to get a form from the office, which is to be completed by each teacher and turned in to the office at the end of the last day. A parent signature is required at the high school. The administration will take an active part in the process.

**WARRENSBURG-LATHAM DISTRICT 11  
EXTRA-CURRICULAR AND ACTIVITIES HANDBOOK  
2010-2011**

**INTRODUCTION AND PURPOSES**

The following extra-curricular and activities guidelines and policies are approved for full-time students by the Warrensburg-Latham CUSD#11 Board of Education. It is the purpose of the W-L District to build standards under which competition can be carried on with safety, ethical relations, and high principles of sportsmanship pervading the conduct of participants.

The handbook will be enforced from the first day of school, except for fall sports, which will begin with the first day of practice as established by the IESA or IHSA and ending with the finals of the IHSA/IESA activities.

**PARENT/GUARDIAN  
RESPONSIBILITIES**

Parents/guardians of students participating in athletics, Scholastic Bowl, and drama are required to attend if a parent meeting is held. Parents are encouraged to volunteer to work in concession stands during their athlete's season.

**PHILOSOPHY**

The Warrensburg-Latham School District is committed to the idea that inter-scholastic competition in athletics is an important addition to the school curriculum and plays a vital role in the development of young men and women. A good extra-curricular program is one which teaches those who participate that cooperation, as well as competition, are important parts of the society in which they live. Students are provided a unique

opportunity to learn self-discipline, self-sacrifice, and loyalty to the community, the school, and the team. As with all learning experiences, all students are encouraged to participate in the broadest experience possible. We should teach victory and the acceptance of defeat and keep both in perspective. We believe that adherence to this philosophy will ensure the best possible experiences for all Warrensburg-Latham students participating in the extra-curricular programs.

The middle school program emphasizes the development of skills, fitness, game knowledge, sportsmanship and teamwork. Developing a basic foundation of skills is as important at this level as winning contests. Also, practice time is just as vital as playing time at this stage of an athlete's career. Athletes' playing time will not necessarily be equal and will be at the discretion of the coaching staff.

**GAME CONDUCT**

Warrensburg-Latham students are reminded to act and conduct themselves in a positive manner as they represent both themselves and the school district. The students are reminded of the following rules:

- No inappropriate language
- No yelling at officials, coaches, or athletes
- Stay off of the playing court or field at all times
- Represent yourself and the school in a positive manner.

Individuals attending indoor extra-curricular events should confine themselves to approved performance areas, concession stands, and restrooms.

Persons not abiding by these rules could be asked to leave the event.

## GOALS

1. To develop a good rapport with teammates, coaches, opponents, and officials.
2. To provide opportunity to exemplify and observe good sportsmanship.
3. To teach and emphasize rules and fundamental skills that are necessary to achieve individual success as well as team success.
4. To stress the importance of physical fitness, conditioning and safety in athletics.
5. To encourage student-athletes to achieve academic success and to keep athletics in proper perspective.
6. To develop character by teaching integrity, self-discipline, the value of team, dedication, and self-sacrifice.

## PROGRAM BENEFITS

Research confirms that there is a direct correlation between success in later life and participation in extra-curricular activities, such as middle and high school athletics.

We take great pride in our program, which provides exceptional opportunities for personal growth. Athletes learn to accept personal responsibility for success and failure and recognize the limitations and strengths of both.

Student athletes learn about motivation, self-discipline, self-confidence, loyalty, leadership, sacrifice, extra effort and a positive attitude.

## PHYSICAL EXAMINATIONS AND BIRTH CERTIFICATE

All those participating in interscholastic teams, cheerleading squads, and dance team must present physical examinations

for the current calendar year. A licensed physician must perform these exams. All examinations are valid for one calendar year and must be on file before the athlete can try out. Also, MS athletes must have a copy of their birth certificate on file in order to be eligible to participate.

## INSURANCE COVERAGE

All students are covered by the Student Accident Policy provided by W-L District #11 with the exception of those participating in the football program. Football participants must be covered by insurance before they can begin participation. The student's parents must either purchase school insurance or sign a waiver form, stating the athlete will be covered by parents' insurance policy, before he can participate.

Student coverage under the Student Accident Policy is minimal therefore it is advised that students not covered under another insurance program might consider purchasing additional coverage.

