

# Waubonsie Valley High School

2590 Ogden Avenue

Aurora, IL 60504

630-375-3300

<http://wvhs.ipisd.org>



2009 - 2010

## Student/Parent Handbook

Property of: \_\_\_\_\_ ID # \_\_\_\_\_

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

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

In case of emergency, please notify:

Name: \_\_\_\_\_

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

All information in this book, including dates, times and locations  
are accurate at the time of printing and are subject to change.

**I have received the 2009-2010 Discipline Policy and the Athletic and Activity Code of Waubonsie Valley High School as outlined in this handbook.**

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**Print Name**

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**Signature**

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**Date**

**Tear off this sheet and submit it to your 1<sup>st</sup> period teacher.**



## Table of Contents

Administrative, Guidance, and Supervisory Staff	4-5	<b>GENERAL INFORMATION</b> , continued	44-45
School Closing Info. and Athletics	6	Radios and Portable Tape Players	44
Student Activities	7-16	School Resource Officer	44
		Security Cameras	44
<b>2009-2010 DISCIPLINE POLICY</b>	17-26	Student Identification Cards	45
Range of Disciplinary Consequences	17-18	Technology	45
Suspension, Expulsion & Due Process Procedures	18-19	Visitors	45
Threats, Bullying, Intimidation & Safe Schools	19	Withdrawal	45
Zero Tolerance for Weapons	19		
Zero Tolerance for Gangs	19	<b>NCAA ELIGIBILITY RULES</b>	46
Zero Tolerance for Alcohol and Drugs	19-20		
Safety & Supervision After School, Fighting, Vandalism			
Sexual Harassment, Racial Incidents	20-21	20 <b>IHSA</b>	
Smoking	21	<b>ELIGIBILITY RULES</b>	47-51
Cell Phones, Electronic Signaling Devices, Telephone Usage	21	Attendance	47
Electronic Signaling Devices	21-22	Scholastic Standing	47
Disobedience and Infractions Involving Misconduct	22-27	Residence	48
		Transfer	48-49
<b>ATTENDANCE CENTER POLICY</b>	27-31	Participation Limitations	49
<b>ATTENDANCE</b>	27-28	Participating Under a False Name	49
Attendance Information	27-28	Physical Examination	49
Senior Ditch Day	28	Amateur Status	49-50
Definition of Attendance Terms	28	Recruiting of Athletes	50
Unexcused Nonattendance and Cut	29	School Team Sports Seasons	50
Excused Nonattendance	29-30	Playing in Non-School Competition	50-51
Doctor and Dental Appointments, Make-up Work	30	All-Star Participation	51
Permission to Leave Campus, P.E. Excuses, Vacations	30	Coaching Schools	51
Work Permits	31	Misbehavior During Contests	51
<b>DRIVERS' ED. POLICY</b>	31	<b>ATHLETIC AND ACTIVITY CODE</b>	51-55
Drivers' Ed. attendance	31	2009-2010 Participation Rules	52
Drivers' Ed. permits	31	Appeals	52
		School Suspensions	52
<b>SCHOOL-WIDE TARDY POLICY</b>	32	Criminal Action	52
Punctuality	31-32	Substance Use or Possession	52-53
Teacher Detentions	32	Tobacco	53
Rules for Detention Room, Missed	32	Hazing/Harassment/Bullying	54
Detentions, Additional Tardies	32	Health and Safety	54
		Sportsmanship	54
<b>GENERAL INFORMATION</b>	32-35	Medical Excuses and Vacations	54
Academic Letters	32	Policy Statement: Participation in Activities	55
Assemblies	33		
Buses	33	<b>NATIONAL TEST DATE</b>	
Dances and Sporting Events	33	<b>SCHEDULES ACT /SAT</b>	55-56
Dress Guidelines	33-34	<b>INTERESTING ADDITIONS</b>	80-90
Elevator Usage	34	Check IT OUT! LMC Computer	82-85
Grading Scale	34		
Health Information	35	<b>CALENDAR</b>	
<b>HONESTY POLICY</b>	35-36	<b>MLA GUIDE</b>	
Belief Statement	35	<b>Table of Contents</b>	
Cheating/Academic Dishonesty	36		
<b>INTERNET ACCESS POLICY and ACCEPTABLE USE OF TECHNOLOGY</b>	36-40		
<b>GENERAL INFORMATION</b>	41-45		
Lockers	41		
Lost and Found	41		
Medication	42		
Optional Resource Areas	42		
Parking	43-44		
Permanent Records	44		

## ADMINISTRATIVE, HOUSE STAFF, AND SUPPORT STAFF

Mrs. Kristine Marchiando.....Principal  
Dr. Rudy Keller.....Associate Principal  
Mrs. Laura James Schrader.....Assistant Principal  
Mr. Jason Schmidtgall.....Assistant Principal  
Ms. Rebecca Schreiber.....Assistant Principal  
Mrs. Goldie Bock.....Administration Secretary  
Ms. Linda Hawk.....Principal's Secretary

Mr. Mike Rogowski.....Athletic Director  
Mrs. Lonna Moehlenkamp.....Athletic Director's Secretary  
Mr. Kevin Chaffee.....Assistant Athletic Director  
Mr. Brian Fennewald.....Assistant Athletic Director  
Mr. Dave Saurbaugh.....Assistant Athletic Director

### FRESHMEN HOUSE, CLASS OF 2013

Mr. Michael Duttut.....Dean  
Mr. Javier Polavieja.....A - L  
Mrs. Sharon Wedam.....M - Z  
Mr. Lou Mahalik.....Social Worker  
Dr. Kip Fontana.....Psychologist

### SOPHOMORE HOUSE, CLASS OF 2012

Ms. Charity Carter.....Dean  
Mr. Marty Beirne.....A - L  
Mrs. Alyssa Sein.....M - Z  
Dr. Gina Bogin.....Social Worker  
Dr. David Koopmann.....Psychologist

### JUNIOR HOUSE, CLASS OF 2011

Mrs. Catherine Bartleman.....Dean  
Ms. Amy McCauley.....A - G  
Mrs. Karen Leonard.....H - O  
Mr. Patrick Doyle.....P - Z  
Ms. Kelly Zielie.....Social Worker  
Dr. Kip Fontana.....Psychologist

### SENIOR HOUSE, CLASS OF 2010

Mr. Mike Steele.....Dean  
Mr. Gerard Oconer.....A - G  
Mrs. Sue Wilborne.....H - PH  
Mr. Cort Graske.....PI - Z  
Mr. Tony Pelletier.....Social Worker  
Dr. David Koopmann.....Psychologist  
Ms. Andrea Purcell.....College and Career Counselor

### SCHOOL SUPPORT

Officer Rick Drozdowski.....Police Liaison  
Mrs. Karen Fegley.....School Nurse  
Mrs. Barbara Klinzing.....School Nurse

## DEPARTMENT CHAIR STAFF

Mrs. Andrea Hendrickson.....	Business and Technology Engineering Education (T.E.E.)
Mr. Mike Dwyer .....	English
Mrs. Laura McArán .....	Foreign Language and English Language Learners
Ms. Nancy Douglas.....	Guidance and Pupil Personnel Services
Mrs. Molly Owles .....	Mathematics
Mr. Luke Wigtil .....	Media, Instruction, and Technology Services (M.I.T.S.)
Mr. Will Burck.....	Music & Art
Mr. Kevin Chaffee .....	Drivers Education, Health, and Physical Education
Mr. Ray Hanus .....	Science
Mrs. Lorie Christofaro .....	Social Studies
Mrs. Lauren Erickson .....	Student Services
Ms. Karen Guerrero .....	Bookkeeper/Accounts Payable
Mrs. Patsy Hutchings .....	Student Services Secretary
Mrs. Niesa Jacobs .....	Guidance Secretary



### WARRIOR FIGHT SONG

Go Warriors, Fight On!  
We know you have pride.  
We are your loyal fans,  
We're always on your side.  
Rah, Rah, Rah!

Fight, Warriors, fight on!  
Show your colors bright.  
We've got the spirit,  
So let's hear it -  
Warriors gonna win tonight.

**W-A-R-R-I-O-R-S!**  
**WARRIORS! WARRIORS!**  
**FIGHT, TEAM, FIGHT!**

## SCHOOL CLOSING

Parents can find out about their child's specific school by calling the Emergency Closing Center Hotline at 1-312-222-SNOW. Begin by dialing the Hotline number, then enter the school's main phone number, with the area code. Information for additional schools can be obtained by staying on the line and entering the area code and the main number of the school. Link: <http://ipsdweb.ipsd.org/Subpage.aspx/SchoolClosings>

All **RADIO** stations: WGN-720AM, WKKD-96FM, WMAQ-670AM, WYSY-108FM

All **TV** stations: FOX, ABC, CBS, NBC and WGN.

## Athletics

Waubonsie Valley High School takes a great deal of pride in its outstanding athletic program. Students are encouraged to contact the head coach listed below in order to become involved in a successful and rewarding athletic experience during their four years at W.V.H.S. Any questions should be directed to Mr. Mike Rogowski, Athletic Director or to the Assistant Athletic Coordinators, Mr. Kevin Chaffee, Mr. Brian Fennewald, and Mr. Dave Saurbaugh.

### Fall Sports

#### **Girls**

Cross Country ..... Ms. Albert  
Golf ..... Mr. Farnan  
Swimming ..... Ms. Peterson  
Tennis..... Mr. Galow  
Volleyball..... Ms. Stuart

#### **Boys**

Cross Country ..... Mr. Rafferty  
Football ..... Mr. P. Murphy  
Golf ..... Mr. Owles  
Soccer..... Mr. DiBernardo

### Winter Sports

#### **Girls**

Basketball..... Ms. Connell  
Gymnastics..... Ms. Swanson  
Bowling..... TBA

#### **Boys**

Basketball..... Mr. Weemer  
Swimming ..... Mr. Payette  
Wrestling..... Mr. Caldwell

### Spring Sports

#### **Girls**

Soccer..... Ms. Bergstrom  
Softball..... Ms. Jennings  
Track ..... Mr. Gowing  
Water Polo ..... Ms. Mehl  
Badmitton..... Ms. Zawlocki

#### **Boys**

Baseball..... Mr. Fezzuoglio  
Tennis..... Mr. Galow  
Track ..... Mr. Rafferty  
Water Polo ..... Mr. Payette  
Volleyball..... Mr. Lagger

### Intramurals

Basketball..... Mr. Blue, Mr. Kelley, Mr. Logan  
Bowling..... Mr. Logan  
Flag Football ..... Mr. Logan  
Powderpuff Football ..... Mr. Blue, Mr. Logan  
Ultimate Frisbee..... Mrs. N. Johnson

Cheerleader Coaches..... Ms. Atten, Ms. Hall, Ms. Shepich

*To access athletic schedules for every Waubonsie sport please go to: [www.athletics2000.com](http://www.athletics2000.com)*



*Waubonsie Valley High School  
sponsored  
Student Activities*



*Becoming a part of Student Activities gives students an opportunity to promote their talents, cultivate friendships and gain a sense of belonging to Waubonsie Valley High School. All students are encouraged to get involved! Please direct questions to Mr. Jason Schmidtgall, Assistant Principal, at [jason\\_schmidtgall@ipsd.org](mailto:jason_schmidtgall@ipsd.org) or (630) 375-3313.*

**===Competitive & Special Interest===**

**B.P.A. (Business Professionals of America) [www.bpa.org](http://www.bpa.org)**

BPA is open to any student (freshman through senior) who is interested in pursuing any type of business or computer technology career. BPA members compete in local, state and national competitions, sponsor Santa's Breakfast, work with Special Olympics, attend leadership conferences, and much more. Join the fun!

**Chess Team - IHSA Event**

Chess club is open to all students. Instruction and recreational chess matches prepare for interscholastic competitions. Meetings and competitions take place during the winter months with practices occurring twice a week.

**DECA – [www.ildeca.org](http://www.ildeca.org) or [www.deca.org](http://www.deca.org)**

DECA is a business club designed to enhance the co-curricular education of students (grades 9-12) with interests in marketing, management and entrepreneurship. DECA helps students develop skills and competence for business careers, build self-esteem, experience leadership and practice community service. Opportunities for leadership conferences and competition are available at local, state and national levels.

**FCCLA (Family, Career and Community Leaders of America)**

This club is a vocational organization open to any student interested in Family and Consumer Science topics. The purpose is to promote personal growth, leadership, and awareness in Family and Consumer Science careers and related occupations. Students may participate in local, state and national competition as well as conventions.

**IDEA (Illinois Drafting Educator's Association)**

IDEA is an activity dedicated to providing drafting students with opportunities to participate in regional and state competitions to assess their skills and meet other students with similar career interests.

**JOURNALISM – IHSA EVENT**

Newspaper/Journalism is open to all students (sophomores through seniors). It meets daily and is responsible for the production of *The Voice*, the student run newspaper of Waubonsie Valley. An English teacher recommendation and writing samples are required for class consideration and enrollment. *The Voice* has competed in the IHSA sponsored journalism competition since its inception four years ago. We compete in twelve categories showcasing various skills from photography, headline writing to layout and development.

### **Math Team**

All students interested in participating in Math competitions may join. Practices are held weekly throughout the year. This club participates in both local and state competitions.

### **Model United Nations**

The goal of Model UN is to learn about problems and solve them from a Global perspective, based on the country a participant is assigned. Participation in the Model United Nations Club is open for all grade levels. Participants research current international events & debate related issues at 2 conferences: the University of Chicago and the University of Illinois. Model UN offers a unique opportunity to study current news topics, develop high-level communication skills & to socialize with high school students from across the U.S.

### **Scholastic Bowl - IHSA Event**

Scholastic Bowl is ideal for trivia buffs and *Jeopardy* lovers. Any interested student may join at any time from October through April. Matches are held with all-conference schools and a few local schools. We also participate in invitational tournaments and the IHSA State Tournament series.

### **Science Olympiad**

The Science Club is open to students of all ages and ability levels. Each month will feature a theme and weekly activities will be organized around those themes. Students can participate in each month's activities or only the ones that interest them! Sign-up will be available through your science classes. The Illinois Science Olympiad is an academic competition which features 22 separate events emphasizing process skills and problem-solving strategies as well as general science knowledge. Regional tournaments are held in early spring with qualifying teams advancing to the State. The 1st place finishers from all participating states advance to nationals.

### **SkillsUSA**

SkillsUSA is a national organization that serves career, industrial, technical, and health occupation students in high schools, career centers, and community colleges. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It emphasizes total quality at work: high ethical standards, superior work skills, lifelong education and pride in the dignity of work. Members participate in the state skills competition held each spring, as well as, service projects, homecoming activities, fieldtrips, and career exploration.

### **Speech: Individual**

This activity is open to any student who is interested in competing in the various IHSA and conference meets. Included among the various activities are extemporaneous speaking, humorous duet acting, original oratory, dramatic acting, prose/verse reading, original comedy and radio speaking. The season runs September to February and there are opportunities for placing at the conference, regional and state levels.

### **Youth and Government**

The group gives students a hands-on experience working in government, culminating with a weekend trip to the State Capitol. In Springfield, WVHS students enjoy the privilege of using the facilities of the State Capital as they participate in the finest laboratory in state government available.

### **===Cultural Groups===**

#### **B.S.A. (Black Student Alliance)**

The Black Student Alliance is a group of students who come together to address concerns facing their community, targeting primarily African-American students.



### **B.S.A. (Black Student Alliance) (cont.)**

The primary focus is on raising test scores on standardized tests, the No Child Left Behind (NCLB) act, applying to colleges or jumpstarting their careers. This club is open to all.

### **Chinese Club - Emerging**

Chinese Club helps students to have a better understanding of China, the Chinese culture, and the Chinese language. Chinese Club is open to any student from grades 9-12. Students will have the opportunity to try Chinese food, listen to music, watch movies, learn about the language, and celebrate holidays. There will also be help sessions for students who are currently taking Chinese.

### **French Club/French Honor Society**

This club is open to any student interested in French culture. Students have a chance to try French foods, play games, listen to music and see French films. They also participate in field trips during the school year. **French Honor Society:** Candidates must be enrolled in the fourth semester of French and must have maintained an A average in French during the semester of selection, as well as an A-average in all French classes. Candidates must also have a B average or higher in all other subjects during the semester of selection, as well as a cumulative B- average in all other subjects. French may not be used to calculate this average.

### **German Club/German Honor Society**

Any student interested in German culture may join. Activities include games, movies, cooking, festivals, and field trips. **German Honor Society:** Induction into the German Honor Society requires that students have a 3.6 or higher grade point average in German after at least three semesters with at least a 3.0 average overall. Members are required to continue on to an upper level of German with the exception of graduating seniors.

### **ISA (Indian Student Association) - Emerging**

ISA is an emerging club available to any student interested in learning and celebrating Indian Culture. ISA hopes to promote awareness of Indian Culture through a variety of activities and community service projects.

### **OLAS (Organization of Latin American Students)**

Students work to promote awareness of the Latino community both within WVHS and within the community. OLAS participates in a variety of activities including different community service activities, college fairs and Hispanic conferences. OLAS meets weekly to discuss issues that are important to students in the Hispanic community and is open to all students at WVHS who are interested in Hispanic culture and issues facing students.

### **Spanish Club/Spanish Honor Society**

This club is for any student interested in the Spanish culture and language. They need not be in a Spanish class although some knowledge would be more fun for participating in some of the activities. Activities range from having “fiestas”, going out to eat at Hispanic restaurants, playing games in Spanish, watching movies in Spanish, and making crafts like piñatas. Third and fourth year Spanish students, who have a cumulative average of “B” or above, plus teacher recommendation, are invited to be members. They tutor first- and second-year students, attend cultural field trips, and promote the study and use of Spanish beyond the classroom. They are invited to participate in local and national literary and art contests.

## ===Performance Groups===

### **Instrumental**

#### **Jazz Bands & Combos**

The WVHS Jazz program consists of three-tiered jazz bands: Jazz Ensemble, Jazz Band, and Swing Band. The Jazz Ensemble offers the highest quality jazz experience to the most capable players. Both the Jazz Ensemble and Jazz Band perform seasonal concerts and travel to festivals in Illinois and other states. The Swing Band is designed to provide a formative jazz experience and performs at seasonal band concerts and special events. There are also three Jazz Combos that perform at various events both at school and in our community. Placement in any of the above jazz bands is determined by auditions in mid-September.

#### **Marching Band**

This all-volunteer group performs at all home Varsity football games, two parades and five competitions. The band typically finishes in first or second place at each competition.

#### **Pep Band**

All band students are eligible to participate in Pep band. Pep band plays at home Varsity Boys and Girls basketball games as well as special events such as pep rallies. Pep Band and Pep Club will try and work together to create awesome support for our teams.

#### **Percussion Ensemble**

This ensemble is featured on the annual percussion concert each spring, presenting audiences with significant works for percussion. The percussion ensemble meets twice each week from November to April. Auditions for advanced literature are held in November.

#### **Steel Pan Band**

The steel bands perform music indigenous to the Caribbean, on instruments known as steel pans (or steel drums). The steel bands meet twice each week, and perform several times throughout the year. Auditions are held each fall.

#### **Tri-M**

Tri-M is a student-run organization sponsored by the Music Educators National Conference (MENC). Tri-M is open to any WVHS music student based upon the recommendation of their respective ensemble director, the approval of the music department, and a 3.50 or higher GPA. The purpose of Tri-M is to honor our very best music students as well as afford them an opportunity to enhance our music department through service projects and various activities.

#### **Warrior Strings**

Warrior Strings, the only auditioned string ensemble, meets one to two times per week and performs all types of music. Because this group interacts with the audience frequently, some memorization of the music is required. This ensemble performs in the community and Prism Concerts.

#### **Dance**

##### **Ballroom Dance Club**

The Ballroom Dance Club is open to all WVHS students. Each week, we spend about half of our meeting learning steps in a "focus dance" and the remaining time practicing steps of dances we've already learned. Dances covered include salsa, rumba, cha cha, tango, swing, waltz, and fox trot. Interested style subgroups will work on different routines specific to their preferred style of dance. There are opportunities available to choreograph dances for possible school performances. Come out and dance with the Warriors!

