

# WARREN TOWNSHIP HIGH SCHOOL



## 2023-2024 STUDENT – PARENT HANDBOOK



**[www.d121.org](http://www.d121.org)**

Almond Campus	O'Plaine Campus	District Office	Transportation Center
34090 N. Almond Road	500 N. O'Plaine Road	34090 N. Almond Road	3801 Swanson Court
Gurnee, IL 60031	Gurnee, IL 60031	Gurnee, IL 60031	Gurnee, IL 60031
847-662-1400	847-662-1400	847-662-1400	847-599-4787

# WARREN TOWNSHIP HIGH SCHOOL DISTRICT 121

Receipt of this handbook is verified by an electronic signature upon the student's registration.

This school agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

I.D. # \_\_\_\_\_

<b>General Information - Both Campuses</b>	<b>847-662-1400</b>	
<b>Attendance Office - O'Plaine Campus</b>	<b>847-599-4799</b>	<a href="mailto:OplAttendance@wths.net">OplAttendance@wths.net</a>
<b>Attendance Office - Almond Campus</b>	<b>847-548-6333</b>	<a href="mailto:AlmAttendance@wths.net">AlmAttendance@wths.net</a>
<b>Nurse's Office - O'Plaine Campus</b>	<b>847-599-4766</b>	
<b>Nurse's Office - Almond Campus</b>	<b>847-548-6899</b>	
<b>Transportation Office</b>	<b>847-599-4787</b>	
<b>Technology Campus</b>	<b>847-223-6681</b>	

## Important Notice

The Student-Parent Handbook is intended as a summary of Board policies governing the District. Board policies are available to the public at the District Office and are also available on the District's website.

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

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School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

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## Chapter 1 - Introduction and District Overview

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### Mission Statement, Belief Statements and Formulas for Success

#### Mission

Maximize the growth and achievement of every student through rigor, support and innovation

#### Beliefs

We believe that student growth and achievement are maximized when:

- The school community focuses its collaborative efforts on continuous improvement
- Both rigor and support are infused throughout student programs and staff development
- Data and best practices drive decision-making throughout the school community
- Students and staff drive creative thinking and innovation
- Students demonstrate responsibility and take active ownership of their learning
- The school provides inviting learning environments that are both safe and secure
- We unleash the power of our inclusive and diverse culture

#### Formula for Success

- Education focused on excellence and equity
- Challenging, engaging, diverse curriculum
- Collaboration and innovation through Professional Learning Teams
- Wide variety of high quality extracurricular activities
- Dedicated, highly-skilled, supportive staff
- Committed, hard-working students
- Strong partnership with parents and the community
- Fiscal responsibility and quality facilities

#### School Song

The word is fight, fight, fight for Warren High;  
Let every loyal Warrenite sing.  
The word is fight, fight, fight for Warren High,  
Until the walls and rafters ring - rah, rah!  
Come on and cheer, cheer, cheer for Warren High;  
We're gonna cheer until we hear the final gun!  
The word is fight, fight, fight for Warren High;  
Until the game is won!

#### School Colors

Royal Blue and Old Gold

#### School Nickname and Mascot

Blue Devils



## Board of Education

### Board Members

President	Paul Schulz	Board Member	John R. Anderson
Vice-President	Stephen E. Carlson	Board Member	Katherine Blair
Secretary	Natalia Alvarez Martinez	Board Member	Tony DeMonte
		Board Member	Beth Pope

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### Board Meeting Dates

July 18, 2023	November 21, 2023	April 9, 2024
August 15, 2023	December 19, 2023	April 23, 2024
September 12, 2023	January 16, 2024	May 14, 2024
September 26, 2023	February 13, 2024	May 28, 2024
October 10, 2023	February 27, 2024	June 11, 2024
October 24, 2023	March 19, 2024	June 25, 2024

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### District Administration

Superintendent of Schools	Daniel S. Woestman, Ed.D.
Associate Superintendent Student Services	Patrick Keeley, Ed.D.
Assistant Superintendent Business Services and Operations	Michael A. Engel, Ed.D.
Assistant Superintendent Instructional Service	Christopher J. Geocarls
Director of Athletics and Activities	Aimee Lonigro
Assistant Director of Athletics and Activities	Sarah Stepek
Director of Multilingual Services and Family Engagement	Sandra C. Moran, Ed.D.
Director of Special Education	Cara Garland
Special Education Supervisor	Yesenia Gamache
Director of Facilities	José Zires
Director of Security	TBD
Director of Transportation	Jeanne Turf

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### Building Administration

#### Almond Campus - Regular Office Hours - 7:00 a.m. to 3:30 p.m.

Principal, Almond Campus	Robert Parrott
Associate Principal, Almond Campus	Laura Kirk, Ed.D.
Assistant Principal, Almond Campus	Matthew Jones
Dean of Students (Juniors) A - F and (Seniors) A - G	Noemi Zepeda
Dean of Students (Juniors) G - O and (Seniors) H - Pa	Zachary Pagan
Dean of Students (Juniors) P - Z and (Seniors) Pb - Z	Yolanda Fulton

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#### O'Plaine Campus - Regular Office Hours - 7:30 a.m. to 4:00 p.m.

Principal, O'Plaine Campus	Michele Bertola
Associate Principal, O'Plaine Campus	Charles Maurer.
Assistant Principal, O'Plaine Campus	Peter Kupfer, Ed.D.
Dean of Students A - Gi	Deborah Perri
Dean of Students Gm - Ok	Diallo Brown, Ed.D.
Lead Dean of Students Ol - Z	Nathan Karasek

## Student Services Teams

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### Almond Campus

Dean of Students (Juniors) A - F and (Seniors) A - G	Noemi Zepeda
Dean of Students (Juniors) G - O and (Seniors) H - Pa	Zachary Pagan
Dean of Students (Juniors) P - Z and (Seniors) Pb - Z	Yolanda Fulton
Counselor (Juniors) A - Co and (Seniors) A - B, T	Dan Heupel
Counselor (Juniors) Cp - He and (Seniors) C - F, W	Jennifer Scahill
Counselor (Juniors) Hf- Me and (Seniors) G- Ko, X - Z	R. J. Ringa
Counselor (Juniors) Mf- R and (Seniors) Kp - O, U - V	Betsy Sagala
Counselor (Juniors) S - Z and (Seniors) P - S	Kyle Arnold
Post-Secondary Counselor	Carri McGahan
Psychologist	Joseph Jordan
Social Worker (Juniors) A - Gom and (Seniors) A - D, T and W	Rebecca Tragarz
Social Worker (Juniors) Gon - N and (Seniors) E - Mc, X - Z	Janice Zimmerman
Social Worker (Juniors) O - Z and (Seniors) Md - S, U - V	Diana Alcala
Case Manager A - Mc	Jana Leech
Case Manager Md - Z	Nikki Thompson
Nurse	Rhonda Nitto
Nurse Assistant	Liseth Vieyra
EL Services	Leigh Ann Mondrawickas-Boncher
Bridges Evening Program A - H	Matthew Zarnstorff
Bridges Evening Program I - Z	Trini Hartley

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### O'Plaine Campus

Dean of Students A - Gi	Deborah Perri
Dean of Students Gm - Ok	Diallo Brown, Ed.D.
Lead Dean of Students Ol - Z	Nathan Karasek
Counselor A - Cu	Julie Unger
Counselor Cv - I	Chad Miller
Counselor J - Mo	Erica Loiben
Counselor Mp - Sa	Paulette Lidskin
Counselor Sb - Z	Matthew Zarnstorff
Post- Secondary Counselor	Trini Hartley
Psychologist	Geraldine Hernandez
Social Worker A - Gon	Samantha Garrity
Social Worker Go - O	Elizabeth Eberline
Social Worker P - Z	Molly Manning
Case Manager A - L	Shari Ronning
Case Manager M - Z	Trisha McElvain
Nurse	Trisha McElvain
Nurse Assistant	Luz Carreno
EL Services	Leigh Ann Mondrawickas-Boncher

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## History of Warren Township High School

The first schoolhouse was erected in 1838. A second school was constructed in 1840. The school was later relocated one quarter of a mile down the road. Other elementary schools were soon built. A combined school at Gurnee Grade School was built in 1908, which housed both the high school and grade school. The high school district organized in 1915 and was established formally in 1917.

The first high school building was erected at a cost of \$112,000 in the spring of 1918 on O'Plaine Road, at that time known as High School Road. The first graduating class in the spring of 1918 graduated from the school building that was under construction. WTHS opened on its present site of O'Plaine Road in the fall of 1918 with an enrollment of 64 students and seven teachers.



Additions to this structure were made in 1926, 1951, 1956, 1960, 1968, and 1974. This building was destroyed by a major fire on December 20, 1984 just prior to the winter break. At that point in time, all students and staff moved to the Lake Forest High School West Campus. From January 1985 until June 1987, the Lake Forest Campus was the educational facility for all the students of WTHS. After the fire, facility construction began in May 1986 and was completed in mid-August 1987. Students and staff returned to the O'Plaine Campus in Gurnee for the first time since December 1984.

Due to an enrollment growth, a second school facility was constructed on Almond Road. The 1997-98 school year was the first time that WTHS operated an educational program using two buildings. The 9th and 10th grade students are primarily housed in the building on O'Plaine Road

(O'Plaine Campus), while the 11th and 12th grade students primarily attend the Almond Road (Almond Campus) building.

Both campuses saw more building expansions and improvements in 2004, 2008 and 2012. In 2009, Warren's enrollment made it the largest high school in Lake County.

A Transportation Center, located on Swanson Court in Gurnee, was constructed for bus and van services in 2013 and is currently sharing services with Gurnee School District 56. Warren's Transition Program is housed at the O'Plaine campus, which is a premiere special education post-high school program for special needs students ages 19-22 years old.



**Warren Today** - Warren Township High School District #121 (WTHS) covers over 50 square miles and includes all or part of Beach Park, Gages Lake, Grandwood Park, Grayslake, Gurnee, Millburn, Old Mill Creek, Park City, Third Lake, Wadsworth, Waukegan and Wildwood. The District offers diversity that includes suburban and more urban neighborhoods, regional retail and amusement destinations including Gurnee Mills and Six Flags Great America, lakeside communities, and horse farms.

WTHS continues to be an award winning district. These awards have included a "Those Who Excel" recognition from the Illinois State Board of

Education and a national "Blue Ribbon School" recognition from the U.S. Department of Education. For the last 11 consecutive years Warren has been named as one of the best high schools in America by the Washington Post. This school year 27 students received recognition and/or scholarships from the National Merit Scholarship Program.

Warren is proud to deliver a comprehensive and diverse academic program with over 250 courses that meets the needs of our 3,759 hardworking students. Warren is dedicated to providing the highest quality curriculum, classroom instruction, and extra-curricular activities for our students. From the 27 Advanced Placement courses, 34 Honors courses, and our 4-year Project Lead the Way program to the 31 athletic sports and 45 clubs and activities, Warren has seen many successes at both the local, state and national levels. The commitment of our effective and talented faculty and staff is demonstrated by their outstanding instruction, support and services provided to students daily. We remain committed to our mission of maximizing the growth and achievement of every student through rigor, support and innovation!

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## **School District Philosophy (Policy 1:30)**

### **Mission**

Maximize the growth and achievement of every student through rigor, support and innovation

### **Beliefs**

We believe that student growth and achievement are maximized when:

- The school community focuses its collaborative efforts on continuous improvement
- Both rigor and support are infused throughout student programs and staff development
- Data and best practices drive decision-making throughout the school community
- Students and staff drive creative thinking and innovation
- Students demonstrate responsibility and take active ownership of their learning
- The school provides inviting learning environments that are both safe and secure
- We unleash the power of our inclusive and diverse culture

### **Formula for Success**

- Education focused on excellence and equity
- Challenging, engaging, diverse curriculum
- Collaboration and innovation through Professional Learning Teams
- Wide variety of high quality extracurricular activities
- Dedicated, highly-skilled, supportive staff
- Committed, hard-working students
- Strong partnership with parents and the community
- Fiscal responsibility and quality facilities

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## **Goals and Objectives (Policy 3:10)**

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with Board policy 1:30, School District Philosophy.

Specific goals and objectives are to:

1. Provide educational expertise;
2. Plan, organize, implement, and evaluate educational programs that will provide for students' master of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community;
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy;
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment and supplies.

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## **Educational and Objectives (Policy 6:10)**

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.

5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become life-long learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, Equal Educational Opportunities.

In order for the School Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.
3. An evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8, above.
4. Any plan for new or revised instructional program implementation.
5. A review of present and future facility needs.

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### **Civility/Character (Policy 8:32)**

The Warren Township High Board of Education is committed to creating and maintaining a working and learning environment that is free of all types of fear and intimidation. Based upon our core belief that individuals are entitled to be treated with dignity and respect, it is the policy of the Warren Township High School District 121 to promote mutual respect, civility and orderly conduct among District employees, students, parents, any person on school grounds or at school activities, and the public. Any individual entering Warren Township High School District 121 property or attending School District sponsored activities including but not limited to extracurricular activities, Board meetings, athletic events, shall treat others with dignity and respect. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment free educational atmosphere for the school community with minimal disruptions. The District encourages positive communication and discourages volatile, hostile or aggressive behaviors. The District expects public cooperation with this endeavor.

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## Chapter 2 - School Calendar and Campus Bell Schedules

### School Calendar

## Warren Township High School District 121 2023-2024 School Calendar



2.27.23\_v.2

<b>District 121 Offices</b> 34090 Almond Road Gurnee, Illinois 60031 847.662.1400  <b>Website Address:</b> www.d121.org  <b>Almond Campus</b> 34090 Almond Road Gurnee, Illinois 60031 847.662.1400 <b>Attendance Office</b> 847.548.6333 <b>Nurse's Office</b> 847.548.6899  <b>O'Plaine Campus</b> 500 N. O'Plaine Road Gurnee, Illinois 60031 847.662.1400 <b>Attendance Office</b> 847.599.4799 <b>Nurse's Office</b> 847.599.4766  <b>Transportation Department</b> 3801 Swanson Court Gurnee, Illinois 60031 847.599.4787  <b>Technology Campus</b> 20525 W. Washington Street Grayslake, Illinois 60030 847.223.6681    <b>Home of the Blue Devils</b>	<b>July 23</b> M T W Th F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31					<b>August 23</b> M T W Th F 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31					<b>September 23</b> M T W Th F 1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29					<b>October 23</b> M T W Th F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31				
	<b>November 23</b> M T W Th F 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30					<b>December 23</b> M T W Th F 1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29					<b>January 24</b> M T W Th F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31					<b>February 24</b> M T W Th F 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29				
	<b>March 24</b> M T W Th F 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29					<b>April 24</b> M T W Th F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30					<b>May 24</b> M T W Th F 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31					<b>June 24</b> M T W Th F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28				

### 2023-2024 School Year

August 10, 2023	Institute Day. No Student Attendance
August 11, 2023	Staff Development Day. No Student Attendance
August 14, 2023	Staff Development Day. No Student Attendance
August 15, 2023	First Day of Student Attendance
September 4, 2023	Labor Day. School Closed
October 6, 2023	Institute Day. No Student Attendance
October 9, 2023	Non-Attendance Day. School Closed
November 22-24, 2023	Thanksgiving Recess. School Closed
December 19-21, 2023	First Semester Cumulative Assessments
December 22-Jan 5	Winter Break. No Student Attendance
January 8, 2024	Institute Day. No Student Attendance
January 15, 2024	Martin Luther King, Jr. Day. School Closed
February 19, 2024	Non-Attendance Day. School Closed
March 4, 2024	Institute Day. No Student Attendance
March 22, 2024	Early Release
March 25-29, 2024	Spring Break. No Student Attendance
May 20-22, 2024	Second Semester Cumulative Assessments (assuming no emergency days are used)
May 22, 2024	Students' Last Day of Attendance (assuming no emergency days are used)
May 27, 2024	Memorial Day Observed. School Closed
May 30, 2024	Students' Last Day of Attendance (assuming all emergency days are used)
June 19, 2024	Juneteenth Day. School Closed

Key:

Yellow	Holiday
Blue	Institute Day
Green	Staff Development Day
Red	Non-Attendance Day
Purple	Emergency Day

Every Wednesday  
is a 2-hour  
late start day

Except the following  
Wednesdays:

- August 16
- December 20
- State testing in April TBD
- May 22

Presented to the BOE on January 17, 2023

## Campus Schedules

### Almond Campus Bell Schedules | Daily | Late Start | Early Release | Assembly

Period	Daily Schedule	Late Start Schedule	Early Release Schedule	Assembly Schedule
0	7:25 -- 8:11		7:25 -- 7:56	7:25 -- 8:06
1	8:16 -- 9:09 *8:16 Announcements *1 <sup>st</sup> session Tech leave @ 8:16 a.m.	9:25 -- 9:56 **1 <sup>st</sup> session Tech leave @ 8:00 a.m.	8:01 -- 8:39 *8:01 Announcements *1 <sup>st</sup> session Tech report to Black Box Theatre	8:11 -- 8:59 *8:11 Announcements *1 <sup>st</sup> session Tech leave @ 8:11. Return @ 10:40 a.m. and report to cafe
2	9:14 -- 10:00	10:01 -- 10:39 *10:01 Announcements	8:44 -- 9:15	9:04--9:39-Assembly 9:44 -- 10:25 - Class
3	10:05 -- 10:51 A: 10:05 - 10:26 B: 10:30 - 10:51 *2nd session Tech leaves @ 10:05 a.m.	10:44 -- 11:15 A: 10:44 - 10:58 B: 11:01 - 11:15 *2nd Session Tech leaves @ 10:44 a.m.	9:20 -- 9:51 A: 9:20 - 9:34 B: 9:37 - 9:51 *2 <sup>nd</sup> session Tech report to Black Box Theatre	10:30 -- 11:11 A: 10:30 - 10:49 B: 10:52 - 11:11 *2nd session Tech leave @ 10:30. Return at 12:30.
4	10:56 -- 11:42 A: 10:56 - 11:17 B: 11:21 - 11:42	11:20--11:51 A: 11:20 -- 11:34 B: 11:37 -- 11:51	9:56 -- 10:27 A: 9:56 - 10:10 B: 10:13 - 10:27	11:16 -- 11:57 A: 11:16 - 11:35 B: 11:38 - 11:57
5	11:47 -- 12:33 A: 11:47 - 12:08 B: 12:12 - 12:33	11:56 -- 12:27 A: 11:56 -- 12:10 B: 12:13 -- 12:27	10:32 -- 11:03 A: 10:32 - 10:46 B: 10:49 - 11:03	12:02-- 12:43 A: 12:02 - 12:21 B: 12:24 - 12:43
		*0* Period 12:32 -- 1:03		
6	12:38 -- 1:24 A: 12:38 - 12:59 B: 1:03 - 1:24 *3rd Session Tech leaves @ 12:38 p.m.	1:08 -- 1:39 A: 1:08 -- 1:22 B: 1:25 -- 1:39 *3rd Session Tech leaves @ 1:08 p.m.	11:08 -- 11:39 A: 11:08 - 11:22 B: 11:25 - 11:39 *3 <sup>rd</sup> session Tech report to Black Box Theatre	12:48-- 1:29 A: 12:48 - 1:07 B: 1:10 - 1:29 *3rd Session Tech leaves @ 12:48 p.m.
7	1:29 -- 2:15 Symphonic I & II Lunch 1:35-1:58 @ OP travel @ 2:00 p.m. to Alm	1:44 -- 2:15 Band- No Travel on late start days	11:44 -- 12:15	1:34-- 2:15
8	2:20 -- 3:05	2:20 -- 3:05 *There is no 8 <sup>th</sup> hour band at Alm or travel for band from OP 8 <sup>th</sup> hour	*There is no 8 <sup>th</sup> hour band at Alm or travel for band from OP 8 <sup>th</sup> hour	2:20 -- 3:05 *There is no 8 <sup>th</sup> hour band at Alm or travel for band from OP 8 <sup>th</sup> hour
Daily Shuttles	8:16 a.m. Alm to OP 2:00 p.m. OP to Alm 3:07 p.m. Alm to OP 3:45 p.m. OP to Alm	3:07 p.m. Alm to OP 3:45 p.m. OP to Alm	8:01 a.m. Alm to OP 8:40 a.m. Alm to OP 1:00 p.m. Alm to OP 1:45 p.m. OP to Alm	8:16 a.m. Alm to OP 3:07 p.m. Alm to OP 3:45 p.m. OP to Alm



# O'Plaine Campus Bell Schedules | Daily | Late Start | Early Release | Assembly

Period	Daily Schedule	Late Start Schedule	Early Release Schedule	Assembly Schedule
1	8:25 – 9:11	10:25 – 10:56	8:25 – 8:56	8:25 – 9:05
2	9:16 – 10:09	11:01 – 11:39	9:01 – 9:39	9:10 – 9:52
*3*	10:14 – 11:00 A: 10:14 – 10:35 B: 10:39 – 11:00	11:44 – 12:15 A: 11:44 – 11:51 B: 11:55 – 12:15	9:44 – 10:15 A: 9:44 - 9:51 B: 9:55-10:15	9:55 – 10:35 A: 9:55 - 10:11 B: 10:15-10:35
*4*	11:05 – 11:51 A: 11:05 – 11:26 B: 11:30 – 11:51	12:20 – 12:51 A: 12:20 – 12:27 B: 12:31 – 12:51	10:20 – 10:51 A: 10:20 – 10:27 B: 10:31- 10:51	10:40 – 11:20 A: 10:40 – 10:56 B: 11:00- 11:20
*5*	11:56 – 12:42 A: 11:56 – 12:17 B: 12:21 – 12:42	12:56 – 1:27 A: 12:56 – 1:03 B: 1:07 – 1:27	10:56 – 11:27 A: 10:56 – 11:03 B: 11:07- 11:27	11:25 – 12:05 A: 11:25 – 11:41 B: 11:45- 12:05
*6*	12:47 – 1:33 A: 12:47 – 1:08 B: 1:12 – 1:33	1:32 – 2:03 A: 1:32 – 1:39 B: 1:43 – 2:03	11:32 – 12:03 A: 11:32 – 11:39 B: 11:43- 12:03	12:10 – 12:50 A: 12:10 – 12:26 B: 12:30- 12:50
7	1:38 – 2:24 <i>Band lunch 1:38-2:00@OP Band Travel to Almond</i>	2:08 – 2:39 No band travel	12:08 – 12:39 <i>No band travel</i>	12:55 – 1:35 <i>No band travel</i>
8	2:29 – 3:15	2:44 – 3:15	12:44 – 1:15	1:40 – 2:20
				Assembly 2:25 – 3:15
Daily Shuttles	8:16 From Alm 2:00 To Alm	Jazz Band Students will start at OP Per 1  No 2:00 Shuttle	8:03 From Alm 8:35 From Alm	8:16 From Alm No 2:00 Shuttle
	3:07 Alm to OPI 3:45 Opl to Alm	3:07 Alm to OPI 3:45 Opl to Alm	1:45 Opl to Alm	3:07 Alm to OPI 3:45 Opl to Alm

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## Chapter 3 - Emergency Procedures

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### Emergency Information

Parents must keep emergency information up-to-date by going online in PowerSchool and updating addresses, phone numbers, and emergency contacts. Maintaining up-to-date accurate information is important in the case of an emergency.

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### Emergency Procedures

In cooperation with local and state authorities, all precautions are taken for the safety and protection of students.

Fire, tornado, bus evacuation, and shelter-in-place/lockdown drills are held periodically. It is important for students to move quickly and orderly. Specific directions are posted in all classrooms and hallways.

In the case of severe weather or other emergency, students will stay in the building in safe areas. They are not released from school.

In the event of an emergency, and school must utilize an e-learning day or be delayed or closed, information will be available through a rapid communications call to parents and through the following sources:

847-662-1400 - The main number to school will have a recorded message - with the current information.

[www.d121.org](http://www.d121.org) - The Warren web page will have the current information as soon as a decision has been made for emergency action.

[www.emergencyclosings.com](http://www.emergencyclosings.com) - The Emergency Closing Center will have the current information for a delayed start or closing when it is posted. You can sign up for an automatic email through the Emergency Closing Center.

The local television stations will be notified of the emergency information.

CBS - Channel 2  
NBC - Channel 5  
ABC - Channel 7

WGN - Channel 9  
Fox 32  
CLTV Cable

The local radio stations will be notified of the emergency information.

WGN Radio 720 AM

WBBM Radio 780 AM

Transportation Questions - Call the Transportation Office at 847-599-4787

### How do we make our decision?

Please understand that we make the decision to delay the start or close the school in bad weather based on a careful analysis of all relevant factors, such as:

- Information on road conditions from the transportation staff and from the police.
- We must give careful consideration to the most dangerous roads in the District. Even if your street looks clear, travel elsewhere in the District may be dangerous. Also, we must consider that some high school students drive to school.
- Amount of snow and ice accumulated.
- Whether precipitation is continuing.
- Building conditions (such as whether we have electricity and heat).
- Parking lot conditions. Administrators talk to maintenance and custodial staff members who are responsible for clearing and treating school parking lots and sidewalks.
- Temperature and wind chill. Please remember that some of our students walk to school and some must wait outside for the bus.
- Weather predictions. We prefer not making our decision based on weather predictions, which are not always accurate. But sometimes this is unavoidable.

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## Chapter 4 - General Notices

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### Age of Majority

Students reaching the age of majority (18 years) may request school communications be sent to them personally instead of to their parents or legal guardians. If the above change is sought, the student must request so in writing to the Deans' office. Parents or legal guardians will be informed of this request. If such a student remains a dependent of his or her parent or guardian, communications will continue to be sent to all parties.