## ATHLETIC FEES

An athletic fee will be assessed to each student participating in interscholastic athletics. The fee is \$35.00 per sport with a \$70.00 maximum per year. The fee is payable when final squad selection has taken place.

## TEAM ROSTERS

### *MIDDLE SCHOOL*

1. Baseball: Boys baseball is open to all middle school boys. A roster will be comprised of the top (24) players in the school.
2. Track: Track needs no roster adjustments, because all boys and girls

are allowed to participate.

3. Boys and Girls Basketball: The 7<sup>th</sup> grade team will be open to all 7<sup>th</sup> grade boys/girls who tryout. There will be open competition for (14) roster spots on the 7<sup>th</sup> grade team.

The 8<sup>th</sup> grade team will be limited to a roster of (12). The roster will be filled, up to 12, with only 8<sup>th</sup> graders. If fewer than 12 8<sup>th</sup> graders tryout, the 8<sup>th</sup> grade coach can select any 7<sup>th</sup> grade team member(s) to fill his/her roster. This process will be done at the conclusion of tryouts. No roster can be finalized until the coaches, AD, administration, children and parents in question have been consulted.

The roster, turned in at the end of tryouts, will be final until regional play.

There will be no regular season adjustments after tryout rosters are complete. The 8<sup>th</sup> grade roster may be adjusted for post season. Seventh grade team members will be eligible to play in the 8<sup>th</sup> grade post season only after the 7<sup>th</sup> grade team has been eliminated from post- season play. The 7<sup>th</sup> grade roster selected in tryouts will be the regional roster for the 7<sup>th</sup> grade post season play.

4. 6<sup>th</sup> Grade Intramurals: Intramural basketball is open to all sixth grade girls and boys. Teams will practice twice a week in the elementary gymnasium from 3:15-5:00 p.m. Games will be intra-squad scrimmages, which will be open to spectators. All games will be played at 5:00 p.m. Participating students will be assessed a \$35.00 athletic fee.

5. Girls Volleyball: Girls volleyball will have the same roster adjustment constraints as boys and girls basketball. Roster spots will be limited to (15) for the 7<sup>th</sup> grade team and (12) for the 8<sup>th</sup> grade team.

6. Cheerleading: The cheerleading squad will consist of no more than twelve 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. Squad will be selected by try-outs. The Middle School Cheerleaders will cheer at home boys' basketball games, all boys' and girls' IESA tournaments, girls' eighth grade night game, girls' basketball pep band night, and may cheer at conference tournaments, pending administrative approval.

7. Managers: Managers will be defined as non-playing members of the team.

No roster may be finalized or publicized without the approval of building administration.

#### *HIGH SCHOOL*

1. At the high school level, rosters are determined by the coaching staff of that sport *and are typically based upon the IHSA guidelines*. The cheerleading squad will consist of no more than 16 members. Cheerleaders cheer at home/away Varsity football games, and home/away JV and Varsity boys' basketball games.
2. The dance team will consist of no more than (16) members and (1) alternate. The alternate is expected to be at all practices, but only performs in the event of the absence of a regular member.
3. Members of the dance team and cheerleading squad must have administrative approval to wear something other than the provided uniform.

No roster may be finalized or publicized without the approval of building administration.

## **STUDENT ACADEMIC ELIGIBILITY REQUIREMENTS**

In agreement with the philosophy of the coaches and administration at Warrensburg-Latham Schools, participants in extra-curricular activities are students first and athletes second. Grades will be checked from the grade book program, and/or teachers will submit names to the athletic director of middle and high school students who are failing each class no later than Friday at 9:30 a.m.

Eligibility is based on grades from Friday to the following Friday; however, if an athlete becomes ineligible, the athlete will not be able to participate starting the following Monday through Saturday. Eligibility for the semester will not be figured until there is a minimum of four (4) grades recorded in the teacher's grade book. Grades that are indicated on the weekly eligibility sheet shall be cumulative for the semester. At the end of each semester, the grade evaluation period starts over. Therefore, the following scholastic guidelines have been established for the middle school and high school:

**Middle School:** All participants must pass all subjects taken each week. A student receiving a failure (F) for the semester will be ineligible until the next midterm report. During the participant's ineligibility, he/she will attend all practices if the coach so chooses.