### **IOK Breakdance Club** - Emerging

The IOK Breakdance Club is open to all WVHS students. Members practice weekly after school. The dancers share ideas for power-moves and footwork and coach each other on break dance and hip hop moves. The group encourages a wide variety of music styles and welcomes new members. Members plan to be part of the annual talent show.

### **Flags**

**Color Guard** - The fall color guard is a part of the marching band. Color guard is an artistic expression of music through dance along with the use of equipment such as flags, rifles and sabers. Color guard begins in April with a series of clinics and then tryouts. The guard practices periodically throughout the summer months, attends one week of band camp in August, and practices three days per week once school begins. The color guard performs at home football games, in two local parades and travels to several competitions. **Winterguard** is an artistic expression of music through dance, along with the use of equipment such as flags, rifles and sabers. The winterguard season begins in November and continues through the end of March. The guard travels to attend several competitions.

### **Orchesis**

Orchesis club is a performing dance troupe. Many forms of dance are utilized - modern, ballet, pointe, tap, jazz and hip-hop. Membership is by audition in the spring. Technique classes and performances take place throughout the year with one main stage performance in the late winter.

### **Pom Poms**

Poms is open to girls 9th – 12th grades. The squad performs at football & basketball games, as well as pep assemblies and competitive competitions. Tryouts are held in the spring for the following year's squad.

### **Steppers**

This is a performing step team patterned after college step routines consisting mainly of hand and feet action. Stepping is an artistic dance expression usually found on the university campus. Clinics and tryouts are held in the spring. All skill levels are welcome to try-out. Practices and performances take place throughout the year at many community events. Steppers participate in at least one area competition each year.

### **Theatrical**

#### **Auditorium Tech Crew**

Students interested in all aspects of technical theatre are encouraged to join this crew. Creating and running the light and soundboard for the various organizations that use the auditorium will be this crew's main function.

### **Impulse: Improv Comedy Group** - Emerging

Waubonsie Valley's Improv Comedy Group, Impulse, consists of students with a passion for improvisational acting and comedy. Auditions are held and rehearsals take place 1-2 times per month with times and locations determined by the group. The group will perform in front of an audience both in and out of school. Our goal is to be able to perform in Chicago as part of the Teen Comedy Fest.

## **Drama Club**

A variety of dramatic opportunities are offered to Waubonsie Valley students. Each year, two main stage productions and a musical are offered. In addition, several studio productions may be staged; student directed one acts, and a production that travels to district middle schools. Other opportunities for students to become involved in acting are offered through participation in the IHSA Speech - Group Interpretation and Individual Events. Students are also encouraged to become involved behind the scenes in areas of technical theatre.

## **Drama Contest Play - IHSA Event**

This activity's season runs from January through March, with competition at the Sectional and State levels. Students interested in technical drama and performance drama should become involved in this activity.

## **Freshman Studio Production**

The freshman play is an opportunity for freshmen to experience theatre at the high school level. Auditions are open only to freshmen and offer a variety of experiences. Students will have the opportunity to go through the audition, rehearsal and performance process.

## **Group Interpretation - IHSA Event**

This activity has its season from January through March with competition at the Regional and State level. All students who are interested in interpreting literature through acting and oral expression should become involved in this activity.

## **Mainstage Productions**

**Fall Mainstage** - WVHS auditions are open to ALL STUDENTS. Auditions will be held in September in the auditorium. The production will take place in November.

**Winter Mainstage** - Auditions are scheduled in November and are open to ALL STUDENTS. The production is scheduled for February.

**Musical** - Each year, WVHS stages at least one Broadway musical. Auditions precede the production by 9 weeks and are open to ALL STUDENTS. The musicals are co-sponsored/directed by the Music and Drama Departments' staff. Numbers in the cast vary, but musicals are selected to allow numerous opportunities for student involvement.

## **Student Directed One Acts**

Student Directed One Acts is an opportunity for Senior Theatre students to explore the wonderful experience of directing a one-act play. The student must have completed Theatre Arts I & II in the Language Arts curriculum and have shown a commitment to the Waubonsie Valley Theatre program by performing and teching a variety of shows. The student gets the opportunity to audition, rehearse, and prepare a "smaller" cast of student actors for the magic of "opening night". The process will culminate with the student's production being performed on the Waubonsie Valley mainstage. Auditions for the Student-Directed One Acts are open to all WVHS students.

## **Vocal**

### **Chamber Singers**

Chamber Singers is a small, mixed ensemble that performs a wide variety of music, including traditional choral pieces, holiday repertoire, jazz and pop. All WVHS Choir members are welcome to audition. The ensemble performs throughout the community and for various WVHS concerts. Auditions will be held in late August. Chamber Singers meet on Tuesdays after school.

### **Cloud Nine - Student Group**

Cloud Nine is a student-led, nine-voice male a cappella vocal ensemble. They prepare and perform pop, doo-wop, and novelty selections as well as some traditional choral music. Students must be enrolled in a curricular choir to be eligible to participate. Auditions are held in May to establish membership. This is a full-year activity and the ensemble performs in each of the five curricular choral concerts presented each year.

### **Pink Notes - Student Group**

Pink Notes is a student-led, nine-voice female a cappella vocal ensemble. They prepare and perform pop, doo-wop, and novelty selections as well as some traditional choral music. Students must be enrolled in a curricular choir to be eligible to participate. Auditions are held in May to establish membership. This is a full-year activity and the ensemble performs in each of the five curricular choral concerts presented each year.

### **Mosaic Choir**

A mosaic is a unique form of art created by bringing many differently shaped and colored pieces of the same material together to ultimately create a single work of beauty. In the choral ensemble Mosaic, the diverse students of Waubonsie Valley experience a sense of unity through the expressive qualities of multicultural music. The choir is open to all students of WVHS regardless of enrollment in a curricular choir.

### **Show Choirs**

The show choirs are ensembles of singer-dancers that perform pop, contemporary, and show tunes in costume with choreography. They rehearse weekly and perform in choral concerts, show choir festivals and clinics, and several community performances throughout the year. Auditions are held in May of the previous school year. Members must also participate in the curricular choir program.

## **===Publications===**

### **Premiere - Literary Magazine**

Students interested in poetry, stories, art, and/or journalism may join the staff of *Premiere*, which meets throughout the year to select and prepare for the May publication of a collection of our school's finest student writing and art. The magazine is submitted annually to the National Council of Teachers of English for evaluation.

### **The Voice - School Newspaper**

*The Voice* is the WVHS official student-run newspaper. The paper is produced on a bi-quarterly basis by the newspaper journalism class. Students will apply skills in writing, photography, design, and business to the production of the newspaper. To be considered for the staff, a student must apply to the newspaper journalism class and receive teacher approval.

### **The Arrowhead - Yearbook**

The "Arrowhead" Yearbook staff is designed for students who enjoy reporting, writing, photography and design. An interest/background in computer graphics is also a plus. To be on staff, students must apply to the yearbook journalism class, receive teacher's approval and interview.

## **===Service Groups===**

### **Amnesty International (AI) - Emerging**

AI is a worldwide movement of people who campaign for internationally recognized human rights.

### **Amnesty International (AI) - (cont.)**

AI's vision is of a world in which every person enjoys all of the human rights enshrined in the Universal Declaration of Human Rights and other international human rights standards. We strive to bring awareness and change to injustices against human rights.

### **Best Buddies**

Available to all students, the goal of Best Buddies is to pair up same aged peers with other students who have varying disabilities. Once paired, buddies participate in a variety of activities in and out of school throughout the school year.

### **E-Force (Environment Club)**

Any student wanting to make a contribution to the environment is welcome. Our aim is to make an impact on behalf of the natural world. We strive to increase student and community environmental awareness through sponsoring activities such as stream monitoring, habitat restoration, recycling, and ecological programs. We need your help!

### **Key Club**

Key Club is an International Service Organization, supported by the local KIWANIS, and offered to the young men and women of WVHS. The club sponsors various projects throughout the year designed to help others less fortunate/those in need. Interested students may join.

### **Snowball**

Operation Snowball is a leadership program highlighted by weekend retreats for high school students every fall and spring. Snowball emphasizes making healthy choices and helps teens enhance their self-esteem, develop and refine decision making skills, and create a positive impact on peers. The name comes from the idea that, "If I have a positive impact on you, you can have a positive impact on someone else, and the effect snowballs." Snowball began as an alcohol, tobacco, and drug abuse prevention programs, and has expanded into making a difference in teens' lives in hundreds of different ways. <http://snow.ncoyouth.org>

### **Star Raiders**

Star Raiders is a peer-mentoring program made up of students who are concerned about the issue of substance abuse. Students must be willing to make the commitment to remain drug and alcohol free for the entire school year. Members serve as positive role models to the younger students in District #204 by promoting a healthy lifestyle.

## **===Special Interest Groups===**

### **ANIMÉ Club**

Anime Club meets once a week to view, discuss, and create anime. Students with an interest or talent (or both) in drawing or writing stories would be natural participants in the club's activities.

### **Art Club**

Any interested student may join. Students do not need to be currently enrolled in an art class to participate. Members may also elect to work in media that they have not been able to experience in the classroom. Art Club members have been involved with community service projects.

### **Biotech Club**

An opportunity for students to pursue in-depth activities that support and go beyond the classroom curriculum related to the constantly changing and exciting field of biotechnology.

### **Book Club**

Open to all students who enjoy reading and sharing what they read. This club is student-driven and meets every two weeks. Our student book selection committee decides what we read. Join us for snacks and discussion.

### **Catch-up & Keep Up Club**

This is designed for students who need after school assistance to maintain passing grades or to reach their full potential in each class. Students will have access to computers, academic texts and teacher support to complete work or study. Students' progress with grades and attendance will be monitored to ensure the best chance at academic success. Weekly sessions will be held each Wednesday from 2:30pm – 5:00pm. Students are encouraged to attend at least one hour per week.

### **DDR (Dance Dance Revolution)**

Dance, Dance Revolution is open to all who are interested in fun, great people, and dancing to the latest music (Oh and it's great exercise too!). It's just like the DDR game at video arcades.

### **Digital Photography Club**

Open to all students interested in the art of photography. Students will take pictures with their own digital cameras and manipulate them in a computer lab. Students will focus on composition and the technical skill of photography. Computer graphics will not be the focus of this club and students will be required to use online photo development for hard copies.

### **FEA (Future Educators Association)**

FEA provides students with the opportunity to explore teaching as a career option, to help them develop a realistic understanding of teaching and to encourage students to think seriously about the teaching profession. Some of our activities for members include job shadowing of teachers for a school day, helping elementary students in a tutoring program and taking part in Homecoming and other school sponsored activities. We also have a competition in the spring with the other chapters of FEA in our region.

### **Finance Club**

Open to all students interested in MONEY! If you've ever wondered how to make your money grow by saving and investing, this club is for you! NOW is the time to learn ways to make your money work for you! Stop in to discuss the latest happenings in the financial world! Investing in YOU is the first step to financial success! No money down—no gimmicks! Hope to see you there!

### **Greenhouse Club**

The Greenhouse Club is for any student enrolled in Horticulture class who is interested in doing more horticultural activities. It focuses on preparing students for competitions, scholarship opportunities and practical applications like - corsage work, greenhouse work, and fieldtrips to horticultural locations. It is a social, educational and student led club.

### **Greenhouse Club (cont.)**

Because it is student run, activities are selected each year based on interest. Past activities have included: competitions at other high schools; trips to the Arboretum, botanical gardens; and local horticultural businesses; making unique floral arrangements for the holidays; and doing unusual horticulture like bonsai and topiaries.

## Identity/GSA

Identity is Waubonsie's Gay-Straight Alliance. This student-lead group strives to make the school a safe place to learn for its gay, lesbian, bisexual, and transgender students by encouraging tolerance through a combination of social activities and community building events.

## Medical Professionals Club - Emerging

### Pep Club

Pep Club, known as the **PRIDE TRIBE**, is for those energetic and enthusiastic “WARRIORS” who are interested in **SHOWING THEIR SCHOOL SPIRIT!** PEP-rz make posters, banners, and paint faces with our Warrior Pride stripes before spirit events. We try, and generally have a great time, showing the unending SPIRIT of the Warrior. ***Catch the Spirit – GO WARRIORS!***

### Trading Card Club

This club meets once per week, generally after school, to play card games such as Magic.

### Video Club

Video Club, also called WVTV, is a video production club that creates some of the many videos that come to WVTV to be produced. The only crew position that requires experience is the Student Director. The Student Director must be a TV student or be able to demonstrate TV production experience from community TV or another School. WVTV competes in the Chicagoland High School Video Festival, sponsored by Columbia College and CTEC (Chicagoland Television Educators Council), and hosts their own “Young Filmmakers Video Festival” in the spring.

## ===Sports Special Interest===

### Fishing Club

Fishing Club is open to all students who have an interest in fishing. Various species of fish and the techniques used to catch them will be discussed. Guest speakers who will speak on a variety of topics will be made available to the club. There will also be demonstrations on lure and rod building. The club will be student driven so as to evolve into what is most useful and informative to the students.

### Hockey – Student Group <http://www.waubonsiehockey.com>

Know what it feels like to play for your school. Play in the Competitive Metro West League! There are set practice schedules, goalie training coaches, a fund raiser and plenty of hockey action.

### Intramurals

Intramural sports are offered to any student not participating in an interscholastic sport during the same season. Fall Intramural sports are Flag Football, Powder Puff Football and Golf. Winter sports offered are Basketball and Bowling. Spring Intramurals offered are Bowling and Golf.

**WV Cycle:** Bike club is open to all students and all grades. Bike Club covers all aspects of biking: road biking, mountain biking, BMX biking, bike gear, bike safety, bike repair, and bike travel.

Meetings will primarily take place after school with the majority of our biking taking place around the Aurora/Naperville area. This club is a great way to meet new people and enjoy the great outdoors!

**Running Club:** Intramural Running promotes physical conditioning through running, stretching, and the lifting of weights. It is for all students: the serious athlete preparing for a sport, the recreational athlete, or someone looking for conditioning. Social and service activities are also included.



**Ultimate Frisbee:** Ultimate Frisbee is a fun, competitive, coed (males and females) team sport that requires no experience. At WVHS, it is a fall sport that is played outside. All are welcomed to be a part of this interactive experience!

**Lacrosse - Student Group** <http://wvlacrosse.org/>

Lacrosse is an emerging IHSA sport. The sport of lacrosse is a combination of basketball, soccer and hockey. Anyone can play lacrosse--the big or the small. The game requires (and rewards) coordination and agility, not brawn. Quickness and speed are two highly prized qualities in lacrosse. An exhilarating sport, lacrosse is fast-paced and full of action. Long sprints up and down the field, abrupt starts and stops, precision passes and dodges are routine in men's and women's lacrosse. Lacrosse is played with a stick, the crosse, which must be mastered by the player to throw, catch and scoop the ball.

**Rugby - Student Group**

Waubonsie Valley Rugby is open to all students, male and female, freshmen through senior. The season runs from February through May. Teams compete against other local high schools in competitive matches with the opportunity to compete in play-offs. Off-season conditioning occurs throughout the school year.

**Special Olympics**

Available to all students as athletes or peer coaches, the goal of Special Olympics is to provide access to sports to athletes with varying disabilities. Athletes compete in weight lifting, cardio, basketball, swimming, track and field, as well as bowling. Students volunteer as peer coaches to workout throughout the sports season.

**===Student Government===**

**Student Council** Freshman S. C., Sophomore S. C., Junior S. C., Senior S. C.

**Student Council Members & Officers 2009-10**

Our organization is for students who are interested in taking pride & leadership roles in their school. Each class council consists of four officers & their elected class representatives. These students are elected by their respective classes & aid the council in developing & improving activities. Many of our activities encourage both school & community involvement throughout the year. In addition to the weekly class meetings during 4<sup>th</sup> period lunch, representatives will attend full Student Council meetings once per month.

*Offerings are subject to change.*

## 2009-2010 DISCIPLINE POLICY AND RULES

The Superintendent or his designee, with input from the parent-teacher advisory committee, will prepare disciplinary rules to implement the District's policies.

The District disciplinary policies and rules will be published and distributed to each student's parent(s)/guardian(s) within 15 days of the beginning of the school year.

Each student is responsible for becoming familiar with the District's and the school's disciplinary policies and rules, and any claim of lack of knowledge of such policies and rules will not affect any disciplinary proceedings that are initiated against a student.

WVHS believes in the development of self-discipline in each student. Parents, teachers and school officials are all partners in helping students acquire that self-discipline. At school, teachers are the first resource in fostering an orderly school atmosphere.

When a student is involved in a disciplinary matter, the student will be given individual attention in a positive, corrective manner. Disciplinary action may range from warnings to detention to suspension from school. Expulsion from the school is the most serious option used in maintaining student discipline.

Parents are informed of significant disciplinary action involving their student as well as the procedure for due process appeals in suspensions.

**All school rules apply on the way to and from school.**

### **RANGE OF DISCIPLINARY CONSEQUENCES (BP 710.01)**

1. **Loss of Option Periods Privileges** are issued by the dean and guidance counselor.
2. **Warnings** are issued by deans to student.
3. **After School Detentions (2:30 - 3:15)** are issued by deans, are tracked and accumulated per semester. Failure to serve after school detentions will result in a P.M. School Detention. Teachers may also issue their own detentions.
4. **P.M. School (2:30 - 4:00) and Saturday School (8:00 a.m. – 11:00 a.m.) Detentions** are issued by the deans for acts of gross disobedience and/or infractions involving misconduct. P.M. School and Saturday School will be supervised by a staff member and/or a paraprofessional. It is the student's responsibility to bring appropriate work. First offense for failing to serve Saturday School will result in being assigned two Saturday Schools. Further offenses of missing Saturday Schools will result in 3 days of out-of-school suspension for each additional incident. Gross insubordination of rules and regulations may cause immediate suspension.

**For emergency Detention, PM School, or Saturday School absences, parents should contact their child's dean in his or her appropriate house.**

Detention dates and times will not be changed and will be served on the school day they are issued. In the event that a parent cannot be contacted personally, a letter/referral may be sent.

**20 HOURS OF DETENTION - If a student exceeds 20 hours of detention assigned by a dean in a semester, it is obvious detentions do not appear to remediate the problem. Consequently, that student may be suspended for each subsequent detention incident.**

5. **In-School Intervention (ISI)** may be assigned by a dean for disciplinary infractions that do not require an out-of-school suspension. If the student is absent on a day that ISI is assigned, he/she is to serve it upon returning to school. Students who engage in misbehavior while serving an ISI may be subject to additional consequences.
6. **Out-of-School Suspensions** are issued by deans and assistant principals and are subject to due process procedures.
7. **Removal from Class with No Credit** is an option if a student is removed from class for disruptive behavior. He/she may be dropped from class, pending administrative review, for the remainder of the semester with a failing grade and placed in a study hall.
8. **Expulsion** from school may be up to two years as established by state law if recommended by the Administration and acted upon by the Board of Education. This is the most serious consequence and is subject to due process procedures.

### **SUSPENSION, EXPULSION, & DUE PROCESS PROCEDURES (BP 710.01)**

The great majority of classroom management and student discipline is handled by teachers before involving a dean. A student suspected or accused of an alleged infraction of school rules or allegedly disturbing the order of the educational environment will then be dealt with by a dean. Any staff member may bring a student alleged to have misbehaved to the attention of a dean.

A dean will make a judgment after collecting available evidence, and conducting an investigation regarding the alleged infraction, and after giving the student accused of an alleged infraction an opportunity to respond to the charges. Often times the deans will work with the School Resource Officer to investigate an alleged infraction.

If a dean determines that appropriate administrative action involves disciplinary sanctions against the student, he/she will inform the student. If the disciplinary action includes suspension or expulsion from school, a letter will also be sent to the parents informing them of the infraction and their due process right for appeal. **All class work missed should be requested through the guidance counselor in your class house and must be turned in within 48 hours of the end of the suspension.**

A student whose presence poses a continued danger to persons or property, or poses ongoing threats or disruption to the academic process, may be immediately removed from school. In such cases, the requirements of suspension proceedings will follow as soon as possible.