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### Hall Passes

No student is permitted out of class, study hall, or the cafeteria without an authorized pass. Any request authorizing a student to leave a scheduled area must be signed by the teacher initiating the request.

1. Teachers will not give students passes out of class unless it is an absolute emergency.
  2. Students in the hall must present their pass to staff upon request.
  3. Students in the hall without a pass will be referred to the Dean's Office and are subject to disciplinary action.
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### Procedures for Leaving School Grounds (Policy 7:32, 7:70)

1. Prior to leaving campus, the student's parent/guardian must call the Attendance Office at least two hours ahead of time if possible to secure an off-campus pass. Please know the permanent I.D. number of your child when calling in for an off-campus pass.
2. All off-campus passes must be picked up in the Attendance Office before leaving.
3. The student must sign out at the Attendance Office. If the student returns before the end of his/her school day, they should sign in at the Attendance Office.

\*Any student leaving school grounds during the school day without following these procedures will be considered truant and placed on truancy steps. If the student is ill, a similar procedure must be followed through the Nurse's Office.

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### Release of Records (Policy 7:340)

A student's records shall be released and provided to the student's parents or guardians pursuant to Board Policy and the Rules stated in this Handbook, unless (1) the student has reached the age of 18 years old, (2) the student requests in writing that the student's records be sent exclusively to the student, and (3) the student has demonstrated that the student is independent of parents or guardians. Every request for student records should be directed through the student's Dean. For further information regarding student records, see School Student Records Notification Statement Section.

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### Sex Equity and Nondiscrimination (Policy 7:10)

It is the policy of WTHS not to discriminate on the basis of sex in any program, activity, service or benefit. No student shall on the basis of gender be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, or advantage relating to educational or extra-curricular programs and activities.

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, sexual orientation, gender identification, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status.

Any student may file a sex equity complaint or a discrimination grievance by using the Uniform Grievance Procedure. The Uniform Grievance Procedure may be obtained from the Principal or designee at each campus.

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### Accommodation of Disabilities

Any parent or student requiring special accommodations to attend a school activity or function, including parent conferences, Board meetings and school programs should contact the Building Principal.

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### **College Career Center (CCC)**

The hub of post high school planning sponsors a variety of “College Focus” programs throughout the school year. Programs are specially tailored for students and parents from grades 9 through 12. The school calendar lists the programs. Resources within the CCC include computer assisted career and college information, college catalogs and senior financial aid information.

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### **Education of Homeless Children (Policy 6:140)**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths. A homeless child is defined in the McKinney-Vento Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

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### **Insurance (Policy 4:100)**

WTHS carries accident insurance for the individual student. This policy covers student injury during school-sponsored and school-supervised events. This insurance provides secondary coverage to the parent/guardian's medical policy.

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### **Lost and Found**

Many articles are lost or misplaced during the school year and are maintained in the Attendance Office. Items are donated at the end of the semester or school year.

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### **Psychologist and Social Worker (Policy 7:250)**

The Psychologist and Social Worker serve those students experiencing personal problems, which may interfere with their full use of the educational program of the school. They work together with students, parents and school personnel to help make school a successful and useful experience. The Psychologist and Social Worker meet with students individually and in groups to help students resolve a variety of problems such as: academic failure, truancy, family problems, alcohol/drug abuse, and crisis situations.

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### **Reporting a Theft**

Immediately report any theft to your teacher and/or Dean. Please note that WTHS does not provide insurance against theft or loss of personal property and cannot reimburse students for such losses. You should be well advised not to bring valuables or large amounts of money to school.

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### **School Age Parents**

Students who are pregnant are allowed to remain in school and participate in the regular educational programs and extracurricular activities. However, pregnant students, in consultation with the local school district staff, parents, and doctor (if necessary) may choose alternatives to regular class work if they so desire.

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### **Student Assistance Program (SAP)**

The Student Assistance Program (SAP) is designed to address alcohol, tobacco, other drugs and related issues in order to prevent and reduce students’ difficulties regarding these issues. This program operates through a team effort of faculty and staff at WTHS in conjunction with community service providers and volunteers. The SAP at WTHS consists of education, prevention, intervention, aftercare and support. Through the SAP, individual and group support, resources and other related services are available at WTHS.

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## Student Privileges

Certain privileges may be extended to students having reached senior status based on criteria established by WTHS. These privileges will be revoked for a period of time or permanently for violation of WTHS Discipline Policy.

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## Telephones, Messages, and Gifts for Students

Calls by students will be permitted during the school day per the school's technology policy. Calls must not disrupt the educational process at any time. Students will not be called to the offices to receive a phone call except in an emergency. Important messages from parents will be taken and an attempt will be made to deliver them to students as soon as is convenient. Calls from any other person generally will not be accepted.

School phones are for school business only. With permission from a staff member, a phone in the main office may be used.

All deliveries for students will be held in the Main Office until the end of the school day. Students will be notified by message during an appropriate class period.

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## Textbooks/E-Books

Students are assigned textbooks/e-books through a District loan program and are responsible for returning that textbook/e-book in good condition or will be assessed a fine.

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## Visitors (Policy 8:30)

Teachers and other employees are required to request identification from any person entering a public school building or grounds to identify himself/herself and the purpose of his/her entry.

Any person wishing to visit a class and/or teachers must obtain permission in ADVANCE from the Deans' Office.

In general, visitor passes will not be issued in cases where there is no apparent educational value or where there is the likelihood of disturbances to the educational processes.

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## Video Security Camera and Electronic Monitoring Equipment (Policy 4:172)

In order to promote student and staff safety and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video security camera and electronic monitoring equipment 24 hours a day, seven days a week on school property and in school buildings, as well as during times when school buses are in use. Information obtained through video security cameras/electronic monitoring may be used by persons who have a legitimate educational or administrative purpose to identify intruders and persons violating the law, Board policy, and school rules (i.e. it may be used as evidence in disciplinary actions and criminal proceedings). The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and protecting students, staff, visitors, the school and property.

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## Work Permits - Age Certificates

The state of Illinois has established the following requirements for minors seeking employment: Students over 16 years of age must have a statement from their employer stating the type of work for which they are employed and a copy of their birth certificate before a certificate will be issued; students under 16 years of age must present a statement from their employers stating the type of work and the hours for which they are being employed; a copy of their birth certificate, original social security card and a copy of a physical or a letter from their doctor (dated within one year of the application) stating good health. Required information should be brought to the main office at each campus. **\*Individuals applying for a work permit who are under the age of 16 must be accompanied by their legal guardian.**

Child labor laws indicate where and when teenagers can work. The guidelines are as follows:

- Ages 14-15 - May work only from 7:00 a.m. to 9:00 p.m. between June 1 and Labor Day in non-manufacturing, non-mining, and non-hazardous environment. They may work at clerical/office jobs, retail and food service firms.
- Ages 16-17 - May work any number of hours, but not hazardous jobs, i.e., explosives, power-driven machinery, meat processing, hoists, etc. They may not drive motor vehicles at work.

## Chapter 5 - Registration, Residency, Student Fees, Fee Waivers and Food Service

### Registration - Proof of Residency (Policy 7:50, 7:60)

Warren Township High School reserves the right to investigate and verify all residency issues at any time. We will actively enforce the state law associated with fraudulent registration to include payment of tuition. Registration of a student who is not a legal resident is a fraudulent act (Class C misdemeanor). Any student found to have been fraudulently registered will be dropped from Warren Township High School. Anyone making a fraudulent registration will be subject to the payment of retroactive tuition charged for non-resident students in accordance with the regulations of the Illinois School Code, not to exceed 110% of the per capita cost, and referral to local authorities. In completing the registration process, you are acknowledging your understanding of the residency requirements and the penalty for fraudulent registration.

**ALL STUDENTS WILL BE REQUIRED TO SHOW VALID PROOF OF RESIDENCY UPON INITIAL ENROLLMENT WITH THE DISTRICT.** If you fail to provide a valid proof of residency, you will not be allowed to continue the registration process. Upon registration, should you move out of the district prior to the first day of student attendance, you will be considered a non-resident and your registration will be revoked. Please read the information below so you know what to provide the district to meet the residency requirements.

**ALL DISTRICT FAMILIES MAY BE ASKED TO PROVIDE PROOF OF RESIDENCY AT ANY TIME WHILE ENROLLED IN DISTRICT 121.**

	Requirements and Actions that Must Be Completed
<b>Anyone Seeking to Enroll a Student</b>	<p>Must present a certified or registered birth certificate for the student upon initial registration with the district.</p> <p>Must present proof of residency within the District by providing the required number of documents from each of the following categories:</p> <p><b>Category A</b> (One document required - paper or electronic form)</p> <p>Homeowners:</p> <ul style="list-style-type: none"> <li>• Monthly mortgage statement</li> <li>• Most recent property tax bill</li> <li>• Mortgage papers/Warranty Deed (if home purchased within last 60 days)</li> </ul> <p>Renters:</p> <ul style="list-style-type: none"> <li>• Signed and dated lease: pages must include dates of lease, names of all occupants, including student</li> </ul> <p>Mobile Homeowners:</p> <ul style="list-style-type: none"> <li>• Signed and dated lease or proof of ownership of mobile home</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>• Letter of residence from landlord in lieu of lease (7:60-AP2, E1) (Landlord Affidavit)</li> <li>• Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-AP2, E2) (Residency Affidavit)</li> </ul> <p><b>Category B</b> (Two documents showing proper address are required - paper or electronic form)</p> <ul style="list-style-type: none"> <li>• Driver's license or State issued identification card</li> <li>• Most recent gas, electric, water bill, garbage bill, and/or cable bill, include the entire first page of bill</li> <li>• Vehicle registration</li> <li>• Voter registration</li> <li>• Current public aid card and/or current letter from DHS, SNAP, TANF, or Medicaid confirming benefits</li> <li>• Current homeowners/renters insurance policy and premium payment receipt</li> </ul>

	<p><b>Military Personnel Enrolling a Student for the First Time in the District.</b> Must provide one of the following within 60 days after the date of student's initial enrollment. Postmarked mail addressed to military personnel Lease agreement for occupancy Proof of ownership of residence</p> <p><b>Military Personnel Wanting to Keep Child/Ward Enrolled in the District Despite Having Changed Residence Due to a Military Service Obligation.</b> Upon submitting a written request, the student's residence will be deemed to be unchanged for the duration of the custodian's military service obligation. The District, however, is not responsible for the student's transportation to or from school.</p> <p><b>Military Personnel Placing Nonresident Child/Ward with Non-Custodial Parent While on Active Military Duty.</b> A student will not be charged tuition while he or she is placed with a non-custodial parent (a person who has temporary custody of a child of active duty military personnel and who is responsible for making decisions for the child). Parent or Non-Custodial Parent must provide any "special power of attorney" created by the student's parent/guardian for the District to follow. A special power of attorney authorizes: (1) the student to enroll in a district of the non-custodial parent, and (2) the non-custodial parent to make decisions for the student. Any special power of attorney will be filed in the student's temporary record.</p>
<b>Anyone with a Custody Order Seeking to Enroll a Student</b>	Presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).
<b>Non-Parent Seeking to Enroll a Student</b>	Must complete and sign <i>Evidence of Non-Parent's Custody, Control, and Responsibility</i> of a Student form, School Board exhibit 7:60-AP2, E3. (Custody Affidavit) Custody affidavits are temporary documents allowing guardianship, and are only valid for one school year. Guardianship after that first year must be documented through the courts in order to continue enrollment at Warren Township High School.

**IMPORTANT:**

The School District reserves the right to evaluate residency status and/or proof of residency evidence presented. Merely presenting the items listed in this Procedure does not guarantee admission.

**WARNING:**

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for nonresident tuition from the date the student began attending a District school as a nonresident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)).

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

**\*\*REGISTRATION OF STUDENTS BASED ON A RESIDENCY AFFIDAVIT\*\***

If you are a student requiring the completion of a Student Residency Affidavit due to an unusual living arrangement or family situation, please be aware of the following procedures (this includes students currently approved under these circumstances):

- For current students, the affidavit can be found on the Warren website and must be submitted in a fully complete manner no later than July 15 of each school year. You can return the forms to either campus.
- Families must provide affidavit documentation each year they are registering with an affidavit
- Once the affidavit is submitted, you will be notified within five (5) business days regarding the status of your affidavit.
- If necessary, all parties named on the affidavit must be in attendance at a requested hearing.

- Students registering with an affidavit who have not been approved may not register
- Students registering with an affidavit who have been approved after the registration dates will register by appointment through the school registrar.
- Homeowner must provide three items from the list above as identified in Category A and B. Parent/Guardian must ALSO provide two additional items in their name for the address.

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## Student Fees

The school establishes fees and charges to fund certain school activities. These fees and charges include, but are not limited to, registration, parking, athletics, activities and change of schedule.

Annually, the Board of Education approves the fees and these amounts are represented in the registration materials.

Students will not be denied educational services due to the inability of their parent or guardian to pay fees or certain charges. Students whose parents or guardian is unable to afford student fees may be eligible to receive a fee waiver. See below for information on fee waivers. Fee waivers do not exempt students from charges for lost or damaged books, equipment, materials and/or supplies.

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## Payments

Student registration fees are non-refundable after September 15 of each school year.

Credit card payment (Visa, MasterCard, American Express and Discover) as well as debit cards, cash and checks are accepted for all fees and registration costs.

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## Fee Waivers (Policy 4:140)

### APPLICATION PROCEDURES

1. Parent(s)/guardian(s) will be required to complete the waiver of student's fee application and return the form to the District Office for review. The application and the record of action taken will be maintained by the school.
2. In cases where, for various reasons, a parent or other adult member of the family may not initiate a request, the classroom teacher, educational leader, visiting teacher, or other official may complete an application to establish eligibility, where needed, for children.
3. Applications may be filed at any time during the year.
4. The District Office shall determine the student's eligibility for fee waiver based on the school district's prerequisites for waiver.
5. The parent(s) or guardian(s) shall be notified within 14 days of the acceptance or denial of their student's waiver of fee application.
6. If the application is rejected, the reason will be stated and parents will be informed of appeal procedures. The parent(s) or guardian(s) will also be informed that they may reapply at any time if circumstances change.

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## Food Service (Policy 4:130)

A variety of meals and snacks are available in the cafeteria, including a type "A" lunch per federal and state guidelines. Free or reduced lunches are provided to students whose families show financial need and qualify by completing the application made available at the time of registration, or at the District Office after the school year has begun. Please refer to the Fee Waiver section of the handbook.

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## Chapter 6 - Transportation and Parking

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### Bus Transportation (Policy 4:110)

Students using free bus transportation should understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school or the stop nearest their home. Bus service is provided to all eligible students. There is no charge to the student for this bus service. Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who is a disciplinary problem. If a bus fails to arrive or make a scheduled stop or if you have trouble finding the proper route, call 847-599-4787.

It is the policy of the School District to permit the use of video cameras on the school buses for the primary purpose of reducing and documenting disciplinary problems and vandalism on the buses, thereby reducing distractions to the driver, improving safety and protecting the bus property. Video tapes may be used with or without audio components. Students may be disciplined based in whole or in part on videotape evidence of misconduct.

In appropriate circumstances, the Superintendent is authorized to show a videotape to other government agencies, including law enforcement agencies and/or the Department of Children and Family Services.

Students violating disciplinary or safety rules may have their riding privileges revoked. After such action it becomes the responsibility of the parents to transport the student.

STUDENTS MUST DISPLAY THEIR I.D. CARD UPON BOARDING THE BUS. The I.D. card will only allow a student to ride the bus to which he/she has been assigned.

1. Arrive 5 minutes prior to your pick up time and stay away from the street while waiting for the bus.
2. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
3. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
4. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
5. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
6. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
7. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Move ten feet away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
8. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
9. Never run back to the bus, even if you dropped or forgot something.

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### Inter-Campus Travel for Students

Due to the fact that some classes are offered at either the O'Plaine or Almond Campus and some students have to travel between the two campuses for these classes, the following procedures will be in place for traveling students:

1. Traveling between the campuses does not guarantee a student a parking permit.
  2. Students with a valid parking permit may drive to the alternate campus for academic courses or for activity participation.
  3. Bus transportation will be provided to all students needing to travel, except those limited by the course audit policy.
  4. The District will not assume responsibility or liability for the safety or property of students who provide their own transportation.
  5. Students will not be allowed to transport any other student, except a sibling, in their car for classes at the other campus.
  6. Upon arrival at the other campus, students are required to report to the area designated until their class begins.
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## Travel to and from School-Sponsored Activities

Please be aware of the school policies regarding transportation to and from school-sponsored events and activities.

1. WTHS provides student transportation to and from all school-sponsored events. All students involved in these activities are required to use school transportation. Student participants may not participate in an away contest if they drive themselves to the event without prior permission from the administration.
2. In extenuating circumstances, parents may need to drive their own children to or from a contest, but written notification must be given to the coach or sponsor and approved in advance.
3. Under no circumstances are students allowed to ride with anyone other than their parents to or from an event and then only with prior approval.

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## Student Parking

Parking space at WTHS is limited and is a privilege. WTHS provides bus transportation for all students who meet the state distance guidelines. Limited automobile parking for students is provided as a convenience, and an annual parking fee is assessed. Parking is a privilege, not a right. Noncompliance with parking rules, regulations and/or truancy may result in loss of parking privileges and no refund of the parking fee. The school is not responsible for the automobile or its contents. Cars should be locked at all times. No student will be permitted to purchase a parking permit if they have any of the following outstanding fees: past due fees, fines (i.e., textbooks) or co-curricular fundraiser money.

- Parking will be on a first-come basis. Students may only park in spaces designated for students. Having a parking permit is not a guarantee that a space will be available; rather, it is a permit to use student parking if space is available.
- A parking permit may not be transferred to another student and/or vehicle. To do so is to use school property without permission, and subject to disciplinary actions for misuse/theft of school property.
- The privilege to park will be suspended or revoked for inappropriate conduct such as reckless driving, loitering in the parking lot, or failure to follow the traffic rules and regulations. Any student who assists an unauthorized student from leaving school may be subject to disciplinary actions.
- Sophomores, juniors, and seniors may obtain a one-day temporary parking permit to be used for emergency purposes (i.e., doctor appointment, dentist appointment, court appointment, etc.). One day permits should be obtained from the Dean's office at least two days in advance. After three one-day permits are issued, there is a charge for a one-day permit.
- Any unauthorized student driver will be issued a warning. The first offense will result in a warning sticker being applied to the vehicle. The second offense will result in the vehicle being towed at the owner's expense. (If a vehicle cannot be matched to a WTHS student, the vehicle will be towed.)

Please be advised that appropriate school personnel have the right to inspect and/or search any vehicle being driven by a student and parked on school grounds at any time should there be reasonable suspicion that there is something illegal, improper, or unsafe inside the vehicle.

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## Chapter 7 - Health and Safety

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### Health Services (Policy 7:100)

WTHS provides minimum services to students who become ill or injured while in school. Emergency treatment is available through the office of Health Services. Students who become ill during the school day are to report to the nurse's office. The nurses will contact parents after they have met with the student if illness is such that the nurse requests that the student should be allowed to go home. Such permission will be granted after the parents have been notified.

The school requires a complete physical examination and up-to-date immunizations for all incoming 9th grade students by the first day of school. The physical must be done within one year of the first day of school starting. Students may register, but will not be allowed to attend school until proof of a complete physical/immunizations are reviewed by the nurse. Any student who is transferring into the district is given 30 days to provide a complete physical and up-to-date immunizations that have been done within one year of entering 9th grade. Students who are entering high school from the feeder schools are not considered transfer students. Immunizations may be waived for those students whose parents object on religious grounds or because of medical contradictions. Dental exams are required for all 9th grade students. Examination forms are to be filled out by a licensed dentist. These examinations are at the parents/guardians expense.

All students entering 9th and 12th grade will be required to show proof of recent meningococcal conjugate vaccination (MCV). All 9th graders should have received the vaccination by age 11, and are required to show proof of such. All 12th graders will need proof of receiving two doses, unless the first dose was administered after 16 years of age. In this case, only one dose after 16 years of age is required. This vaccination will prevent a severe bacterial meningitis as well as other illnesses caused by this bacterium. Students may register, but will not be allowed to attend school until proof of immunizations are reviewed by the nurse.

NOTE: Students will be excluded from school if they do not present verification of physical and immunizations within the specified time stated in the District notification, which will be mailed home.

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### Amendment to Section 27.8.1 Health Examinations and Immunizations of the School Code of Illinois

The recently enacted P.A. 83-0015 (HB 10992) amends Section 27-8.1 of THE SCHOOL CODE OF ILLINOIS as follows:

During a child's exclusion from school for noncompliance with this subsection, the child's parents or legal guardian shall be considered in violation of Section 26-1 and subject to any penalty imposed by Section 26-10.

Please be advised that students who are excluded by legislative directive in noncompliance with Section 27-8.1 are to be considered truant (absence without valid cause) as defined in Section 26-2a of THE SCHOOL CODE OF ILLINOIS and subject to truancy procedures as detailed in Article 26 Pupil Compulsory Attendance Act.

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### Medication Consent Form (Policy 7:270)

For students for whom medication is required during school hours, the required forms are available in the Nurses' Office at each campus and on the school website. This form must be completed by a physician licensed under the Medical Practice Act, in order for students to take any prescription or non-prescription medication. With the exception of asthma inhalers and epi-pens, students are not allowed to carry medications with them.

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### Illinois/Returning to School

If a student has sought medical attention and is returning to school seeking accommodations or restrictions, a note from a physician stating those accommodations and restrictions is required.

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## Concussion Management Protocol

Definition of a concussion, the signs and symptoms of a concussion, how the Student Services and WTHS Sports Medicine staff will evaluate and classify concussions, concussion treatment, indications for physician referral, and return to learn/play procedures. This information can be accessed on the webpage at: [https:// www.d121.org/page/318](https://www.d121.org/page/318)

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## Exemption from Physical Activity (Policy 7:260)

In order to be excused from participation in physical education due to medical prohibition, a student must present an appropriate excuse from his or her parent/guardian to the teacher (for 1-2 days of exemption per semester) or from a physician licensed under the Medical Practice Act (required for three days or longer).

In order to be excused from participation in physical education due to religious prohibitions, the student may provide a note from clergy or other evidence of a sincerely held religious belief that prevents his or her participation in some or all aspects of the physical education course.

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## Vision Screening - Frequency of Screening - Title 77 Administrative Code Section 685.110

Populations Mandated for Annual Vision Screening:

- Preschool (3-5 years of age) in any public or private educational program or licensed child care facility
- Kindergarten (screening is NOT required if there is documentation of the mandated eye examination)
- Second Grade
- Eighth Grade
- Special Education students
- All transfer students that are new to the district
- Teacher Referrals

In addition, Section 685.110 (d) requires written notification that a vision screening is going to be conducted and the following language must be included in the notice:

"Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an eye examination has been administered within the previous 12 months."

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## Eye Examination Requirement- Title 77 Administrative Code Section 665.610

An eye examination is required for all children enrolling in:

- Kindergarten
- An Illinois school for the first time at other grade levels

The eye examination requirement does not apply to children enrolling in preschool.

This eye examination shall be performed by a physician who performs eye examinations or an optometrist, and must include at a minimum:

- A medical history
- Visual acuity assessment
- Subjective refraction to best visual acuity for both near and far
- Internal/external examination of the eye
- Glaucoma testing

In addition to those listed above, optometrists shall include the following components as required by the optometry licensing law:

- Measurements of binocular acuity
- Ocular motility
- Color vision screening

The eye examination results shall be recorded on the State of Illinois Eye Examination Report form. This eye examination form is not the same as the Vision Examination Report form (V-4), which is used to record follow-up results for children referred from the regular screening program. Both forms can be obtained on the IDPH website at [www.idph.state.il.us](http://www.idph.state.il.us)

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**Hearing Screening Requirement - Title 77 Administrative Code Section 675.110**

Hearing screening services shall be provided annually for all school age children who are in grades K (kindergarten), 1, 2, and 3; are in any special education class; have been referred by a teacher; or are transfer students. These screening services shall be provided in all public, private, and parochial schools. Hearing screening is recommended in grades 4, 6, 8, 10, and 12.

In lieu of the screening services required in subsections (a) and (b) of this Section, a completed and signed report form, indicating that the child has had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months is acceptable.

In cases of known hearing loss, an audiological evaluation completed by an audiologist within the previous 12 months may be accepted instead of threshold monitoring services.

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## Chapter 8 - Academic, Promotion and Graduation

### Schedule of Testing Programs for 2023-2024 (Policy 6:340)

Test	Test Dates	Who	Purpose
A.C.T. (No onsite tests)	September 9 October 21 December 9 February 10 April 6 June 8	Juniors and Seniors	College Entrance and Illinois State Scholar Program Check ACT website for registration deadline
S.A.T.	August 26 October 7* November 4 December 2* March 9* May 4 June 1*	Juniors and Seniors	College Entrance Check SAT website for registration deadline
PSAT/NMSQT	October 11	Juniors (optional)	College Planning and National Merit Scholarship
Advanced Placement (A.P.)	May 6-18	Students enrolled in A.P. courses	Potential College Credit and Admissions
<b>State Assessments</b>			
PSAT 9	April	All Freshmen	State Assessment College Planning
PSAT 10	April	All Sophomores	State Assessment College Planning
S.A.T.	April	All Juniors	State Assessment College Planning
Illinois State Science Assessment	March/April	All Juniors	State Assessment

\*Held at Warren Township High School, Almond Campus

The Testing Code/CEEB Code # for WTHS is 142-175

Students seeking further information should visit these website or contact their counselor.