**High School:** All participants must pass at least thirty-five (35) credit hours (seven classes) of high school work per week. However, those students who are enrolled in co-op, vocational, or Richland classes must pass all classes to be eligible. If a student fails to pass 35 credit hours, or if the student is enrolled in the co-op, vocational, or Richland program and fails

ANY class at the end of the semester, he/she is ineligible for the next semester.

## **SCHOOL-ISSUED EQUIPMENT**

All students are held responsible for any school equipment issued to them. They will be expected to pay for any lost or damaged equipment.

## **ATHLETIC TRIP PROCEDURE**

When traveling on away trips, all athletes, cheerleaders, and managers will be neatly dressed.

All athletes must ride the school bus to and from all contests unless team rules dictate otherwise. If team rules permit athletes to ride home with parents, a parent must fill out a travel release form due to the coach twenty-four hours prior to the activity. An athlete may not be given permission to ride with anyone other than his/her own parents unless prior approval has been given.

## **JOBS /ACTIVITIES**

Please be advised that W-L student participants will be required to attend all practices, meetings, and games, unless excused by the coach or sponsor. It is not our practice to make concessions for outside commitments, jobs, trips, and other non-school activities.

## **AWARDS**

### Middle School:

1. Awards will be considered letters and metal inserts. Participants will be issued a letter and metal insert the first time they qualify for a major award. Each additional time a participant qualifies for a major award they will receive a metal insert to attach to the

- letter.
2. All special honors will be designated at the discretion of each coach.

High School:

Athletic awards will be handed out on athletic awards night. All athletes are expected and encouraged to attend. All special honors shall be designated at the discretion of the coaches involved. The awards to be given and any selecting policy shall be explained to the squad at the beginning of the season.

The "TRIPLE THREAT AWARD" will be given to a boy or girl athlete that receives varsity letters in three seasons for the school year. To be eligible for this award, the athlete must stay in good academic standing for each sport that they participate in and meet the criteria for a varsity letter in three sports. This award will be presented at the end of the school year.

All individual awards, such as numerals, JV pins and letters will be earned according to the following criteria:

1. Numeral awards will be given for athletic participation at the freshman level.
2. The gold JV insert is given for JV participation after the freshman year.
3. Varsity letters will be earned by meeting the criteria listed below:

- Basketball (Boys and Girls)

Appear in at least twenty of the season's total quarters.

- Baseball and Softball

Appear in one-half of the season's total games, except pitchers, who must appear in one-fourth of the total games.

- Football

Appear in one-fourth of the year's total quarters.

- Track (Boys and Girls)

Score at least twenty-five points for the season.

- Wrestling

Participate in fifty percent of the season's total meets.

- Soccer (Boys and Girls)

Appear in fifty percent of the season's total games.

- Volleyball

Appear in one-fourth of the season's total matches.

- Cheerleading

Appear in three-fourths of the season's total games.

- Dance Team

Appear in three-fourths of the season's total dances.

4. If a senior athlete sustains an injury during the season that eliminates his/her ability to compete for the remainder of the season, a letter shall be awarded in absence of these requirements at the coach's request and the athletic director's approval, based upon the assumption that the requirements would have been fulfilled had the injury not occurred.

5. Gold inserts are awarded to indicate in which sports the varsity letter was earned. A varsity bar is given for each additional year that an athlete earns a varsity letter.

**PARENTAL SUPPORT**

Our rules and regulations have been designed for the general good of our students and the extra-curricular programs. Students who are active in school activities are less active in inappropriate activities. We depend heavily on your support to insure that your children do not violate these important rules.

Coaches and parents can work together to make a significant impact on young people. Our efforts can help counter the tremendous pressure they face in their lives. By working together we can prevent problems instead of issuing consequences.

Our coaches are concerned with your child in and out of the athletic arenas. They can be used as another tool to positively influence your children. Together we can provide guidance, leadership, concern, and encouragement to develop our youth.

### **TRAINING RULES**

#### Use and Possession of Drugs, Alcohol, and Tobacco

It has been proven that tobacco, alcohol, and chemical substances are physically harmful. These deterrents retard the development of the athlete's greatest potential. The harm inflicted by using drugs, alcohol, or tobacco is not limited to the individual. It also directly affects the sport, team, and school. The coaching staff is careful to note habits and any deviation from acceptable training rules.

The use or possession of drugs, alcohol, or tobacco during the confines athletic handbook is prohibited. The enforcement of the handbook begins with the first athletic practice in the fall and ends with the baseball, softball, and girls' soccer state tournaments in the spring. An offense of the athletic code brought to the school's attention will be investigated. Disciplinary action will be taken when the offense is documented by faculty, staff, law enforcement officials, or by admission of the accused.