An out-of-school suspension from school is also a suspension from all athletic and activity practices and events; suspended students are not allowed on school property or at school events that are at another facility/venue other than WV during the period of suspension. Suspensions carry through to the start of the next scheduled school day. It is important to keep in mind that participation in activities and athletics is a privilege, not a right. The rights of due process do not extend to such a privilege. A separate, compatible participation code covers conduct by students involved in athletics/activities both in and out of season. The decision in cases of alleged misconduct will include both the regular school discipline and the extracurricular discipline.

A review process is afforded the student when the discipline requires an out-of-school suspension. If a parent wishes to appeal a dean's decision, he/she may appeal to the principal or his designee according to the due process procedures. Appeal hearings are held at school or the Crouse Education Center.

Reviews must be in the following order:

1. Principal or designee
2. Superintendent or designee or School Board appointed hearing officer, at the discretion of the administration

Any request for appeal of a disciplinary suspension of ten (10) days or less shall not delay the implementation of the suspension. However, if the suspension is overruled or modified upon review, disciplinary records will be removed from or revised in the student record, as necessary, to reflect the result of any review.

**Multiple Suspensions: Any student accumulating four separate suspensions or a total of 20 days of suspension during the school year may be recommended for expulsion for the remainder of the school term or for the current & following semester. (BP 710.01)**

#### **THREATS/BULLYING/INTIMIDATION and SAFE SCHOOLS (BP 710.01; 715.01)**

With the recent publicized episodes of violence in some schools across the nation, we intend to take irresponsible threats seriously. We caution all students that threats/bullying/intimidation may result in serious disciplinary consequences. Police investigation, arrest, suspension, and recommendation for expulsion may be warranted.

#### **ZERO TOLERANCE for WEAPONS (BP 710.16; 715.01)**

Possession or use of a weapon or other object which may reasonably be considered to be a weapon on or about the student's person or car or upon the school premises at any school sponsored activity will be dealt with severely. Engaging in these activities will result in suspension, possible recommendation for expulsion, and possible arrest.

#### **ZERO TOLERANCE for GANGS (BP 710.27; 715.01)**

Indian Prairie School District 204 has zero tolerance for behaviors that are associated with gang activity. Consequently, students engaged in any activities that are associated with gangs will be swiftly and severely dealt with. These activities may include wearing, possessing or displaying items that are considered to be gang identifiers in our school, graffiti, related disturbances, recruitment, harassment, slogans, possession of personal pagers, tagging, etc. Engaging in these activities will result in suspension, possible recommendation for expulsion, and possible arrest.

#### **ZERO TOLERANCE for ALCOHOL and DRUGS (BP 710.15; 715.01)**

The use of alcohol and drugs is illegal and will not be tolerated. If a student is under the influence of alcohol or drugs, he will be immediately suspended from school pending an investigation of the situation. WVHS reserves the right to inspect any beverage containers brought into school.

The mere possession of alcohol or drugs (including the paraphernalia associated with drugs) on a student's person, in a car, at school events, or in a locker will result in suspension and referral to available community enforcement prevention agency. The school assumes that a person bringing such substances to school has the intention of using or selling them. At a suspension conference which may include the dean, counselor, parents, and student, the specific circumstances of the suspension and any underlying problems may be discussed. A recommendation for alternatives, such as further education and counseling, may be made. The responsibility for getting special counseling will rest with the student and his/her parents. Prior to the student returning to school, a meeting may be required with parents in attendance to determine what follow up measures have been pursued. Students using or possessing alcohol or drugs, including paraphernalia, will be referred to the police.

## **SAFETY and SUPERVISION AFTER SCHOOL**

In order for students to experience positive extracurricular activities, all after school activities require a supervisor per activity. **Each day, at 2:30 PM, all students who are not under the direct supervision of a staff member will be asked to leave the school property.** Failure to comply to a directive to leave the will lead to a progression of discipline consequences such as warning, discipline referral, detention, PM School, Saturday School, suspension, a No Trespassing Letter, and possible arrest.

## **FIGHTING** (BP 715.01)

Fighting at school will not be tolerated. When such an event happens, an investigation of the activity is conducted by the deans and administration and discipline is usually issued to all participants. Unfortunately, such events are generally not the result of one simple act of aggression on the part of one individual. Usually, the fight is a result of a complex web of circumstances and verbal exchanges which have been transpiring for days and even weeks. **Expectations of Students:** *If you are approached by another student who threatens you and wants to fight, tell the nearest staff member or go to the dean's office to report it. Do not involve yourself in a fight; you will probably be suspended from school and arrested if you do. These general guidelines also apply to travel to and from school and to school-sponsored activities.*

## **VANDALISM** (BP 710.10; 715.01)

One trait of a good citizen is pride. Each and every student should take pride in the school. When students believe and act positively in their work, they will have reason to take pride in their school, and they will be helping themselves. A school is judged by its students, just as students are judged by their school. Therefore, it is important that students think and act responsibly within the community as well as on school grounds. Conduct which is detrimental to the students, teachers, or school property will not be tolerated and may be the basis for suspension, arrest, and/or expulsion.

## **SEXUAL HARASSMENT** (BP 715.11; 715.01)

Sexual harassment of students by other students is prohibited. Sexual harassment is defined as follows: 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 has the purpose or effect of limiting any student in the enjoyment of any right, privilege, advantage, or opportunity in the educational environment. In keeping with increased awareness of and concern with the issue of student to student sexual harassment, it is important for students to know that this type of activity is not tolerated in District #204. Reported incidences will be closely and discreetly investigated.

**Advice to Students:** *If you feel you are being sexually harassed, you should see your counselor, your dean, or an assistant principal.*

## **RACIAL INCIDENTS** (BP 710.01; 710.06; 715.01)

All students are valued members of our school community and should feel that the learning environment is safe and accepting. WVHS does not tolerate racial or ethnic slurs, innuendoes, or any other related action. Any student who participates in such activity will face disciplinary action.

## **SMOKING** (BP 710.12; 715.01)

For health and safety reasons, the school discourages students from any tobacco use. Illinois law also prohibits smoking by anyone on school grounds. Students are not allowed to smoke at school, in cars or buses, or at activities held on or off campus such as athletic events, plays, dances, and other social gatherings. The restrictions on smoking include use or possession of all tobacco products, including cigarettes, chewing tobacco, cigars, or pipes.

Smoking by students is also forbidden on field trips and at activities sponsored by other schools in which WVHS students participate officially. Use or possession of tobacco will result in a 1 day of Out-of-School suspension for the 1st offense. The 2nd offense and beyond will result in Out-of-School suspensions corresponding with the number of infractions. (Example: 2nd offense will result in a 2 day Out-of-School suspension. 3rd offense will result in a 3 day Out-of-School suspension.) Current city ordinances and state law will be strictly enforced by school officials. A referral to the School Resource Officer will be made. Confiscated tobacco products may be picked up by parents within 24 hours.

## **CELLULAR TELEPHONES & ELECTRONIC SIGNALING DEVICES** (BP 710.20)

### **Cellular Telephones**

While in school or on school property, students may possess cellular radio telecommunication devices, including cellular telephones, only in accordance with the following requirements:

1. Cellular radio telecommunication devices may be used before and after school only.
2. During the school day, cellular radio telecommunication devices must be turned off at all times. **Programming such devices to vibrate rather than ring does not fulfill the “off” requirement;** cellular radio telecommunication devices must be stored away and not in the view of the public. If your cellular radio telecommunication device is in view of the general public, you will need to hand the device to the staff member, who will take it to the Dean’s Office in the Class House. A discipline referral may be written.
3. Cellular radio telecommunication devices may not be used to conduct any activities which violate Board policy, school rules, state law or federal law.
4. Cellular radio telecommunication devices may not be used in any manner (including texting and the like), which interferes with, or is disruptive to educational or extracurricular activities or events. Notwithstanding the rules set forth above, cellular radio telecommunication devices may be used at any time to respond to or report an emergency situation. Violations of this policy may result in disciplinary action, including suspension and/or expulsion.
5. Cell phones cannot be used as a camera. Cell phones are not allowed in locker rooms or bathrooms.
6. If you bring a cell phone to school, you are responsible for it. The school is not responsible for it if it’s lost or stolen. We will not put a high priority on investigating theft of this item.

### **Telephone Usage** (BP 710.20)

Students are strongly discouraged from making personal phone calls during the school day. Parents needing to contact their son/daughter for **emergency purposes only**, should call the main switchboard at 375-3300.

### **Electronic Devices**

In an effort to maintain an appropriate and safe atmosphere at Waubonsie Valley High School, students are **not** permitted to use or possess *iPods, MP3 players, CD players, radios, Nintendo, PSP, or any other portable game systems or electronic devices at anytime during the school day.* (The school day is defined as the start of first period until the end of the last scheduled school period.)

### **Electronic Devices (cont.)**

Waubonsie Valley strongly discourages students to bring any of these items to school and is not responsible for these items in any way.

However, if students choose to bring these devices, they must keep them in their assigned academic lockers during the school day. Use or possession of these devices during the school day may result in a written referral and confiscation of the item.

If a student has an electronic device confiscated, he/she may retrieve the item from the Deans' Office in his or her class house after school on Fridays only. **DISCIPLINARY ACTION:** Warning through suspension.

### **DISOBEDIENCE and INFRACTIONS INVOLVING MISCONDUCT (BP 710.01; 715.01)**

Acts of disobedience are failures to comply with school regulations. Disciplinary action for students guilty of infractions involving disobedience includes anything from an official warning up to suspension from school. Acts of misconduct encompass breaking the laws of society or engaging in acts which are harmful to persons or property or to the order of the school community. Disciplinary sanctions for students guilty of infractions involving misconduct include anything from an official warning to suspension (including an arrest/referral to school resource officer) to a recommendation for expulsion from school. In disciplinary cases in which a student is removed from a classroom for a day or longer, the district affords a due process procedure. Due process ensures that the student is informed of the charges and is given the right to respond. Any request for appeal of a disciplinary suspension of ten (10) days or less shall not delay the implementation of the suspension. However, if the suspension is overruled or modified upon review the disciplinary records will be removed from or revised in the student record, as necessary, to reflect the result of any review. An out of school suspension from school is also a suspension from all athletic and activity practices and events; suspended students are not allowed on school property or school sponsored events off campus during the period of suspension.

**All class work missed may be requested through the guidance counselor in the class house and must be turned in within 48 hours of the end of the suspension.**

Suspensions of five days or more may require a re-entry meeting between the parents/guardians, student, dean, and other staff as needed before the student may be readmitted to classes. Re-entry meetings may be required for other suspensions at the discretion of the dean.

**If a student is reasonably suspected of violating school rules and concealing prohibitive items, the student is subject to a search. Failure to comply with a search request by the Dean will result in a 3-10 day suspension.**

### **ACTS OF DISOBEDIENCE AND MISCONDUCT (BP 710.01; 715.01)**

**Acts of disobedience are failures to comply with school regulations. Acts of misconduct encompass breaking the laws of society or engaging in activity that is harmful to persons or property or to the order of the school.**

**Disciplinary action for students who commit infractions involving disobedience or misconduct includes anything from an official warning to a recommendation for expulsion from school.**

## EXAMPLES OF ACTS OF DISOBEDIENCE

Acts of Disobedience	Disciplinary Action
1. Being out of class without a proper hall pass; misuse of hall pass	Warning through Suspension
2. Entering a non-option area or other unauthorized area; loitering; <b>misuse of option time</b>	Warning through Suspension
3. Leaving the classroom/building/campus Without permission from the time the student arrives until the end of the school day	Warning through Suspension; <b>Student will be subject</b> to search by a dean or administrator
4. Failure to carry school ID card	Warning; After School Detention; P.M. School
5. Violation of dress code, including head coverings	<b>1<sup>st</sup> offense: written warning; change to appropriate dress</b> <b>Subsequent offenses: After school detention through Suspension; change to appropriate dress</b>
6. Public display of affection	Warning through Suspension
7. <b>Using profanity, vulgar, inappropriate or abusive language or any form of inappropriate expression including name calling and gestures</b>	Warning through Suspension
8. Gambling in any form, including, but not limited to, card, dice and coin games.	Warning through Suspension
9. Distributing literature/merchandise/items at a time or place not approved by the school administration	Warning; After School Detention; P.M. School
10. Failure to provide a completed physical examination form and/or proper immunization information	Exclusion from school (as required by the state) until completed
11. Traffic; Parking violation; Reckless driving	Warning through Suspension; Possible revocation of parking privileges, <b>towing of vehicle at owners expense, possible ticketing</b>
12. Failure to serve a teacher detention	After School Detention through Saturday School
13. Failure to serve an After School Detention	P.M. School through Saturday School
14. Failure to serve a P.M. School	Saturday School through suspension
15. Failure to serve a Saturday School	First offense: two Saturday Schools Subsequent offenses will result in Out-of-School Suspension
16. Soliciting funds, <b>selling products without permission, bribes</b>	P.M. School <b>through suspension</b>





17. Lying or trying to deceive school personnel	P.M. School through suspension
18. Throwing objects on school grounds or school buses (e.g., snowballs, rocks, or other objects)	P.M. School through Suspension and/or bus suspension and confiscation
19. Defacing, damaging, misusing, graffiti or tampering with the school's or another's property; includes being an accomplice to (including computers, the network, or automated external defibrillators)	Loss of privileges; P.M. School through Suspension; Restitution; Possible referral to SRO
20. Insubordination - Failure to follow directions, non-compliance with the reasonable request of a staff member, disrespect toward a staff member	Warning; after school detention through Suspension
21. <b>Truancy</b>	<b>PM School per class truancy, Saturday School for 4 or more truant classes per day; loss of class credit for truant classes; Referral to SRO or DuPage County Regional Office of Education Value in School Attendance (VISA) truancy program/officer</b>
22. Forging, altering official school documents, including passes	P.M. School through Suspension
23. Possession of igniting devices	Saturday School; Suspension; Confiscation
24. Use, possession, distribution of any tobacco product	The number of suspension days will correspond with the number of offenses; Confiscation; Referral to SRO
25. Disrupting the educational process or Climate, disorderly conduct including unsportsmanlike conduct	Warning through Suspension; Possible referral to SRO
26. Safety violation (e.g., laser pen, air horn, <b>pollutants</b> , glass containers etc.)	Warning through Suspension; Confiscation
27. Display, activation, or use of cell phones, pagers or other electronic devices, <b>such as, but not limited to</b> , cameras, <b>iPods</b> and DVD players and the like during the school day	<b>1<sup>st</sup> offense: Written Warning, Confiscation; 2<sup>nd</sup> offense: Confiscation, PM School</b> <b>Subsequent offenses: Confiscation, Saturday School through Suspension.</b> <b>Cell phones and devices may be inspected.</b>
28. <b>Use of cameras (including camera phones) in bathrooms or locker rooms</b>	<b>Confiscation; Suspension</b>

### EXAMPLES OF ACTS OF MISCONDUCT

Acts of Misconduct	Disciplinary Action
1. Voyeurism; Exhibitionism; Public indecency	3-10 days Out-of-School Suspension; Possible referral to SRO

2. Possession and/or distribution or intent to distribute inappropriate media or merchandise, including, but not limited to, drugs, alcohol, weapons, pornography	Warning through Suspension; Possible referral to SRO
3. Fighting; Direct or Indirect involvement in a fight	3-10 days Out-of-School Suspension; Referral to SRO
4. Failure to leave the area of a fight or altercation	After School Detention through Suspension
5. Possession of literature or images and/or use of slurs, derogatory or <b>inappropriate</b> comments that refer to race, ethnicity, religion, sexual orientation, or disability	3-10 days Out-of-School Suspension
6. Sexual Harassment	5-10 days Out-of-School Suspension; Possible expulsion; Referral to SRO
7. Breaking, entering, taking, or possessing the school's or another's property without permission; includes being an accomplice to and <b>sale, intent to sell or deliver stolen property</b>	3-10 days Out-of-School Suspension; Restitution; Referral to SRO
8. Possessing or using fireworks or other incendiaries (including smoke bombs)	5-10 days Out-of-School Suspension; <b>Possible expulsion</b> ; Possible referral to SRO
9. Possessing an immobilizing chemical such as mace, pepper spray, pepper extract, etc.	5-10 days Out-of-School Suspension; Possible referral to SRO
10. Using an immobilizing chemical such as mace, pepper spray, etc.	10 days Out-of-School Suspension; <b>Referral to SRO</b> ; Possible expulsion
11. Display, possession, or use of unauthorized club/gang/cult/drug/satanic symbols/ <b>hate related media</b> (including related disturbances of any kind); and depictions of violence, written or verbal, direct or indirect	5-10 days Out-of-School suspension; <b>Possible expulsion; Possible referral to SRO</b>
12. Direct or indirect, written or verbal threats; Assault; <b>unwanted physical contact</b> ; Battery; Reckless conduct to a non-staff member	5-10 days Out-of-School Suspension; Possible expulsion; Possible referral to SRO
13. Possession or use of a weapon or other object which may reasonably be considered to be a weapon on or about the student's person or upon any District 204 premises or at any school-sponsored activity ( <b>including student parking lot for school attendance</b> )	10 days Out-of-School Suspension; <b>Possible expulsion</b> ; Referral to SRO
14. <b>Instigating or initiating school emergency procedures without cause including but not limited to activating a fire alarm and/or lock down procedures</b>	10 days Out-of-School Suspension; <b>Restitution; Possible expulsion</b> ; Referral to SRO

<p>15. Arson; attempted arson</p>	<p>10 days Out-of-School Suspension; Restitution; <b>Possible expulsion</b>; Referral to SRO</p>
 <p>Most high school students prefer parties where people aren't drinking alcohol.</p>	 <p><b>THE CHOICE IS YOURS!</b></p>
<p>16. <b>Possession, use, being under the influence of (but not limited to):</b></p> <ul style="list-style-type: none"> <li>• alcohol</li> <li>• any drug</li> <li>• narcotic</li> <li>• controlled substance</li> <li>• “look alike drug”</li> <li>• prescription drug</li> <li>• over-the-counter drug not dispensed with a doctor’s order</li> <li>• inhalant</li> <li>• associated literature/paraphernalia (including, but not limited to cigarette rolling papers, pipes, etc.)</li> </ul> <p>A person shall be deemed in possession if it is reasonable for the person to have access to the illegal substance (e.g., in car or locker).</p>	<p>10 days Out-of-School Suspension; Referral to SRO</p> <p>2nd offense: 10 days Out-of-School Suspension; Referral to SRO; Possible expulsion for up to the maximum allowable semesters established by state law</p>
<p>17. Sale, intent to sell, delivery or intent to deliver the following (but not limited to):</p> <ul style="list-style-type: none"> <li>• alcohol</li> <li>• any drug</li> <li>• narcotic</li> <li>• controlled substance</li> <li>• “look alike drug”</li> <li>• prescription drug</li> <li>• over-the-counter drug not dispensed with a doctor’s order</li> <li>• inhalant</li> </ul>	<p>10 days Out-of-School Suspension; Referral to SRO; Possible expulsion for up to the maximum allowable semesters established by state law</p>
<p>18. Extortion, direct or indirect, written or verbal</p>	<p>5-10 days Out-of-School Suspension; Referral to SRO</p>
<p>19. Direct or indirect, written or verbal threats; Assault; Reckless conduct; Harassment; Intimidation to a staff member</p>	<p>5-10 days Out-of-School Suspension; <b>Possible expulsion</b>; Referral to SRO</p>
<p>20. Sexual activity; sexual assault</p>	<p>10-days Out-of-School Suspension; <b>Possible expulsion</b>; Referral to SRO</p>
<p>21. <b>Unwanted physical contact</b> to a staff member (Battery)</p>	<p>10-day Out-of-School Suspension; <b>Possible expulsion</b>; Referral to SRO</p>
<p>22. Technology policy violations</p>	<p>Loss of privileges through Suspension; Restitution; <b>Possible expulsion</b>; Referral to SRO</p>

23. <b>Bullying/Cyberbullying/Harassment/ Intimidation/ Hazing (i.e. subjecting others to pranks or humiliating ordeals)</b>	<b>3-10 days Out-of-School Suspension; Possible expulsion; Referral to SRO</b>
24. <b>Direct or indirect, written or verbal threat to school safety</b>	<b>10 days Out-of-School Suspension; Possible expulsion; Referral to SRO</b>
25. <b>Mob Action (physical contact committed by two or more people)</b>	<b>10 days Out-of-School Suspension; Possible expulsion; Referral to SRO</b>
26. <b>Disorderly Conduct</b>	<b>Warning through Suspension; Possible referral to SRO;</b>
27. <b>Gross Insubordination – Blatant defiance toward school personnel, failure to identify yourself, profanity, blatant disrespect toward a staff member</b>	<b>3-10 days Out of School Suspension; Possible referral to SRO</b>

The above guidelines are used in most cases. Other behaviors deemed inappropriate and disruptive to the educational atmosphere of the school will be handled at the discretion of the dean/assistant principal. Additionally, the dean/assistant principal may use their discretion to assign a In School Intervention as a consequence for student behavior.