ACT information is available at <http://www.act.org>

SAT information is available at <http://www.collegeboard.org/>

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## Student Course Selection and Schedule Information

### Adding a Course

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#### Course Load

Currently students may enroll in up to 3.5 credits per semester. District 121 reserves the right to reduce the maximum course load for students. If the maximum course load is reduced, then graduation requirements may be adjusted accordingly.

Students may initiate adding an academic course prior to the end of the first week of each semester. Changes made due to administrative request may be made as necessary.

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#### Dropping a Course

Students may request to drop a class prior to the six week mark for both semesters. Any requests made by a student to drop a course after this period will be made only upon administrator approval. Any courses dropped by student request after the six-week mark will result in a grade of withdrawal/failure (WF), which will be entered on the student's record for the semester and no academic credit will be issued.

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#### Non-Level Schedule Changes

Students are encouraged to work closely with their counselor during the course selection process to select their courses for the following school year. Selection for courses will be completed by the end of January. However, it is recognized that unique situations and circumstances arise that may create a need to request a change in the courses requested by a student.

#### Course Changes and Adds:

Students may request changes to their course requests for the following school year throughout the course selection process. After the course selection process is complete, students may request to add or drop an academic course according to the timeline below:

- For Fall Term: Prior to the last day of student attendance of the prior school year according to course availability and with administrative approval.
- For Spring Term: Prior to the last day of student attendance during the fall term according to course availability and with administrative approval.

Initial contact for schedule changes should be made in the Counseling Office.

After the course selection process and the time set aside to request a change in courses, necessary schedule changes may be made for the following reasons:

- Data entry or clerical error.
- Administrative requests such as class balancing, student disciplinary problems, etc.
- Failure in a prerequisite course.
- Level changes approved by the appropriate administrator.
- Special education placement.
- Unusual, extraordinary, or medical circumstances not predictable during the registration processes. Administrative approval is required.

Request for changes that do not fit within the above criteria will not be considered.

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## Level Changes

Students who wish to request an increase in the level of their course designation (College Core, College Prep, Honors, and AP) may do so by the end of the second week of the semester. Students who wish to request a decrease in the level of their course designation may do so by the end of the fourth week of the first semester or the second week of the second semester.\* Students must receive approval for a level change from the teacher, counselor and lead teacher.

\*Freshmen who wish to decrease the level of their course designation after this period may do so with administrative approval.

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## Physical Development Exemption Policy (Policy 6:310)

It is the policy of District 121 that students in Grades 11 and 12 may request exemption from physical education for the following reasons:

- The student is determined to be participating in interscholastic athletics as certified by the appropriate district personnel.
- The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.
- The student lacks sufficient course credit for one or more courses required by state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for this exemption.
- The student is participating in the Marching Band Program. (Grades 9-12)

It is the student's responsibility to notify their counselor if they no longer are earning a P.E. exemption.

Each request for exemption from physical education instruction is to be verified and eligibility determined on a case-by-case basis by school district staff. Every student excused from physical education course requirements will be provided with a schedule which meets minimum school day requirements.

Exemptions for sports in the fall season shall be honored during first semester. Exemptions for sports in the winter and spring seasons shall be honored second semester. Second semester exemptions will be assigned to students based on participation in athletics during the previous year. Students who decide not to participate in athletics after taking an exemption will be required to repeat a PE course in its entirety. Requests must be made through the student's counselor.

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## Repeating a Course

A student may repeat a course or a similar course at a different level they earned a D or F in during the next fall, spring, or summer semester in which the course is offered. The lowest grade will be replaced by an "RE" on the student's permanent record and the new grade will be recorded in the term that the course is repeated; the student will receive the appropriate credit and grade points.

- Student's course loads may not surpass 3.5 credits per semester, including any classes being repeated.
- A student may only repeat a passed class for a higher grade one time per course.
- If a student has failed a class more than once, all F's will be replaced with "REs".
- Students may not use online/distance courses (including online credit recovery programs) to replace a grade.
- Transfer grade replacements will be handled on a case-by-case basis by Instructional Services.
- Similar courses are courses that have the same name and different levels or courses in the same subject that include the same standards or skills (Instructional Services department will make the final decision on similar courses.)

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## Audit Request Information (Policy 6:300)

Students may request to audit a class and receive no credit or grade for the class according to the following steps:

1. Counselor and Lead Teacher approval is necessary for initial consideration based on space availability.  
The teacher/administration has the right to revoke the request during the semester for disciplinary/attendance reasons.
2. A grade of "AU" will appear on the transcript with no credit awarded.
3. All requests must be submitted the semester before the class begins.
4. Students can only audit two courses per school year or a maximum of one credit per school year.
5. Parent approval is required before final approval is granted.



6. All course fees apply.
7. If auditing a cross-campus course:
  - A. O'Plaine Campus students may audit an 8th course offered period 0 (zero) only. The audited course will be the scheduled zero "0" period course. If the course is taken at the Almond Campus as an audit it cannot be offered at the O'Plaine Campus.
  - B. Almond Campus students may audit an 8th course offered period 8 only. The audited course will be the scheduled period 8 course. If the course is taken at the O'Plaine Campus as an audit it cannot be offered at the Almond Campus.
  - C. If the course to be audited is at the opposite campus, students must provide their own transportation. If the audited class is 0 period, students may ride the bus to the campus of the audited class, but will need to provide transportation to their assigned school.

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## Grading Information, Class Standing, Graduation Requirements

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### Grades and Reporting

The WTHS grading philosophy for all courses and students is as follows

A	A superior grade for excellent work.
B	A superior grade for excellent work.
C	An average grade for satisfactory performance.
D	A passing grade for below-average work.
F	A failing grade.
I	Incomplete: Grades of "I" will be given unless a student satisfies all of the basic course requirements. This work must be made up prior to the end of the nine weeks or in the case of second semester, the work must be made up by the end of the summer recess.
M	Medically excused from P.E., if unable to participate with no modifications.
NG	PE Exemption
AU	Audit: Mark for a course taken for no grade and no credit.
+	Following a letter grade indicates a "plus." A+ means a high "A" grade.
-	Following a letter grade indicates a "plus." A+ means a high "A" grade.
RE	Course was repeated for a new grade.
WF	Withdraw Failure: A student who withdraws from a course after the sixth week is subject to a WF grade for the course on their transcript. Withdrawals are made only with Guidance Counselor approval.

- Student grades are reported by semester. The semester grades are the only grades recorded on each student's high school transcript. Parents of students who have difficulty or are doing unsatisfactory work are urged to meet with the teacher and/or the Student Services Team to resolve the problem.
- Students have a right to timely information, which will communicate their level of performance during a grading period.
- Grades for graded work or participation will not be held until the end of the grading period.
- Grading practices will reflect consistency, regardless of teacher or course level as much as possible.
- Grades should communicate to students, parents, colleagues and colleges a student's academic performance.
- Academic grades will not be affected by separate scores for attendance, tardiness, attitude, effort, ability, behavior, employability, cooperation, or the like.
- Grading practices should encourage a student's best efforts in each course.

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### WTHS Grading Policy for All Courses

Grading scale for determining course grades:

A school wide scale of 100%-90% (A), 89%-80% (B), 79%-70% (C), 69%-60% (D), 59%-0% (F) will be used for all courses at Warren.

Extra credit:

Any extra credit that teachers choose to offer should be directly related to the course curriculum, equally accessible to all students, and cannot affect a student's grade by more than 2% toward the semester grade.

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## Cumulative Assessments

Students will take cumulative assessments at the end of each semester. A special daily class schedule and assessment schedule will be announced during the week prior to cumulative assessments. It is the student's responsibility to meet the assessment schedule. Students who find it necessary to be absent from school during cumulative assessments must contact their teacher(s) to make arrangements for making up exams. Students are expected to make up assessments on the day they return to school. No cumulative assessments will be given ahead of the scheduled time. Cumulative assessments must be completed within one week upon the student's return to school. Cumulative assessments not completed during this period will be given a grade of F unless arrangements have been made with the teacher and counselor prior to the scheduled exam date.

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## Cumulative Assessment Exemptions

- Students may be eligible for exemption from cumulative assessments for the second semester of their senior year, and/or for performance-based classes at the explicit permission from the Superintendent or designee. The senior exemption process is evaluated each year, and there may be revisions during the first semester. If a change occurs, all seniors will be notified as soon as changes are decided.
- Seniors will be exempt from a cumulative assessment in a particular course taken second semester provided they have:
  - No unexcused absences in that class,
  - Five (5) or fewer excused absences in that class, AND a grade percentage of 80% or higher in that class.
- Students who are eligible to exempt a cumulative assessment in a class second semester, may choose to take the cumulative assessment for that particular class. In this case, the assessment will not be used to lower their current grade but may improve their final grade.

### Weighting of Cumulative Assessments :

All cumulative assessments will be weighted uniformly by courses at 10% or 15% of the semester grade as decided by each department.

### Calculating semester grades:

- Semester grade = 90% semester work + 10% cumulative assessment .
- The semester percentage will be adjusted according to the cumulative assessment percentage.
- In the event cumulative assessments are waived by the district, a semester grade will be the grade earned for work submitted during the semester.

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## Grade Point Calculation (Policy 6:330)

A student's grade point average (GPA) is calculated by a simple weighted average; divide the total number of grade points earned by the total number of courses taken. A student who obtains an A, B or C in an honors course receives an additional .75 grade point, and a student who obtains an A, B or C in an A.P. course receives an additional 1.0 grade point.

The following chart indicates the weighting of honors and A.P. courses:

Level	A	B	C	D	F
A.P.	5	4	3	1	0
Honors	4.75	3.75	2.75	1	0
All Others	4	3	2	1	0

Students who wish further clarification on the calculation and Grade Point Average (GPA) should see their counselor.

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## Promotion and Grading at D121 (Policy 6:280)

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. The principals or designees shall assign students to the appropriate class designation. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, or other District testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Students who withdraw from school will re-enter with the same classification they had earned before the drop date. Superintendent or designee may modify this policy for transfer students and other special cases.

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## Campus Assignment

Campus assignments will be determined based upon the student's earned credits, semesters of attendance, and academic needs, together with the District's need to maintain a proper enrollment balance between the campuses.

Subject to maintaining proper enrollment balance and any other academic needs of the student, a student who has earned 9.5 credits will generally be considered for attendance at the Almond Campus if the student has also earned credit in the following areas:

- English – 1.5 credits
- Mathematics – 1.0 credit (must include Algebra I)
- Science – 1.0 credit
- Social Science – 1.0 credit
- Physical Development and Health – 1.5 credits
- Additional Core or Elective Courses – 3.5 credits

A student who has earned 6.0 credits or fewer after four semesters will not be considered for assignment to the Almond Campus. A student who has earned 6.5 credits to 9.0 credits after four semesters will be assigned to a campus by a principal or designee.

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## Graduation Requirements (Policy 6:300)

The Board of Education determines high school graduation requirements that will provide each student ample opportunity to achieve the purpose for which the School District exists and that meet the minimum graduation requirements contained in State law. Unless otherwise exempted, each student must successfully earn a minimum of 18.5 credits to qualify for graduation. The following core curricula must be completed successfully to be eligible for a Warren Township High School diploma:

One semester equals ½ credit (.5) credit		
<b>English</b>	8 semesters 4 credits	Students must pass one semester of English I, English II and English III. Students can make up credits from English I, English II or English III with other English electives.
<b>Mathematics</b>	6 semesters 3 credits	1 year must be Algebra I and 1 year must be a course that includes geometry content.
<b>Science</b>	4 semesters 2 credits	
<b>Social Science</b>	6 semesters 3 credits	2 semesters of freshmen Social Science, 2 semesters of United States History, 1 semester of Government, and 1 semester of Economics.
<b>Life Fitness</b>	8 semesters 4 credits	Must include 1 semester of Health. Must pass one semester of Physical Education for each semester of attendance at Warren Township High School, unless otherwise exempted.
<b>Practical and Fine Arts</b>	2 semesters 1 credit	This could include 2 semesters of art, business, world language, industrial tech, music, theatre arts, or vocational education.
<b>Electives</b>	3 semesters 1.5 credits	

State of Illinois writing requirements are fulfilled by completion of English and Social Science courses.

Unless otherwise exempted, each student must successfully accomplish the following in order to graduate from high school:

- Pass an examination on the United States Constitution, Illinois Constitution, Declaration of Independence, patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
- State Testing Requirement SAT or DLM.

Course Load - Currently students may enroll in up to 3.5 credits per semester. District 121 reserves the right to reduce the maximum course load for students. If the maximum course load is reduced, then graduation requirements may be adjusted accordingly.

The Superintendent or designee is responsible for: (1) maintaining a description of all course offerings that comply with the above graduation requirements, (2) notifying students and their parents/guardians of graduation requirements; (3) taking all other actions to implement this policy.

A student with a disability who has an individual educational program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

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### **Junior Early Graduation (Policy 6:300)**

Students wishing to graduate at the end of their junior year must complete an application with their counselor by November 1st of their junior year. Notification of the student's request and verification of the student's acceptability for early graduation will be given to the building principal by the counselor. Permission for early graduation may be granted to a student upon the approval of the Board of Education.

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### **Second Semester Exemptions (Policy 6:300)**

Second Semester Exemptions are for students who have met the graduation requirements by the end of the first semester of a given school year and have completed a minimum of 7 semesters. Applications for Second Semester Exemption status should be made through the student's counselor by November 1st. Please note that you are not allowed to participate in athletics and extra-curricular activities during this second semester exemption. Prom and graduation are the two exceptions. All students officially receive their diploma in May. Only course fees from second semester will be refunded.

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### **Student Enrollment and Transcripts**

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#### **Transfer Credits (Policy 6:320, 7:50)**

- When transferring from another school, the administration will evaluate the credits transferred and specify what is needed for the student to meet the graduation requirements at WTHS.
- Beginning with the class of 2027 weighted credit will be assigned based on the transfer courses listed on the student transcript. Assigned weighting will be done at the level existing at WTHS at the time a course was taken.
- For students in the class of 2026 and prior years, weighted credit will be allowed for transfer courses which correlate to courses offered at WTHS for weighted grades. Assigned weighting will be done at the level existing at WTHS at the time a course was taken.

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#### **Student Withdrawal Process**

- Students will be removed from the rolls when they transfer, withdraw, or are expelled.
- At least two days prior to transferring or withdrawing, a parent must make an appointment with the registrar to initiate the withdrawal process.
- The student should return chromebooks, textbooks, library materials, locks, and pay any debts owed to the school as part of the withdrawal process.
- Expulsions are legal exclusions from school that are determined by the Board of Education. The school will phone and serve notification in writing to parents if any proceeding should be necessary.

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### Non-Resident Students

Pupils who become non-residents during a school term shall not be charged tuition for the remainder of the school term in which they become non-resident students. (122 IL rev Stat 10-21.12a)

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### Transcripts

Official transcripts may be furnished by the registrar in a sealed envelope containing the school seal. Transcripts will be furnished by the registrar's office at no charge. Transcripts will be sent either electronically to current students or by regular mail. Former students will be charged a fee for each transcript.

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### Academic Recognitions

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#### Honor Roll

Those students who maintain high scholastic records are placed on the Honor Roll at the end of each semester grading period. Students with a weighted grade point average of 3.75 or better will be placed on the high honor roll. Students with a grade point average of 3.25 to 3.74 are placed on the regular honor roll. Any grade of a "D" or lower in a given semester eliminates a student from the honor roll for that semester.

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#### Graduation Award Recognition

At the end of the student's seventh semester, the following grade point average cut offs will be used for award recognitions for graduation purposes:

4.4 and above	Summa Cum Laude
4.200 - 4.399	Magna Cum Laude
3.900 - 4.199	Cum Laude

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#### Seal of Biliteracy and Commendation Awards

Any senior student who demonstrates a high level of proficiency in English and another language can qualify to receive the Illinois State Seal of Biliteracy or Commendation awards. The chart below contains minimum scores to demonstrate proficiency.

Assessments Administered to Students in High School	Minimum score to qualify for Seal of Biliteracy	Minimum Score to qualify for Commendation
ACCESS for ELL's	4.8 overall	3.5 Literacy
SAT	480 ELA score	480 ELA score
ACT	Composite score of 21 or English score of 18	Composite score of 21 or English score of 18
ACTFL Assessment of Performance toward Proficiency in Languages (AAPPL) Measure	Score of Intermediate 5 or Advanced in all areas: Speaking, Reading, Writing and Listening	Scores of Intermediate 1 or better in all areas: Speaking, Reading, Writing and Listening

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## **Additional Services**

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### **Homework Request**

Requests for homework when absent two or more days can be made by contacting the Counseling Department and will be available by the end of the next school day.

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### **Home or Hospital Tutoring (Policy 6:150)**

A student qualifies for home or hospital instruction when a doctor anticipates that the student will be unable to attend school for two or more consecutive weeks due to a medical condition. Further, a student also qualifies for said services if a doctor anticipates that a student's medical condition will cause ongoing intermittent absences. In situations involving students with IEPs, services and accommodations must be implemented as a part of the student's home or hospital instruction unless the team determines a change is needed per the student's current condition. Anyone having questions or concerns about home or hospital instruction services should contact their student's counselor.

Parents will need to complete a "Request for Home/Hospital Services" Form. From there, the counselor and respective staff will provide parents with all details related to home or hospital instruction.

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### **Response to Intervention (RtI)**

The Response to Intervention (RtI) model, mandated by federal law and state regulations, requires public school districts to develop intervention plans to address academic and behavioral concerns prior to referring a student for special education services. The intent of the legislation is to provide students with immediate access to scientifically based interventions. The school staff is responsible for engaging in ongoing monitoring of student progress to determine the effectiveness of the interventions. The RtI model is a three-tiered intervention system. Specific details are listed on the WTHS website.

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## Chapter 9 - Special Services

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The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

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### Special Education Services (Policy 6:120, 8:70)

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Special Education rules. A student must have an Individual Education Plan (IEP) in order to receive special education services.

WTHS provides free, appropriate special education and related services to students in a flexible service delivery model with a full continuum of services with supports, modifications, and accommodations for eligible students. Service delivery along this continuum is based on the intensity of a student's needs and is determined by the student's team. Students with disabilities may receive related services as part of their individual education programs (IEPs). The school district will maintain related service logs that record the type and number of minutes of the related service(s) administered to such students. Copies of any related service logs will be available to parents/guardians at their child's annual review IEP meeting. Parents/guardians of students with disabilities may also request copies of their child's related service logs at any time. Services are provided in the least restrictive environment as determined by the members of the student's IEP team. The members of the team are comprised of the parents, WTHS Staff, and the student. The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's students with disabilities. If necessary, students may also be supported in nonpublic special education programs or education facilities.

Requests or questions about special education services should be made to the special education administrator at each campus.

Students with disabilities who do not qualify for an individualized education program, as required by the federal individuals with Disabilities Education Act and implementing provisions of this Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

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### Section 504 of the Rehabilitation Act of 1973 (Policy 6:120)

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendment Act (ADAA) are two federal laws that govern educational accommodations and/or services when provided to students whose medical condition or disability meets the criteria below. These statutes contain regulatory provisions pertaining to physical or mental health impairments.

Section 504 of the Americans with Disabilities Amendment Act defines disability as:

1. A physical or mental impairment that substantially limits a major life activity\*\*
2. Having documentation of such an impairment
3. Being regarded as having such an impairment

**Major life activities include:			
Caring for oneself	Breathing	Lifting	Performing manual tasks
Walking	Learning	Bending	Working
Seeing	Eating	Reading	Thinking
Hearing	Sleeping	Standing	Communicating
Speaking	Concentrating		

To begin the Section 504 referral process, please contact your student's counselor and provide medical or psychological diagnosis documentation. Please return this documentation to your student's counselor.

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## Chapter 10 - Alternative Courses and Program

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Policy 6:310 - Students may be limited as to the number of alternative courses that apply toward high school credit. Grades earned in approved alternative learning courses count toward a student's grade point average and eligibility for athletic and extracurricular activities. **Students should be aware that not all alternative learning courses are NCAA approved.**

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### College Courses

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior in good academic standing: 2.50 cumulative grade point average and 15 academic credits earned by the end of the sixth semester;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's counselor and the high school principal; and
4. The student assumes responsibility for all fees.

Senior students must apply before June 1st of their junior year for the fall semester and before December 1st of their senior year for the spring semester. Additional questions and concerns should be directed to the counseling office.

Transcripts of course work taken must be supplied upon completion of the course. A maximum of 3 units of credit may be counted toward the requirements for a student's high school graduation. District Administration will determine the number of high school credits awarded for each college course taken.

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### Correspondence Courses

Enrollment in a correspondence course provides students the opportunity to receive credit (limited) for make up or enrichment. American School of Secondary Correspondence Study is a provider of correspondence courses at Warren Township High School.

A student enrolled in a correspondence course may receive high school credit for work completed provided:

1. The course is given by an accredited institution, or the state of Illinois;
2. The student assumes responsibility for all fees; and
3. The high school principal or designee approves the course in advance.

Seniors: WTHS must receive the final grade/transcript by the senior's last official school day in May. Students failing to meet these standards will not be allowed to participate in the graduation ceremony. Grades will be calculated on a pass/fail basis.

A maximum of 3 units of credit may be counted toward the requirements for a student's high school graduation. One semester of correspondence study is equal to 0.5 credits at WTHS. A two-semester correspondence course is equal to 1 credit at WTHS.

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### Distance Learning Courses, Including Virtual or Online Courses

A course can be taken in a distance learning format if it is a course that is not offered in the curriculum guide or if it is a course for make-up credit. A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building principal or designee approves the course in advance.

Students must sign up through their counselor. A student must have Internet access in order to take these courses, and obtain an adult mentor. All other rules and criteria for all campus educational alternatives apply. Additional questions and concerns should be directed to the counseling office.

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## Off Campus Summer School and Independent Study

A student will receive high school credit for successfully completing:

1. Any course given by an accredited institution.
2. Independent study in a curriculum area not offered by the District. The course must be approved in advance by the student's counselor and the building principal or designee.

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## Volunteer Service Credit Program

A student may earn high school credit through community service activities provided:

1. Time spent for .5 credit of volunteer service must be equivalent to taking an academic course for 45 minutes per school day for 19 weeks;
2. The activity and the outside school supervisor must be approved in advance by the student's counselor and the building principal or designee;
3. All activity logs with time verification must be submitted to the counselor no later than May 1st of the school year the activity began;
4. Credit will be on a pass/fail basis; and
5. The volunteer work must be outside the normal academic school day, and the student cannot receive any monetary compensation for the volunteer activities.

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## Bridges Program

The Bridges Program is divided into two different program areas: Evening Program and Transition Program. Each one of these programs is designed for a specific classification of students.

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### Bridges Evening Program

The Bridges Evening Program is designed to provide a comprehensive alternative program for students to improve their academic achievement such that they are able to satisfy graduation requirements and earn a Warren diploma. Equally important, the Bridges program will provide instruction, modeling, and mentoring on career and life skills that will facilitate the students being able to successfully "bridge" to the world of adult or post-secondary education or the world of work. Any member of the building Student Service Team, Administrator or parent, may refer a student to the Bridges Evening Program. The District's admission criteria are non-discriminatory in that any student, regardless of race, ethnicity, gender, sexual orientation or special education status, will be considered for admission.

The following Bridges Evening Program regulations and policies apply to all students who voluntarily transfer into this program:

1. A student will be dropped from their class if they accumulate a total of twelve (12) hours absence during the semester. Any time absent from class will have a negative impact on a student's grade. There are no excused or unexcused absences. Absences for any reason are counted against the 12 hours.
2. Any student whose behavior interferes with the learning process may be removed from the program, and that student will immediately be re-enrolled in day school and provided with educational options.
3. Any student who is involved in any harassment or physical confrontation with another student or staff member will be removed from the program and immediately re-enrolled in day school and provided with educational options.
4. Possession and/or use of alcoholic beverages, marijuana, and/or controlled substances in any amount will result in immediate removal from the program and re-enrollment in day school, and/or referral to the local law enforcement agency.
5. No books, folders, hats, jackets, or any items containing the insignia of a street gang or otherwise commonly associated with a street gang may be brought or worn on school grounds. Gang insignias within a student's possession or the flashing of gang signs may result in removal from the night school program and immediate re-enrollment in day school.
6. Irresponsible driving in the parking lot may result in removal from the program, re-enrollment in day school and/or referral to the local law enforcement agency.
7. There will be no smoking on school property.
8. There will be no visitors allowed in the building.

Any student who is removed from the evening school program for violations of the above regulations and policies will be immediately re-enrolled in day school and provided with educational options, including GED preparation information. Students above the age of 18 years may be removed from the program without the notification to their parent/guardian.

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## **Bridges Transition Program**

The Bridges Transition Program addresses employability and/or daily living skills deficit areas for students through the school year in which the student turns 22 years old. The program is designed to further employability and daily living skills to increase independence. The program was created with a results-oriented process focusing on improving the academic and functional achievement to facilitate the student's movement from school to post-school activities and provide connections to postsecondary education, vocational education, integrated employment including supported employment; continuing and adult education.

Placement in this program is an IEP team decision, and is based on the student's needs and services identified in the IEP.

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## **Graduate Equivalency Degree (GED) Information**

Information regarding a Graduate Equivalency Degree (GED) is available from the Lake County Illinois Regional Office of Education website. <https://www.lake.k12.il.us/high-school-equivalency-ged> , and from counselors.