The following items will not be tolerated in accordance with the policies of the Extra-Curricular Handbook.

1. Use of smoking tobacco, chewing tobacco, or snuff.
2. Drinking, possession, or transportation of alcohol.
3. Illegal possession or use of a controlled substance.
4. Attendance where alcohol/drugs are used or being served \*. (subject to administrative discretion)
5. Criminal conviction other than a traffic violation
6. Stealing

\*Students attending parent supervised family gatherings or social events where alcohol or controlled substances are present will not be processed under the rules of the extra-curricular handbook as long as there is no evidence of use of alcohol or controlled substances. Any occasions without parental supervision will be considered a violation.

Any student violating any of the above rules will be suspended from athletics for one calendar year unless the following criteria are met.

1. Attend voluntary counseling through the Warrensburg-Latham Student Assistance Program or other recognized counseling program. The student will attend a minimum of five counseling sessions and submit a typed paper to the counselor.
2. Students must attend additional counseling as determined by the SAP Counselor. Students may be required to enroll in residential treatment or outpatient treatment at no cost to the school.

After the student documents completion of the voluntary rehabilitation program, he/she will be eligible to participate in the next athletic season. Failure to complete any portion of the program will result in the student losing eligibility for one calendar year from the date that the report was received/processed.

If a student violates the training rules a second time, he/she will lose one calendar year of eligibility from the date of the offense.

If a student violates the training rules a third time, he/she will lose their extra-curricular eligibility for the rest of their scholastic career at Warrensburg-Latham CUSD #11.

### GENERAL REGULATIONS

1. Display of unsportsmanlike conduct or profanity will result in counseling by their coach and possible further actions. Warrensburg-Latham Schools will also adhere to IHSA and IESA guidelines on any ejection from an extra-curricular event.
2. Saturday Suspensions will make the student ineligible to participate in any activity on the day of the Saturday Suspension.
3. Out of School Suspensions during the extra-curricular season will result in the following consequences. 1<sup>st</sup> Offense – suspended from the next extra-curricular contest and mandatory counseling from coach. 2<sup>nd</sup> Offense – suspended from the team for the remainder of the season. 3<sup>rd</sup> Offense – may be suspended from all extra-curricular events for the remainder of the school year.
4. Athletes who violate school disciplinary rules and procedures must realize that

they may jeopardize their status as regular team members. Violations will result in a review of the situation by school administrators, athletic director, and coaches.

5. Additional rules and regulations are at the discretion of each individual coach. These regulations must be written by the coach and approved by the school administration. Athletes will be informed of these regulations before they go into effect.
6. Any athlete who is removed from a sport or quits a sport, may not be allowed to participate in another sport during that season without the agreement of both coaches and the athletic director.
7. Athletes that are excused from PE on a doctor's note will not be allowed to participate in practices or games.
8. Sixth grade intramurals will not be subjected to academic eligibility requirements; however, all other general regulations apply. Individual participation is subject to administrative discretion.

### ADDITIONAL REGULATIONS

Attendance. The athlete must be in attendance at school by 8:30 a.m. to participate. When athletes are absent from school, they may not participate in any athletic contest that day. Athletes may not leave school and then expect to participate the same day unless they have a pre-arranged doctor's appointment. If an athlete has a doctor's appointment, a note from the physician needs to accompany the athlete back to school in order to be able to participate that day in practice or the athletic contest. Pre-approval for funerals or other extenuating circumstances must be received from the Principal in order to be able to participate.

It is the responsibility of the students to bring written evidence, which justifies where they have been, including the time of the appointment and the time of departure from the office. Failure to do so will result in the athlete not participating in the contest/practice that day.

Any student violating any of the following rules will receive a minimum of one contest suspension up to dismissal from the team.

1. Civil misdemeanor or crime
2. Cheating in school
3. Destruction of property
4. Inappropriate conduct
5. Insubordination

Any athlete that would like to compete in an IHSA or IESA Series event that Warrensburg-Latham does not sponsor must demonstrate competency in that event as determined by the Athletic Director. The district will pay the entry fee; however, the athlete or parent will be responsible to get an ASEP certified coach for the state series to attend the seeding meeting and event.