Students involved in repeated acts of disobedience or misconduct may be referred by the principal to the superintendent with a recommendation for an expulsion hearing before the Board of Education or its designated hearing office.

### **ATTENDANCE CENTER POLICY**

District 204 reserves the right to assign a student to a school attendance center, for the school year or temporarily until further notice, in the best interests of the school district.

#### **ATTENDANCE (BP 710.01)**

Common sense, as well as research, tells us that regular daily attendance is important to student success. While it is true that some students may be able to pass tests and even get good grades on them despite absences, tests are only one measurement of what is learned at school. **In order to meet state and district standards for graduation, regular attendance is required; therefore, only the school has the authority to determine whether an absence is "excused" or "unexcused".** For these reasons certain procedures are established to regulate attendance.

When a student is absent from school, his parent/guardian must call the appropriate class house before 10:00 a.m. on the day of the absence. Otherwise the student will be considered truant and subject to disciplinary action. Any deviation from this policy must be discussed in person with the Dean and is the parent's responsibility. After 48 hours, an unresolved absence becomes classified as unexcused.

If a student must leave school before the end of the school day, he/she must first secure permission to leave from the House Secretary or face disciplinary action. From time to time, we will have special schedules for such things as state/district testing, assemblies and special programs. All students are expected to be in attendance on these days.

<b>Absent Student Hotline</b>	<b>House Secretaries</b>
<p align="center"><b>Class of 2013</b> 630-375-3303 #4</p>	<p align="center"><b>Class of 2013</b> Mrs. Suzan Clouthier &amp; Mrs. Jessye Skorich</p>
<p align="center"><b>Class of 2012</b> 630-375-3303 #3</p>	<p align="center"><b>Class of 2012</b> Mrs. Anna Ahonen &amp; Mrs. Lori Coleman</p>
<p align="center"><b>Class of 2011</b> 630-375-3303 #2</p>	<p align="center"><b>Class of 2011</b> Mrs. Liz Dilday &amp; Mrs. Pam Dorman</p>
<p align="center"><b>Class of 2010</b> 630-375-3303 #1</p>	<p align="center"><b>Class of 2010</b> Mrs. Geri Becker &amp; Mrs. Pat Guzaldo</p>

Please support the educational process by not making appointments with dentists/doctors during the school day. Students who have early dismissal, late arrival, or who are on a work program will be dismissed after the completion of the usual period and not at the usual clock time. It is the student's responsibility to notify his supervisor ahead of time of this priority obligation to the school.

During the final exam week at the end of each semester, students are required to attend all class periods. The state requires that we operate a full day of attendance, excluding lunch periods, to qualify for Average Day Attendance reimbursement. WVHS has a Closed Campus Policy that does not allow students to leave and then to return to school for exam periods only.

**Students will not be excused to leave campus unless they have a note indicating the time and reason for absence before leaving school. The House Secretary will not take phone calls excusing students for any missed test during Final Exams unless they have a prearranged absence verified by a physician's note.**

Senior "Ditch Day" - Waubonsie Valley **does not sanction** a "Ditch Day" for seniors or any other students. Students who participate in this type of activity will be considered truant from school and will face disciplinary action.

**DEFINITION OF ATTENDANCE TERMS**

- Pre-Arranged Absence** - When parents know in advance that their student will be absent, they must call their child's House Secretary at least two days in advance. For our records, the student must bring in a written request and a prearranged absence form must be completed.
- Reported Absence** - Reported absences include illness, medical visits, college visits, and court dates. If you are going to miss school because of a religious observance, contact your dean so the absence will be coded correctly.
- Unexcused Absences** - Unexcused absences include, but are not limited to, oversleeping, working, missing the bus, car trouble, shopping, traffic, alarm clock problems, arriving to class more than 3 minutes late, etc. After 48 hours, an unresolved absence becomes classified as unexcused.
- Unaccounted Absences/ Cuts** - These are absences without leave, not sanctioned by the school or by parents.
- Withdrawal for Nonattendance** - Students who are intentionally absent from a class (i.e. cut) three times per semester will normally be withdrawn from that class for nonattendance and receive a failing grade for the semester. This will also apply to students whose total absences exceed the level at which credit may be earned.

**6. Late Arrival/Early Dismissal** - Students who arrive late or leave early must show their ID card upon entering or leaving the building. Students may not loiter in the parking lot before or after their school day.

### **WHEN A STUDENT IS MARKED ABSENT FROM A CLASS OR STUDY HALL**

The dean from the appropriated House Office or teacher may issue an attendance referral that indicates the period(s) that the student is absent. The student can use the referral form to resolve an incorrectly marked absence. If the absence is unexcused, the student may receive consequences including a zero for that day's activities and a referral in which the Dean will issue an appropriate consequence such as a detention, PM School, Saturday School, etc.

Once a student has accumulated three unexcused absences for a class in a semester, the student can be dropped from the class with a failing grade. Once a student has accumulated twelve total absences (excused or unexcused) for a class in a semester, the student can be dropped from the class with a failing grade. Additionally, students with excessive absenteeism will be referred to the DuPage County Regional Office Truancy program ~ Value in School Attendance (VISA).

### **INTERVENTION FOR UNEXCUSED NONATTENDANCE AND CUTS (BP 710.01)**

Cutting class or unexcused absences are not tolerated and may result being withdrawn from classes with a failing grade. It is the student's responsibility to clear up any unexcused absences or cuts with the teacher.

#### **Unexcused absences or cuts in all classes:**

1st unexcused/cut	Teacher contact with student, parent, and department chairperson; Referral to dean; Loss of class credit for day.
2nd unexcused/cut	Teacher contact with student, parent and department chairperson; Referral to dean; Loss of class credit for day.
3rd unexcused/cut	Teacher contact with student, parent, and department chairperson; Referral to dean; Possible withdrawal from class with failing grade, or attendance contract.

### **INTERVENTIONS FOR EXCUSED NONATTENDANCE**

Students and their parents may be contacted by the school at the following accumulated absence intervals when the absences occur early in the semester:

6 Absences	Teacher contact with student, parent, and department chairperson; Referral to dean.
9 Absences	Teacher contact with student, parent, teacher, department chairperson; Referral to a dean.
12 Absences	Teacher contact with student, parent, department chairperson; Referral to dean. The following options may be considered: a. an attendance contract; b. other appropriate interventions; or c. withdrawal from the course with a failing grade.

**A student who has accumulated three unexcused absences or twelve excused absences may be dropped from class.** If an absence is unaccounted for, the student must go to their House Office to clear the absence. These absence limits apply per semester.

All absences, excused, and unexcused including vacations will be accumulated and used in reporting total student absences.

Sanctioned school absences such as field trips, participation in athletic and club events, and student conferences with counselors and other faculty, medically documented absences per district policy; religious observance absences; suspensions and other administrative absences will not be accumulated.

#### **DOCTOR AND DENTAL APPOINTMENTS** (BP 710.01)

The school discourages absences for doctor and dental appointments during the school day and encourages parents to make such appointments after school and/or on weekends. The school administrators will gladly provide a letter for your doctor confirming our policy. **Any absences due to doctor or dental appointments, must be confirmed by a note from the doctor or dentist.** These absences will be used in reporting total student absences.

#### **MAKE-UP WORK** (BP 710.01)

When a student is absent from school for excused absences or suspension, he/she is allowed to make up the work that he/she has missed. Make up policies differ somewhat from department to department, but generally the student is to contact his/her teachers promptly and make up the work quickly. This is the student's responsibility. Parents and students are encouraged to e-mail or call teachers if make-up work is wanted/needed. If a student is on an extended absence of more than 3 days due to illness, he/she or his/her parents may call the **Guidance Counselor in the House Office** to request assignments from teachers. Anticipate that it will take the school 48 hours to solicit, write up, and collect these assignments. If a student is absent because of an unexcused absence, he or she is not permitted make up missed work. If a student is suspended, all make-up work must be turned in within 48 hours of the student's return to school.

#### **PERMISSION TO LEAVE CAMPUS** (BP 710.01)

There are rare occasions when students must leave school during the school day. When such a time arises, students must secure a pass and sign out/sign at **Attendance in the Class Office**. In order to get this pass, a parent must be contacted. Passes are not issued for lunch, shopping, and other such reasons. Students may not under any circumstance, drive or provide their transportation to TCD or Cosmo-Rickert campus. Students must provide their own transportation to A+ Computer Repair Trades at Neuqua Valley High School and the Construction class held at Aurora East High School. All Frontier Campus students must provide their own transportation.

#### **P. E. EXCUSES** (BP 710.01)

If a student needs to be excused from P.E., the excused absence needs to come from the nurse's office. In conjunction with the parents, the nurse may excuse the student for no more than three days. If the student will be out for more than three days, a "physician" order with the diagnosis, length of absence including dates and specific restrictions must be given to the school. This information may be faxed to the nurse with parent permission. The nurse may need to clarify physician orders.

#### **VACATIONS** (BP 710.01)

The school discourages parents from taking students on vacations during the school year. Absences during final exam periods are to be avoided at all costs. Absences during final exams may result in an incomplete grade. If unusual circumstances necessitate absence from school for four or more days, a "planned absence" form is required. Students must get signatures from all assigned teachers and have approval prior to missing school. This form is available in your class house. Completed forms are to be returned to the house secretary. Such absences count toward the maximum allowable non-attendance days in a course. If you choose to participate in a sport or activity, be aware that you may not be able to stay on the team or in the activity if you take a vacation during the season. **See your coach or sponsor.**

## **WORK PERMITS**

If you are a student under the age of 16, **HAVE BEEN OFFERED A JOB** and need a work permit, please speak with **Mrs. Schaible** in the Main Office. You will need a letter of Intent to Hire on the Company letterhead, your Social Security number and a copy of your birth certificate (to be left on file) to Mrs. Schaible.

## **DRIVER EDUCATION POLICY**

### **DRIVER EDUCATION ATTENDANCE**

When your teenager is enrolled in Driver Education at Waubonsie Valley High School, State Law (Section 252.20 of the Illinois Administrative Code) mandates successful completion of 30 hours of classroom instruction.

In order to fulfill this mandate, all absences, excused or unexcused, must be made up prior to the end of the semester. Any absence not made up will generally result in an "F" for the semester. This is important because five absences in Driver Education are equivalent to being absent two and one half weeks in an academic class.

Due to time constraints during the school day, all make-up periods will only be offered before or after school. The Driver Education staff has volunteered their time in order for your teenager to fulfill this requirement.

### **DRIVER EDUCATION/PERMITS**

The Permit Waiver Program at WVHS provides students an opportunity to secure their Driving Permit before they actually take a Driver Education class at WVHS. This program is NOT mandatory. A student can wait to get his/her permit when they actually take Driver Education class if they wish. Participation in this program **REQUIRES** attendance at 2 meetings in order to complete an application for the permit, take and pass a vision test and take and pass the "Rules of the Road Test". There is a \$20 Secretary of State fee for the permit. There will be 3 waiver permit sessions throughout the 09–10 school year consisting of 2 meetings each. No other sessions will be provided. Attendance at both meetings is mandatory. If the first meeting of the session is missed - there is no opportunity to make it up.

Session #1 — This is for students who will turn 16 on or before May 31, 2010 and will be taking Driving Education at WVHS during Spring semester '10. (If you are enrolled in Driver Ed. for Fall semester '09, you will get your permit in class. DO NOT attend this session). Your 2 meetings will be on Tuesday, September 22, 2009 and Tuesday, September 29, 2009 from 7:00 PM to approximately 8:30 PM.

Session #2 — This is for students who will turn 16 on or before September 30, 2010 and will be taking Driving Education at WVHS during Summer of '10 or Fall Semester '10. (If you are enrolled in Driver Ed. for Spring semester '10, you will get your permit in class. DO NOT attend this session). Your 2 meetings will be on Tuesday, January 12, 2010 and Tuesday, January 19, 2010 from 7:00 PM to approximately 8:30 PM.

Session #3 — This is for students who will turn 16 on or before December 31, 2010 and will be taking Driving Education at WVHS during Fall semester '10. Your 2 meetings will be on Tuesday, April 13, 2010 and Tuesday, April 20, 2010 from 7:00 PM to approximately 8:30.

If you have any questions contact Mike Lepic at 630-375-3300 or by email at [mike\\_lepic@ipsd.org](mailto:mike_lepic@ipsd.org).



## SCHOOL WIDE TARDY POLICY (BP 710.01)

### **Punctuality:**

- a. All students are expected to be in the classroom and seated before the bell rings.
- b. After the bell rings, teachers will close (therefore locking) their doors. Late students who are left outside the door will be assessed a tardy and let into class.

Tardiness causes a disruption to the educational process and is not tolerated. Teachers are responsible to make their tardy policies and consequences known to their students. If a student is tardy to class, he owes the teacher an explanation. If he does not have a valid pass from a staff member, the tardy will be considered unexcused. Any unexcused tardy to a class which exceeds **three** minutes will be considered an unexcused absence to class and will result in a referral to the appropriate deans' office. The student will then receive consequences for an unexcused absence. Students who are chronically tardy, whether they are tardy to first period or to other classes, may have their parking stickers revoked.

### **Teacher Detentions:**

1. On the 1<sup>st</sup> through 5<sup>th</sup> to class, tardies students may receive a teacher/departmental issued detention.
2. Each department and/or teacher will assign and identify the time of day and location for detentions.
3. Teacher detentions may be up to 30 minutes long.

### **Rules and Expectations for Dean issued Detention/PM School Room:**

1. **After-School Detentions and PM Schools begin at 2:30 SHARP! NO EXCEPTIONS!!**
2. **After-School Detentions end at 3:15. PM Schools end at 4:00.**
3. **Students are not permitted to go to their locker after Detention or PM School.**
4. **Students are required to bring all coats, books, school work etc. to the Detention/PM School room.**
5. **Students must be working on school work or reading material the entire time the student is assigned to the Detention/PM School room. Card playing, games, or other non-school related items or activities, food or drinks are not permitted in the detention room.**
6. **Radios/CD players/iPods/cell phones etc. are not permitted. If these items are being used by students in the Detention/PM School room, they will be confiscated by staff and must be picked up by parent/guardian.**
7. **Students must remain seated in their assigned seat in an upright position. Sleeping or assuming a sleeping position is NOT permitted.**
8. **Students are not allowed to leave the Detention/PM School room for any reason at anytime.**
9. **Late students will not be permitted and may receive the next consequence in the progression of discipline.**
10. **Visitors to the Detention/PM School room are not permitted. No students are permitted in the Detention/PM School room unless assigned by dean.**
11. **Students not complying with these rules and expectations or do not serve an assigned After-School Detention or PM School are subject to additional disciplinary action as stated in accordance with the Student Handbook.**

### **Missed Detentions/PM School/Saturday School:**

1. Students must check-in/sign-in when they arrive. If students fail to check-in/sign-in, it will be deemed as a failure to serve the detention and they will be issued the next consequence in the progression of discipline.
2. Students cannot be late. The supervising staff member will close the door at the scheduled time. If students arrive late, the students will be issued the next consequence in the progression of discipline.

3. If students do not show, they will be issued the next consequence in the progression of discipline.

**Additional Tardies:**

On the 6<sup>th</sup> tardy, a referral may be sent to the dean in the Class House.

**GENERAL INFORMATION**

**ACADEMIC LETTERS**

Students may earn academic letters by fulfilling the following criteria:

1. Students must **complete** the semester and carry a **minimum** of **six** classes.
2. Transfer students must attend WVHS at least 3/4 of the semester and complete it.
3. Students may not receive D's or F's on their report cards. Incompletes must be made up before a student may receive his/her award.
4. Students must earn a grade point average of 3.8 or above for the **semester**.
5. These awards **are not based** upon cumulative grade point averages.
6. Students are eligible to earn this award either 1st or 2nd semester.
7. Freshmen and Sophomores earn a 4 inch "W" letter.
8. Juniors and Seniors earn a 7 inch "W" letter.

**ASSEMBLIES** (BP 710.01)

From time to time, special assemblies are scheduled for the student body. For most, but not all of these assemblies, we offer an alternative activity for students. There will be some assemblies in which all students will benefit, therefore, we ask parents not to call the school to have their students miss assemblies as these will not be considered excused absences. We reserve the right to require written verification for absences for medical reasons on assembly days.

**BUSES** (BP 710.09)

Students are required to display their school ID to ride the bus. Student behavior and the bus driver's management of that behavior are two key elements to safe and enjoyable bus rides. The installation and utilization of video cameras on school buses are aimed at improving student behavior on the bus by recording the behavior of the students and the bus driver's method of student management. Buses will be equipped with a special box, which is installed in the front. Inside the box, a video camera can be stored. Once a video is completed, the tape may be reviewed by appropriate District #204 staff. Students are expected to follow all school rules on the bus.

**Students MUST ride the bus to which they are assigned. NO visitors permitted on bus.** Permission must be obtained from a Dean to ride a bus other than the assigned one. Safety is a major factor and if a student endangers others by his/her behavior, the student may be subject to the normal range of detention consequences and removed from the bus for up to 10 days leading to a possible expulsion from the bus.

**COLLEGE AND CAREER CENTER**

The College and Career Center is located within Waubonsie Valley High School LMC. The Center is open each day during school hours.

The College and Career Center offers a wide range of information and materials on colleges and careers to both students and parents.

- College information includes: Catalogs, Books, Applications, Financial Aid information, Scholarship Lists and Applications;

- Career Information includes: Vocational Biographies, Videos, Trade School information, Career College information, Illinois Employment & Training Center (IETC) information, Career Cruising internet software;
- Information and brochures on all of our Armed Services is also available;
- General information on testing such as ACT and SAT is available.

The **Career Cruising Program** is a unique service offered through the Career Center which provides guidance and information to help students make important career and educational decisions.

- Research-based assessments of career-relevant interests, abilities, and job values help individual consider career option that are a good match for them;
- Career Cruisings comprehensive, developmental guidance process helps users identify their strengths and needs, make good career decisions, and build a plan based on their personal profiles;
- The system offers complete, current databases of occupations, college majors, schools and training institutions, financial aid/scholarships, and military options;
- Users can also learn how to develop good job-seeking skills through effective resumes, cover letters, job applications, and interviewing skills.

Students can go to the Career Center and access these programs with assistance. Instructional sheets are available at the desk. The Career Cruising program is also accessible from home with the password information found on the instruction sheet. This program is not only great for students, but also for parents that are interested in a career change or going back to school.

#### **DANCES and SPORTING EVENTS (BP 715.01)**

Once you arrive at a dance or sporting event, you may not leave; if you do leave, you are not allowed to return to that event. This includes off campus dances such as Prom. Any guests at sporting events, who are not Waubonsie Valley students must be pre-approved by an Assistant Principal or Dean. Guests may be asked to present valid high school ID. In regards to Dances, pre approval is needed at least 24-hour notice prior to the end of ticket sales and via our guest pass form and guests must present a valid high school identification card upon entering. Students may bring guests who do not attend Waubonsie Valley High School to major dances only, i.e. Homecoming, Turn-About, and Prom. All other dances are for students of Waubonsie Valley High School only. *Positive behavior, attendance and passing grades are expectations for students participating in dances/activities and failure to meet these expectations may lead to a student being prohibited from participation in such activities.*

#### **DRESS GUIDELINES (BP 710.07)**

##### **Student Appearance**

A student's dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, modesty and decency as determined by the building principal, the Superintendent, and/or the Board of Education.