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## **Lake County Technology Campus (LCTC)**

The Lake County Technology Campus is an extension for high school students to attend classes in a specific career training program. The LCTC experience provides an educational environment that supports and encourages individual learning styles, develops occupational skills and professionalism, and assists students in discovering their potential. Classes are offered in three sessions, five days a week, during a student's regularly scheduled school day.

The following Tech Campus regulations apply to all students who voluntarily enroll into LCTC:

1. Your continuation and success in this program implies the acceptance of certain rules and responsibilities.
  - a. Any student whose behavior interferes with the learning process may be removed from the program.
  - b. Any student who does not maintain a good attendance record may be removed from the program.
2. All students are required to utilize WTHS transportation to and from the LCTC.
  - a. Students may not drive themselves to the LCTC. Special circumstances may arise and must be approved by the WTHS Tech Campus Coordinator.
3. If you are absent, it is the student's responsibility to receive missed assignments from the tech campus instructor.
  - a. Please know that if you are absent from school, you must call WTHS's attendance office as well as the LCTC. Parents and guardians should call and leave a message on the LCTC attendance line within 24 hours to excuse an absence.

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## **Valid Causes of Absenteeism (LCTC)**

WTHS, in compliance with Section 26-2A of the Illinois School Code, considers the following circumstances to be valid causes for a student's absence.

1. Illness
2. Religious holiday
3. Death in the family
4. Valid doctor or court appointment
5. Family emergency

Cosmetology students must achieve 750 hours by the end of the summer between their first and second year. Students with less than 750 hours may not be permitted to continue in the Cosmetology program.

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## Chapter 11 - Attendance

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### Attendance Policy (Policy 7:70, 7:190)

The administration and teaching staff at WTHS agree that punctual and regular attendance is essential to a student's success in school. Regular attendance is also a mark of a mature sense of responsibility. Unfortunately, circumstances may arise that make it impossible for a student to attend school. When such an absence does occur, it is necessary for the student to seek out and complete assignments. However, it is important for students to realize that completing make-up work does not replace the actual experience of being in class. It is not possible to make up the learning experiences that come through listening to a full explanation of the facts and concepts, participating in classroom discussions, and processing the ideas and questions of others. Therefore, regular daily attendance must be a priority of each and every student at WTHS.

To help students meet the goal of regular attendance, A LIMIT OF EIGHT (8) ABSENCES from class in one semester will be imposed. Any absences beyond eight (8) absences, except for no count absences (as described below), could directly impede the student's grade. Consequences include 1) loss of credit for daily work, such as homework assignments, quizzes and/or labs on the day of the absence; 2) 10% reduction for major assessments: tests, projects, speeches, papers, presentations, and lab practicals on the day of the absence. Unexcused absences, at any time, will have a negative impact on the student's grade. Students may be dropped due to chronic absences.

The limitation of eight (8) absences does not apply to no-count absences, which are identified in PowerSchool with an "N" preceding the attendance code. Please contact the Deans' Office if you have further questions regarding how no-count absences are determined.

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### Valid Causes of Absenteeism

WTHS, in keeping with Section 26-2A of the Illinois School Code, considers the following circumstances to be valid causes for a student's absence:

1. Illness
2. Religious Holidays
3. Death in the Family
4. Valid Doctor or Court Appointment (with appropriate documentation upon returning to school)
5. Family Emergency
6. Parent/Guardian Active Duty Leave
7. Attending a civic event (1 per school year and with prior approval from administration)
8. Mental Health Days (up to 5 per school year)

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### Excused Absences

If a student's absence has a valid cause and is reported to the Attendance Office within 24 hours, the first eight (8) such absences will be considered excused. Students will be allowed to make up work missed by excused absences. Parents/Guardians will be informed by mail or email at the time of the student's sixth (6th) absence other than no count absence from a class.

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### No-Count Absences

(May occur at any time during the semester.)

Certain absence situations will NOT COUNT in the student's eight (8) allowed absences. Students always have the privilege of making up work missed from a no-count absence provided the work is completed within the teacher's specified time as described in the teacher's course policy which will provide, at a minimum, one day of make-up time for each day of no-count absence. These include:

1. Any absence that is reported to the Attendance Office within 24 hours AND for which the student presents written medical or court documentation within 48 hours after their return to school.
  2. Field trips, college visits (limit as specified by Guidance Dept. policy), and religious holidays when the approval procedure is followed prior to the absence. (Phone contact/written note from parent/guardian to your dean.)
  3. Parent/Guardian Active Duty Leave (Please refer to Extended Absences section for definition)
  4. Visits to the Deans' Office or appointments with guidance counselors or social workers when initiated by school officials.
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## College Visitations

Sophomores, juniors and seniors may use up to three (3) school days during the school year for the purpose of visiting college campuses or approved job shadow days. These days will be considered as “no count” absences provided the parent calls the Attendance Office prior to the college/shadow visit, and the student returns with a signed note from the college admissions office or business on their letterhead. NO COLLEGE VISIT DAYS OR SHADOW DAYS WILL BE PERMITTED AFTER MAY 1.

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## Unexcused Absences - Truancy (Policy 7:70)

A student is considered unexcused or truant when absent without valid cause for a school day or any portion of a school day. If a student’s absence is unexcused he/she will not be allowed to make up work for credit and will receive no credit for any work or tests that were missed. Examples of unexcused absences are failure to inform the Attendance Office within 24 hours, oversleeping, missing the bus, car trouble, working or employment interviews.

Truant students will be processed through a four-step disciplinary procedure, which provides resources and services for students and parents. Consequences for truant students may include:

Contact 1	<ul style="list-style-type: none"><li>• Student/Dean Conference</li><li>• Parent/Guardian Contacted</li><li>• Detentions/Saturday School Detention</li></ul>
Contact 2	<ul style="list-style-type: none"><li>• Student/Dean Conference</li><li>• Parent/Guardian Contacted</li><li>• Detentions/Saturday Detention</li><li>• Loss of privileges - Parking permit suspended, and/or limited social probation. This includes, but not limited to not attending field trips, school sponsored activities or events such as athletic events, plays, band concerts, and choral concerts.</li></ul>
Contact 3	<ul style="list-style-type: none"><li>• Student/Dean Conference</li><li>• Parent/Guardian Contacted</li><li>• Student/Dean/Police Liaison Officer Conference</li><li>• Full social probation. Student may not attend any school dances, Homecoming, Turnabout, or Prom. Student may not attend any school sponsored events or activities for the duration of the social probation period. Suspension or revocation of parking permit (Fee will not be refunded)</li></ul>
Contact 4	<ul style="list-style-type: none"><li>• Student/Dean Contact</li><li>• Parent/Guardian Contacted</li><li>• Referral to Police Liaison Officer for truancy ticket or Regional Office of Education Attendance and Truancy Program (O’Plaine only)</li><li>• Full social probation. Student may not attend any school dances, Homecoming, Turnabout, or Prom. Student may not attend any school sponsored events or activities for the duration of the social probation period. Revocation of parking permit. (Fee will not be refunded.)</li></ul>

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## Responsibilities

It shall be the PARENT/GUARDIAN’S RESPONSIBILITY to:

1. Decide whether the cause of absence is a sufficient reason to warrant the student missing valuable instruction time.
2. Inform the Attendance Office of any valid absence within 24 hours of the absence with necessary documentation.

It shall be the STUDENT’S RESPONSIBILITY to:

1. Make arrangements for makeup work with the individual teachers to determine make up work and their deadline.

It shall be WTHS’ RESPONSIBILITY to:

1. Monitor the student’s attendance.
2. Inform parents/guardians of any attendance problems

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## Reporting an Absence

Parents/Guardians or emancipated students should notify the Attendance Office by 10:30 a.m. on the day of an absence. The Attendance Office has a voice mail system that operates 7 days a week, 24 hours a day. The O'Plaine Attendance Office is open at 7:30 a.m. Additionally, all students who reside with their parents regardless of age must have a parent report the absence.

The Almond Attendance Office is open at 7:00 a.m. To have the absence excused, the call must be received within 24 hours or by 4:00 p.m. the day after the absence. \*Any absence not excused/explained within the 24-hour time frame will be considered unexcused and subject to truancy procedures.

Phone lines are available 24/7 to leave a message. Please leave the following information: Student's first and last name – spelled out, year in school, student's ID number, name of parent/guardian who is calling, daytime phone number where you can be reached to verify the call and reason for the absence.

Note: Board Policy 7.80 asserts that "a student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice to the District five (5) days before the student's anticipated absence.

The parent(s)/guardian(s)'s written notification of the student's anticipated absence shall satisfy the District's requirement for a written excuse when the student returns to school." "A student shall be released from school for a day or portion of a day for the purpose of religious instruction. A letter, requesting the student's absence and written by the student's parent(s)/guardian(s)'s, must be given to the Building Principal at least five (5) days before the day the student is to be absent."

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## Extended Absences (Family Vacations or Parent/Guardian Active Duty Leave)

1. Notification of this type of absence must be made by the parent or guardian of the students by a personal visit or call to the Dean prior to the contemplated vacation. The student must contact each of his/her teachers prior to departure for a vacation. The eligibility of a student to receive academic credit for the days absent is based on the student's 8-day attendance status in the class, in accordance with the WTHS attendance procedures.
2. Students who have a parent/guardian as an active member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat postings, may receive a NO COUNT absence for up to five (5) days.

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## Suspension of Students (Policy 7:190, 7:200)

The following are out of school suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.
4. Upon written request of the parent(s)/guardian(s) to the Building Principal, a review of the suspension shall be conducted.
5. After a review of the suspension by the Principal, the parent/guardian may request a review of the suspension by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. Student will be suspended until a decision is rendered, or his/her day(s) of suspension is completed prior to decision being reached.
6. Students suspended from school may not appear on campus, including the Lake County Technology Campus, or participate or attend school-sponsored activities both home and away.
7. During the period of an out-of-school suspension, the student will be responsible for the work missed. Students who are suspended out of school will be expected to make up all missed work and are responsible for acquiring the make-up work from the teacher.
8. Suspensions may result in additional social probation including events, dance, prom and graduation.

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## Re-Engagement of Returning Students

The dean shall meet with the student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion. In addition, the student will have an opportunity to make up missed work for equivalent academic credit.

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## Tardy Procedure

On time arrival for class is a value we want to instill in our students. Tardiness is not acceptable because it disrupts class, hurts the morale of the students who are on time, reflects a negative attitude toward the class, creates disruptive problems in the halls, and develops a habit which may make future employment difficult. Students will be considered tardy if they are not in the classroom, prepared for class, when the bell rings.

Teachers should inform their students of the tardy procedure and their expectations on the first day of class and on subsequent days as necessary. Tardies will be handled as part of the teacher's classroom management in the following manner consistent with Tier 1 RTI behavior interventions. The consequences may include, but are not limited to:

1st - 4th Tardy	Teacher contacts the parent by phone, e-mail, or in person Date and time of contact are recorded Teacher/Student Conference Teacher Assigned Discipline
5th Tardy	A referral should be written to the dean. Students will be assigned detentions, Saturday School detention, or loss of parking privilege for one week (if student has a valid WTHS Parking Permit). Parents will be notified.

Additional tardies should include a written referral to the dean on the 7th, 10th, and above.

**Additional Dean contacts for tardies can result in loss of parking privilege. Parents will be notified and no refund will be issued.**

Students tardy to study halls will be referred to the Deans' Office on the 5th, 7th and 10th tardy. A student is considered tardy if less than 10 minutes late to class. If a student is more than 10 minutes late to class without an excused tardy pass, his/her absence will be regarded as unexcused.

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## "No-Count" Tardy Procedure

Guardians or emancipated students are granted the opportunity to excuse three tardies each semester for emergencies. (No special reason has to be given.) The "No Count" Tardy Procedure is consistent with our definition of tardy and only applies to the student's first scheduled class or study hall.

Guardians or emancipated students should notify the Attendance Office by 10:30 a.m. on the day of a tardy. The O'Plaine Attendance Office is open at 7:30 a.m. to receive calls. The Almond Attendance Office is open at 7:00 a.m. to receive calls. To have the tardy excused, the call must be received within 24 hours or by 4:00 p.m. the day after the tardy.

**\*Any tardy not excused/explained within the 24-hour time frame will be considered unexcused and subject to the tardy procedure.**

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## Chapter 12 - Discipline and Conduct

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Section 10-20.5 of the School Code of Illinois specifies that the Board of Education has the responsibility to adopt and enforce all necessary rules for the management of the public schools of their district. Rules and regulations are necessary for the development and maintenance of an orderly and safe school environment that is conducive to teaching and learning. As a result, certain behaviors are recognized as being inappropriate and unacceptable at school, on school property, using school supplied technology equipment, school computer network or electronic program, in a school-sponsored virtual meeting, and within the jurisdiction of the school district.

WTHS strives to create a positive learning environment by proactively teaching students to be respectful, resilient, and engaged. This is accomplished through positive behavior interventions that include a variety of techniques that help support a student's behavior within the school environment. In addition to a multi-tiered system of supports, the District is committed to aiding students through online Social-Emotional Learning (SEL) education, restorative practices, student support groups, mediations, and alternative to suspension programming. Additionally, student service teams composed of counselors, social workers, psychologists, and deans meet regularly to engage in a problem-solving process to develop plans for individual students and monitor their progress.

**In addition to teacher's/classroom expectations and consequences, the following consequences will be utilized for students in violation of WTHS Discipline Code: Student Dean Conferences, Detention, Saturday School Detention, Out-of-School Suspension, Behavior Contracts, Parents Conferences, Removal of Privileges, Social Probation, Financial Restitution, Local Law Enforcement, Referral and Expulsion. The following services will be utilized: Counselors, School Psychologists, Social Workers, and Outside Agency Referral.**

The Code of Conduct applies to any student of WTHS when the student is (1) on school grounds before, during, or after school hours and at any other time when the school is being used by a school group; (2) off school grounds at a school activity, function or event at home or away; (3) traveling to or from school or an activity, function or event; or (4) anywhere, if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member, or an interference with school purposes or an educational function; 5) through the transmission of information from a school computer, a school computer network, or other similar electronic equipment; or 6) through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, lease, or used by the School District, or school if the use causes a substantial disruption to the educational process or orderly operation of a school.

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### Discipline of Students with Disabilities and 504 Plans (Policy 7:230)

The District shall comply with the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

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### Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

The District is committed to providing a learning environment for all students which is conducive to academic and social-emotional growth. District staff will intervene and support students in the least restrictive manner consistent with the student's behavior. Behavioral interventions should include a variety of techniques that help support a student's behavior within the school environment. Behavior interventions will incorporate procedures and methods consistent with practices in the field of behavioral intervention. School personnel should use positive interventions to remediate inappropriate student conduct. The use of restrictive interventions should only be used when positive interventions have been unsuccessful in improving the student's behavior. WTHS will monitor the use of any restrictive interventions in accordance with our board policies, School Code, and Illinois State Board of Education (ISBE) requirements. The District will provide ongoing staff development opportunities to staff as they pertain to behavior management, trauma-informed practices, de-escalation strategies, and restorative practices.



A behavior intervention plan may be written for students whose behavior significantly disrupts the student's ability, or the ability of other students, to benefit educationally. A behavior intervention plan (BIP) shall be based on a functional behavior assessment (FBA) and shall include positive behavioral intervention strategies and supports to address the inappropriate behavior. Functional Behavioral Assessment (FBA) is a process for identifying problem behaviors and developing positive behavioral interventions to improve or eliminate those behaviors. Completing an FBA will require guardianship/parental informed written consent. All procedural safeguards and protections shall be applicable during the creation and implementation of behavioral intervention plans, as well as the resolution of any disputes.

These interventions and procedures have been developed after reviewing and considering the Illinois State Board of Education (ISBE) guidelines focused on behavioral interventions. ISBE is located at 100 N. First St., Springfield, IL 62777. The District shall establish a parent-teacher advisory committee to assist the administration in the monitoring and development (or revision) of policies and procedures regarding behavioral interventions.

**Special Note**

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences which will occur when said standards are not met. These are guidelines to be interpreted by specially trained, professional staff members at Warren Township High School. Each incident will be considered according to the individual merits of the case.

As in any set of regulations concerning procedural operation, it is not possible to specify every conceivable situation.

Thus, a student may be disciplined for unacceptable conduct even if such conduct is not specified in this handbook. Further, the board of education and the administration have discretion in determining the appropriate level of discipline for a given offense. The level of discipline set out in this handbook are guidelines only, and discipline in a specific case may be greater or lesser than indicated in this handbook.

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

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**Definitions and Terms**

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**Disciplinary Conference**

Warren is committed to using restorative practices in response to student misconduct. These practices may include, but are not limited to, affective statements, think sheets, and impromptu conferences. Warren will utilize restorative conferences whenever harm is done and the offense is deemed appropriate for a restorative conference. Successful participation and completion of a restorative conference may be used to restructure traditional consequences.

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**Detentions which are assigned by a teacher**

Detentions which are assigned by a teacher will be served during the assigned time. Students should be given 24-hour notice. Failure to attend a teacher’s detention will result in two Dean’s detentions and advancement on Administrative Review.

**Detentions which are assigned by the Dean**

Detentions which are assigned by the Dean will be served before or after school hours. Students will be given an advance notice of 24 hours. Failure to attend any assigned Dean’s detention may result in an assignment to a Saturday School Detention. No detentions will be assigned during study halls or lunch periods. A late bus is provided.

**Social Probation, Suspension of Social Privileges**

Social Probation/Suspension of Social Privileges is the suspension of a student from school activities such as athletic contests and school dances, including but not limited to homecoming, prom and graduation. Social probation can be assigned along with other disciplinary action as deemed appropriate.



## **Saturday School Detention**

Saturday School Detention is a frequently utilized form of discipline for student infractions. This will be a work/study program held on Saturdays from 8:00 a.m. to 12:00 noon. Students will be assigned a specific meeting place and must be on time. Students who do not show may receive additional consequences by the Deans' office.

## **Student Services Team Review**

The Student Services Team Review is an intervention for students who are repeatedly violating the WTHS Discipline Code. Students who violate the WTHS Discipline Code will be referred to the appropriate Student Services Team consisting of a dean, counselors, social worker and psychologist, which will then follow through a problem solving process to address the behavior. The Student Services Team will monitor the student as needed. If needed, a larger team, which includes the parents/guardians, will convene and go through the problem solving process.

## **Out-of-School Suspension**

Out-of-School Suspension is the exclusion of a student from the school setting for one to ten days. This action is taken only after other measures have been tried or in the case of serious offenses. Students who are suspended out of school will be expected to make up all missed work and are responsible for acquiring the make-up work from the teacher. Upon the completion of multi-day suspensions, students will be required to attend a re-entry meeting with their parent/guardian and the Student Services Team. The Student Services Team may consist of the dean, social worker, counselor, case manager, psychologist, and associate principal/principal. The purpose of the meeting is to follow up with academic recovery from missed instruction, review student expectations, and re-establish the student's social and emotional status in the school environment. Parent(s)/guardian(s) have the right to request a review of the suspension. The parent(s)/guardian(s) may do this in writing to the Associate Principal within 48 hours of the start of the suspension.

## **Expulsion of Students**

The Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion can take place only after the parents have been requested to appear at a meeting of the Board of Education or with a hearing committee or a hearing officer of the Board of Education to discuss the situation. Such a request by the school will be made by registered or certified mail and will state the time, place and purpose of the meeting. The Board of Education, at such a meeting, will discuss the case and its disposition. Records of expulsion become part of the student's permanent record.

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## Discipline and Conduct

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### Academic Dishonesty (Policy 7:190)

1. Cheating, Plagiarism\*, and/or use of technology that transmits digital images during testing will be considered academic dishonesty

\*Plagiarism

- Copying homework from another student or enabling someone else to do so.
- Using someone else's (classmate or published author) words without quotation marks. Whenever you use a key word or more than two words in a row from another source, you must put these borrowed words in quotation marks and cite your source.
- Using someone else's (classmate or published author) ideas without giving that person credit.

Incident	School Action
First incident may include	<ul style="list-style-type: none"><li>• Zero on assignment</li><li>• Teacher Contacts Parents</li><li>• Referral to Dean</li></ul>
Second incident may include	<ul style="list-style-type: none"><li>• Zero on assignment</li><li>• Saturday School detention/out-of-school suspension (1-10 days) and /or possible W/F (Withdraw-Failing) from class depending on the severity of the incident.</li><li>• Loss of privileges (parking, the right to participate in extracurricular activities).</li><li>• Possible recommendation for expulsion depending on the severity of the incident.</li></ul>
Additional incidents may include	<ul style="list-style-type: none"><li>• Zero on assignment</li><li>• Two (2) Saturday School detentions/out-of-school suspension (1-10 days) and/or possible W/F (Withdraw-Failing) from class depending on the severity of the incident.</li><li>• Loss of privileges (parking, the right to participate in extracurricular activities/social probation).</li><li>• Recommendation for expulsion depending on the severity of the incident.</li></ul>

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### Bullying (Policy 7:180, 7:190)

No student should be subjected in school to bullying, aggression and violence. Accordingly, aggressive student behavior, including student bullying in all forms, is prohibited.

Aggressive behavior is defined as assertive words and/or actions intended to threaten, injure, harass, provoke or incite another person or as hostile words and/or actions toward the property of another. Bullying is defined as student behavior, which hurts, frightens, threatens, or tyrannizes students who are either physically or psychologically smaller or weaker than the person engaging in bullying. Examples of bullying may include, but are not limited to:

- Physical Bullying – may include punching, shoving, poking, hair pulling, or other similar behaviors, and this action is deemed to disrupt the school environment.
- Verbal Bullying – may include name calling, teasing, gossip, humiliation, intimidation, or other similar behaviors, and this action is deemed to disrupt the school environment.
- Cyber Bullying – when the Internet, cell phones or other electronic devices are used to send or post text or images intended to hurt, intimidate, or embarrass another person, and this action is deemed to disrupt the school environment.(Refer to Inappropriate Use of Telecommunications/Sexting section for additional information.)

The administration is directed to provide to District schools and parents educational materials designed to assist in preventing bullying and to minimize the risk of being bullied. Students who engage in acts of bullying may be subject to discipline in accordance with the Board’s general student discipline policy. Such discipline may include verbal or written reprimand, social probation including but not limited to homecoming, prom and graduation, change of placement and/or out-of-school suspension or expulsion. Parental notification will be made in accordance with the Board’s student discipline policy.

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**Cafeteria Conduct**

1. Every student at a table is responsible for the cleanliness of the table.
2. Materials to clean accidental spills are available from the custodian.
3. Students are to remain seated while eating their lunch.
4. Students will dispose of their trash and clean up their table as soon as they have finished eating.
5. **NO FOOD MAY BE TAKEN FROM THE CAFETERIA. NO FOOD OR BEVERAGES ARE TO BE CONSUMED IN THE CORRIDORS** with the exception of water in clear, plastic containers.
6. Students late to the cafeteria will be assigned a detention by the cafeteria supervisor.

ANY STUDENT CAUSING A DISTURBANCE IN THE CAFETERIA MAY BE SUBJECT TO DISCIPLINARY ACTION AND SOCIAL PROBATION INCLUDING BUT NOT LIMITED TO HOMECOMING, PROM AND GRADUATION.

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**Bus Conduct**

The bus is an extension of the school day. All school rules and student expectations apply on the bus. In addition to school rules and expectations:

1. Bicycles/skateboards are not allowed on the bus
2. No cleats may be worn on the bus
3. All student belongings/equipment bags must be in the seat with the student.

Students are expected to comply with directives from the bus driver. Refusal to comply with reasonable directions of school personnel requests, may result in revoking student’s riding privileges.

Incident	School Action
First incident may include	<ul style="list-style-type: none"><li>● Verbal warning from the driver</li><li>● Student/Dean conference</li><li>● Parent/Guardian contact</li></ul>
Second incident may include	<ul style="list-style-type: none"><li>● Temporary seat assignment by driver in the front of the bus</li><li>● Student/Dean conference</li><li>● Parent/Guardian contact</li><li>● Detentions</li></ul>
Additional incidents may include	<ul style="list-style-type: none"><li>● Long-term seat assignment by driver in the front of the bus</li><li>● Possible removal from the bus or Suspension of riding privileges</li><li>● Parent/Guardian contact</li><li>● Detentions</li><li>● Saturday School</li></ul>

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**Closed Campus (Policy 7:32)**

Students arriving on the school campus may not leave without written permission from the Deans’ Office. Supervised student areas will be made available to students before school. Students are not allowed in any area where teachers are not present. **Students are not allowed to leave the campus for lunch. Parents cannot request an off-campus pass for the purpose of lunch. Offenders will be subject to disciplinary action.**

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### **Dangerous Weapon (Policy 7:190)**

The administration and staff of WTHS strive to provide a safe learning environment. Students who possess or use weapons or look-alikes on campus or at school-sponsored activities will receive severe disciplinary consequences, reflecting the belief that this is a serious violation. Consequences may include, but are not limited to, expulsion, out-of-school suspension, Saturday school detention and social probation/suspension of social privileges and referral to civil and criminal authorities for possible action.

Public Act 89-610 contains two sections amending the Illinois School Code concerning suspension and expulsion of students. The Act defines the term “weapon” to mean possession, use, control, or transfer of any object which may be used to cause bodily harm including, but not limited to:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24 1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above, and tasers and pepper spray or any look-alikes of these objects. Items such as baseball bats, bottles, locks, sticks, pencils and pens may also be considered weapons if they are used or attempted to be used to cause bodily harm.