##### **Student dress or attire will conform to the following minimum standards:**

Clothing must effectively cover the student's torso. Underwear must be covered. Bare midriffs are not permitted. Prohibited shirts include, but are not limited to, backless, one shoulder, strapless, or thin-strapless shirts or blouses. Also prohibited is clothing with revealing holes or low-cut necklines. Shorts and skirts must come to at least the knee.

### **Additional restrictions:**

1. Outerwear: Coats, gloves, mittens, sunglasses, outdoor jackets, hats, hoods, caps, ear muffs, bandanas, outdoor scarves and the like are not to be worn or in possession during school hours. There are no exceptions. Students must remove their head coverings upon entering the building during the school day. (Religious head coverings are exempt.) ***A student cannot have a hat on his person during the school day.*** All outerwear items need to be in student's assigned academic locker.
2. Students will wear shoes. Metal, plastic, or rubber cleats, house slippers and the like or other shoes that may damage the floors may not be worn.
3. Students will not wear beachwear in the building, except for special school-approved days.
4. Student dress will be appropriate for the school activity. Undergarments must be covered.
5. All pants must be worn at the waist.
6. No garments or jewelry depicting any alcohol or tobacco products, or other drugs will be worn at school.
7. No garments or jewelry with messages, graphics or symbols depicting weapons or which are derogatory, inflammatory, sexual, gang-related, or discriminatory, will be worn at school.
8. No spiked or dangerous jewelry, (such as handcuffs, chains, etc.) may be worn.
9. Students may not wear or display items that are considered to be gang identifiers by our school and community. These identifiers forward, reversed, inverted, converted, defaced or by any other means, include, but are not limited to: Playboy Bunny insignia, a single glove, 5-pointed stars, 6-pointed stars, 3-point crown, 5 pointed crown, \$, arrows or pitchforks drawn on school, personal or clothing materials or self or shaved into the hair or brows or otherwise displayed. Any other attire, item, insignia, symbol, color combinations, left-sided or right-sided representation, which the administration has reasonable cause to believe is a gang identifier, will be prohibited even if it had not previously been so designated in this or any other statement of policy.
10. Inappropriate items worn by students may be confiscated by staff and turned over to the Dean. Parents will be required to pick up items from the Dean's Office.
11. At any school function, Waubonsie Valley reserves the responsibility to determine the appropriateness of dress.

### **EARLY DISMISSAL DATES**

All high school students will be dismissed early from school on these testing dates which are not on the District #204 calendar:

- ✓ ALL SCHOOL TEST DAY – October 14, 2009 (PLAN/PSAT/ASVAB) (No school for seniors)
- ✓ PSAE TESTING - April 28<sup>th</sup> & April 29<sup>th</sup>, 2010 (No school for seniors)

### **ELEVATOR USE**

If a student needs to use the elevator due to injury or illness, he/she needs to report to the nurse's office and the procedure and appropriate passes will be issued.

## FINAL EXAM PROTOCOL

Early Dismissal or Late Arrival during final exams IS ALLOWED under the following criteria:

- Study Hall or Lunch are the only periods that are allowed and only if they are either the 1<sup>st</sup> exam of the day or the last exam of the day,
- All notes must be written by a parent and turned into the Class Office NO LATER than 2 school days before the 1<sup>st</sup> day of exams
  - **1<sup>st</sup> semester cut off date** – Friday, December 12<sup>th</sup>
  - **2<sup>nd</sup> semester cut off date** – Friday, May 29<sup>th</sup>

**\* Dates subject to change if school is closed due to in climate weather or otherwise, therefore changing scheduled exam days.**

- The note must include the student's name, ID#, the date of exam (a different note for each day of exam), the period the student will miss and what it is (study hall or lunch), the parent's name, signature and at least 2 numbers they can be reached at,
- Notes can be turned into the House Office starting 2 full weeks prior to exam week,
- NO notes or phone calls will be accepted after the designated date or during the actual exam days (last minute doctor appointments will be marked excused only after a doctor receipt is turned into the House Office).

## GRADING SCALE

Teachers will discuss grading procedures at the beginning of each course. The school-wide grading scale is:

100-91	A	Demonstrates outstanding progress
90-81	B	Demonstrates above average progress
80-71	C	Demonstrates average progress
70-65	D	Demonstrates minimally acceptable progress
64-0	F	Demonstrates unacceptable progress

Teachers should use frequent and ongoing evaluation in determining grades. Components of these grades will reflect numerous and varied age-appropriate opportunities for students to succeed and demonstrate knowledge of subject matter. Various components may include, but are not limited to the following: punctuality, participation, discussion, homework, cooperative projects, quizzes and tests, note taking, performance evaluations, in-class assignments, and special projects. Parents and students alike are able to access grades on a daily basis through the PINNACLE internet system. Due to this internet access, report cards are generated as a progress grade notification **by request only**. Registration to receive a paper report card was mailed with your registration packets during the summer. To verify or change this request, please contact your child's House Office Secretary. Otherwise, no paper report will be mailed to your home.

## GUIDANCE

The Guidance Department provides counseling and information for students and their families "life after high school". One support offered through the department is the guidance website: [www.wvhs.ipisd.org/index.asp](http://www.wvhs.ipisd.org/index.asp).

On the left hand side of the page, select the "guidance" box which will take you to the webpage. This site contains a variety of information and links to helpful resources such as:

- *PrepHQ* – This link allows students and parents to research a variety of pertinent college information. There are links to nearly all Illinois colleges/universities, Big Ten Schools, Popular Midwest Institutions, Scholarships and Scholarship Search Engines.

- *Scholarships* –This heading is our most recent scholarship listing. Click on “Scholarship List” to view this list. This is updated weekly.
  - *Documents* – Transcript release form and other necessary forms can be accessed from home.
  - *Graduation Requirements* – Outlines credits required for graduation from WVHS.
  - *Course Planning Guide 2010-2013* – This document is the listing of all courses offered by District #204 and the interpretation of academic protocols.
  - *Selecting a College* – Answers frequently asked questions about choosing a college.
- Additionally, this site provides news and events such as college fairs, fieldtrips and school events.

### Helpful Resources

#### **College Information:**

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

Provides information to students and parents such as college searches and Comparisons, college applications and Scholarship searches.

[www.college4111.org](http://www.college4111.org):

Site is broken into 6 sections: Minorities, College Search, Internships and Study Abroad, General Information and Parents.

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

Contains information on college searches, Financial aid, scholarships and resources.

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

Site contains a college planning center for both students and parents that addresses regularly asked ?’s regarding “life after high school”.

#### **Financial Aid/Scholarship Information:**

[www/fafsa/ed/gov](http://www/fafsa/ed/gov):

Provides a free application to students for federal financial aid.

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

Provides information on scholarships, loans and other methods of paying for college.

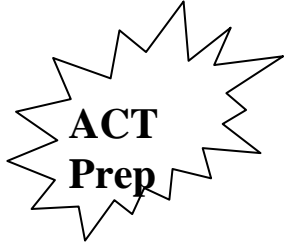
[www.fastweb.com](http://www.fastweb.com):

Users can create a portfolio and have Scholarships identified that match their criteria.

#### **Scholarship Tip:**

When applying for scholarships avoid the scams.

Free money doesn’t cost anything – scholarships should not cost money to apply.



# REVOLUTION PREP

The best way to...  
*boost your ACT scores!*

- satisfaction guaranteed
- the best instructors anywhere
- 5 practice exams with detailed score reports and analysis
- personalized feedback on essays
- strategies to improve your focus, intensity and endurance
- need-based financial aid available
- Contact your guidance counselor for testing dates and class offerings
- 1-877-**REV-PREP** (738-7737)
- [www.revolutionprep.com](http://www.revolutionprep.com)



## WVHS College Information Web Site “Prep HQ”

PrepHQ is a website which provides you with the information you need to get started on your search for the best college for you! Information from the Guidance Department is available for you at anytime, anywhere, via the internet. PrepHQ is an excellent source of information on colleges, the application process, standardized tests, scholarships, financial aid, and more.

### **A few of the great features include:**

- Receiving email messages announcing college rep visits to WVHS and scholarships opportunities;
- Admission statistics for many colleges based on GPA and ACT/SAT scores from actual WVHS students;
- A financial aid calculator;
- Providing information about your goals, post-secondary plans, and high school activities to your guidance counselor.

### **To register and set up your PrepHQ account you must:**

1. Go to Waubonsie Valley’s website at: <http://wvhs.ipisd.org>
2. Click on “Guidance”
3. Click on “PrepHQ”
4. On the left side, click on “Click here to register”
5. You will be prompted for a registration code. Put in the first 5 letters of your last name, followed by a colon, then the last five numbers of your student ID (example: Tom Meyer with ID# 1234567 would be meyer:34567)
6. You will be asked to create an account with a username and password. For your user name, use the first letter of your first name and the first letter of your last name plus your ID number. (example: tm1234567). For your password, use one that will be easy to remember.
7. Be sure to enter your email address and at least one of your parents/guardians’ email addresses. If you don’t know it, you can always add that later, by filling in the word “none” in that field.
8. When you are asked about career and post high school plans you can find “undecided” by scrolling down the list. Your answers to these questions are stored in “My Organizer” and can be changed at any time.

Once you are registered, you can access PrepHQ from home by going to our school’s website or go to: [www.prephq.com](http://www.prephq.com) and enter waubonsie for the school/program id, then your user id and password. The site is available to you at all times!

## **HEALTH INFORMATION (BP 710.01)**

### **General Guidelines for Illness, Infectious Diseases, and Medical Conditions**

The school district follows the guidelines developed by the county health department in regards to infectious diseases that are communicable to a large number of students. Please check with the nurse regarding specific infections and the guidelines to be followed. This may include but is not limited to: Measles, chicken pox, meningitis, mononucleosis, etc. Pink Eye, or Conjunctivitis, is seen frequently in the school setting. If this is suspected while the student is in school, the student will be sent home and must be seen by a doctor. **The student may return after they have been on the medication for 24 hours.** For administration of medication by District 204 personnel or by the student, please contact the nurse for these procedures. The nurse should be informed about all medical issues.

**In general, if a student has a temperature of 100 degrees or greater, he/she should be kept at home.**



## **HONESTY POLICY** (BP 710.01)

**Belief Statement** – We believe that learning best occurs in an atmosphere of academic honesty in which students have developed a high sense of responsibility and exhibit a high standard of integrity. This is accomplished through the cooperative efforts of students, parents/guardians, and teachers. Although there is a pressure to excel placed on students by the society in which we live, we will not tolerate nor condone academic dishonesty.

**Students** – It is expected that students will conduct themselves according to the school rules prohibiting cheating and will perform in a manner that reflects their knowledge and acceptance of these rules.

**Parents/Guardians** – As partners in the educational process, parents/guardians must support the ethical value of honesty and the enforcement of the school's policies on cheating so that an honest school environment is maintained.

**Teachers** – Teachers are expected to perform their instructional responsibilities in such a manner as to minimize the potential for dishonesty and by being fair and consistent in the implementation of consequences for cheating.

### **Definition of Cheating/Academic Dishonesty**

Cheating occurs when a student obtains, or assists others in obtaining, credit for work that is not his/her own whether it is accessed verbally, in writing, graphically, or electronically. Examples of cheating/academic dishonesty include, but are not limited to, the following:

1. Copying from another student's test, helping another student during a test, or providing other students with information regarding a test
2. Submitting another person's work as one's own
3. Stealing copies of tests or answer keys
4. Copying, or allowing another student to copy a homework assignment, test, quiz, project, book report, or take-home test
5. Plagiarizing or presenting material taken from another source, including the Internet or computer files, and translation programs without appropriate documentation (Plagiarism is defined as 9 or more consecutive words taken from another source without documentation.)
6. Changing answers on a test, assignment, project, etc. after grading
7. Changing grades in a grade book or altering a computer grading program\*\*
8. Using an electronic device in a manner not specified by the teacher (e.g., storing answers or equations)
9. Misrepresenting records for hands-on activities such as physical fitness testing
10. Using unapproved written materials (i.e. "crib sheets," "cheat sheets," etc.)

"Cooperative learning" is a recognized instructional practice. When this practice is acceptable to the teacher for a project or assignment, the teacher must clearly explain this expectation to the students. If not clearly delineated as approved the copying of homework, papers, tests, quizzes, reports, etc. will be considered episodes of cheating.

## **Consequences of Cheating/Academic Dishonesty**

### **Cheating on homework or quizzes**

#### **For all assignments/tests/projects:**

**1<sup>st</sup> Offense:** 0% on the assignment/test/project and contact parent/guardian, guidance counselor and department chair regarding the incident to communicate potential further consequences for a repeat offense;

**2<sup>nd</sup> Offense:** 0% for the assignment/test/project, failure for the semester, withdrawal from the course and contact parent/guardian, guidance counselor and department chair.

#### **Cheating on the final exam (or paper/project equivalent)**

**1<sup>st</sup> Offense:** Failure (0%) on exam; immediate parent/guardian contact by teacher.

If a student profits from assisting another student (i.e. stealing tests and selling them, doing homework or writing papers for money) that student will receive an F for the semester in the affected class.

**\*\*Possible legal, criminal, and disciplinary action may follow.**

## **HOUSE SYSTEM**

District 204 high schools service their students' academic, social and behavioral needs through a Class House System. Each cohort (i.e. Classes of 2010, 2011, 2012, and 2013) may access their guidance counselor, dean, social worker, psychologist and secretaries by stopping into their House. Class of 2013 is located 2<sup>nd</sup> floor Atrium, Class of 2012 is located 1<sup>st</sup> floor Atrium, Class of 2011 is located 1<sup>st</sup> floor adjacent to the Main Administration Office, and the Class of 2010 is located 1<sup>st</sup> floor in the student cafeteria hallway between the Art and F.A.C.S. wing.

## **INTEGRATED PEST MANAGEMENT**

Public Acts 91-0099 and 91-0525 mandate Integrated Pest Management (IPM) for Illinois public schools. IPM manages pest damage with the least possible hazard to people, property and the environment; including careful use of pesticides such as insecticides, herbicides, rodenticides, and fungicides. Integrated Pest Management also requires that parents/guardians have prior notice of pesticide application. In order to provide timely information to parents or guardians who would like to be notified about these pesticide applications, the School District develops a registry each year. Forms will be available at each school.

## **INTERNET ACCESS Indian Prairie Community Unit School District 204 #645**

The global electronic community, commonly referred to as the "Information Superhighway" or the "Internet," is a very valuable resource for education.

The Internet, (including, but not limited to, internet web sites, pages, files, e-mail, on-line services, and bulletin board systems) provides access to a vast array of resources, which can be used to support the curriculum by facilitating resource sharing, innovation, and communication.

Therefore, the Board's goal is to include these Internet resources in the District's instructional program, where appropriate, to increase learning and improve instruction. To this end, the Superintendent or his/her designee will develop an implementation plan for this policy, which will include administrative procedures for staff and student use of the Internet. Internet use is a privilege, not a right, and therefore can be suspended or revoked.

All use of the District's connection to the Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board, and be in compliance with and subject to District and building discipline codes.

Teachers may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. However, such Internet use must be consistent with the curriculum adopted by the District, as well as with the varied instructional needs, learning styles, abilities, and developmental levels of the students.

Also, the selection of materials, sites, services, bulletin board systems, etc., from the Internet must comply with the Board's selection policy for instructional materials and library-media-center materials. Further, the Internet may be used in a variety of formats, including, but not limited to: e-mail; teacher-selected material in a prescriptive setting; and "live" Internet interaction, in which material is not pre-selected.

In order to make the best, most appropriate use of the Internet, each teacher must complete a District training program (or its equivalent) and sign the District's Agreement for Internet Access as a condition of using the District's Internet connection and thereby becoming a "trained teacher".

A teacher may not use a live connection with students nor authorize such connections until his/her training is completed and the Agreement is signed. The Board will direct the Superintendent or his/her designee to establish the training program and schedule.

For purposes of this policy, individual Board members and all District 204 staff, employees and contractors having Internet access, or using the Internet, will be subject to the same rules of conduct, behavior and communications as teachers, will be required to abide by the terms contained herein, and will be required to sign a Teacher Agreement for Internet Access.

Students may not make a live Internet connection without specific authorization from a trained teacher; in any event such live connections are subject to this policy. At the elementary and middle school levels, such live Internet connections must be under the direct supervision of a trained teacher; while at the high-school level, a trained teacher must be present.

Parents/guardians who do not want their child to use the Internet at school, or participate in Internet activities, must contact the school office and complete a form notifying the District of the intent to opt-out of such use and activities. This opt-out statement will remain in effect as long as the child is enrolled at that school.

General rules for behavior and communications, as stated in the District's and schools' codes of conducts, apply when using the Internet, whether the electronic connection is made at school or remotely through school district network interfaces.

Breaches of the code of conduct during use of the Internet will be treated as though they occurred "live", that is, within the school. The failure of any student or teacher to follow the terms of this policy or its administrative procedures, rules, or regulations will result in the loss of Internet privileges, disciplinary action, and/or appropriate legal action.

However, due process will be given, commensurate with the seriousness of the offense. The District's Teacher Agreement for Internet Access contains the appropriate uses, ethics, and protocol for the Internet.

Electronic communications and downloaded material may be monitored, read, edited, or traced by school officials. In accordance with the requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (Neighborhood Act), the District will monitor the online activities of minors (individuals under the age of 17), and operate a technology protection measure (filtering), with respect to any of its computers with Internet access, that blocks or filters Internet access to visual depictions that are obscene (as that term is defined in Section 1460 of Title 18, United States Code), child pornography (as that term is defined in Section 2256 of Title 18, United States Code), or -- Indian Prairie Community Unit School District 204 645 with respect to use of computers with Internet access by minors -- harmful to minors.

For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact (as those terms are defined in Section 2246 of Title 18, United States Code), actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (c) taken as a whole, lacks serious literary, artistic, political or scientific value to minors.

The District will enforce the operation of the technology protection measure during any use of those computers by minors (individuals under the age of 17) and adults. However, an administrator, supervisor, or other person authorized by the District, may disable the technology protection measure concerned, during use by an adult, to enable access for bona fide research or other lawful purpose.

In carrying out these responsibilities, the District will ensure, through this policy and the administrative regulations related hereto:

- a. that minors are not provided with access to inappropriate matter on the Internet and World Wide Web. Determinations regarding what matter is inappropriate for minors will be made by the Board, using criteria it deems appropriate;
- b. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. that minors are prevented from gaining unauthorized access, including so-called hacking, and other unlawful activities, while online;
- d. that there is no unauthorized disclosure, use or dissemination of personal identification information regarding minors; and
- e. Indian Prairie Community Unit School District 204 645 the use of appropriate measures designed to restrict minors' access to materials harmful to minors.

The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Though the District does provide and operate a technology protection measure (filtering), with respect to any of its computers with Internet access, it does not guarantee that all objectionable material will be restricted. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Users of School District 204 e-mail services are expressly required not to make defamatory statements and not to infringe or authorize any infringement of copyright or any other legal right by e-mail communications. Any such communication is contrary to District policy and outside the scope of the employment of the individual concerned.

District 204 will not accept any liability with respect to such communication, and the employee responsible will be personally liable for any damages or other resulting liability.

**Employees who receive such an e-mail must notify their supervisor immediately. Legal Ref.: Consolidated Appropriations Act, 2001 (P.L. 106-554); Children's Internet Protection Act (P.L. 106-554, Sec. 1701, et seq.); Neighborhood Children's Internet Protection Act (P.L. 106-554, Sec. 1731, et seq.); Title III of the Elementary and Secondary Education Act of 1965 (20 U.S.C. Sec. 6801, et seq.); Section 254 of the Communications Act of 1934 (47 U.S.C. Sec. 254); 66 Fed. Reg. 19394 (April 16, 2001). Adopted: 05/03/2004**

### **Terms and Conditions of Internet Use**

1. **Acceptable Use** - All use of the District's connection to the Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to district and building discipline codes.
2. **Privileges** - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.  
The system administrator will make all decisions regarding whether or not a user has violated this Permission and may deny, revoke, or suspend access at any time; his or her decision is final. Violations of the code of conduct or professional requirements may result in the loss of privileges and employee or student discipline. Due Process will be given commensurate with the seriousness of the offense.
3. **Unacceptable Use** - The user is responsible for the user's actions and activities involving the network. Some examples of unacceptable uses are given below. The list is not intended to be exhaustive. The Administration may periodically revise the concepts of acceptable and unacceptable use. These revisions will become part of this document.
  - 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 regulation;
  - b. Unauthorized access or downloading of software, electronic files, e-mail, or other data (commonly referred to as "hacking");
  - c. Downloading copyrighted material for reasons other than legal personal or professional use;
  - d. Using the network for private financial or commercial gain which adversely affects the district;
  - e. Wastefully using district resources, such as file space;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising; Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
  - l. Using the network while access privileges are suspended or revoked;
  - m. Publishing or otherwise disseminating another person's identity, personal information, account, or password;
  - n. Using the network for unauthorized product advertisement, political activity, promoting or encouraging the use of illegal or controlled substances;
  - o. Forgery or alteration of e-mail; and
  - p. Unauthorized use of the network to play computer games, enroll in list serves, or participate in chat rooms.

4. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal 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 you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its 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 from any breach of this Authorization.
7. **Security** - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not show the problem to other students. 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 network.
8. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the networks, software, hardware, and data of the District, another user, the Internet, or any other network. This prohibits degrading or disrupting of equipment, software, or system performance. It also includes, but is not limited to, the uploading or creation of computer viruses.  
Users are responsible for any and all costs related to the repair or restoration of any damage done through vandalism. The District will use the legal system to seek restitution.
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. **District Purchase of Goods and Services** - Any purchase or ordering of goods or services on behalf of the District must conform to the rules, regulations and procedures required by the District's business office.

## **LINK CREW**

Student mentoring program in which upper classmen will help freshmen assimilate to high school and WVHS through a series of programs and activities both large and small group throughout the school year. Advisors to this program are Mr. Nick Gehl and Mrs. Alayna Weigand-Vlagos.

## **LOCKERS** (BP 710.01)

All students will receive locker assignments during the first day of school. Since lockers are for the safety and convenience of students, it is important to keep your locker locked (after the door is closed, spin the dial). **KEEP THE LOCK COMBINATION PRIVATE AND USE ONLY YOUR ASSIGNED LOCKER. STUDENTS ARE NOT PERMITTED TO MAKE UNAUTHORIZED MOVES INTO ANOTHER STUDENT'S LOCKER.** There will be a \$5.00 service fee for changing locker combinations.

All students should inspect their lockers at the beginning of the school year for any damage or cleaning that might be needed. Report any trouble with your locker to your House Office. Defacing of lockers is not permitted. Students will be assessed a monetary fine, to be determined by school personnel, if lockers are found to be damaged or defaced in any way. Routine locker inspections will be conducted. Each student has the responsibility to clean out and remove locker contents at the end of the school year.

**ALL STUDENT'S LOCKERS ARE THE PROPERTY OF INDIAN PRAIRIE SCHOOL DISTRICT #204 AND ARE ACCESSIBLE TO SCHOOL AUTHORITIES AT ANY TIME.** The locker and its contents are subject to search by school officials, especially if there is reason to suspect that unauthorized materials (example: drugs, alcohol, stolen property, etc.) are being housed in the locker. Since the school cannot assume liability for any lost or stolen property, students are cautioned to keep their possessions under lock at all times. Students are discouraged from bringing valuables and large sums of money to school.

Student athletes must remove locks and personal items from the athletic locker room at the conclusion of *each* athletic season. **FAILURE** to do so may result in the removal of lock and personal belongings by school personnel.

### **Acceptable Practices:**

1. Attachment of acceptable personal property to lockers, on the interior or exterior, shall be limited to taped items only.
  - Exterior - One day pre-approved notices of celebration, such as birthdays or extracurricular activities (for approval go to Class House)
  - Interior - Magnetized mirrors, note pads, appropriate pictures affixed by scotch tape

### **Unacceptable Practices:**

1. Use of glues as an adhesive
2. Pencil, pen, ink, marker, paint, nail polish, etc. markings on the interior or exterior
3. Attachment of gum to the locker
4. Adhesive backed stamps, posters, stickers

**NOTE:** Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.



**Most students are making healthy choices regarding alcohol, tobacco and other drugs.**

## **LOST AND FOUND**

Books and notebooks will be given to the House Office and may be claimed there. Inquire about items of value (i.e. gold or silver jewelry, wallets, purses, cash) the House Office as well. Cash and jewelry deemed valuable will be kept in the safe.

## **MEDICATION (BP 710.01)**

Administration of medication by District personnel or by the student: Contact the nurse for these procedures. Students may NOT self administer any medication without seeing the school nurse to obtain and follow school procedures.

## **NO TRESPASS LETTERS**

If a student is considered to be disruptive, his or her access to school activities and school property will be limited to the school day by being issued a No Trespassing Letter from the Dean or Administration Office. If students do not comply to the No Trespassing Letter they will be suspended for insubordination and may be arrested. If a student is placed in an alternative educational setting, a no trespass letter will be issued which prohibits access to school activities and school property at all times for the time period stated in the letter. Non compliance may result in arrest.

## **LUNCH OPTION/ACADEMIC RESOURCE CENTER (ARC)**

A full period is available for lunch/resource options. Generally speaking, students have 30 minutes for lunch with limited resource options for the remainder of the period. The benefits include a more leisurely paced lunch and/or the ability to choose where to spend one's time among options such as the library, academic resource center when available, the gym foyer, and the cafeteria. Students are expected to use these options reasonably and not disturb the school community.

The area adjacent to the cafeteria provides for student mobility to the library and resource areas. We will first warn, then restrict the student's mobility if it is abused, then apply consequences for subsequent abuses ranging from detention through suspension. An Academic Resource Center (ARC) is available during all periods for students who wish additional academic assistance from WVHS staff and designated students. Students will need a pass to enter and exit the (ARC) Academic Resource Center.

## **PARKING (BP 710.01)**

Parking space at Waubonsie Valley High School is limited and is a privilege. Vehicles without valid parking stickers or those illegally parked will be towed at the owners' expense. Rules and criteria for parking permits are printed on the application. Stickers must be displayed as indicated on the application. Applications for permits may be obtained from the Dean in the Class House office. (Generally the Dean of the current senior class will oversee the parking program). Noncompliance with parking rules/regulations and truancy will result in loss of parking privileges and/or towing of the vehicle you are driving at your own expense. School authorities have the right to check/search vehicles on school property if there is reasonable suspicion of violation of school rules/regulations.

School District 204 provides bus transportation for all students who meet the state distance guidelines. Limited automobile parking for students is provided as a convenience. **Parking is a privilege**, not a right. As our enrollment grows, there is increasing competition for a fixed number of parking spaces. For that reason, WVHS will only issue parking permits to seniors and students enrolled in school sponsored work study courses. Spaces cannot be held for late arrival.



Students will not be permitted to drive their own vehicle to any off campus class site with the exception of A+ Computer Course at NVHS, Construction course at AEHS, and courses at Frontier Campus. Busing is provided for TCD and Cosmo-Rickert.

1. The priority of issued student parking permits is as follows:
  - Seniors
  - Students enrolled in WV's work-study courses/off campus class sites
2. Parking for seniors 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. If no space is available, students must find alternate, off-campus parking.
3. A parking permit may NOT be transferred to another student, including a sibling - to do so is to use school property without permission and is subject to discipline sanctions for misuse/theft of school property.
4. Parking permits will be decal-type and must be permanently affixed and displayed in the driver-side rear window.
5. Each student must show a VALID driver's license and proof of insurance to pick up his/her sticker. The school is not responsible for the automobile or its contents.
6. The privilege to park will be suspended or revoked for inappropriate conduct such as reckless driving, loitering in the parking lot, excessive tardies to school or to class, excessive unexcused absences, or other serious offenses related to the use of the vehicle.
7. A permit may be revoked if the driver cuts a class or study hall and enters the vehicle or uses it to leave school.
8. Smoking is also prohibited in vehicles at school. Students are not to smoke in or around the vehicle after it enters our campus.
9. Students must heed "no parking" areas. These are posted or marked and include fire lanes, the faculty areas, visitor parking, and special permit parking. Cars parked with or without a permit outside designated student spaces, or illegally, are subject to immediate towing.
10. Students will obey all traffic laws as if they were driving on a public roadway. Failure to do so may result in revocation of parking privilege.
11. The parking permit fee is **\$150.00** for the school year. Students will need a permit to park starting the first day of school. Student and parent signatures on the application indicate acceptance of these regulations.
12. We may issue temporary permits to accommodate emergencies or special situations. It is the student's responsibility to request a temporary permit in advance and to explain fully the justification to the dean in the Senior Class House.

ONLY STUDENTS WHO CURRENTLY HOLD A PARKING PERMIT WILL BE ALLOWED TO OBTAIN A TEMPORARY PARKING PERMIT. In addition, attention will be given to medical considerations. There may be a temporary permit fee.

13. Students must purchase a new sticker for \$5.00 if they wish to register a new car. Students may only **register ONE** car.
14. Waubonsie Valley High School is a self-park facility. Any car at this facility is parked at the owner's risk. The owner alone is responsible for parking and locking her/his car. WVHS is not responsible, nor does it assume any liability, for any damage caused by fire, theft, casualty or any other cause whatsoever with respect to any car (or its contents) parked at Waubonsie Valley High School.
15. ALL vehicles will be required to comply with the above mentioned rules/regulations at all times. FAILURE TO COMPLY WITH THE AFOREMENTIONED RULES WILL RESULT IN IMMEDIATE TOWING FROM WVHS PROPERTY. WAUBONSIE VALLEY RESERVES THE RIGHT TO TOW ANY ILLEGALLY PARKED VEHICLE FROM IT'S PROPERTY WITHOUT NOTIFYING THE DRIVER OR OWNER.

### **PERMANENT RECORDS**

Students' permanent records will be kept for sixty years after graduation. Temporary records will be destroyed **five years** after graduation date. Students and parents may inspect, copy, and if need be, challenge the records that are in temporary and permanent files, before they are sent to a new school or destroyed.

**All rights and privileges held by the parent with respect to accessing student records become exclusively those of the student on the student's eighteenth birthday, or emancipation of the student, or graduation from high school, or marriage, or entry into the military.**

**Illinois School Code: 105ILSC 10/2(g)**

### **PEER MEDIATION**

Peer Mediation is a proactive intervention to resolve an issue between two or more students before it escalates into a more serious issue. This process takes place between the students requesting the mediation and a trained student mediator from the same grade level. A trained staff member will also be present to monitor the mediation.

### **SCHOOL RESOURCE OFFICER**

As an officer in the Aurora Police Department, the school resource officer will work to establish a positive working relationship between the police department and the school community. The goal of the School Resource Officer (SRO) is to assist in the maintenance of a safe and secure school environment which would allow for the educational process to occur in a natural and uninhibited manner. The officer shall be involved in law enforcement duties, educational programming, and counseling as situations dictate. It is a major focus of the program that the SRO becomes and acts as a part of the school's community in addition to being a member of the police department.

### **SECURITY CAMERAS (BP 470)**

Additional security, in the form of cameras, monitors, and play back media have been added to the WVHS campus. These security tools will be used responsibly for the protection of all students, parents, staff, and community members.

## **SEARCHES**

Failure to comply with a search request by the Dean will result in a 3 - 10 day suspension.

## **STUDENT EXTENDED DAY**

In 2009-10, Waubonsie Valley High School will implement the Extended Day Program for regular education students who are credit deficient. This program will service juniors. Student attendance is from 12:45 pm – 5:45 pm, daily. House support staff and administrators will refer students for inclusion in the program. If a student is referred to the program, attendance by the student is mandatory. Transportation will be provided if there is student need. At semester break, upon successful completion of credit recovery, students will be recommended to return to attendance at WVHS during the traditional school day.

## **STUDENT IDENTIFICATION CARDS** (BP 710.01)

Student identification cards are the property of the high school and must be carried with you at all times in school and at all school events such as games and dances. Student ID's are required to board a school bus. You will need this ID card to enter lunch option areas, to board the bus, to check out library books, to attend school sponsored events, and to participate in school elections. On certain occasions, a school official may ask you to show or surrender your ID card. When asked to do so, you must comply. Students who do not conform with expectations regarding ID cards will be subject to sanctions. Each student will be issued a new ID card at the beginning of each school year. Take good care of it! If you need to replace your ID, **the replacement fee is \$5**. That does not include the replacement cost of an activity sticker. That cost is determined by the administration.

## **STUDENT PRIVACY/PARENTAL ACCESS TO INFORMATION**

Indian Prairie Community Unit School District 204 #736-R

### **Student Privacy/Parental Access to Information**

The following statement will be placed in all building student handbooks for distribution at the beginning of each school year. In the event no handbook is available, the building principal will ensure that all parents receive, at the beginning of the school year and/or at enrollment time, a copy of the following statement:

### **Notice--Student Privacy/Parental Access to Information**

Board Policy No. 736 addresses student privacy and parents' rights to information relating to instructional materials, surveys, physical examinations/screenings, and collection of personal information for marketing purposes. Upon request, a parent/guardian may obtain a copy of Policy No. 736 from the District office. A summary of the policy is set forth below.

#### **Instructional Material:**

Upon request, a parent may inspect any instructional material (as defined in Board Policy 736) used as part of the educational curriculum for his or her child.

#### **Surveys Created by a Third Party:**

Upon request, a parent may inspect a student survey created by a third party before the survey is administered or distributed by a school official or staff member.

**Surveys Requesting Certain Personal Information:**

Upon request, a parent may inspect any student survey requesting information about: (1) political affiliations or beliefs; (2) mental or psychological problems; (3) sex behavior or attitudes; (4) illegal, anti-social, self-incriminating or demeaning behavior; (5) critical appraisals of other individuals with whom students have close family relationships; (6) legally recognized privileged or analogous relationships; (7) religious practices, affiliations or beliefs; or (8) income (other than as required by law to determine eligibility for a program and/or for financial assistance).

The District will obtain prior written consent from parents before students are required to submit to any such survey funded in whole or in part by U.S. Department of Education funds. For any such survey not funded in whole or in part by U.S. Department of Education funds, parents will receive prior notice of the survey and an opportunity to opt their children out of participating.

**Physical Exams or Screenings:**

Parents will receive prior notice of any non-emergency, invasive physical examination or screening (as defined in Board Policy 736) that is--

(1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students. In addition, parents may elect not to allow their children to participate in such a physical examination or screening.

**Collection of Personal Information for Marketing Purposes:**

In connection with any instrument used to collect personal information (as defined in Board Policy 736) for the purpose of marketing or selling the information (or otherwise providing the information to others for that purpose): (1) parents will receive prior notification of the administration or distribution of any such instrument; (2) upon request, a parent may inspect any such instrument prior to its administration or distribution; and (3) a parent may elect not to allow his or her child to participate in the completion of or response to any such instrument.

**Opt-Out/Inspection Request Procedures:**

Parents who wish to opt their children out of participation in one or more of the activities identified herein must submit a signed and dated written opt-out notice to the Building Principal at least two (2) school days prior to the activity date. The notice must identify the activity and state that the parent elects not to allow his or her child to participate in the activity.

Parents who wish to inspect surveys, instructional materials and/or instruments used to collect personal information for marketing purposes must submit a written inspection request to the District office, directed to the Superintendent. The request must identify the specific item to be inspected, and must be submitted prior to any deadline set forth in the notice of inspection rights.

**Additional Notice to Parents:**

The District also will notify parents/guardians of the approximate dates on which the following activities (if any) are scheduled or are expected to be scheduled: (1) surveys requesting personal information; (2) collection of personal information for marketing purposes; and (3) physical examinations or screenings as defined in Board Policy 736. **Adopted:02/28/05**

## **STUDENT RECORDS**

### Right to Inspect Student Records

Pursuant to Federal and State laws, a parent has the right to review his or her child's educational records. Records may be inspected by contacting the Principal of the school for an appointment.

### Types of Student Records

The "permanent record" includes:

- 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/guardians;

The "permanent record" includes (cont.):

- Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations;
- Attendance record;
- Accident reports and health record;
- Record of release of permanent record information; and
- Scores received on all State assessment tests administered at the high-school level (grades 9 - 12).

The permanent record may also include:

- Honors and awards received; and
- Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

The "temporary record" consists of all information not required to be in the student's permanent record and may include:

- Record of release of temporary record information;
- Scores received on all State assessment tests administered at the elementary grade levels;
- Disciplinary information;
- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations and academic information obtained through test administration, observation, or interviews;
- Elementary- and secondary-level achievement test results;
- Participation in extracurricular activities;
- Honors and awards received;
- Teacher anecdotal records;
- Special education files;
- Any verified reports or information from non-educational persons, agencies or organizations; and
- Other verified information of clear relevance to the education of the student.

### Rights of Parents

1. To inspect and copy permanent and temporary records, except where an order of protection prohibits disclosure.
2. To control access and release of student records, and request a copy of information released.
3. To challenge contents in a student's record, except for academic grades, pursuant to the challenge procedures set forth below.

4. To be notified of persons, agencies or organizations having access to student records without parent consent. (See the following section).
5. To copy student record information prior to destruction, and to be notified of the school's schedule for reviewing and destroying such information.
6. To be informed of the categories designated as directory information and to prohibit the release of such information.
7. To challenge, prior to transfer to another District, any information in a student's records, except for academic grades and references to expulsions or out-of school suspensions.

#### Persons, Agencies or Organizations Having Access to Student Records Without Parent Consent

- Access to student records without parental consent is afforded to school or School District officials with a legitimate educational or administrative interest regarding the student.

A school or School District official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; or a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or data analysis/reporting firm).

A school or School District official has a legitimate educational or administrative interest if the official needs to review a student record in order to fulfill his or her professional responsibility.

- The District may also release student records without parental consent in accordance with the exceptions set forth in Section 6 of the Illinois School Student Records Act.

#### Procedures for Challenge

Parents may challenge or seek amendment of student records believed to be inaccurate, irrelevant, misleading, or otherwise in violation of the student's privacy rights.

1. Parents wishing to initiate a challenge must provide the Assistant Superintendent for Student Services with a written description of the specific entry or entries to be challenged and the basis of the challenge.
2. The Assistant superintendent will review the challenge and the appropriate records, conduct an informal conference with the parents, and issue a decision.
3. If the Assistant Superintendent denies the challenge, the parents will have the right to request a hearing before an impartial hearing officer.
4. If a hearing is requested, the hearing officer will schedule a hearing, with notice to the parents of the time and place. The parents will have the opportunity to present evidence at the hearing, and a record will be made of the hearing.
5. The hearing officer will issue a written decision, which will be transmitted to the parents. If the challenge is denied, the parents will be advised of any further appeal rights.

#### Directory Information

"Directory information" may be released to the general public, unless a parent requests otherwise. The District has designated the following information as directory information: student's names, address, academic awards, degrees and honors; information relating to school-sponsored activities, organizations and athletics; major field of study; and period of attendance in the school and District. Any parent who wishes to request that any or all such information not be released should complete a Directory Information Response Form within the first two weeks of each school year. The Directory Information Response Form may be obtained from the office of the Assistant Superintendent for Student Services.

### Additional Information

Permanent records are maintained for at least 60 years after the student has transferred, graduated or otherwise permanently withdrawn. Temporary records are maintained for at least 5 years after the student has transferred, graduated or otherwise permanently withdrawn.

The school may charge the actual cost (not to exceed 35 cent per page) of copying student records at the request of a parent or student. However, no parent or student will be denied requested copies due to inability to pay for the copies.

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), a parent may file a written complaint with the U.S. Department of Education when he/she believes that a violation of FERPA has occurred.

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act.