Students who violate Public Act 89-610 may be subject to disciplinary action. We will take a hard stance related to weapons at school and may recommend expulsion for any student in violation of the school code related to weapons. Do not bring “weapons” to school! If you do see any weapons at school, please notify the nearest staff member.

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### **Display of Affection by Students**

Hand holding is the only permissible demonstration of affection in the educational setting. Penalties may range from reprimand to social probation, suspension depending upon type of display and repetition.

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### **Teen Dating Violence Prohibited (Policy 7:180, 7:185, 7:190)**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Discipline may include verbal or written reprimand, social probation, change of placement and/or out-of-school suspension or expulsion. Parental notification will be made in accordance with the Board’s student discipline policy.

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### **Dress / Clothing Standard (Policy 7:160)**

District 121 has determined the primary purpose of the school to be education, and that matters of personal dress and grooming should be appropriate for the situation. Students should come to school dressed in clothing appropriate for instruction. WTHS accepts and fully recognizes that the basic responsibility for dress rests with the students and his/her parents, but experience has demonstrated the need for certain restrictions in this area.

1. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
2. Articles of clothing considered offensive or inappropriate will not be allowed.
3. Hats, hoods, and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff.
4. The following will not be permitted during the school day (Almond Campus 7:20 a.m. to 2:15 p.m.; O'Plaine Campus 8:20 a.m. to 3:15 p.m.; and Summer School 7:15 a.m. to 12:15 p.m.):
  - A. Any clothing that reveals visible undergarments.
  - B. Shirts that are not worn in a way such that above the midriff, back, and sides of the torso are fully covered with opaque fabric.
  - C. No student shall display or possess any symbol, which could be interpreted as evidence of membership or affiliation in a gang.

- D. Clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote tobacco, alcohol, drug use or violence; or that are otherwise contrary to the school's education mission.

The responsibility for implementing the rules and regulations, which the Board of Education expects every student to observe is delegated to the designee who has the authority to make discretionary judgments regarding the appropriateness of student dress and to take corrective and/or disciplinary action as necessary. See the website for further details. Infraction may result in:

Incident	School Action
First incident may include	<ul style="list-style-type: none"> <li>• Student/Dean Conference</li> <li>• Opportunity to remove/change inappropriate items</li> </ul>
Second incident may include	<ul style="list-style-type: none"> <li>• Student/Dean Conference</li> <li>• Parent/Guardian contacted</li> <li>• Detentions</li> </ul>
Additional incidents may include	<ul style="list-style-type: none"> <li>• Student/Dean Conference</li> <li>• Parent/Guardian contacted</li> <li>• Saturday School</li> </ul>

## Drugs and Alcohol (Policy 7:190)

**VIOLATIONS OF POLICY CONCERNING DRUGS, ALCOHOL AND DRUG PARAPHERNALIA SHALL BE CUMULATIVE OVER THE STUDENT'S HIGH SCHOOL YEARS.**

Due to the negative impact on the educational environment, students who possess, use, sell, distribute, participate in a plan to sell or distribute, or attempt to sell or distribute controlled substances, intoxicating compounds, alcohol, drug paraphernalia, or look-alike drugs are subject to disciplinary action by WTHS. Please see the definitions below of prohibited substances:

- Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
- Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

Students who are under the influence or exhibit the odor of alcoholic beverages or any other intoxicating substance will also be subject to disciplinary action. This policy applies to all students enrolled in WTHS and is in effect at school, in school buildings and on school grounds, and all school-related activities and events both on and off school grounds.

The consequences are as follows:

- POSSESSION AND/OR USE OF ALCOHOLIC BEVERAGES, MARIJUANA, CONTROLLED SUBSTANCES, INTOXICATING COMPOUNDS, AND/OR LOOK-ALIKE DRUGS:

1. First Infraction may include up to 5 days out-of-school suspension and referral to local law enforcement agency. Social probation will be assigned including, but not limited to homecoming, prom and graduation.
    - First Infraction: In lieu of a 5-day out-of-school suspension, the student may elect to successfully complete an appropriate out-of-school assessment or online course determined by the district, thus reducing the suspension to 2 days.
  2. Additional Infractions – May include up to 10 days out-of-school suspension, possible recommendation for expulsion from school, referral to local law enforcement agency, and potential reduction determined by the district. Social probation will be assigned including, but not limited to homecoming, prom and graduation.
- B. THE SALE, ATTEMPT TO SELL OR DISTRIBUTE AND/OR PARTICIPATING IN A PLAN TO SELL OR DISTRIBUTE ALCOHOLIC BEVERAGES, MARIJUANA, CONTROLLED SUBSTANCES, INTOXICATING COMPOUNDS, AND/OR LOOK ALIKE DRUGS WHILE UNDER SCHOOL AUTHORITY:
1. May include up to ten days out-of-school suspension and possible recommendation for expulsion.
  2. May include referral to local law enforcement agency.
  3. Social probation including, but not limited to homecoming, prom and graduation.

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### Drug Paraphernalia (Policy 7:190)

No student shall possess or have under his control any drug paraphernalia. Drug paraphernalia shall include but not be limited to cigarette papers, pipes, holders of smoking materials of any types, cigarette rolling machines, and devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances, and other items designed primarily for the smoking or ingestion of substances made illegal under any statute or of substances whose sale, gift, barter, or exchange is made unlawful under the tobacco accessories and Smoking Herbs Control Act, III. (Rev. Stat. CH 22, Paragraph 2358-1).

Consequence: Confiscation of materials to local law enforcement agency

Offense	School Action
First offense may include up to	3 days O.S.S.
Second offense may include up to	5 days O.S.S.
Additional Offense may include up to	10 days O.S.S. and recommendation for expulsion
Each infraction may also include assignment of social probation, including, but not limited to homecoming, prom and graduation.	

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### Sale, Attempt to Sell and/or Distribution or Attempt to Distribute Drug Paraphernalia (Policy 7:190)

No student shall sell, attempt to sell or distribute or attempt to distribute any drug paraphernalia.

Consequence: Confiscation of materials to local law enforcement agency

Offense	School Action
First offense may include up to	5 days O.S.S.; possible recommendation for expulsion
Additional Offense may include up to	10 days O.S.S. and recommendation for expulsion
Each infraction may also include assignment of social probation, including, but not limited to homecoming, prom and graduation.	

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### **Failure to Report to the Deans' Office (Policy 7:190)**

Students directed to report to the Deans' office for a disciplinary matter, but failing to do so, may result in suspension of up to five days or other disciplinary action including the assignment of social probation.

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### **Fighting / Student Harassment (Policy 7:190)**

Situations which endanger the health and safety of others in the school will not be tolerated. Physical confrontation is a dangerous and inappropriate method for solving problems. Students are expected to solve problems through proper channels (teacher, counselor, social worker, dean of students).

Students who engage in fights should be prepared to receive the disciplinary consequences. Pushing, shoving, wrestling, etc. may be considered as fighting regardless of intent.

Students involved in fighting, agitating to fight, verbal altercations, or harassing another student may be subject to disciplinary consequences including any or a combination of the following: Recommendation for Expulsion, Financial Restitution, Local Law Enforcement Referral, Out-of-School Suspension, Saturday School Detention, Detention, Parent Contact, Social Probation including but not limited to homecoming, prom and graduation, Student/Dean Conference.

ANY GROUP OR GANG-RELATED FIGHT MAY RESULT IN UP TO A 10-DAY OUT-OF-SCHOOL SUSPENSION, SATURDAY SCHOOL DETENTION, LOCAL LAW ENFORCEMENT, REFERRAL AND A POSSIBLE RECOMMENDATION FOR EXPULSION. THE LOCATION OF THE ABOVE-MENTIONED FIGHTING, FIGHTING RELATED INJURIES OR FIGHTING RELATED ACTION WILL BE A DETERMINING FACTOR IN THE ASSIGNMENT OF THE CONSEQUENCE.

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### **Food / Refreshments**

Food and refreshments are allowed outside of the cafeteria by faculty discretion. Full plated meals must be consumed in the cafeteria during a student's designated lunch period. Offenders may be subject to disciplinary action by the Deans' Office.

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### **Forgery and/or Possession of School Forms (Policy 7:190)**

Students altering or forging school forms or possessing altered or forged forms or other forms without authorization may be subject to disciplinary action.

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### **Gambling (Policy 7:190)**

No gambling or card playing will be permitted. State law prohibits gambling for money in public schools.

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### **Gangs and Gang-Related Activities (Policy 7:190)**

WTHS prohibits the presence of gangs, gang activities, or other undesirable groups which by their nature interfere with and/or disrupt school and school activities. Gang activity includes activities which involve or relate to criminal practices. A gang is an organized group of two or more persons, some of whom may be students, whose purpose, at least in part, is to exhibit or display intimidation or threatening behavior toward others; to inflict physical injury or violence on any person (assault); to commit vandalism, extortion, or theft; to promote gang presence through display of gang symbols, graffiti or colors; to commit illegal acts; to violate school rules regarding gangs or solicitation of other students to further gang goals or activities; or to engage in any other course or pattern of criminal activity. Such activities are strictly prohibited at District schools, on school property, including school vehicles, school events, or at any extra-curricular activities.

Students in violation may be subject to disciplinary action by the Deans' office, including but not limited to recommendation for expulsion, financial restitution, local law enforcement referral, out-of-school suspension, Saturday School Detention, detention, parent contact, social probation including but not limited to homecoming, prom and graduation, and Student/Dean conference.

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### **Hate Crime (Policy 7:190)**

Every student is entitled to attend school free from harassment, threats or fear. Specifically, students should not be subject to hate crimes. Hate crimes are defined as: Any threat, intimidation, harassment, harassment by phone, harassment through electronic communications, assault, battery, aggravated assault, physical touching, vandalism, property damage, or any act which would constitute a violation of Federal or Illinois criminal laws, committed by reasons of the actual or perceived race,

color, creed, religion ancestry, gender, sexual orientation, physical or mental disability, or national origin of another individual or a group of individuals. All students committing a hate crime may be disciplined for their actions up to and including suspension for 10 days out-of-school or expulsion. Students committing hate crimes may be assigned social probation including, but not limited to homecoming, prom and graduation. As with any criminal activity, the District reserves the right to press charges and request prosecution to the maximum penalty allowed by the law.

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### **Insubordination, Gross Insubordination, Battery and/or Physical Assault (Policy 7:190)**

Refusal to comply with reasonable, established, and well-defined school rules and regulations, or refusal to obey reasonable directions of school personnel. Offenders may be subject to disciplinary action including but not limited to recommendation for expulsion, financial restitution, local law enforcement referral, out-of-school suspension, Saturday school detention, detention, parent contact, social probation including but not limited to homecoming, prom and graduation, and Student/Dean conference.

Assault or physical/verbal attack on school district personnel on or off school grounds may result in a 10-day out-of-school suspension. A parent will be contacted immediately to establish a conference. Local law enforcement authorities will be notified, and a recommendation for expulsion may be made to the Superintendent.

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### **Intimidation (Policy 7:190)**

Every student is entitled to attend school free from harassment, threats or fear. Students harassing, threatening or making it difficult for others to attend school may be subject to consequences through the Deans' office including but not limited to recommendation for expulsion, financial restitution, local law enforcement referral, out-of-school suspension, Saturday school detention, detention, parent contact, social probation including but not limited to homecoming, prom and graduation, and Student/Dean conference.

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### **Laser Pointers (Policy 7:190)**

Laser pointers are dangerous and disrupt the educational environment. Students found to be in possession or use of a laser pointer on school grounds, on the bus, or any school-related activity at home or away may be subject to disciplinary action through the Deans' office and the laser will be confiscated.

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### **Lockers**

Student hall lockers will be assigned to students at registration. STUDENTS MUST USE ONLY THEIR ASSIGNED LOCKER. Any student found in an unassigned locker or sharing a locker may be subject to disciplinary action.

- A. The ownership of the locker is maintained by the school district, and the student is granted a limited use of the locker solely in accordance with these regulations. Students have no expectations of privacy in school lockers.
  - B. The only items that may be placed in the lockers are articles of clothing, school books or supplies relating to school use, lunches and personal items which the student is legally entitled to have in their possession.
  - C. Lockers may be searched by the school administration at any time. When possible, the student should be present for the opening of the locker.
  - D. Student locks must be authorized by the school. Unauthorized locks will be removed at the student's expense.
  - E. The school is not responsible for lost or stolen property.
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### **Necessary Use of Force by Staff Member (Policy 7:190)**

Staff members may apply sufficient physical force necessary to maintain or restore order in the school building, on the school campus and at school-sponsored activities.

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### **Outside of Class Disturbances (Policy 7:190)**

Every class should be able to engage in meaningful academic activities free from external distractions and disruptions. Students who participate in behaviors that disrupt a class (virtual or in-person) may be subject to disciplinary action.

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## **Profanity, Verbal Abuse (Policy 7:190)**

The use of profanities or obscenities not directed at a teacher or school personnel may result in one or a combination of the following:

- Student/Dean Conference
- Parent Contact
- Behavior Contract
- Detention
- Saturday School Detention

The use of profanities or obscenities directed at a teacher or school personnel may result in disciplinary action through the Deans' office including but not limited to out-of-school suspension, Saturday school detention, detention, parent contact, social probation including but not limited to homecoming, prom and graduation, and student/dean conference.

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## **School Liaison Officer**

WTHS has a sworn police officer assigned to duty in our building. This position is designed to establish and maintain a relationship with students, faculty and parents. The Officer will serve as an educational liaison between the school, community and the local police department in matters of drug and gang awareness, safety and good citizenship. In addition, the Officer will enforce state laws, municipal ordinances, and applicable school rules and policies.

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## **Search and Seizure (Policy 7:140)**

Students are hereby notified that school lockers, desks, storage facilities and other school property are subject to searches at any time for any reason. Furthermore, students should have very limited expectations of privacy on school property and are hereby notified that, in order to further the school's interest in the educational needs and safety of all students, the school may search any student property including bags, backpacks, clothing, purses, and automobiles whenever the administration deems such necessary.

School authorities may search a student and/or the student's personal effects when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Canines and Police Officers may be utilized for such searches. When feasible, the search should be conducted outside of the view of others including students, in the presence of a school administrator or adult witness and by a certified employee or administrator of the same sex.

School property, including but not limited to desks and lockers, is owned and controlled by the District and the District may make reasonable regulations regarding its use. School officials are authorized to conduct area-wide general administrative inspections of school property (e.g. searches of all student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant.

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or District 121 rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken including but not limited to recommendation for expulsion, financial restitution, local law enforcement referral, out-of-school suspension, Saturday school detention, detention, parent contact, social probation including but limited to homecoming, prom and graduation, and student/dean conference. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites - The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Rights to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or

policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

**Locker** - Students are advised that the administration has the right to open and inspect student lockers should there be reasonable suspicion of anything inappropriate, improper, illegal, or unsafe within.

**Automobile** - It is also important for students to understand that the appropriate school personnel have the right to inspect and/or search any vehicle being driven by a student and parked on school grounds at any time should there be reasonable suspicion that there is something illegal, improper, or unsafe inside the vehicle.

Refusal to allow a school official to perform a search may result consequences:

Offense	School Action
First offense may include up to	5 days O.S.S.; possible recommendation for expulsion
Second offense may include up to	10 days O.S.S.; possible recommendation for expulsion
Additional Offense may include up to	10 days O.S.S. and recommendation for expulsion
Each infraction may also include assignment of social probation, including, but not limited to homecoming, prom and graduation.	

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### Sexual Harassment (Policy 7:180, 7:185, 7:190)

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator, Grievance Complaint Manager, Building Principal, Associate Principal, Assistant Principal, or Dean of Students.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action.

The Student Complaint Process:

1. The Nondiscrimination Coordinator should follow the Uniform Grievance Procedures.
  2. The student's parent(s)/guardian(s) will be notified that they may attend any investigatory meetings in which their child is involved. The parent(s)/guardian(s) will be kept informed of the investigation's process.
  3. The student's oral or written statements will be kept confidential to the extent possible in investigating the complaint. The Superintendent will be kept informed of the investigation's process. District personnel shall comply with the child abuse reporting laws. Students determined to have committed sexual harassment will be subject to discipline on a case-by-case basis up to and including expulsion.
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### **Sounding a False Alarm (Policy 7:190)**

The administration and staff of WTHS strive to provide a safe learning environment. Any action which endangers the safety and well-being of others will be and taken very seriously. Any student sounding a false fire alarm may be suspended up to 10 days out-of-school, may be assigned social probation, including but not limited to homecoming, prom and graduation and may be referred to local law enforcement and prosecuted to the maximum penalty allowed by law, financial restitution to the Gurnee Fire/Police Department and possibly recommended for expulsion.

The person activating a false alarm victimizes the entire student body and staff through their irresponsible actions. People are put in dangerous situations, and the entire school day is disrupted.

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### **Student I.D. Card (Policy 7:190)**

Each student will receive a picture I.D. card at registration. For the safety and security of the students of WTHS, it is required that each student have, in their possession, a bona fide I.D. card at all times. Students must be prepared to present this I.D. card upon request by any school personnel. Students may not be admitted to any school activity without an I.D. card. If the card is misplaced, lost or stolen, the student must purchase a new card in the Attendance Office.

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## **Technology**

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### **Electronic Devices (Policy 7:190)**

Students are extended the privilege of possessing a wireless communication device on school grounds. Electronic devices should be in a silent mode during school hours. Use of wireless devices in the classroom, in areas being used to conduct instruction or on school trips are at the discretion of the teacher, coach, sponsor, chaperone, or any staff member. Use of such devices by students is not to be disruptive in any activity or event. All use must be respectful and not create a disturbance to the educational environment or impede the learning process. The use of wireless devices are not permitted in locker rooms or restrooms.

#### **Audio Use**

- Electronic devices can be used as audio devices in hallways during passing periods, in the cafeteria, and in study halls.
- Headphones must be used with these devices. Volume levels must not interfere/disturb other students. The volume must be at a level so other people can be heard.

#### **Instructional Areas/Library**

- The expectation is that the device is silent and out of sight unless use is expressly permitted by a staff member.

#### **Other Permitted Areas**

- Hallways during passing periods only.
- Cafeteria
- Study Halls

#### **Prohibited Areas**

- Computer labs or testing center.
- During school assemblies.
- In areas where privacy is expected, including but not limited to, restrooms and locker rooms.
- Any other areas where electronic device use is prohibited by law.
- Student services area.

**Failure to follow these procedures may result in the following consequences:**

Incident	School Action
First offense may include	<ul style="list-style-type: none"><li>• Student/Dean Conference</li><li>• Parent/Guardian Contact up to 3</li><li>• Dean Detentions</li><li>• Behavioral Reflection</li></ul>
Second offense may include	<ul style="list-style-type: none"><li>• Student/Dean Conference</li><li>• Parent/Guardian Contact</li><li>• Up to three (3) Dean Detention</li></ul>
Third offense may include	<ul style="list-style-type: none"><li>• Student/Dean Conference</li><li>• Parent/Guardian Contact</li><li>• Up to three (3) Dean Detentions or Saturday School Detentions</li></ul>
Each infraction may also include loss of privileges and/or assignment of social probation, including but not limited to homecoming, prom and graduation.	

Electronic devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Recording others on school grounds without their consent may be a violation of Illinois Eavesdropping laws. In addition to school discipline, the district may pursue criminal charges against students who violate Illinois Eavesdropping laws.

Actions including, but not limited to, taking an individual's photo/video without consent or storing/accessing personal and/or academic data without consent are prohibited and subject to additional disciplinary action including but not limited to recommendation for expulsion, financial restitution, local law enforcement referral, out-of-school suspension, detention, parent contact, social probation including but not limited to homecoming, prom and graduation, and student/dean conference. The taking, disseminating, processing of lewd images on cell phones or electronic devices may be a crime under Illinois and/or federal law.

WTHS assumes no responsibility for electronic equipment brought to school. Please note that WTHS does not provide insurance against theft or loss of personal property and cannot reimburse students for such losses.

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### **Inappropriate Use of Telecommunications, Sexting (Policy 7:190)**

The inappropriate use of telecommunication devices capable of taking and/or transmitting digital photographic images can create a risk factor in locker rooms, restrooms, private areas, virtual meetings, and other locations where students and/or staff have a reasonable expectation of privacy.

Incident	School Action
First incident	<ul style="list-style-type: none"><li>• Referral to local law enforcement agency.</li><li>• May be suspended up to Ten (10) days out-of-school suspension and possible recommendation for expulsion depending on the severity of the incident.</li></ul>
Additional incidents	<ul style="list-style-type: none"><li>• Referral to local law enforcement agency.</li><li>• May be suspended up to Ten (10) days out-of-school suspension and possible recommendation for expulsion depending on the severity of the incident.</li></ul>
Each infraction may also include loss of privileges and/or assignment of social probation, including but not limited to homecoming, prom and graduation.	

**\*\*Penalties for the inappropriate use of telecommunication devices capable of taking and/or transmitting digital photographic images are cumulative over the full period you are enrolled at WTHS.**

### **Theft, Possession of Stolen Property (Policy 7:190)**

Theft is defined as being in possession of property or goods that are taken without permission or legal right. This includes being in possession of and not returning or handing over the property or goods to school personnel.

Students involved in the theft of property or goods or the possession of stolen property from other students or school personnel will be dealt with in the best means of remediation determined by the administration.

**Consequence may include one or a combination of the following: Recommendation for Expulsion, Financial Restitution, Local Law Enforcement Referral, Out-of-School Suspension, Saturday School Detention, Detention, Parent Contact, Social Probation including but not limited to homecoming, prom and graduation, Student/Dean Conference.**

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### **Tobacco Products (Policy 7:190)**

The use, possession or distribution of any smoking device, tobacco or nicotine product in any manner in the building, parking lot or at school activities will constitute a violation of this policy. This includes, but not limited to, cigarettes, chewing tobacco, e-cigarettes and vaporizers, nicotine materials and any vaporizer products. The student will be subject to the following disciplinary action:

<b>Incident</b>	<b>School Action</b>
First Infraction may include up to	a) Saturday School detention b) Parent phone contact c) Refer to Student Services d) Refer to Police Liaison Officer e) Online Tobacco Education Course
Second Infraction may include up to	a) Two (2) Saturday School Detentions b) Parent contacted c) Refer to Police Liaison Officer
Additional Infractions may include up to	a) One (1) day out-of-school suspension b) Parent contacted c) refer to substance abuse counselor d) Refer to Police Liaison Officer
Each infraction may also include loss of privileges and/or assignment of social probation, including but not limited to homecoming, prom and graduation.	

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### **Transactions (Policy 7:190)**

Items (including but not limited to food, clothing and/or other tangible goods) may not be advertised, sold or purchased by students on school grounds without prior approval from the Deans' Office. This includes, but is not limited to, students advertising, selling or purchasing legal or illegal items to/from other students on or around the campus. Violation of this rule is a serious offense.

**Consequence may include one or a combination of the following: Recommendation for Expulsion, Financial Restitution, Local Law Enforcement Referral, Out-of-School Suspension, Saturday School Detention, Detention, Parent Contact, Social Probation including but not limited to homecoming, prom and graduation, Student/Dean Conference.**

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### **Vandalism (Policy 7:170)**

Vandalism of any nature (writing on desks, walls, damaging school or personal property, toilet papering school facilities and other destructive acts) may result in up to an out-of-school suspension of one (1) to 10 days, social probation including but not limited to homecoming, prom and graduation, and a possible recommendation for expulsion. Such offenders may also be required to make necessary restitution for all charges pertaining to their act of vandalism.

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## **Washrooms**

Students are encouraged to schedule their day including the use of the washrooms outside of class time to reduce the loss of instructional time. Washrooms are to be used for the purpose intended. Loitering in the washroom is not permitted. During lunch periods, washrooms directly adjacent to the cafeteria are to be used by students assigned to the cafeteria.

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## Chapter 13 - Internet, Technology and Publications

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### Authorization for Use of Internet and District Network Resources (Policy 6:235, 7:310)

Each student and his or her parent(s) guardian(s) must sign the Authorization (by signing the "Student/Parent Handbook Receipt" form) before being granted unsupervised access. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Network Access may result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) on the "Student/Parent Handbook Receipt" form is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### Terms and Conditions

1. **Acceptable Use** - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate business use.
2. **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Examples of unacceptable uses include but are not limited to:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - h. Using another user's account or password;
  - i. Posting material authorized or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. **Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

7. **Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. **Vandalism** - Vandalism will result in cancellation of privileges and other possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. **Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
  - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
  - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and student.
11. **Use of Electronic Mail**
  - a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
  - b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
  - d. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
  - e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
  - f. Use of the School District's electronic mail system constitutes consent to these regulations.

### **Internet Safety**

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and building principals shall monitor student Internet access.



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## Chapter 14 - Extracurricular Activities

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### Activity Program

Participation in student activities is considered an extension of, but separate from, the regular high school program. Participation in the extracurricular program is considered a privilege which carries certain expectations for students. Students who are involved in extracurricular activities are more likely to perform better academically, develop effective leadership skills and feel more connected to their school community. Participation provides students with unique learning experiences, real-life challenges and practical experiences. WTHS has more than 60 activities and extracurricular programs available for students. More information can be found online at: [www.d121.org](http://www.d121.org)

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### Eligibility Policy for Activities (Policy 7:240, 7:300)

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#### Participation in School-Sponsored, School-Support Extracurricular Activities

The Board of Education believes school-sponsored, school-supported extracurricular activities provide students with invaluable educational, as well as instructional, skills and knowledge. The Board further recognizes that a student's academic education must take precedence over participation in such activities. Therefore, in accordance with applicable sections of the School Code, the Board has determined as follows:

In order to be eligible for participation a student must be enrolled as a full time student at Warren Township High School.