### **STUDENT SENATE**

In order to give the administration a direct connection to the pulse of the student body, as well as initiate a school-wide service project, the Student Senate has been developed. Two students from EVERY 4<sup>th</sup> hour class will be elected to serve on the Student Senate for the school year. Senators will meet once per month for a total of 6 meetings. (No meetings will be held in November, December and May).

### **TECHNOLOGY** (BP 715.01)

Indian Prairie School District 204 with the support of our community, has provided tremendous support for students to use technology. All students are asked to sign an Acceptable Use Policy defining acceptable use of the Internet and technology in general. The essence of the policy is that the students will use the technology to enhance their education based on our curriculum.

Infractions of the policy will be categorized as disobedience or infractions involving misconduct and will involve consequences ranging from loss of privileges, through restitution, through expulsion and/or arrest. The administrator reserves the right to remove any non-approved file or software without notice from the network.

### **VISITORS** (BP 710.01)

All visitors must sign in with a valid ID at the administrative entrance upon entering the building and will be directed either to the office or meeting location. The school realizes that students might like to bring friends from other schools to visit WVHS. However, student visitors often interfere with the educational process and distract you, fellow students, and teachers. For that reason, we will not approve student visitors during the school day. The **rare exception** may be students who graduated from WVHS and who have made prior arrangements with an **assistant principal** 48 hours in advance of the visitation. However, we encouraged these alumni visits before or after school. Alumni must have a prearranged appointment with a staff member and/or an administrative approved purpose for a visit. Alumni meeting with staff must meet the staff member at the administrative entrance, remain with the staff member and be escorted back to the administrative door to sign out. Forms for visitors that meet that specific criteria can be found in the office.

## **WITHDRAWAL from a COURSE**

Both high schools encourage students to complete courses, which they start. However, in the event a student wishes to withdraw from a course, the following guidelines will be used. During the first 12 days of the semester, students may drop a class & be placed in a study hall with a parent's permission. From the 13<sup>th</sup> day through the 12<sup>th</sup> week, both the parent and teacher's permission is required.

The teacher determines whether the student will drop without penalty or receive a failing grade. From the 13<sup>th</sup> week through the end of the semester, withdrawals are recorded as a failing grade in the course for the semester. Students who exceed the absence limit may forfeit credit and be withdrawn, with a failing grade, for non-attendance.



**Join the majority of your peers in making healthy choices. Choose to be alcohol & drug free.**

**Mike: insert the IHSA rules etc for 2009-2010 with IHSA Logo at this point**

## **ATHLETIC AND ACTIVITY CODE**

**2009 - 2010**

### **ACTIVITIES ARE A PRIVILEGE**

The activities/athletics included in this Code place the student participants in the role of representatives of the high school and their fellow students. Participation is a privilege extended to these students, which permits them to benefit from a well-organized program of special interest for which the school provides coaches, sponsors, equipment, and facilities. No student has the right to participate in any of these activities or any other extracurricular/co-curricular activities.

With the privilege of participation comes the additional responsibility of each participant to learn, understand, and follow the rules established by the district, the high school and the coaches/sponsors of the particular activity.

Because these activities are voluntary and because those participating represent their school, we expect the behavior of those who try out and participate to be of the highest order. This is particularly true of academic requirements, honesty, school citizenship, and sportsmanship. The dignity of the school is reflected in its activity program. Since it is a privilege to participate and represent the school, it is logical that the school has the authority to revoke or restrict the privilege for those who do not conduct themselves in a responsible manner. This sense of responsibility extends to the activity as well as to conduct inside and outside the school.

When the doors of participation and competition are opened to those who have questionable habits or who are not good citizens, the activity program can fail. The privilege of representing the school should be left in the hands of those who have earned it.

## **ACADEMIC ELIGIBILITY**

In order to be eligible to participate in any co-curricular activities, students must be in good academic standing as proscribed by the Board of Education in compliance with state law. Coaches and sponsors will review eligibility standards at the beginning of each season and as new members join the activity.

## **PARTICIPATION RULES**

Once a student begins participation in any program of athletics/activities at the high school, this Code will be in effect for the remainder of the student's high school attendance in District 204, including summer months. The high school will attempt to make all participants aware of this Code and other rules established by coaches/sponsors.



Information may be furnished at enrollment, initial participation in an activity and periodically in connection with other activities. However, the responsibility of learning, understanding and following this Code and other applicable rules lies with the student participant. Written acknowledgment of this Code by each participant will be sought, but will not be a prerequisite to enforcement of this Code or other rules.



**Most students are making healthy choices regarding alcohol, tobacco and other drugs.**

### **High School Participation**

In order to be eligible for participation in any school-sponsored or school-supported athletic or extracurricular activity, each student in grade 9, 10, 11 or 12 must maintain a passing grade in no less than (5) courses, as determined on a weekly basis.

Any student who fails to meet the aforesaid requirement will be suspended from further participation in all school-sponsored and school-supported athletic and extracurricular activities for seven (7) calendar days. In addition, any student who fails to maintain a passing grade in no less than five (5) courses for a given semester will be prohibited from participating in any school-sponsored or school-supported athletic and extracurricular activities for the following semester.

Participation in school-sponsored or school-supported athletic or extracurricular activities may also be subject to additional eligibility requirements imposed by the Illinois High School Association (IHSA) or other governing bodies.

School-sponsored and school-supported athletic and extracurricular activities include, but are not limited to:

- All activities sanctioned by the IHSA,
- Poms and drill team,
- All events of a competitive nature between two or more schools.
- The list of included activities will be periodically reviewed and updated by the administration. Activities which are linked to a student's grade will not be considered to be school-sponsored or school-supported athletic or extracurricular activity.
- Performances (i.e. drama, dance, co-curricular music, etc.), which are not linked to a students' grade, will be considered on a semester basis only.

### **PROCEDURE**

A student accused of a violation will be informed of the charge and given the opportunity to explain or respond.

- a) For violations which occur at school, or at school-sponsored events, a school administrator/dean will be informed and will follow the normal school conduct code. With regard to the extra-curricular penalty, the administrator/dean will inform the Athletic/Activities Director, head coach/sponsor, and parents.
- b) For reported violations, which occur outside of school or in the summer, the Athletic/Activities Director will investigate and inform the head coach/sponsor, student, and parents. The Athletic/Activities Director will meet with the student and render a decision regarding Athletic/Activities participation.

### **APPEAL**

Since athletic/activity participation is a privilege, it is not protected by due process procedures applicable to regular public education. A participant may appeal the declaration of the ineligibility to the building principal.

**Such appeals must be submitted within 48 hours of the declaration. A parent must attend the appeal.**

The penalty remains in force during the appeal. **The decision of the principal is final.**

## ACTIVITY PENALTIES

### **SCHOOL SUSPENSIONS**

During out-of-school suspensions, no practices or contests are allowed. In addition, the student may not be in practice or a contest if that conflicts with an assigned school penalty (e.g. P.M. detention, Saturday School).

### **CRIMINAL ACTION**

When the school has substantiated knowledge of a criminal offense or that a student has been charged with a criminal offense, he/she will immediately be temporarily suspended from participation in all extracurricular activities. The high school administration and Athletic/Activities Director(s) will consider duration of the suspension and reinstatement of the student to a program based upon a review of the information.

### **SUBSTANCE USE OR POSSESSION**

Schools have a significant interest in discouraging the use of prohibited substances to provide a safe and healthy environment conducive to learning. It is considered a violation of the athletic and activity code if a student possesses, uses, distributes, or sells illegal drugs, look-a-like drugs, paraphernalia, controlled substances, or alcoholic beverages, and if a student attends a party or gathering where alcohol or drugs are present or being consumed. The following procedure will be used if a student who tries out or participates in athletics or activities is involved in an alcohol or drug-related situation:

**Voluntary Admission / 1<sup>ST</sup> Offense:** A student may admit that he/she violated the code provisions regarding drugs and alcohol only one time in his/her high school career. The voluntary admission to the coach/sponsor/athletic or activities director must occur within the first 24 hours following the rule violation. The student may be required to attend an education program at his/her parent/guardian's expense and/or the Athletic/Activities Director may suspend the student from one or more contests/events. Failure to follow the recommendation, may result in further suspension.

**Voluntary admission is not applicable if authorities respond to a gathering where alcohol or drugs are present and report to school officials, if a ticket is issued for attendance at, consumption/possession or names appear in the newspapers.**

**1<sup>st</sup> Offense:** The student will be suspended ***40% of athletic/activity scheduled competition***. If the student completes an assessment program from a professional agency, the suspension may be reduced ***to 20% of scheduled contests*** following the completion of the recommendations of the educational program/assessment with documentation provided of completion of the program. During this suspension the student may practice but will not participate in contests/events. If the student does not complete the suspension or does not complete the assessment, the penalty will continue into the student's next activity. It is the responsibility of the student to provide the Athletic/Activities Director(s) with prompt evidence of the required assessment/evaluation ***recommended program before reinstatement of privilege***. The student who does not obtain an assessment will be suspended for ***40% of season***. During this suspension, the student will not practice or compete/participate.

**2<sup>nd</sup> Offense:** The student will be suspended for one calendar year from participating in all school activities. It is the responsibility of the student to provide the Athletic/Activity Director(s) with prompt evidence of the required assessment/evaluation prior to reinstatement of Athletic/Activity privileges.

**3<sup>rd</sup> Offense:** The student will not participate or attend any school activity or event for the rest of his/her high school years (i.e. sport events, dances, and prom) until submitting substantial evidence of rehabilitation to the Athletic/Activities Director(s) to seek reinstatement of activity privileges.

## **TOBACCO**

It is a violation of this code to use or be in possession of tobacco or smokeless tobacco products.

**1<sup>st</sup> Offense:** The student will be suspended from 10% athletic/activity contests/events.

**2<sup>nd</sup> Offense:** The student will be suspended for **20% of scheduled contests**, which could result in the consequence being served over two seasons. The student will participate in all practices and attend contest during the time they are serving the consequence. It is the responsibility of the student to provide the Athletic/Activity Director(s) with evidence of completion of the required education program, **before reinstatement of privilege**.

**3<sup>rd</sup> Offense:** The student will be suspended for one calendar year from participating in all student athletic/activities. It is the responsibility of the student to provide the Athletic/Activity Director(s) with evidence of completion of the required education program.

**4<sup>th</sup> Offense:** The student will not participate in any school activity or events for the rest of his/her high school years (i.e. sport events, dances, and prom) until submitting substantial evidence of rehabilitation to the Athletic/Activities Director(s) to seek reinstatement of athletic/activity privileges.

## **HAZING/HARASSMENT/BULLYING/CYBERBULLYING**

Hazing/harassment/bullying/cyberbullying in any athletic/activity program or outside the program is unacceptable. Students involved in hazing/harassment/bullying/cyberbullying may be suspended from athletic/activity contest/events or removed from their team. ***If a student is unsure of an appropriate behavior or practice, a building administrator can clarify.***

## **HEALTH AND SAFETY**

1. All athletes **MUST** have on file a current physical exam certificate that will not expire within the season in order to practice or participate.
2. All athletes must show evidence of being covered by a health insurance plan. Students must show proof of insurance at registration by submitting their insurance company name and policy # or by enrolling in the school insurance plan.
3. If the Athletic/Activity Director has reasonable cause to believe a student's health condition may pose a risk to the student or others in the activity, he/she may require a more current certification of fitness to participate from a physician.

## **SCHOOL ATTENDANCE, MEDICAL EXCUSES and VACATIONS**

1. Daily school attendance, no less than five (5) academic classes, is required for a student to participate in daily practice, contests or events. Exceptions can only be made by the Activity/Athletic Director(s). It will not be the practice for participants to purposely miss part of a school day. Documentation of medical appointments, college visits, court appearance, must be provided to the coach, Athletic/Activity Director(s) prior to participation of the practice, or contest/event.
2. Athletes who are medically excused from regular physical education classes may not participate in school activities, practices, or games without a doctor's release or a release from the school nurse. However, participation in athletics for such students may be limited by the school based on the safety judgment of the Athletic Director after consultation with the coach.

3. Participation in regular pre-season practices is important for the safety and health of students. Absence from such practices for vacations will be considered by the coach in restricting participation. However, absences due to illness will be considered in a different light and will be subject to individual review by the Athletic/Activity Director with advice from the head coach in perspective of what is best for the student participant and school.
4. Vacation absences during an activity or team season can result in *restricted participation* or release from the team/activity. See the individual coach/sponsor at the start of the sport/activity for details about absences.

### **FUNDRAISING**

Indian Prairie School District 204 has revised its policy (Policy 730.10) on student participation in fundraising activities. In conjunction with the current fundraiser, we would like to inform you of the major points of that policy.

- Participation in or donation to any fundraising activity is always optional.
- Each fundraising activity may establish a suggested donation as an alternative to participation.
- Under no circumstances will any student be compelled to participate or donate, or penalized for not participating or donating.
- Door-to-door solicitation is not required by any fundraising activity and is discouraged.
- If you have any questions or concerns about a fundraising activity, please contact the sponsor, athletic director or the building administrators.
- Thank you for your continued support.

### **Sportsmanship Mission Statement**

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of the IHSA member schools, as well as for the individuals who participate in such programs. People involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship.

### **Sportsmanship Is Everybody's Responsibility**

Sportsmanship starts on the court or athletic field and extends into the bleachers and beyond. In today's increasingly competitive environment, the thrill of victory and the agony of defeat seem to be more intensified than ever before. It is important to raise the public awareness of sportsmanship and interscholastic activities. It is everyone's responsibility to practice good sportsmanship. Recognizing the efforts by students, coaches, administrators, spirit groups, and fans is a valuable part of the interscholastic experience.

### **ADMINISTRATIVE DISCRETION**

Because participation in athletics/activities is a privilege, this Code is merely a guide for responding to certain identified actions or conduct. Not every situation involving conduct inconsistent with a student participant's status as a representative of the high school is or can be covered.

The high school reserves the right, but not the obligation, to alter, revise, adjust, or increase sanctions and discipline on a case-by-case basis, as the interests of the school require.

**Did you know...**



**Most of us are making healthy choices most of the time.**

**STANDARDIZED TESTING AND TEST PREPARATION  
2009-2010**

**SAT**

**Test Date**

December 5, 2009

**Registration Deadline**

October 28, 2009

**LATE Registration Deadline**

November 4, 2009

This test is administered at the WVHS campus. Additional dates and all registration is available online at [www.collegeboard.com](http://www.collegeboard.com)

**ACT**

**Test Date**

October 24, 2009

February 6, 2010

**Registration Deadline**

September 18, 2009

January 5, 2010

**LATE Registration Deadline**

September 19 - October 2, 2009

January 6 - 15, 2010

**These tests are administered at WVHS. Additional dates and all registration is available online at [www.actstudent.org](http://www.actstudent.org)**

**All School Test Day - Wednesday, October 14, 2009**

PLAN for all Sophomores

PSAT for Juniors (PSAT **registration deadline** is Friday, September 17, 2009 - 3:00 p.m.)

ASVAB for Juniors or work place visit or job shadow experience

**No School for Seniors - College Visit/Job Shadowing Day**

**THIS IS AN EARLY DISMISSAL DAY AT 10:25 a.m.**

**Consumer Economics Proficiency Exam**

September 30, 2009 - 2:45 p.m.- 4:00p.m. location to be announced

February 3, 2010 - 2:45 p.m. – 4:00 p.m. location to be announced

Can be taken only once during the same school year. Cannot be currently enrolled in Consumer Ec. May only take a total of 2 times. Students must register in the College/Career Center. There is no fee.

**PSAE Testing**

April 28<sup>th</sup> & 29<sup>th</sup>, 2010

**THIS IS AN EARLY DISMISSAL DAY: April 28 at 11:45 a.m. April 29 at 10:30 a.m.**

**No school for seniors.**

**2010 AP EXAM SCHEDULE**

**Week 1**

May 3 - AM - U.S. Government & Politics  
PM - Government & Politics Comparative  
French Language

May 4 - AM - Computer Science A  
- Spanish Language  
PM - Statistics

May 5 - AM - Calculus AB & BC  
PM – Chinese Language

May 6- AM - English Literature for seniors  
- German Language

May 7 - AM - United States History  
PM - European History  
Studio Art portfolios due

**Week 2**

May 10 - AM - Biology  
- Music Theory  
PM - Physics C\* Mech/Physics  
C\* Elec

PM - Physics B\*  
May 11 - AM - Environmental Science  
- Chemistry

PM - Psychology  
May 12 - AM - English Language for  
juniors

PM - Art History  
May 13 - AM - Macroeconomics  
- World History

PM - Microeconomics  
May 14 - PM - Human Geography

**Registration deadline for AP Exams is Friday, March 12, 2010 at 3:00 p.m.**

**WVHS LMC RESOURCES: Databases and E-Books  
2009 - 2010**

**All WVHS LMC Resources are available remotely from home by using  
<http://destiny.ipisd.org> and the following user name and passwords:**

**American National Biography** - Offers portraits of over 17,400 deceased American men and women.

**User Name:** *waubonsie*

**Password:** *waubonsie*

**AP Images** – A primary source database from the Associated Press that provides photographs, audio sound bites, graphics and text from 160 years of history.

**User Name:** *dupage*

**Password:** *dupage*

**Career Cruising** - A career and educational planning system.

**Access User Name:** *waubonsie* **Password:** *valley*

Click on *Create a New Portfolio* to create your own account.

**User Name:** *First Initial and Your Last Name* **Password:** *Your Student ID Number*

**CultureGrams** - Concise, reliable and up to date country reports on 182 cultures of the world. Includes a Photo Gallery, Famous People, and Recipe Collection from around the world.

**User Name:** *IL3166H*

**Password:** *60504*

**Explore Learning Gizmos** – Gizmos are interactive simulations for science.

User Name and Password will be provided by your science teacher.

**E-BOOKS: Gale Virtual Reference Library** - Seven reference ebooks available from home or school.

**Business Leader Profile for Students, Grzimek's Animal Life Encyclopedia, American Decades, Encyclopedia of Food and Culture, Gale Encyclopedia of Alternative Medicine, Gale Encyclopedia of Genetic Disorders, Poetry for Students, and Gale Encyclopedia of Multicultural America.**

**Password:** *auro\_rpa*

**Grove Art Online-** Covers every aspect of the visual arts from prehistory to the present, over 30,000 links to color images, over 100,000 images from the Bridgeman Art Library, and over 21,000 biographies including artists, architects.

**User Name:** *waubonsie*

**Password:** *waubonsie*

**Grove Music Online** – The best authority on all aspects of music.

**User Name:** *waubonsie12569*

**Password:** *valley7music*

**History Study Center** – A primary and secondary database of world history from ancient times to the present day. Contents include reference books, essays, journal articles, historical newspaper and magazine articles, maps, rare books, government documents, transcripts of historical speeches, images and video clips.

**User Name:** *IL3166H*

**Password:** *60504*

**NetTrekker** – Search responsibly using teacher evaluated websites for research.

<http://school.nettrekker.com>

**Register** your own User Name and Password

**NoodleTools** - Great tool for notetaking as you research! Record, organize and synthesize information using online **notecards**, also format your “Work Cited” pages in MLA or APA style.

Click “Create a User ID”. User Name: *waubonsie* Password: *valley*

Create your own account. Please record your personal ID and Password:

User Name:

Password:

**ProQuest Learning: Literature** - More than 180,000 searchable works of literature from medieval times to the present are available. Resource for author biographies, contemporary criticism, reviews, and multimedia resources organized into more than 3,000 author pages; also features 100+ searchable full-text literary journals and magazines for literary criticism.

User Name: *IL3166H*

Password: *60504*

**ProQuest Platinum** – Access more than 2,000 magazines and 50 newspapers including full text and graphics.

User Name: *IL3166H*

Password: *60504*

**Science Online** - Diagrams, definitions, biographies, and essays are arranged by scientific topic and contain thousands of hyperlinks.