1. Participation in school-sponsored, school-supported extracurricular activities is a privilege, not a right.
  2. This policy does not govern graded courses, activities, or groups that require an academic component for participation, special school events, or other such activities as determined by the administration.
  3. Eligibility for students having an individualized educational program or receiving reasonable accommodations pursuant to 504 of the Rehabilitation Act of 1973, shall be subject to this policy.
  4. In order to be eligible for participation in a school-sponsored, school-supported extra-curricular activity resulting in competition or public performance:
    - A. The student must meet the academic requirements for eligibility by passing twenty-five (25) credit hours per week at the time of each weekly academic report. Eligibility reports are run on Friday morning and reflect the grades that are entered through Thursday.
    - B. The student must have received passing grades in five classes the previous semester. Students not passing five classes the previous semester will be declared ineligible for the entire following semester. Eligibility will be reinstated the semester following the student passing five courses.
  5. Students who fail to meet the eligibility requirement will be notified by the activity director and/or coach/sponsor and shall be suspended from participation in competition or performances until the academic requirement is satisfactorily met.
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#### Attendance Eligibility Policy

Success in school is directly related to school and class attendance. Students involved in any extracurricular program must attend every class period in order to participate in any practice, rehearsal, competition or school-sponsored activities after school or during the evening the day(s) of the absence. The only exception, which allows a student to participate, is if the absence is a NO-COUNT (i.e., court, funeral, medical, field trip, college visit, religious holidays, resource center, guidance, dean's office and library). Written verification may be required.

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## School Dances

Dances are a privilege for students of WTHS to attend. WTHS students must present their current school ID upon entering any school-sponsored dance. All school dances and events are drug and alcohol free events. In order to attend, all students and outside guests must remain drug and alcohol free for the duration of the event. By purchasing a ticket and attending the dance or event, students agree to all rules and conditions of a Warren Township High School function. All rules in the Student Handbook will be enforced. In addition, dancing that is defined as sexually explicit or otherwise inappropriate will not be allowed. Students will be given one warning, and additional contact with staff will result in the parent or guardian being notified and the student will be removed from the dance. If students are unable to adhere to the requirements, parents will be notified and appropriate action will be taken including but not limited to: school discipline, referral to local law enforcement, loss of privilege to attend future dances and/or events.

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## Homecoming Dance

Homecoming is for WTHS students only; however, students may bring a WTHS graduate (in good standing) to Homecoming. Graduates must be under the age of 21. A picture I.D. verifying age will be required of all pre-approved Alumni to enter the dance.

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## Winter Dance

The Winter Dance is for WTHS students only. Dress for this dance is typically the theme of the dance. Sweat suits and/or loungewear are not permitted at this dance.

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## Prom

Prom is open to current juniors and seniors of WTHS. Eligible junior and senior students may request approval to bring an outside guest to Prom. Students wishing to bring a guest to Prom must complete the guest application prior to the established deadline. The host student will be held responsible for the guest's behavior for the duration of the event. Guests must be under the age of 21 on the date of the event. Prom is a formal event and proper attire is required. All students and guests attending Prom are required to ride school-sponsored, luxury coach bus transportation to and from Prom. This coach bus transportation is included in the price of the ticket and is mandatory. Students are not allowed to utilize private transportation to or from Prom. Students who do so will not be admitted to Prom.

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## National Honor Society District Selection Procedures

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### Standards

Membership in the National Honor Society (NHS) is one of the highest honors that can be awarded to a student. The NHS brings the accomplishments of outstanding students to the attention of parents, teachers, peers, and the community.

The four pillars of NHS used as criteria for selection are scholarship, leadership, service and character. The NHS strives to recognize the total student; one who excels in all of these areas. To be eligible for membership in this group, a student must be a junior who has been in attendance at WTHS the equivalent of at least one semester and who meets the following criteria:

- Scholarship: Must have a cumulative grade point average after their 5th semester of 3.6 or higher.
- Leadership: Must act as a positive role model for others by demonstrating behavior which is beneficial and appropriate in contributing to the goals of the group. Must show motivation for leading the group to successfully achieve the goals. Must fulfill any responsibility or obligation accepted and exercise positive influence on peers in upholding school ideals.
- Service: Must participate/volunteer actively in school (i.e. athletics, activities, and clubs) and community service projects or organizations (i.e. boy/girl scouts, religious affiliations, assisted living, special recreation, and charitable organizations) throughout their high school career. The examples listed above are not limiting and are listed as a guide for the applicants to consider their participation and volunteerism since enrolling in high school.
- Character: Must demonstrate qualities which society aspires to achieve and finds admirable. A student of character:
  - Demonstrates the highest standards of honesty and reliability
  - Upholds principles of morality and ethics
  - Displays courtesy, concern, cooperation and respect for others
  - Exemplifies desirable qualities of personality such as friendliness, selflessness and stability
  - Takes constructive criticism willingly and accepts recommendations graciously

- Follows the rules and regulations regarding attendance and discipline as described in the Student Handbook
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## **Selection Procedure**

Students are selected for NHS based on the above standards. Students may be selected only during the second semester of their junior year. The rubric used by the NHS Faculty Council is located on the school website and will be sent to all applicants. The following steps serve as a guide to the selection process:

- Step 1: After first semester, any junior who has a cumulative GPA of 3.6 or higher based on their 5th semester will receive a link to an online application through their school email.
- Step 2: Students must submit a completed application to the best of their ability by the designated due date.
  - Failure to submit the application by the designated due date will indicate to the NHS Faculty Council that the student does not wish to be considered for membership and applications will not be accepted after the due date.
- Step 3: The NHS Faculty Council will review the submitted application and select the inductees based on the rubric aligned to the four pillars.
  - All applicants are hereby notified that your school involvement, service references, faculty recommendations, and academic and behavioral records will be reviewed by the advisor(s) and reported to the WTHS NHS Faculty Council.
- Step 4: Students will be notified of the NHS Faculty Council's decision. Those accepted and their parents will be invited to an induction ceremony to formalize their official induction into Warren Township High School's chapter of NHS. Juniors who are accepted in the spring will be considered full members the first semester of their senior year, but will be required to attend one NHS meeting the second semester of their junior year.

If a student is not selected for admission to NHS, the NHS Advisor(s) will then indicate, upon student request within five (5) school days of being notified, where the individual student was deficient in one or more of the rubric criteria.

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## **Maintaining Membership**

The WTHS NHS Chapter has the responsibility of assuring the maintenance of the standards by which its members were selected.

Membership is more than an honor; it is an obligation to continue to demonstrate those outstanding qualities that were considered for selection. It also includes a responsibility to attend the meetings and to participate in the activities of the NHS.

WTHS NHS Members are expected to maintain the standards of scholarship, leadership, service and character by which they were selected. Any student failing to maintain membership requirements and/or the standards of the four pillars under which they were accepted may face probation or dismissal from membership in the society.

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## **Code of Conduct**

Warren Township High School proudly encourages and supports students who elect to represent the school in extracurricular and/or co-curricular activities. The results of mental, social and physical development that our students experience is invaluable. In essence, participation is a privilege and carries substantially increased expectations. All students who participate in extracurricular and/or co-curricular activities represent WTHS year-round and must adhere to the following rules and regulations, seven days a week, twelve months a year and whether or not school is in session. This Code of Conduct defines expectations of acceptable behavior and details the consequences which will occur when acceptable behavior is not met. As in any set of expectations, it is not possible to specify every conceivable situation. Therefore, the student may be disciplined for unacceptable conduct even if such conduct and the appropriate disciplinary actions are not specified in the Code of Conduct.

### **Code of Conduct Prerequisite Requirements**

Any students wishing to participate in interscholastic athletics or activities at Warren Township High School must comply with all rules and regulations of the Illinois High School Association (IHSA) and all rules and policies contained in the Warren Township High School Student-Parent Handbook.

Before an athlete is allowed to tryout or practice they must be in compliance with the following:

- The parent or legal guardian of the student must complete the athletic/activity online registration.
- Athletes must have a yearly physical and provide a copy to the school nurse.
- The student participant must be academically eligible. (Passing grades in a minimum of five academic classes per week and must have passed five academic classes the previous semester.)

- The student participant must be in class every period of the day. (No-count absences, medical absences with a doctor's note, and administratively approved absences are excluded.)

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## Code of Conduct Procedure

At the time of a suspension, the student's parents or legal guardian will be notified as to the reason for suspension, the length of suspension, the requirements and expectations for improvement.

1. An investigation will be initiated.
2. Prior to the decision to impose any penalty, the student-offender will be informed of the alleged violation and afforded an opportunity to make any statement on his/her behalf.
3. If a Code of Conduct violation has been determined:
  - Parent or legal guardian will be contacted. Contact with the parent will be made on the same day that the student-athlete is spoken to by the Director of Athletics and Activities.
  - The student and the student's parent or legal guardian will be given the opportunity to respond to the charge in a meeting scheduled with the Director of Athletics and Activities.
  - The student and the student's parent or legal guardian will be provided an opportunity to appeal the disciplinary action to the administration within three (3) school days.
4. A follow-up letter will be sent to the parents or guardians regarding the violation and consequences.
5. Penalties imposed pursuant to this Code of Conduct relate to the student's eligibility to participate in WTHS extracurricular and/or co-curricular activities and does not preclude the imposition of penalties for violations of the WTHS Student-Parent Handbook rules and policies where appropriate. Penalties imposed for rule violations conducted in the course of co-curricular activity shall not be in the form of grade punishment.
6. Where a penalty is imposed, the student-offender will be removed from a leadership position (i.e. president, vice-president, secretary, team captain, leadership council, etc.) in any extracurricular and/or co-curricular for the duration of the season/activity year.

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## Prohibited Conduct

No Warren Township High School student participating in any extracurricular and/or co-curricular activity shall:

1. Possess, use, distribute or sell, or attempt to possess, use, distribute or sell, drugs, any substance represented to be a drug, controlled substances, drug paraphernalia, alcohol, tobacco and/or tobacco products.
2. Commit and/or attempt to commit, and/or attempts to commit the offense of hazing, a hate crime, theft, assault, battery, harassment, property damage, vandalism, illegal use of a weapon, or any other offense, which may be punishable by a court of law.
3. Maintain or be identified on a social media site which depicts illegal or inappropriate behavior.
4. Inappropriate use of telecommunication devices capable of receiving or transmitting digital photographs as specifically referenced and described in the Student-Parent Handbook.
5. Use inappropriate, vulgar, lewd, indecent and/or derogatory language while representing the school at an extracurricular or co-curricular event.
6. Misuse school buildings, facilities and/or equipment.
7. Commit acts, which dishonor the extracurricular program in which the student is a participant.
8. Fail to abide by any other Warren Township High School rules and policies as identified in the WTHS Student-Parent Handbook and/or the rules and regulations of the Illinois High School Association. The District reserves the right to impose discipline, in addition to that specified by this code, for serious misconduct at its discretion.

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## Consequences

Failure of the student to abide by the above rules may result in suspension from extracurricular and/or co-curricular activities and forfeiting the privilege of future participation as a member of any club or sport. Violations are cumulative over the student's high school career. Students involved in clubs or activities that do not compete or perform will be subject to consequences set forth in the bylaws of their club or activity. Any student who participates in both athletics and activities who violates the Code of Conduct will split equally the suspension time between the two (2) extracurricular activities. If the percentage of the sport/activity season which remains after a violation is less than the percentage of ineligibility, the consequence will extend into the next sport season in which the student participates. Participation in all practices is required.

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### **First Offense**

The student will be suspended from the activity for not less than 20% of the IHSA regular season scheduled athletic contests and/or athletic contests (Sec 5.00 IHSA Sports Season By-Laws) and/or scheduled performances and/or scheduled activity contests. To complete the terms of the suspension, the student offender may be disqualified from more than one activity and may cover more than one (1) school year. During the time of contest/performance suspension, the student will be required to attend and participate in all practices. The student will not be allowed to dress or be at a contest/performance as a member of the team until the length of the suspension has been satisfied. At the discretion of the administration, any offense could result in suspension from extracurricular and/or co-curricular activities for the equivalent of one (1) complete season.

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### **Second Offense**

The student will be suspended from the activity for not less than 50% of the IHSA regular season scheduled athletic contests and/or (Sec 5.00 IHSA Sports Season Bylaws) and/or scheduled performances and/or scheduled activity contests. To complete the terms of the suspension, the student offender may be disqualified from more than one activity and may cover more than one school year. During the time of contest/performance suspension, the student will be required to attend and participate in all practices. The student will not be allowed to dress or be at a contest/performance as a member of the team until the length of the suspension has been satisfied. At the discretion of the administration, any offense could result in suspension from extracurricular and/or co-curricular activities for the equivalent of one (1) complete season.

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### **Third Offense**

Permanent suspension from participating in athletics or activities for the remainder of the student's high school career. It is recommended that a meeting be held between the student, the student's parent or guardian, and a WTHS counselor/administrator to discuss outside resources where the student can obtain professional help or counseling.

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### **Voluntary Admission**

Official self-reporting is the act in which a student, accompanied by a parent or legal guardian, voluntarily turns themselves in to the Director of Athletics and Activities for a violation of the Code of Conduct rules and policies. Self-reporting must occur prior to school personnel or law enforcement officials becoming aware of the incident. This initiative, along with any act of self-reporting, may be taken into consideration by the Director of Athletics and Activities or school administration. Self-reporting is limited to the student's first violation of misconduct during their enrollment at the high school.

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## Chapter 15 - Athletic Program

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### WTHS Athletics

WTHS is a member of the Illinois High School Association and the North Suburban Conference. Competition for boys is carried on in Football, Cross Country, Basketball, Wrestling, Baseball, Tennis, Golf, Track and Field, Soccer, Swimming, Hockey, Volleyball, Bowling, Water Polo and Lacrosse. Girls' athletics include Basketball, Bowling, Competitive Cheer, Cross Country, Golf, Gymnastics, Hockey, Competitive Dance, Soccer, Softball, Swimming, Tennis, Track and Field, Lacrosse, Water Polo, Badminton, and Volleyball.

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### Academic Eligibility Policy

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#### Participation in School-Sponsored, School-Supported Athletic and Extracurricular Activities

The Board of Education believes school-sponsored, school-supported athletic programs provide students with invaluable educational as well as instructional skills and knowledge. The Board further recognizes that a student's academic education must take precedence over participation in such activities. Therefore, in accordance with applicable sections of the School Code, the Board has determined as follows:

1. Participation in school-sponsored, school-supported athletic programs is a privilege, not a right.
  2. In order to be eligible for participation in a school-sponsored, school-supported athletic program, a student must meet the academic requirements for eligibility by passing twenty-five (25) credit hours per week at the time of each weekly academic report. This means a teacher would submit a passing grade if the student were to transfer on that day.
  3. A student must have received passing grades in five classes the previous semester. Summer school credits may be combined with the spring semester for fall semester eligibility. Students not passing five classes the previous semester will be declared ineligible for the entire following semester. Eligibility will be reinstated the semester following the student passing five courses.
  4. The administration shall develop procedures to ensure eligibility checks are implemented. The athletic director and coaches will monitor students' academic progress. Students who fail to meet the eligibility requirement will be notified by the athletic director and/or coach and shall be suspended from participation until the academic requirement is satisfactory. Weekly eligibility reports include grades through Thursday of each week. Reports are run every Friday morning.
  5. Activities within the scope of this policy are those organized and sponsored by the school district. An athletic activity is defined as any activity associated with athletics.
  6. This policy does not govern graded courses, activities, or groups that require an academic component for participation, special school events, or other such activities as determined by the administration.
  7. Eligibility for students having an individualized educational program or receiving reasonable accommodations pursuant to 504 of the Rehabilitation Act of 1973, shall be subject to this policy.
  8. The Administration shall annually report to the State Board of Education the number and length of suspensions of students as a result of the enforcement of this policy.
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## **Attendance Eligibility Policy**

Success in school is directly related to school and class attendance. Students must attend every period in order to participate in any practices, competitions or school-sponsored activities after school or during the evening the day(s) of the absence. The only exception, which allows a student to participate, is if the absence is a NO-COUNT (i.e., court, funeral, medical, field trip, college visit, religious holidays, resource center, guidance, dean's office and library). Written verification may be required.

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## **Athletic Code of Conduct (Policy 7:240, 7:300)**

### **Preamble**

Warren Township High School is a member of the Illinois High School Association. In order to establish the ideals of good sportsmanship and respect for rules and authority; to establish leadership, team pride, teamwork, and team discipline; to provide conditions promoting health, safety, pride in the team and the individual, the following principles are established for all students participating in the interscholastic athletic program and activities at Warren Township High School. Participation in student athletics/activities is considered an extension of, although separate from the regular school day.

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### **Code of Conduct**

Warren Township High School proudly encourages and supports students who elect to represent the school in extracurricular and/or co-curricular activities. The results of mental, social and physical development that our students experience is invaluable. In essence, participation is a privilege and carries substantially increased expectations. All students who participate in extracurricular and/or co-curricular activities represent WTHS year-round and must adhere to the following rules and regulations, seven days a week, twelve months a year and whether or not school is in session. This Code of Conduct defines expectations of acceptable behavior and details the consequences which will occur when acceptable behavior is not met. As in any set of expectations, it is not possible to specify every conceivable situation. Therefore, the student may be disciplined for unacceptable conduct even if such conduct and the appropriate disciplinary actions are not specified in the Code of Conduct.

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### **Code of Conduct Prerequisite Requirements**

Any students wishing to participate in interscholastic athletics or activities at Warren Township High School must comply with all rules and regulations of the Illinois High School Association (IHSA) and all rules and policies contained in the Warren Township High School Student-Parent Handbook.

Before an athlete is allowed to tryout or practice they must be in compliance with the following:

- The parent or legal guardian of the student must complete the athletic/activity online registration.
  - Athletes must have a yearly physical and provide a copy to the school nurse.
  - The student participant must be academically eligible. (Passing grades in a minimum of five academic classes per week and must have passed five academic classes the previous semester.)
  - The student participant must be in class every period of the day. (No-count absences, medical absences with a doctor's note, and administratively approved absences are excluded.)
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### **Code of Conduct Procedure**

At the time of a suspension, the student's parents or legal guardian will be notified as to the reason for suspension, the length of suspension, the requirements and expectations for improvement.

1. An investigation will be initiated.
2. Prior to the decision to impose any penalty, the student-offender will be informed of the alleged violation and afforded an opportunity to make any statement on his/her behalf.
3. If a Code of Conduct violation has been determined:
4. Parent or legal guardian will be contacted. Contact with the parent will be made on the same day that the student-athlete is spoken to by the Director of Athletics and Activities.
5. The student and the student's parent or legal guardian will be given the opportunity to respond to the charge in a meeting scheduled with the Director of Athletics and Activities.
6. The student and the student's parent or legal guardian will be provided an opportunity to appeal the disciplinary action to the administration within three (3) school days.
7. A follow-up letter will be sent to the parents or guardians regarding the violation and consequences.
8. Penalties imposed pursuant to this Code of Conduct relate to the student's eligibility to participate in WTHS extracurricular and/or co-curricular activities and does not preclude the imposition of penalties for violations of the WTHS Student-Parent

Handbook rules and policies where appropriate. Penalties imposed for rule violations conducted in the course of co-curricular activity shall not be in the form of grade punishment.

9. Where a penalty is imposed, the student-offender will be removed from a leadership position (i.e. president, vice-president, secretary, team captain, leadership council, etc.) in any extracurricular and/or co-curricular for the duration of the season/activity year.

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## **Prohibited Conduct**

No Warren Township High School student participating in any extracurricular and/or co-curricular activity shall:

1. Possess, use, distribute or sell, or attempt to possess, use, distribute or sell, drugs, any substance represented to be a drug, controlled substances, drug paraphernalia, alcohol, tobacco and/or tobacco products.
2. Commit and/or attempt to commit, and/or attempts to commit the offense of hazing, a hate crime, theft, assault, battery, harassment, property damage, vandalism, illegal use of a weapon, or any other offense, which may be punishable by a court of law.
3. Maintain or be identified on a social media site which depicts illegal or inappropriate behavior.
4. Inappropriate use of telecommunication devices capable of receiving or transmitting digital photographs as specifically referenced and described in the Student-Parent Handbook.
5. Use inappropriate, vulgar, lewd, indecent and/or derogatory language while representing the school at an extracurricular or co-curricular event.
6. Misuse school buildings, facilities and/or equipment.
7. Commit acts, which dishonor to the extracurricular program in which the student is a participant.
8. Fail to abide by any other Warren Township High School rules and policies as identified in the WTHS Student-Parent Handbook and/or the rules and regulations of the Illinois High School Association. The District reserves the right to impose discipline, in addition to that specified by this code, for serious misconduct at its discretion.

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## **Consequences**

Failure of the student to abide by the above rules may result in suspension from extracurricular and/or co-curricular activities and forfeiting the privilege of future participation as a member of any club or sport. Violations are cumulative over the student's high school career. Students involved in clubs or activities that do not compete or perform will be subject to consequences set forth in the bylaws of their club or activity. Any student who participates in both athletics and competitive athletics who violates the Code of Conduct will split equally the suspension time between the two (2) competitive activities. If the percentage of the sport/activity season which remains after a violation is less than the percentage of ineligibility, the consequence will extend into the next sport season in which the student participates. Participation in all practices is required.

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## **First Offense**

The student will be suspended from the activity for not less than 20% of the IHSA regular season scheduled athletic contests (Sec 5.00 IHSA Sports Season By-Laws) and/or scheduled performances and/or scheduled activity contests. To complete the terms of the suspension, the student offender may be disqualified from more than one activity and may cover more than one (1) school year. During the time of contest/performance suspension, the student will be required to attend and participate in all practices. The student will not be allowed to dress or be at a contest/performance as a member of the team until the length of the suspension has been satisfied. At the discretion of the administration, any offense could result in suspension from extracurricular and/or co-curricular activities for the equivalent of one (1) complete season.

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## **Second Offense**

The student will be suspended from the activity for not less than 20% of the IHSA regular season scheduled athletic contests (Sec 5.00 IHSA Sports Season By-Laws) and/or scheduled performances and/or scheduled activity contests. To complete the terms of the suspension, the student offender may be disqualified from more than one activity and may cover more than one (1) school year. During the time of contest/performance suspension, the student will be required to attend and participate in all practices. The student will not be allowed to dress or be at a contest/performance as a member of the team until the length of the suspension has been satisfied. At the discretion of the administration, any offense could result in suspension from extracurricular and/or co-curricular activities for the equivalent of one (1) complete season.

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### **Third Offense**

Permanent suspension from participating in athletics or activities for the remainder of the student's high school career. It is recommended that a meeting be held between the student, the student's parent or guardian, and a WTHS counselor/administrator to discuss outside resources where the student can obtain professional help or counseling.

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### **Voluntary Admission**

Official self-reporting is the act in which a student, accompanied by a parent or legal guardian, voluntarily turns themselves in to the Director of Athletics and Activities for a violation of the Code of Conduct, school rules and policies. Self-reporting must occur prior to school personnel or law enforcement officials becoming aware of the incident. This initiative, along with any act of self-reporting, may be taken into consideration by the Director of Athletics and Activities or school administration. Self-reporting is limited to the student's first violation of misconduct during their enrollment at the high school.

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## **Illinois High School Association (IHSA)**

(will be replaced with new guidelines when available)

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Will be page 2 of the IHSA guidelines when they are available.

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## IHSA Banned Drug Classes

The value of high school interscholastic programs is found in the overall physical, emotional, and intellectual development of student-athletes. In that pursuit, anabolic steroids and performance-enhancing dietary supplements offer no positive contribution. Rather, their use jeopardizes not only the health of student-athletes, but also impedes in their overall development. And since this use runs counter to the purpose and value of interscholastic programs, coaches, administrators, school officials or employees, or booster club/support group members have an obligation and responsibility to provide only healthy, safe, and approved substances to student-athletes. IHSA By-Law 2.170, which took effect on July 1, 2007, strengthens the relationship between students and their schools by affirming the school's commitment to offering a safe environment in which their students can develop.

The purpose of this document is to provide schools, athletes, and parents with a description of those substances that are considered banned by the IHSA, and, therefore, substances student-athletes cannot take and maintain their athletic eligibility.

This document presents the banned drug classes to be in effect for the current school year. As a part of the IHSA's Drug Testing Program, the IHSA Board of Directors shall annually approve the association's banned drug classes, and that group reserves the right to adjust the banned classes as necessary at any time. The classes shall be made available to schools and other interested parties through the IHSA's website.

Background: The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

Many nutritional/dietary supplements contain banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore, purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a violation of the IHSA Drug Testing Program. The use of supplements is at the student-athlete's own risk for students are ultimately responsible for what they ingest. Student-athletes should contact their physician or athletic trainer for further information.

The following is a list of banned drug classes, with some examples of substances under each class. No substance belonging to the banned drug class may be used, regardless of whether it is specifically listed as an example.

1. Stimulants amiphenazole, amphetamine, bemigrade, benzphetamine, bromantan, caffeine<sup>1</sup> (guarana), chlorphentermine, cocaine, cropropamide, crothetamide, diethylpropion, dimethylamphetamine, doxapram, ephedrine (ephedra, ma huang), ethamivan, ethylamphetamine, fencamfamine, meclofenoxate, methamphetamine, methylenedioxymethamphetamine (DMA, ecstasy), methylphenidate, nikethamide, octopamine, pemoline pentretazol, phendimetrazine, phenmetrazine phentermine, phenylpropanolamine (PPA), picrotoxine, pipradol, prolintane, strychnine, synephrine (citrus aurantium, zhi shi, bitter orange), and related compounds
2. Anabolic Agents: Anabolic Steroids androstenediol, androstenedione, boldenone, clostebol, dehydrochlormethyltestosterone, dehydroepiandrosterone (DHEA), dihydrotestosterone (DHT), dromostanolone, epitrenbolone, fluoxymesterone, gestrinone, mesterolone, methandienone, methyltestosterone, nandrolone, norandrostenediol, norandrostenedione, norethandrolone, oxandrolone, oxymesterone, oxymetholone, stanozolol, testosterone<sup>2</sup>, tetrahydrogestrinone (THG), trenbolone, and related compounds
3. Diuretics acetazolamide, bendroflumethiazide, benzhiazine, bumetanide, chlorothiazide, chlorthalidone, ethacrynic acid, finasteride, flumethiazide, furosemide, hydrochlorothiazide, hydroflumethiazide, methyclothiazide, metolazone, polythiazide, probenecid, quinethazone, spironolactone (canrenone), triamterene, trichlormethiazide, and related compounds
4. Peptide Hormones and Analogues Corticotrophin (ACTH), human chorionic gonadotrophin (hCG), luteinizing hormone (LH), growth hormone (HGH, somatotrophin), insulin like growth hormone (IGF-1)

All the respective releasing factors of the previously-mentioned substances also are banned: erythropoietin (EPO), darbypoeitin, sermorelin

**Definitions of unacceptable levels depend on the following:**

1 for caffeine — if the concentration in urine exceeds 15 micrograms/ml 2 for testosterone — an adverse analytical finding (positive result) based on any reliable analytical method (e.g., IRMS, GCMS, CIR) which shows that the testosterone is of exogenous origin, or if the ration of total concentration of testosterone to that of epitestosterone in the urine is greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

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## **North Suburban Conference High Schools**

### **LAKE FOREST HIGH SCHOOL**

1285 McKinley Road  
Lake Forest, IL 60045  
(847) 582-7316

East Campus: 41 south to Route 176, east to Sheridan Road, continue on McKinley to the high school  
West Campus: 41 south to Route 60, west to Route 43, turn south to the high school

### **LAKE ZURICH HIGH SCHOOL**

300 Church Street  
Lake Zurich, IL 60047  
(847) 438-4104

Route 45 south to Peterson, west on Peterson to Midlothian, south on Midlothian which will turn into Church Street

### **LIBERTYVILLE HIGH SCHOOL**

708 Park Ave.  
Libertyville, IL 60048  
(847) 327-7063

Route 21 south to Route 176, west on Route 176 to the high school

### **MUNDELEIN HIGH SCHOOL**

1350 Hawley Street  
Mundelein, IL 60058  
(847) 949-2200

Route 45 south to Peterson, west on Peterson to Midlothian, south on Midlothian to Hawley, west on Hawley

### **STEVENSON HIGH SCHOOL**

One Stevenson Drive  
Lincolnshire, IL 60069  
(847) 634-4000

I-294 south to Route 22, west to Stevenson Drive

### **WARREN TOWNSHIP HIGH SCHOOL**

34090 Almond Road and 500 N. O'Plaine Road  
Gurnee, IL 60031  
(847) 548-6933

### **WAUKEGAN HIGH SCHOOL**

2325 Brookside Drive  
Waukegan, IL 60085  
(224) 303-3000

Grand Avenue to Mccree Road and turn right on Mcaree to the high school

### **ZION BENTON HIGH SCHOOL**

One Z-B Way (21st and Kenosha Road)  
Zion, IL 60099  
(847) 931-9361

Green Bay Road north to Kenosha Road (Kenosha Road forks to the right), north to the high school

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## Chapter 16 - Student Records and Privacy

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The following information pertains to the rights and obligations of parents, students and the school under the Illinois School Student Records Act (ISSRA) 105 ILCS 10/1 et seq. of the Illinois Revised Statutes (1985) and the Rules promulgated thereunder by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375.

The Illinois School Student Records Act ("ISSRA") the Family Educational Rights and Privacy Act ("FERPA"), and the regulations issued pursuant to these laws require that the Board of Education adopt a Student Records Policy ("Policy"). The Board of Education has adopted a Policy (Board Policy 7:340) and Regulations which are available upon request from the Office of the Superintendent.

The District maintains both a permanent and temporary record for each student. The Permanent Record consists of basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents; Academic transcript, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations, and the unique student identifier assigned and used by the Student Information System; evidence required under Section (5)(b)(1) of the Missing Children's Records Act; as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purpose of meeting State graduation requirements; as applicable, designation of the student's achievement of the State Seal of Biliteracy; as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy; Attendance record; Health record (medical documentation necessary for enrollment); Record of release of permanent record information; and Scores received on all State assessment tests for grades 9 – 12.

The Temporary Record consists of all information not required to be in the permanent record, including the following: A record of release of temporary record information; Scores received on the State assessment tests administered in the grades K – 8; Completed home language survey form; Information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction; Information provided under Section 8.6 of the Abused & Neglected Child Reporting Act; Any biometric information; Health-related information; Accident Reports; and may also consist of: Family background information; Intelligence test scores, group and individual; Aptitude test scores; Reports of psychological evaluations; Elementary and secondary achievement level test results; Participation in extracurricular activities and athletics including any offices held in school-sponsored clubs or organizations; Honors and awards received; Teacher anecdotal records; Other disciplinary information; Special education records; Records associated with plans developed under Section 504 of the Rehabilitation Act of 1973; and any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student.

A parent, or any person designated as a representative by a parent, has the right to inspect, and copy the student's permanent and temporary records except as limited by the Policy or state or federal law. A student has the right to inspect or copy his or her permanent record. (All rights of the parent become the exclusive rights of the student upon the student's 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first.) In order to review the student's record, a parent must make a written request to the District.

The request will be granted within ten (10) business days after the date of receipt of the request and the District may exercise a five (5) business day extension consistent with the requirements set forth in the Illinois School Student Records Act. The District may charge a fee not-to-exceed \$0.35 per page for copies of the record. This fee will be waived when the parent is unable to pay.

The District prohibits the disclosure by school employees to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner's child or children are enrolled. The District shall maintain the copy of any order of protection in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection. In addition, no person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student.

The District will release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

1. To an employee or official of the school or school district or State Board with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
2. To the official records custodian of another school within Illinois or an official with similar responsibilities of a school outside Illinois, in which the student has enrolled, or intends to enroll, upon the request of such official or student, though the parent must receive prior written notice of the nature and substance of the information proposed to be released and an opportunity to inspect and copy such records in accordance with Section 5 and to challenge their contents in accordance with Section 7. Provided, however, that such notice shall be sufficient if published in a local newspaper of general circulation or other publication directed generally to the parents involved where the proposed release of information is pursuant to subparagraph (6) of paragraph (a) of Section 6 of the Illinois School Student Records Act and relates to more than 25 students.
3. To any person for the purpose of research, statistical reporting or planning, provided that such research, statistical reporting, or planning is permissible under and undertaken in accordance with the federal Family Educational Rights and Privacy Act (20 U.S.C. 1232g);
4. Pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect and copy the school student records and to challenge their contents pursuant to Section 7;
5. To any person as specifically required by State or federal law though the parent must receive prior written notice of the nature and substance of the information proposed to be released and an opportunity to inspect and copy such records in accordance with Section 5 and to challenge their contents in accordance with Section 7. Provided, however, that such notice shall be sufficient if published in a local newspaper of general circulation or other publication directed generally to the parents involved where the proposed release of information is pursuant to subparagraph (6) of paragraph (a) of Section 6 of the Illinois School Student Records Act and relates to more than 25 students;
6. To juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. For purposes of this section, "juvenile authorities" means: (i) a judge of the circuit court and members of the staff of the court designated by the judge; (ii) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (iii) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (iv) any individual, public or private agency having custody of the child pursuant to court order; (v) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (vi) any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement; (vii) law enforcement officers and prosecutors; (viii) adult and juvenile prisoner review boards; (ix) authorized military personnel; (x) individuals authorized by court;
7. Subject to regulations of the State Board, in connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
8. To any person, with the prior specific dated written consent of the parent designating the person to whom the records may be released, provide that at the time any such consent is requested or obtained, the parent shall be advised in writing that he has the right to inspect and copy such records in accordance with Section 5, to challenge their contents in accordance with Section 7 and to limit any such consent to designated records or designated portions of the information contained therein;
9. To a governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws of Illinois, provided that the records are released to the agency's employees or agents who are designated by the agency;
10. To those SHOCAP committee members who fall within the meaning of "state and local officials and authorities," as those terms are used within the meaning of the federal Family Educational Rights and Privacy Act, for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of



the Juvenile Court Act of 1987, but only to the extent that the release, transfer, disclosure, or dissemination is consistent with the Family Educational Rights and Privacy Act;

11. To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act;
12. To the State Board or another State government agency or between or among State government agencies in order to evaluate or audit federal and State programs or perform researching and planning, but only to the extent that the release, transfer, disclosure, or dissemination is consistent with the federal Family Educational Rights and Privacy Act (20 U.S.C. 1232g)

A parent also has the right to challenge or seek amendment to any entry in the student's school record, except for (1) grades; and (2) references to expulsions or out-of-school suspensions, if the challenge to expulsions or suspensions is made at the time the records are forwarded to another school to which the student is transferring. Parents may challenge or seek amendment to a student's school record by claiming that the record is inaccurate, irrelevant, improper, misleading, or violation of the student's privacy rights. The School District's Student Records policy, and its accompanying Rules and Regulations, provide for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record or entry, the parent must contact the Superintendent. Parents may obtain a copy of the School District's Student Records policy by contacting the District Office.

The Policy also provides time lines for the destruction of records. Parents will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for sixty (60) years after the graduation, transfer, or permanent withdrawal of the student. Temporary records are kept for the period of their usefulness to the school, but in no case less than five (5) years after the student leaves the District. Student records are reviewed by the District every four (4) years or when a student changes attendance centers. A parent has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.

The law and the Policy designate certain information as "Directory Information." Directory Information consists of identifying information, including the student's name, address, phone numbers, gender, grade level, birth date and birthplace and parent's names and addresses, academic awards, degrees and honors received, information relating to school-sponsored activities, organizations, and athletics, major field of study and period of attendance in the school. This information will be released to, but not limited to, military recruiters and institutions of higher education (upon their request) and to the general public, approved district vendors, student yearbook, school-sponsored publications, media, and parent support groups/boosters, unless a parent informs the District within ten (10) days of this Notice that information concerning his or her child should not be released, or that the parent desires that some or all of this information not be designated as Directory Information. Specific opt-out information is listed below.

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### **Military Opt Out Information**

Federal legislation and the Defense Authorization Act requires school districts to provide student directory information to military recruiters. However, under the provisions of such legislation, parents or guardians may request that their child's information not be released. Parents may opt out during the online registration process, once a student is opted out, it is in effect for the duration of the student's attendance in the high school unless the school is notified otherwise.

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### **Post-Secondary Educational Institutions Opt Out Information**

Post-secondary institutions may request the names, telephone numbers, and addresses of our students at WTHS District 121. The school must provide the information unless the parent or guardian requests that the information not be disclosed. Parents may opt out during the online registration process, once a student is opted out, WTHS District 121 will not provide student directory information for that child to the post-secondary educational institutes for the duration of the student's attendance in the district.

If you believe the District has violated or is violating this policy, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights. Once the form is complete, it is in effect for the duration of the student's attendance in the high school unless the school is notified otherwise.

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### **Publicity Opt Out Information**

Parents who wish to have their students opt out of allowing WTHS to supply identifying information for publicity purposes as defined below must see the registrar to obtain and sign the Publicity Opt Out Signature Form at your student's campus. A copy of this form must be returned to the registrar and will be kept in the student's file. This form will stay in effect for the student's duration at WTHS until rescinded by the student's parents.

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### **Pictures or Recognition of Named Students**

School officials may want to acknowledge students who participate in a school activity or deserve special recognition, or publish a student's name in such materials as the school yearbook, school newspaper, school website, sports programs, promotional materials, releases to the press, etc.. Releases to the press may include recognition for academic honor roll or other events at school.

**Please be aware of the following situations regarding photos of WTHS students, WTHS is not able to have students opt-out of these situations.**

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### **Pictures of Unnamed Students**

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the building Principal. The school may use these pictures, without identifying the student, in various publications including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

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### **Pictures of Students Taken By Non-School Agencies**

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish pictures of a named or unnamed student. In addition non-School Agencies may be at events related to school outside of normal school hours without direct consent from school officials and may photograph or videotape students for use in their publications.

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### **Surveys Administered to all WTHS Students**

Parents who wish to have their student opt out of allowing WTHS to administer surveys for the purpose of helping to develop student improvement plans should contact the Associate Principal at the campus their student attends. The Panorama Survey is administered once each semester. The 5Essentials Survey, sponsored by the Illinois School Board of Education is administered in even numbered years.

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### **Anaphylactic Policy Notification**

Annually WTHS is mandated to provide notice to the parents and guardians of all children under the care of a school to make them aware of the anaphylactic policy 105 ILCS 5/2-3.182. WTHS has two trained staff members that can administer epinephrine to a student believed to be having an anaphylactic reaction.

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### **Annual Notice of Lockdown Drill Opt Out**

The School Safety Drill Act requires that within the first 90 days of every academic year, we conduct at least one law enforcement lockdown drill. This drill addresses a school shooting incident and evaluates the preparedness of school personnel and students for situation involving law enforcement when there is an active threat or an active shooter within the school building. If you would like your student to opt out of the drill, please email the building principal. All drills are announced to students and families prior to taking place.

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## Chapter 17 - Parent Notifications

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This chapter includes some State and federally mandated notifications. Other notifications, which are required, will be distributed to families during the course of the school year through traditional communication channels.

Notifications included in this handbook are:

1. [Asbestos Hazard Emergency Response Act \(AHERA\) Notification](#)
2. [Children's Online Privacy Protection Act](#)
3. [Educational Technology Vendors Under the Student Online Personal Protection Act](#)
4. [Emergency/Crisis Plan Information](#)
5. [Emergency Treatment and Opt Out](#)
6. [Mandated Reporter \(Policy 5:90\)](#)
7. [Medicaid/Public Benefits Notification](#)
8. [Meningitis Vaccination Notification](#)
9. [Multilingual Students](#)
10. [Panorama Survey Administered to All WTHS Students](#)
11. [Parent Rights Regarding Student Covered Information @ D121](#)
12. [Pesticide Application Notice](#)
13. [Prevention of and Response to Bullying, Intimidation, and Harassment \(Policy 7:180\)](#)
14. [Recording of Section 504 and IEP Meetings](#)
15. [Registration Fees Explanation](#)
16. [School-Parent Involvement Compact](#)
17. [School Records Notification](#)
18. [Scientific Student Safety Contract](#)
19. [Sex Offender Notification](#)
20. [Sexual Health Education Curriculum at Warren Township High School](#)
21. [Teacher Qualifications](#)
22. [Time Out, Isolated Time Out, and Physical Restraint](#)
23. [Title 1 Programs: Warren's School Within a School \(SWS\) Program, REACH Program or Achieve Program](#)
24. [Weather Related Decisions and Emergency Closing Information](#)

## Asbestos Hazard Emergency Response Act (AHERA) Notification

July 1, 2023

Dear Parents, Employees, and Friends of the School:

In order to comply with the federal law, the Asbestos Hazard Emergency Response Act (AHERA), our school has been inspected for and undergone the necessary three-year inspection for all forms of asbestos-containing building materials. As a result of the inspections, the part of our school building constructed prior to 1987 has been found to contain a very small quantity of asbestos, which the District has been advised to manage in place. Also, new regulations of the EPA and IDPH requires additional material that, until now, were believed to be non-asbestos containing material, to be placed on a list to be designated as assumed asbestos containing material. These new additions to the list will be monitored and/or tested and handled as the results indicate. The Almond Campus, which was built in 1996-1997, was constructed with non-asbestos containing materials.

A management plan identifies all asbestos material in the part of our school building constructed prior to 1987. It provides a strategy for managing the material. The new list indicated above will be added to the plan. The plan is available for public review by contacting Jose Zires, Director of Facilities at 847-599-4786 or [jzires@wths.net](mailto:jzires@wths.net).

In addition, the law requires that the school conduct surveillance to determine “any change in condition” of asbestos-containing materials at six-month intervals. Also, a complete re-inspection is required every three years. By complying with both the letter and spirit of AHERA, the school feels that it is taking the appropriate steps to protect all occupants of the building, students, staff, and visitors.

Sincerely,

Michael A. Engel, Ed.D.  
Assistant Superintendent of Business Services and Operations

## Children's Online Privacy Protection Act

July 1, 2023

### RE: Children's Online Privacy Protection Act

Dear Parents/Guardians:

This letter is being sent as part of the District's continuing effort to educate parents and students about privacy protection and Internet use that occurs outside of the protections required for use of educational technology in school.

The Children's Online Privacy Protection Act (COPPA) gives parents/guardians control over what information companies can collect from their children online. However, not all companies are transparent about what data a mobile app or website collects, who will have access to that data, and how it will be used. Allowing your child access to games and other seemingly harmless applications on a smartphone or computer risks his or her exposure to intrusive marketing and access to personal information.

The following suggestions may help keep children from being bombarded by unwanted advertising, from making unwanted purchases and from disclosing personal information and location:

- Talk to your child early and often about online behavior, safety, and security, and encourage your child to make good choices.
- Be choosy about the applications that you let your child use. Try the app yourself to check for advertising messages and/or social networking and purchase options before allowing your child access.
- Select activities that do not require access to the Internet or an application, such as looking at family pictures or listening to preselected music, screened and approved by you.
- Make certain that the ability to make purchases is password protected.
- Set up family rules and consequences explaining that all purchases made via a smartphone or computer must have parent/guardian consent.
- Caution children about the use of social networking and other sites and/or apps that can pinpoint locations.
- Monitor computer and smartphone use whenever and wherever possible.

For more information on the Children's Online Privacy Protection Act and protecting your child online, please see the following links:

[www.consumer.ftc.gov/articles/0031-protecting-your-childs-privacy-online#breakingrules](http://www.consumer.ftc.gov/articles/0031-protecting-your-childs-privacy-online#breakingrules)  
[www.consumer.ftc.gov/features/feature-0002-parents](http://www.consumer.ftc.gov/features/feature-0002-parents)

Sincerely,

Christopher J. Geocaris  
Assistant Superintendent for Instructional Services

## Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

## Emergency/Crisis Plan Information

July 1, 2023

Dear Parents:

Keeping your children safe while at school is our district's top priority. Should a crisis/emergency situation arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations.

Our school district has a detailed emergency operations plan which has been developed in cooperation with the Gurnee Police and Fire Departments. This plan is reviewed annually to ensure best practices are incorporated in the plan. In addition, WTHS has a Gurnee School Resource Officer assigned daily to enhance direct communication and cooperation with emergency services in the event of a crisis/emergency situation while school is in session.

Listed below are several safety measures currently in place designed to safeguard students and to affect positive student learning in the classroom. As always, we welcome your comments and would be delighted to discuss any ideas or concerns you may have regarding the matter of school safety or emergency preparedness.

Though our nation has seen sad and frightening violence in our public schools over the past few years, we still believe our schools are the safest place in the community for our students for a variety of reasons. If an event occurs, please trust that we will send mass communication as quickly as possible. In addition, we will ask our students to communicate with their parents via cell phones. Please do not call the school as the phone lines will be used for emergency personnel. We will communicate a plan, via email or the website, to pick up your child, which may be at an off campus relocation site.

Consider the following:

- Visitor Registry: All visitors have to register with the front office before having access to the building; this is currently done with the Raptor System, which tracks a variety of information, to include Registered Sexual Offenders data.
- Closed Circuit Television: We have digital cameras in our schools to monitor activity inside and out.
- Controlled Access: All exterior building doors are locked during the school day and there is a single point of entry for students and visitors.
- Gurnee Fire Department: Three fire drills are conducted annually to ensure our students and staff are prepared for a quick exit of our buildings in the event of an emergency.
- Security Personnel: The department is comprised of security professionals who work assisting campus administration and the Gurnee Resource Officer in safeguarding students, staff, campus visitors, and property.
- Emergency Training: Each campus conducts and evaluates a variety of emergency preparedness annually. Such training includes "shelter," for severe weather; "shelter-in-place," for biohazard issues; "evacuation," for fire emergencies; "lockdown," in which an imminent danger towards students exists within the school property; and, "shelter-in-place," in which there is a dangerous situation away from the campus, but which could impact the campus (during shelter-in-place, routine within the school is maintained; however, doors are secured, with no one entering or leaving the facility, and no outside activities are permitted).
- Multi-hazard Emergency Operations Plan: This plan encompasses many issues designed to prepare the district for a multiplicity of emergency events. School crisis management teams discuss these issues annually in order to be prepared to respond in a timely and accurate manner should the need arise.
- Crisis Communications Plan: The district has a robust system in place whereby key administrators are informed of an emergency situation. In turn, parents and other stakeholders can be informed within mere moments through the use of an email blast and other forms of social media. The goal is to quickly and accurately communicate essential information to first responders, district staff, parents and community members such that the safety of your children is maintained throughout an event.

We trust you will agree that we have the people, processes, infrastructure, and crisis communications plan in place throughout our district to help safeguard your children. If and when a crisis/emergency arises, our district staff is thoroughly trained to respond in a timely and accurate manner. Of course, we consider the matter of school safety everyone's business. And so we ask you to keep your eyes open and to report any unsafe condition or matter to your child's principal and always call 9-1-1 if an emergency exists. Together, we can continue to create a broad and superior security network for the safety of students and staff.

In our district, your children come first. Thank you for entrusting them to our care.

Respectfully,

WTHS Administration



## Emergency Treatment and Opt Out

July 1, 2023

Dear WTHS Families:

This letter is to notify you that WTHS is participating in the Undesignated Medications Program in collaboration with the Lake County Health Department (LCHD). In this program, the Medical Epidemiologist at LCHD has issued a standing order protocol for trained school personnel to use epinephrine injection or naloxone in the setting of medical emergencies wherein a student, visitor, or staff person is experiencing a severe allergic/anaphylactic reaction or opioid overdose. The medication will be administered in appropriate circumstances

As described in 105 ILCS 5/22-30, the school district, public school, charter school or nonpublic school and its employees and agents, including the Lake County Health Department Medical Epidemiologist, are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of epinephrine or an opioid antagonists regardless of whether authorization was given by a pupil's parents or guardians or by a pupil's physician, physician assistant, or advanced practice registered nurse. Parents or guardians must indemnify and hold harmless the school district, public school, charter school, or nonpublic school and its employees and agents, including the Lake County Health Department Medical Epidemiologist, against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an epinephrine injector or an opioid antagonist regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician assistant, or advanced practice registered nurse.

If a parent or guardian does not want their student to receive an undesignated medication in emergencies, please submit a written request via email to the health office of the school your child attends.

## **Mandated Reporter (Policy 5:90)**

### **Abused and Neglected Child Reporting**

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at [www.report.cybertip.org](http://www.report.cybertip.org) or [www.missingkids.org](http://www.missingkids.org). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

### **Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training**

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the Acknowledgement of Mandated Reporter Status form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, Staff Development Program.

### **Alleged Incidents of Sexual Abuse; Investigations**

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, Harassment of Students Prohibited.

### **Special Superintendent Responsibilities**

The Superintendent shall execute the requirements in Board policy 5:150, Personnel Records, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When the Superintendent has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

### **Special School Board Member Responsibilities**

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, Powers and Duties of the School Board; Indemnification.

## Medicaid/Public Benefits Notification

Annual notification regarding school district access to Medicaid or other public benefits. With a parent's written consent, the School District may access Medicaid or other public benefits or insurance programs in which the parent's child participates, and provide the child's personally identifiable information to Medicaid or other public benefits or insurance programs in order to pay for IEP services, to the extent permitted under the public benefits or insurance programs; such consent must include: (i) the personally identifiable information that may be disclosed, the purpose of the disclosure, and the agency to which the disclosure may be made; and (ii) a statement that the parent understands and agrees that the School District may access the child's public benefits or insurance programs in order to provide or pay for IEP services.

The School District may not require a parent to sign up for or enroll in public benefits or insurance programs in order for the parent's child to receive IEP services;

The School District may not require the parent to incur out-of-pocket expenses such as the payment of a deductible or co-pay amount incurred in filing a claim for services, other than any cost that the parent would otherwise be required to pay;

The School District may not use a child's benefits under a public benefits or insurance program if that use would decrease available lifetime coverage or any other insured benefit; or result in the family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for the child outside of the time he/she is in school; or increase premiums or lead to the discontinuation of benefits or insurance; or risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures;

A parent's refusal to allow the School District to access Medicaid or other public benefits or insurance programs does not relieve the District of its responsibility to ensure that all required IEP services are provided to the child at no cost to the parent. Likewise, the withdrawal of consent or refusal to provide consent under 34 C.F.R. Part 99 and Part 300 to disclose personally identifiable information to Medicaid or other public benefits or insurance programs does not relieve the School District of its responsibility to ensure that all required services are provided at no cost to the child.

A parent has the right under 34 C.F.R. Part 99 and Part 300 to withdraw his/her consent to access Medicaid or other public benefits or insurance programs and/or to disclose his/her child's personally identifiable information to Medicaid or other public benefits or insurance programs at any time.

## Meningitis Vaccination Notification

March 2023

Dear Parent/Guardian:

Vaccines for meningococcal disease have long been on the list of inoculations that the CDC recommends for adolescents, especially before they head off to college. Effective January 1, 2015, all students entering the sixth and 12th grades are required to get the vaccination.

Therefore, all students entering 12th grade will be required to show proof of recent meningococcal conjugate vaccination (MCV). All 12th graders who received their first dose prior to their 16th birthday must have a second dose on or after their 16th birthday. If receiving first dose on or after their 16th birthday, only one dose is required. This vaccination will prevent your son/daughter from contracting a severe bacterial meningitis as well as other illnesses caused by this bacterium.

Some students may have already received this vaccine since it has been recommended for various populations in the past. In this case, all you would need to do is provide the school health office with verification of receiving the meningococcal conjugate vaccine. Documentation accepted as complying with the new state law requirement includes:

- A letter or note signed by your health care provider identifying the date the MCV was administered.
- A printout from your provider's electronic medical record (EMR) that indicates the vaccine was administered.
- A current Certificate of Child Health Examination form, specifying the date the MCV was administered.
- A Certificate of Religious Exemption, signed by a health care provider, if parents or legal guardians object, for religious reasons, to their child being immunized.

In addition to your health care provider, many local health departments and pharmacies offer the vaccine. The Illinois Department of Public Health recommends that parents get their adolescent vaccinated now to avoid a last minute rush during the summer. Once you have obtained or verified that your child has been immunized with the Meningococcal Conjugate Vaccine, please fax, e-mail or bring the information to the school nurse's office. The fax number and e-mail address are listed below. We will enter the information into PowerSchool throughout the summer.

Students without adequate proof of the meningococcal vaccination will be subject to exclusion from school beginning with the first day of attendance until proof of immunization is reviewed by the nurse.

Thank you for your cooperation with this new requirement. If you have any questions, please do not hesitate to call the health office at 847-548-6899.

Sincerely,

Rhonda Nitto, M.Ed.-PEL-CSN  
Almond Campus, School Nurse  
847-548-6899 Phone  
847-548-7171 Fax  
rnitto@wths.net

Additional information regarding meningitis and immunizations described in Illinois School Code can be found at:  
<http://www.ilga.gov/commission/jcar/admincode/077/077006650B02400R.html>  
<http://www.cdc.gov/meningitis/index.html>  
<http://www.idph.state.il.us/public/hb/hbmening.html>

## Multilingual Students

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

Parents/guardians of multilingual students will be:

- 1) given an opportunity to provide input to the program, and
- 2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's multilingual student program, contact Christopher J. Geocarls at 847-548-7103.

## Panorama Survey Administered to All WTHS Students

July 1, 2023

Dear Parent or Guardian:

We are writing to inform you about a student survey that will be administered at WTHS for all students. The survey focuses on the Warren Way - Respectful-Resilient-Engaged. Survey questions target topics such as; classroom effort, behavior, self-management, social awareness, social perspective, growth mindset, emotional regulation, supportive relationships and self-efficacy. The information gathered from this survey asking students about their experiences in school, will give our school leaders critical student input to help develop school improvement plans.

The survey will be conducted each semester, for all grade levels. This will provide longitudinal data to track student progress in being respectful, resilient and engaged students.

We are extremely excited to provide this survey for our students. We are confident it will help us in our ongoing effort to challenge our school to improve services for students.

If you do not want your son or daughter to participate, please contact the Associate Principal at the home campus that your child attends.

Thank you for your cooperation.

Patrick W. Keeley, Ed.D.  
Associate Superintendent for Student Services

## Parent Rights Regarding Student Covered Information @ D121

The contact information for the District's Privacy Officer or other staff member designated to respond to parent/guardian requests for their child's covered information follows:

Christopher J. Geocaris  
Assistant Superintendent for Instructional Services  
Warren Township High School District 121  
34090 N. Almond Road, Gurnee, IL 60030  
[cgeocaris@wths.net](mailto:cgeocaris@wths.net)

Under the Illinois Student Online Personal Protection Act (SOPPA), you have the right to review your child's covered information. Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application. Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Under SOPPA, you have a right to:

1. Request to inspect and review your child's covered information, whether it is maintained by the District, the Ill. State Board of Education (ISBE), or an operator.
  - a. The District will provide you with the opportunity to inspect and review your child's covered information within the timeframe prescribed by State rules.
  - b. If the covered information requested includes data on other students, your access will be limited to the covered information relevant to your child.
  - c. If the covered information you request includes your child's school student records, the District will permit you to inspect and review any school student records of your child in accordance with the District's procedures for student records requests. See 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records.
2. Request a copy of your child's covered information, in electronic or paper form.
  - a. The District will provide the copy to you within the timeframe prescribed by State rules.
  - b. If you request an electronic copy, the District will provide you the copy in an electronic format, unless the District does not maintain the information in electronic format and reproducing it in an electronic format would be unduly burdensome to the District.
  - c. If you request a paper copy, the District will charge you the reasonable cost of copying in the amount authorized by State rules. However, you will not be denied a copy if you have an inability to pay.
  - d. You are limited to the number and frequency of copying requests provided by State rules.
  - e. If the covered information you request includes your child's school student records, the District will provide a copy of your child's school student records to you in accordance with the District's procedures for student records requests. See 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records.
3. Request corrections to factual inaccuracies contained in your child's covered information. Upon receipt of a request, the District will take the following steps:
  - a. The District will review your request and determine if the factual inaccuracy exists.
  - b. If the District determines that a factual inaccuracy exists, and the District maintains or possesses the covered information, it will correct the inaccuracy and confirm the correction with you within 90 calendar days after receiving your request.
  - c. If the District determines that a factual inaccuracy exists and an operator or ISBE maintains the information, the District will notify the operator or ISBE of the factual inaccuracy and the correction to be made. The operator or ISBE is required to confirm the correction with the District within 90 calendar days after it receives the District's notice. The District will then confirm the correction with you within 10 business days after it receives the confirmation of the correction from the operator or ISBE.



- d. If the covered information you are requesting be corrected includes your child's school student records, the District will follow its procedures for amendment of student records with respect to those school student records. See 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records.

To make a request to inspect and review, copy, and/or correct your child's covered information, please contact the staff member identified above and specify the nature of your request. You will need to submit your request in writing, emailed to the District's Privacy Officer, as identified above.

## Pesticide Application Notice

July 1, 2023

Dear Parent/Guardian and School Employees:

In 1999, the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term “pesticide” includes insecticides, herbicides, rodenticides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Warren Township High School is establishing a registry of people who wish to be notified. You can request this notification by contacting Jose Zires, Director of Facilities, at 847-599-4786 or [jzires@wths.net](mailto:jzires@wths.net) and provide your name, address, e-mail address, and day phone number. You can make this request at any time during the school year. We will try to provide everyone on our Pesticide Notification list with notice of any use of any chemicals used to control insects, rodents, or weeds made between the time they have joined the list and the end of the school year. We will provide notice either in writing, by email, or by phone at least 48 hours prior to the application, if possible. Notice of pesticide applications made to control emergency pest problems will be provided as soon as possible after the application. Notice will include the following information:

- Who will make the pesticide application
- Name of the pesticide to be used
- EPA Registration number
- Purpose for making the pesticide application
- Area to be treated
- Date and approximate time of the scheduled application

Any other questions you may have regarding the District’s pest management practices may also be directed to Jose Zires, Director of Facilities, at 847-599-4786 or [jzires@wths.net](mailto:jzires@wths.net).

### **WHAT IS IPM?**

Integrated Pest Management (IPM) is the practice of determining and implementing the most appropriate and least hazardous techniques for controlling pests. It controls pests by emphasizing prevention and by employing physical, cultural, biological, and only as a last resort, least hazardous chemical controls. IPM is endorsed by the U.S. EPA, Illinois Department of Public Health and by the National Parent Teacher Association.

Here at Warren Township High School, the IPM Program has been integrated at both campuses.

Sincerely,

Michael A. Engel, Ed.D.  
Assistant Superintendent of Business Services and Operations

## Prevention of and Response to Bullying, Intimidation, and Harassment @ D121

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

### Definitions from 105 ILCS 5/27-23.7

*Bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

*Bullying* may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

**Bullying Prevention and Response Plan**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District’s goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

- 1. The District uses the definition of *bullying* as provided in this policy.
- 2. Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
- 3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

**Nondiscrimination Coordinator:**

Dr. Patrick Keeley

\_\_\_\_\_  
Name  
Warren Township High School, 34090 Almond Road,  
Gurnee, IL 60031  
\_\_\_\_\_  
Address  
pkeeley@wths.net  
\_\_\_\_\_  
Email  
847-548-6610  
\_\_\_\_\_  
Telephone

**Complaint Managers:**

\_\_\_\_\_  
Chuck Maurer  
Name  
Warren Township High School  
500 N. O’Plaine Road, Gurnee, IL 60031  
\_\_\_\_\_  
Address  
cmaurer@wths.net  
\_\_\_\_\_  
Email  
847-599-4709  
\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Dr. Laura Kirk  
Name  
Warren Township High School  
34090 N. Almond Road, Gurnee, IL 60031  
\_\_\_\_\_  
Address  
lkirk@wths.net  
\_\_\_\_\_  
Email  
847-548-6558  
\_\_\_\_\_  
Telephone

- 4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
- 5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or

- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
  - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - f. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - i. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

## **Recording of Section 504 and IEP Meetings**

Under the District 121 administrative procedure for Board Policy 6:120, Section 504 and IEP meetings may not be recorded unless all team members agree to the recording. However, a parent or guardian who needs to record a Section 504 or IEP meeting due to a disability in order to be able to meaningfully participate may record such meetings and must request this accommodation 10 days prior to the meeting so that the request can be considered by making a written request to your student's case manager or guidance counselor. Paper copies of the Policy and Administrative Procedures are available upon request from the Associate Superintendent of Student Services at 847-662-1400.

## Registration Fees Explanation

July 1, 2023

Dear Registrants:

The registration fee at Warren Township High School pays for the cost of supplemental items provided to students. This fee includes the following:

- Rental of textbooks
- Rental of Chromebooks
- Technology
  - a. Support and wireless internet access
  - b. Supplies (printer access, paper, ink)
- Workbooks
- Paperback books
- Physical Education
  - a. Towel service fee
  - b. Off-campus excursions (golf, bowling, kayaking, etc.)
- Science
  - a. Chemicals
  - b. Tools and equipment (goggles, gloves, beakers, test tubes, burners, batteries, etc.)
  - c. Live plant/animal supplies
- Transportation
  - a. To and from performances and supplemental events
  - b. To and from field trips
- Class supplies
  - a. Art (papers, tools, paint, ceramics/kiln, cameras, etc.)
  - b. Industrial art supplies (machinery, tools, materials, etc.)
  - c. Band and Choir (sheet music and copyright fees, course materials and supplies)
- Student pass for entry to home athletic and activity events
- Most after-school activities

Parking, athletic team fees, certain activity fees, optional Chromebook insurance and drivers' education fees are not included in the registration fee.

Sincerely,

Michael A. Engel, Ed.D.  
Assistant Superintendent of Business Services and Operations



## School-Parent Involvement Compact

### Title 1 Programs at Warren Township High School

Warren Township High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2022-2023 school year. Warren Township High School will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:** We continue to work on establishing common core standards and a vertically aligned curriculum, encourage teachers to use research based instructional strategies to engage student learning, analyze student performance data to make instructional and curricular decisions and incorporate interventions to help struggling students.
2. **Inform parents of children in Title I programs they have the right to know about the qualifications of their child's teachers and paraprofessionals. All of our Title 1 teachers are highly qualified.**
3. **Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.** WTHS provides an Open House night for parents in the first semester. The Open House night at Almond is scheduled for August 31, 2023 starting at 6:30 p.m. to 8:30 p.m., and the Open House night at O'Plaine is scheduled for September 7, 2023 starting at 6:30 p.m. to 8:30 p.m. Please feel free to contact your child's teacher if you have any questions regarding their progress. If you want more information regarding our Title 1 Programming, please contact Christopher J. Geocaris at [cgeocaris@wths.net](mailto:cgeocaris@wths.net) or 847.548.7103.
4. **Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:** Parents and students of Warren Township High School are able to view student progress through PowerSchool, the District's student information system. PowerSchool is used to schedule, take attendance, store grades, and to produce transcripts, report cards, and more. PowerSchool "brings together teachers, students, parents and administrators" in an easily used web-based data system.
5. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows: Parents can email/call staff anytime to ask a question or set-up a consultation. Staff email addresses and phone numbers are available on the district website: [www.d121.org](http://www.d121.org)
6. **Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:** WTHS will consider all requests.

### Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Promote a positive learning environment at home by:
  - o Monitoring attendance,
  - o Ensuring that homework is completed and
  - o Participating, as appropriate, in decisions relating to my child's education.
- Convey a positive attitude towards education to encourage my child's active involvement in school.
- Promote positive use of my child's extracurricular time.
- Stay informed about my child's education; communicate with the school by promptly reading all notices from the school or the school district either received by my child, by mail or electronically and responding as appropriate.

### Student Responsibilities

**I will share the responsibility to improve my academic achievement and achieve the state's high standards.**

**Specifically, I will:**

- Attend all classes, be actively engaged in all classes and be on time to all classes.

- Do my homework every day and ask for help when I need it.
- Check grades in PowerSchool weekly.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Assistant Superintendent of Instructional Services Warren Township High School	Date
Parent	Date
Student	Date

## School Records Notification

When a student has graduated, transferred or permanently withdrawn from Warren Township High School District No. 121, his/her school student records will be destroyed in accordance with federal and state law.

Pursuant to state law, the student's permanent record will be retained for at least 60 years and will thereafter be destroyed on or after June 30, 2083. The student's temporary record will be retained for at least five (5) years and will thereafter be destroyed on or after June 30, 2028. See the attached appendix for the definition of permanent and temporary records. For disabled students, information which may be of continued assistance to the student may be transferred to the parent five (5) years after the student's permanent withdrawal or graduation from Warren. The District can explain the usefulness of the records if you request that they are released.

You have the right to inspect, copy, and/or challenge the contents of these school student records prior to the date of destruction. The District may charge a fee not-to-exceed \$0.35 page for copies of the record requested. Should you wish to inspect, copy, and/or challenge the school student records, please send a written request to the Superintendent's office.

### Appendix

Under the Illinois School Student Records Act, "Permanent record" means the following:

- Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents;
- Academic transcript, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations, and the unique student identifier assigned and used by the Student Information System; evidence required under Section (5)(b)(1) of the Missing Children's Records Act; as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purpose of meeting State graduation requirements;; as applicable, designation of the student's achievement of the State Seal of Biliteracy; as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy;
- Attendance record;
- Health record (medical documentation necessary for enrollment);
- Record of release of permanent record information;
- Scores received on all State assessment tests for grades 9 - 12

Temporary record" means all information not required to be in the permanent record, including the following:

- A record of release of temporary record information;
- Scores received on the State assessment tests administered in the grades K – 8;
- Completed home language survey form;
- Information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction;
- Information provided under Section 8.6 of the Abused & Neglected Child Reporting Act;
- Any biometric information;
- Health-related information;
- Accident Reports; and
- May also consist of:
  - o Family background information;
  - o Intelligence test scores, group and individual;
  - o Aptitude test scores;
  - o Reports of psychological evaluations;
  - o Elementary and secondary achievement level test results;
  - o Participation in extracurricular activities and athletics including any offices held in school-sponsored clubs or organizations;
  - o Honors and awards received;
  - o Teacher anecdotal records;
  - o Other disciplinary information;
  - o Special education records;
  - o Records associated with plans developed under Section 504 of the Rehabilitation Act of 1973; and
  - o Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student.

## Scientific Student Safety Contract

### PURPOSE

Science is a hands-on laboratory class. You will be doing many laboratory activities which require the use of hazardous chemicals. Safety in the science classroom is the #1 priority for students, teachers, and parents. To ensure a safe science classroom, a list of rules has been developed and provided to you in this student safety contract. These rules must be followed at all times.

### GENERAL RULES

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present.
4. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory.
8. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
9. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.
10. Keep aisles clear. Push your chair under the desk when not in use.
11. Know the locations and operating procedures, where appropriate, for all safety equipment including first aid kit, eye-wash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and exits are located.
12. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
13. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
14. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.
15. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions or by your instructor.
16. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments. Clean all work surfaces and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
17. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
18. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
19. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
20. Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
21. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.
22. If you have a medical condition (e.g., allergies, pregnancy, etc.), check with your physician prior to working in lab.

### CLOTHING

23. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!
24. Contact lenses may be worn provided adequate face and eye protection is provided by specially marked, non-vented safety goggles. The instructor should know which students are wearing contact lenses in the event of eye exposure to hazardous chemicals.
25. Dress properly for lab activities. Long hair, dangling jewelry, and loose or baggy clothing are hazardous. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals allowed.
26. Lab aprons have been provided for your use and should be worn during laboratory activities.

#### ACCIDENTS AND INJURIES

27. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
28. If you or your lab partner are hurt, immediately yell out "Code one, Code one" to get the instructor's attention.
29. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the instructor immediately.
30. When mercury thermometers are broken, mercury must not be touched. Notify the instructor immediately.

#### HANDLING CHEMICALS

31. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for wafting chemical vapors will be demonstrated to you.
32. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
33. Never return unused chemicals to their original containers.
34. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
35. When transferring reagents from one container to another, hold the containers away from your body.
36. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
37. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
38. Never remove chemicals or other materials from the laboratory area.
39. Take great care when transporting acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

#### HANDLING GLASSWARE AND EQUIPMENT

40. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
41. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
42. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware (tubing, thistle tubes, thermometers, etc.) before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes "frozen" in a stopper, take it to your instructor for removal.
43. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.
44. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
45. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
46. Report damaged electrical equipment frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
47. If you do not understand how to use a piece of equipment, ask the instructor for help.
48. Do not immerse hot glassware in cold water; it may shatter.

#### HEATING SUBSTANCES

49. Exercise extreme caution when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so. Never reach over an exposed flame. Light gas (or alcohol) burners only as instructed by the teacher.

50. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
51. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
52. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
53. Never look into a container that is being heated.
54. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.
55. When bending glass, allow time for the glass to cool before further handling. Hot and cold glass have the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

## Sex Offender Notification Law

To: Parents/Guardians

Re: Offender Community Notification Laws

Date: July 1, 2023

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police's website. The Illinois State Police website contains the following:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## **Sexual Health Education Curriculum at Warren Township High School**

Warren Township High School teaches Sexual Health Education to its students. Students take this course as part of their Physical Education requirement during their freshman year of high school.

Questions regarding student participation in Warren's Sexual Health Education curriculum or instructional materials used in the Sexual Health Education curriculum should be directed to Dr. Peter Kupfer, Assistant Principal of Instructional Services at the O'Plaine Campus. A student's parent or guardian may opt the student out of Sexual Health Education instruction by submitting a request in writing to Dr. Kupfer.

Warren Township High School uses the 2022 version of the Glencoe Health Textbook for instruction in Sexual Health Education.



## **Teacher Qualifications**

Parents/guardians may find information about the qualifications of their child's teachers on the Education Licensure Information System (ELIS) on the Illinois State Board of Education (ISBE) website.

### **Time Out, Isolated Time Out, and Physical Restraint**

Board Policy 7:190 allows for the use of isolated time out, time out, and physical restraint, subject to the requirements of State law and regulations and as set forth in the administrative procedure at 7:190-AP4. This Policy can be accessed on the District's website. Paper copies of the Policy and Administrative Procedures are available upon request from the Associate Superintendent of Student Services at 847-662-1400.

## Title 1 Programs: Warren's School Within a School (SWS) Program, AIM Program or Achieve Program

July 1, 2023

Dear Parents/Guardians:

Each year we are obligated in accordance with the Federal Title 1 guidelines to contact parents to notify them of the following information:

1. The qualifications of the teachers in our Title 1 programs,
2. How to contact Warren Township High School,
3. How to access Warren's School Report Card,
4. How to monitor your child's progress and
5. The shared responsibilities between the parent, student and school.

The following programs at Warren are Federally Funded Title 1 Programs: Warren's School-Within-a-School (SWS) Program, AIM Program, Achieve Program or Bridges Day School Program. We are very proud that all of the teachers of our Title 1 Programs are highly qualified. If you want further information on the academic progress of Warren Township High School, please review the following links that give information regarding our academic status at Warren Township High School. To access the School Profile please click on the academics page of the Warren Website, [www.d121.org](http://www.d121.org) and scroll to the academics documents section. To access the School Report Card please click on the following link: <http://illinoisreportcard.com/School.aspx?schoolId=340491210170001>. Please remember that you have access to your child's grades through PowerSchool. If you have trouble logging on to view their grades, please feel free to contact your child's counselor.

Parent meetings will be held during the fall Open House nights when you meet your child's teacher by following their schedule for the evening. WTHS provides an Open House night for parents in the first semester. The Open House night at Almond is scheduled for August 31, 2023 starting at 6:30 p.m. to 8:30 p.m., and the Open House night at O'Plaine is scheduled for September 7, 2023 starting at 6:30 p.m. to 8:30 p.m. If you are unable to attend that evening and you have questions regarding your child's academic progress please feel free to contact the teacher of the program.

Having a shared responsibility for your child's education is important to us, attached is a Parent Student Compact that outlines the shared responsibilities for you, your child and the entire school staff. If your son or daughter is enrolled in any of the above mentioned Federally Funded Title 1 Programs, we are asking that you sign the attached Parent Student Compact and return it to your child's teacher.

We are grateful for the assistance that we have received from parents in developing our Title 1 Programs and we welcome your continued involvement. If you are interested in becoming involved or would like to meet with me regarding our Title 1 Programming, please feel free to contact me.

Sincerely,

Christopher J. Geocaris  
Assistant Superintendent Instructional Services

## Weather Related Decisions and Emergency Closing Information

July 1, 2023

Dear Parents and Guardians:

As the winter season approaches, our District staff understands that our decision to:

1. delay the start of school
2. close school in bad weather
3. utilize an eLearning day which has a big effect on families.
4. We also understand that our students are better served both academically and socially by physically being in school. .
5. As always, our top priority is the safety of our students.

### How do we make our decision?

Please understand that we make the decision to delay the start or close the school in bad weather based on a careful analysis of all relevant factors, such as:

- **Information on road conditions from the transportation staff and from the police.**
- We must give careful consideration to the most dangerous roads in the District. Even if your street looks clear, travel elsewhere in the District may be dangerous. Also, we must consider that some high school students drive to school.
- **Amount of snow and ice accumulated.**
- **Whether precipitation is continuing.**
- **Building conditions (such as whether we have electricity and heat).**
- **Parking lot conditions.** Administrators talk to maintenance and custodial staff members who are responsible for clearing and treating school parking lots and sidewalks.
- **Temperature and wind chill.** Please remember that some of our students walk to school and some must wait outside for the bus.
- **Weather predictions.** We prefer not making our decision based on weather predictions, which are not always accurate. But sometimes this is unavoidable.

### Who makes the decision?

As the Superintendent, I am responsible for the final decision, based on the factors mentioned and consultation from our elementary districts, the Director of Transportation and the Director of Buildings and Grounds.

### How is the public notified?

See the bottom of this letter about emergency closing notification information. You can check our District website, [www.d121.org](http://www.d121.org) for information. You will also be receiving a rapid communication phone call on all of the phone numbers which you provided during the registration process this past August.

### When is the decision made?

I must make the decision by 5:30 a.m. or earlier so we can notify radio and TV stations and post the decision on our website. If I wait longer to announce a change in the normal schedule, some parents will have already left for work, leaving their children unsupervised.

### Will we close school if conditions worsen?

Keep in mind that even if weather conditions worsen, we cannot reverse our decision in the morning without endangering students. Once we make the decision to open the schools, many parents rely on that decision and leave for work.

If we then send students right back home, many will return to unsupervised bus stops and empty houses. If conditions get worse during the school day, we may need to have an early dismissal, but we will give adequate notice to all parents first.

Although the Administrative staff and I do our absolute best in this process, we know that often no perfect decision exists. If you do not feel as though it is safe for your child to attend school, use your best judgment on whether he or she should attend. I encourage you to discourage teenagers from driving in bad conditions and I am suggesting you offer them alternative strategies as weather conditions worsen.

In addition, we will have school on many days when it is very chilly outside and we always hope our students are dressed appropriately for the weather conditions.

We hope that this explanation helps everyone understand the process that our staff uses to make the best possible decision for the District.

Sincerely,

Daniel S. Woestman, Ed.D.  
Superintendent of Schools

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In the event of an emergency and school must be delayed or closed, information will be available through the following sources.

**847-662-1400**

The main number to school will have a recorded message.

[www.d121.org](http://www.d121.org)

The WTHS webpage will have the current information as soon as a decision has been made for emergency action.

<https://www.facebook.com/WTHSDistrict121>

WTHS Facebook, Twitter and Instagram will have the current information as soon as a decision has been made for emergency action.

[www.EmergencyClosings.com](http://www.EmergencyClosings.com)

The Emergency Closing Center will have the current information for a delayed start or closing when it is posted. You can sign up for an automatic email through the Emergency Closing Center.

The local **radio stations** will be notified of the emergency information:

WGN Radio 720 AM

WBBM Radio 780 AM

The local **television stations** will be notified of the emergency information.

CBS – Channel 2

NBC – Channel 5

ABC – Channel 7

WGN – Channel 9

Fox 32

CLTV Cable