User Name: *indian*

**Password:** *prairie*

**SIRS Decades: 20<sup>th</sup> Century American Sources** – Primary source and reference resources for the 20th century research. Content is organized into curricular topics pertaining to American History, culture, and daily life of the time. Primary source types include: Advertisements, Editorial Cartoons, Letters, Memos, Messages, Maps and Charts, Original Documents, Original Works of Art, Photographs, Poems and Literary Works, Posters, Published Articles, Speeches and Addresses.

User Name: *IL3166H*

Password: *60504*

**SIRS Researcher** – Full-text articles and graphics exploring social, scientific, health, historic, economic, business, political and global issues. Sources include more than 1,500 newspapers, magazines, and journals.

User Name: *IL3166H*

Password: *60504*

**TeachingBooks.net** – An online author program providing interaction with favorite authors and illustrators.

<http://www.teachingbooks.net/>

Password: *IPSD204*

**Turnitin.com** - Plagiarism tool used to submit papers and provides originality reports to teacher and student.

<http://www.turnitin.com>

**E-mail login:** *Your school email address (example: Your ID #@green.ipsd.org)*

Password: *Your last name, or your middle name and birth date (example: jones10 or charles04)*

My School e-mail login: \_\_\_\_\_

My Password: \_\_\_\_\_

**World Book Reference Center** – Full-text searching of encyclopedia articles; includes a dictionary, atlas and websites.

User Name: *ipsd204*

Password: *schools*

**World News Digest** from FACTS.com brings together and enhances nearly seven decades of news from the renowned *Facts On File World News Digest* in print.

User Name: *waubvhs*

Password: *facts*

**WVHS LMC RESOURCES** – Index to all the print and electronic materials in the WVHS School Library Media Center (LMC). <http://destiny.ipsd.org>

Click on **Waubonsie Valley High School**

**Click on** Catalog

For websites click on the **Visual** tab.

### LMC Facts

- **Hours** are 7:00 a.m. to 2:55 p.m.
- **LMC Expectations:**
  - ✓ Work quietly
  - ✓ There will be no more than four students per a table
  - ✓ You may not eat or drink in the LMC
  - ✓ Be respectful to the staff, other students and yourself
  - ✓ Use computers for academic purposes only
- **Circulation Policy:**

Students may check out up to five items for a three-week time period, no more than two items per topic. A fine of \$0.10 per day is charged for overdue books and magazines, \$0.25 per day for reference materials. Books may be renewed for one additional three-week period.
- **Additional Services:**
  - Copy machines are \$0.10 per copy
  - LMC Store Supplies such as pencils, pens, note cards, transparencies and poster boards.

### Computer Use at WVHS

- ✓ The MITS computer lab, access from the LMC, is available throughout the day.
- ✓ Passes are not needed before or after school or during the student's lunch/option period.
- ✓ During the school day, students are to enter through the Library.
- ✓ No drinks, food or jackets are permitted in the lab.



- ✓ You must have your ID card and know your password to use any school computer. Each student is provided a password at the beginning of each school year on their schedules.
- ✓ Other labs may only be used if they are supervised by a staff member AND if the student has a pass to that lab.
- ✓ Save your work to your server space, which is the folder that is labeled with your ID number. This server space is provided as a convenience to the student for storage of course-related files.
- ✓ Executable files as well as non-school-related files are NOT permitted in your folder and will be deleted without warning. DO NOT attempt to bypass filters, use “proxys” or add shortcuts.
- ✓ If you need help with a project or presentation see any of the computer lab or LMC staff for assistance.

**WAUBONSIE VALLEY HIGH SCHOOL ~ Important Links and numbers to know**

**District Web page**

<http://www.ipisd.org>

**Waubonsie Valley Home Page:**

<http://wvhs.ipisd.org/index.asp>

<http://wvhs.ipisd.org/activities.asp>

<http://wvhs.ipisd.org/facultyandstaff.asp>

**The site to view grades is:**

<https://gradebook.ipisd.org>

**School Closing:**

<http://ipisdweb.ipisd.org/Subpage.aspx/SchoolClosings>

**Athletics Hotline:**

630-375-3180

<http://www.athletics2000.com/wvhs>

**Calendar of daily, weekly, monthly events:**

<http://calendar.ipisd.org/VirtualEMSEnterprise/BrowseEvents.aspx>

*(To get just WVHS events you will need to set filter – see below)*

**Filter Options**

---

**Date:**

**Areas:**

**Building:**

**Room:**

**Parent Organizations:**

[http://wvhs.ipisd.org/parentorgs\\_booster-club.asp](http://wvhs.ipisd.org/parentorgs_booster-club.asp)

[http://wvhs.ipisd.org/parentorgs\\_band-boosters.asp](http://wvhs.ipisd.org/parentorgs_band-boosters.asp)

[http://wvhs.ipisd.org/parentorgs\\_choir-parents.asp](http://wvhs.ipisd.org/parentorgs_choir-parents.asp)

[http://wvhs.ipisd.org/parentorgs\\_orchestra-boosters.asp](http://wvhs.ipisd.org/parentorgs_orchestra-boosters.asp)

[http://wvhs.ipisd.org/parentorgs\\_senior-sailabration.asp](http://wvhs.ipisd.org/parentorgs_senior-sailabration.asp)

[http://wvhs.ipisd.org/parentorgs\\_pta.asp](http://wvhs.ipisd.org/parentorgs_pta.asp)

[http://www.ipisd.org/newsevents/news\\_item\\_detail.asp](http://www.ipisd.org/newsevents/news_item_detail.asp)

# MLA Writing and Research Style Guide

## Grades 9-12

### Table of Contents

The Big Six Method . . . . .	4
Plagiarism . . . . .	5
Research Process. . . . .	7
MLA Format Guidelines . . . . .	8
<u>MLA Documenting Guidelines. . . . .</u>	<u>14</u>
Preparing a List of Works Cited . . . . .	16
Books . . . . .	16
Periodicals. . . . .	19
Familiar Reference Books . . . . .	20
Less Familiar Reference Books. . . . .	21
Pamphlets. . . . .	21
Electronic Sources . . . . .	22
On-line Journals, Magazines, Newspapers. . . . .	23
On-line Poems . . . . .	23
Web Sites . . . . .	24
E-Mail. . . . .	24
Television or radio program. . . . .	25
Sound recording . . . . .	25
Film or video recording . . . . .	25
Lecture, speech, or an address. . . . .	26
Interview. . . . .	26
Advertisement . . . . .	27
Online Encyclopedia . . . . .	27
Magazine articles from electronic database. . . . .	28
E-books . . . . .	29
Sample Works Cited Page . . . . .	30

MLA Writing and Research Style Guide is based on the 6<sup>th</sup> edition of the *MLA Handbook for Writers of Research Papers* and the collaborative efforts of the WVHS English Department and the WVHS LMC Directors. Updated 16 May 2008

# MLA Writing and Research Style Guide Grades 6-12

## Preface

In this time of technology and easy accessibility to the Internet, we are constantly bombarded by information of all kinds. We must be careful because some of the information we encounter may be inaccurate. Becoming literate about how to use information is an essential life skill. The abilities to persuade, debate, contribute, and negotiate by using facts, logical arguments, and reliable information are critical to participating in a democratic society. Information literacy provides people with strategies for learning that are transferable across all subjects and from academic settings to real life.

When a person is faced with an information problem, there are certain steps that the person can take to help solve the problem. Furthermore, there are specific ways to give credit and use information in a responsible way. This Style Guide shows ways to solve an information problem and also gives guidance in responsibly documenting information that is used.

## Statement of Styles

There are several methods (or styles) one can use to document information. These styles give guidelines on how to document the use of research within the body of a paper and how to write a Works Cited or Reference page for a variety of types of sources. Remember, it is important to give credit to all information that is not taken from experience. Some of the most commonly used styles for documenting information are MLA (for Modern Language Association) and APA (for American Psychological Association). MLA style is normally used for research projects involving the humanities, such as English, history, and art. APA style is generally used for research dealing with the sciences. This style guide shows both MLA and APA styles.

Teachers in both secondary schools and colleges may specify the use of one of these styles or even a different one. Some may even give a choice of using any style. Students should use whatever style has been assigned.

**THE GOLDEN RULE OF  
DOCUMENTING RESEARCH:  
Any use of style must be consistent  
throughout the research project.**

## Explanation of One Method for Solving Information Problems

One method for solving a problem dealing with information is the Big Six, developed by Michael Eisenberg and Robert Berkowitz. “The Big Six process applies to all kinds of school work—homework, assignments, projects, reports, and even tests. . . . The Big Six provides a familiar, tried and tested approach to completing work . . . [and it] provides numerous opportunities . . . to ask the right questions (Eisenberg and Berkowitz 15). While conducting research, use the following steps of the Big Six to help in the process:

### Overview of the Big Six

<b><u>Step</u></b>	<b><u>Explanation of Step</u></b>	<b><u>Key Questions to Ask</u></b>
1. Task Definition	Determining the purpose and need for information	What’s the task? What types of information do I need?
2. Information Seeking Strategies	Examining alternative approaches to acquiring the appropriate information to meet defined tasks	What are possible sources? Which are the best?
3. Location and Access	Locating information sources and information within sources	Where is each source? Where is the information in each source?
4. Use of information	Using a source to gain information	How can I best use each source? What information in each source is useful?
5. Synthesis	Organizing information drawn from a range of sources	How can I organize all the information? How can I present the result?
6. Evaluation	Making judgments based on a set of criteria	Is the task completed? How can I do things better?

Adapted from Eisenberg and Berkowitz, Information Problem-Solving and Eisenberg and Berkowitz, Helping with Homework.

### Plagiarism

Plagiarism is the act of using someone else’s words or ideas as if they were one’s own. It is also plagiarism to change a few words and give no credit to the author. Plagiarism is a serious offense. While the student should be gathering ideas from other sources, those sources must be given credit in accordance with the following guidelines:

1. If the exact words of an author are used, whether they are sentences or phrases, quotation marks must be used and the source documented.
2. If an original idea of an author is used, even if it is not copied word for word, that idea must be documented.

Plagiarism is essentially theft - the stealing of someone else's intellectual property. Basically, student writers should understand that, unless they were born with the information (a feat worthy of the Guinness Book) or could have come to understand that information through their own experience (for example, how to play soccer), they need to cite their sources. "In writing your research paper, then, you must document everything that you borrow--not only direct quotations and paraphrases but also information and ideas.

Of course, common sense as well as ethics should determine what you document. For example, you rarely need to give sources for familiar proverbs ('You can't judge a book by its cover'), well-known quotations ('We shall overcome'), or common knowledge ('George Washington was the first president of the United States'). But you must indicate the source of any appropriated material that readers might otherwise mistake for your own. If you have any doubt about whether or not you are committing plagiarism, cite your source or sources." (Gibaldi 29)

The APA Style Guide adds: "The key element of this principle is that an author does not present the work of another as if it were his or her own work. This can extend to ideas as well as written words."

American Psychological Association. Publication Manual of the American

Psychological Association. 4th ed. Washington, D. C.: Amer.

Psychological Assn., 1994.

Consequently, if evidence of plagiarism exists, a penalty will be imposed at the teacher's discretion and may range from grade reduction to no credit for the paper. Students should be prepared to prove that their papers are properly documented by providing notes in the form of notecards, notebook paper, typed notes, photocopies, or downloads. (See samples.)

Plagiarism can be avoided by using the following methods of source citation:

1. Direct Quotation - the use of a source's exact words, for example:

"On Saturday, October 27, 1962, at the height of the Cuban missile crisis, Nikita Krushchev's personal assistant and a Central Committee colleague moved their families out of Moscow. . ." (McNamara 47).

2. Paraphrase - the restating of the material in the student's own words, for example:

During the final hours of the Cuban missile crisis, Russia's leader thought nuclear war was possible and some acted to save their families (McNamara 47).

The student may also give credit to the source within the text, for example:

According to Secretary of Defense Robert McNamara, Russian leaders acted to save their families from possible nuclear war (47).

## Steps in the Research Process

The following examples are based on a science paper on the topic of motion:

- As part of **Task Definition** (Step 1 of the Big Six), brainstorm for the topic first.

### MOTION

definition	force
uses in daily life	Laws
potential energy	Movement
kinetic energy	history of discovery

- Before **Information-Seeking Strategies** (Step 2 of the Big Six) begin, narrow the brainstorming list to a few major subtopics. This will provide the student with a skeletal outline and categories for notes.

### A SAMPLE PRELIMINARY OUTLINE

I. Introduction (include definition)

II. Laws of Motion

III. Types of Energy

A. Potential

B. Kinetic

IV. Form Changes of Energy

V. Conclusion

\*At this point in the process, the student may want to discuss this plan with the teacher for final approval.

\*\*Having an organizational plan creates a better research focus and can save time once the actual research begins.

- **Extracting the Information** (Step 3 of the Big Six)

Regardless of the method, ALL note-taking should have these common elements:

#1 Complete Works Cited/References entry once

--each note should contain source

#2 Category (key word or subtopic) plus author's last name and card number

#3 Note

#4 Page number of direct quote or paraphrase

## Formatting with Modern Language Association (MLA) Guidelines

Although there are many acceptable ways to format a report, the following guidelines are the most common and are recognized by District 204 as the standard for all classes. Some teachers may have slightly different requirements. Begin with these guidelines as a rule of thumb, but be sure to take into account what the instructor has required. Most importantly, be consistent.

In a technologically-driven society, we encourage students to type their rough drafts on a word processor to speed up and simplify the revision process. Included in the guidelines are basic word processing tips that can be applied to any word processing program.

### **Fonts**

Fonts should be dark, simple, and easy to read. Whichever font is selected, consistency is the key from the title page to the Works Cited page and everywhere in between.

Word Processing Tip: Do not select fonts which automatically print all characters in special styles such as cursive, bold, or italic. Examples of fonts to avoid include Bazooka, Script MT Bold, Scribble, and Paramount Italic. The default font is usually an appropriate choice.

### **Size**

The standard size for typing reports is 12 point.

### **Styles**

Plain text should be used throughout a report.

Word Processing Tip: Although a word processor offers many ways to highlight different areas of the text, such as bold and italic, none of these styles should be used in the report.

### **Spacing**

All lines of the report should be double spaced. This includes quotations and the Works Cited page.

Word Processing Tip: Double spacing is sometimes referred to as line spacing 2. Keep in mind that, if line spacing is set at 2, one return is equal to a double space.

### **Margins**

Use a uniform, 1-inch margin at the top, bottom, right, and left of every page.

Word Processing Tip: A 1-inch margin is typically the default setting on most programs. On some programs, setting top margin to 1/2 inch is necessary to accommodate the page header. Take note of the program and set margins to leave 1/2 inch above the header and 1 full inch between the top of the paper and the first line of text.

### **Alignment**

The complete paper should be aligned flush with the left margin with a ragged or uneven right margin.

Word Processing Tip: This is often referred to as left-aligned or left justified. It is typically the default setting on a word processor.

### **Titles**

Page titles should be centered between the margins using 12 point, plain text. Use a colon followed by a space to separate titles from subtitles when needed. Titles of books included within the text or works cited should be underlined or italicized. Both styles are considered acceptable as long as the writer's style is consistent.

## Page header

The report should have a running header on all pages except the title page, if required. The header should be typed in the top right corner of each page and should include the last name of the writer followed by one space and the page number. A correct example would be: Smith 2 (do not include "p." or any other symbol before the page number). Double space after the page header before the text. Pages should be numbered continuously throughout the report including the outline, if required, and the works cited.

Word Processing Tip: Be sure to utilize the page header and page numbering features of the word processor which will instruct the computer to carry out these tasks automatically. Under no circumstances should the running page header be manually typed on each sheet. Set the header up to be right aligned, 12pt. and plain text. Include a double space after the page number before returning to regular text.

## Capitalization

Use upper and lower case letters (capitalize the first letter of the first word, the last word, and all important words) for titles. Within the text, follow traditional grammar rules of capitalization.

## Punctuation

Space once after all commas, colons, semi-colons, punctuation at the end of a sentence, periods that separate the parts of a works cited entry, and periods that follow an initial in personal names. Do not space before or after dashes or hyphens.

**Note:** Although in the past, many people were taught to space twice after all periods, colons, and punctuation at the end of the sentence, the use of word processors and proportional spacing has eliminated the need for the second space.

Placement of punctuation with parentheses depends on the context. If the context requires a comma (as this sentence does), the comma follows the closing parenthesis. If a complete sentence ends with a parenthesis, the period follows the closing parenthesis (as in this sentence). (If a complete sentence, like this one, is enclosed in parentheses, the period is placed inside the closing parenthesis.)

## Quotations

See Plagiarism section in Preface for general documentation guidelines.

**Short quotations**—fewer than 4 lines of prose or < 3 lines of poetry—should be incorporated into the text and enclosed by quotation marks.

- End punctuation goes **after** the parenthetical documentation.
- If the quotation ends in a question mark or exclamation point, that punctuation should precede the closing quotation marks. **No other** punctuation should precede the closing quotation marks.
- When quoting dialogue, single quotation marks enclose the speaker's words.
- Slashes are used to indicate line breaks when quoting poetry.

## Example: Prose

“ ‘What about Uncle Jimmy?’ asked Jem. ‘Is he comin’, too?’” (Lee 130).



**Example: Poetry**

In “Warning,” Jenny Jacobs explains to the reader, “When I am an old woman I shall wear purple / With a red hat which doesn’t go . . .” (1-2).

**Long quotations** (more than 4 lines of prose or > 3 lines of poetry) should be set off from the text in a block by beginning on a new line.

- The whole block should be indented 1 inch from the left margin, double spaced, without quotation marks or the usual first line indent.
- The right margin does not change.
- If the quotation is more than one paragraph, the first line of the second and additional paragraphs are indented five spaces from the new margin.
- A colon **may** introduce a quotation displayed in this way.
- The end punctuation goes before the parenthetical documentation on the last line of the block. There is no punctuation after such documentation.
- In block quotations of poetry, the lines **must appear as they do in the original text**.
- Quoting two or more speakers in a play also require a block.

**Example: Prose**

Nick’s final introspection characterizes his understanding of Gatsby’s dream:

And as I sat there, brooding on the old unknown world, I thought of Gatsby’s wonder when he first picked out the green light at the end of Daisy’s dock. He had come a long way to this blue lawn and his dream must have seemed so close that he could hardly fail to grasp it. He did not know that it was already behind him, somewhere back in that vast obscurity beyond the city, where the dark field of the republic rolled on ... (Fitzgerald 189).

**Example: Poetry**

Elizabeth Bishop’s “In the Waiting Room” is rich in evocative detail:

In Worcester, Massachusetts,  
I went with Aunt Consuelo  
to keep her dentist’s appointment  
.....  
It was winter. It got dark early. (1-3, 6-7)

**Example: Two or more speakers in a play**

A short time later Lear loses the final symbol of his former power, the soldiers who make up his train:

GONERIL. Hear me, my lord.

What need you five-and-twenty, ten or five

To follow in a house where twice so many

Have a command to tend you?

REGAN. What need one?

LEAR. O, reason not the need! (Shakespeare 2.4.254-58)

**\*Note:** The dialogue should start after capitalized names and subsequent lines of that same character's dialogue should be indented to line up under the second letter of the character's name.

**\*\*Note:** Shakespearean drama is usually written in blank verse, a form of poetry, so this example follows the guidelines for formatting a poetry block in terms of where the typed lines end. A block of prose drama does not have that second set of special requirements, so the line typing continues to the right margin.

**Title Page**

MLA does NOT require a title page and includes student name, etc. on the first page of the report. Should the teacher require a title page, it is to be double spaced and include two parts. The first part should be centered between the left and right margins. On three separate lines, include the title of the paper, the word "by" (use lower case, no punctuation) and the writer's name. The second part should begin at the horizontal midpoint of the paper. On a separate line, type the following items double-spaced: class name and period separated by a comma and a space, teacher's name, and due date of the paper. See sample at the end of this guide.

Margins for the title page should be 5 inches at the top and 1 inch at the left, right, and bottom.

Word Processing Tip: To do the second part of the title page, use left alignment and set a left tab at 4 1/4 inches.

**Page 1 Heading**

If not using a title page, the page 1 heading should be typed on the first sheet of the report text or outline. Begin with the page header and page number flush with the right margin 1/2 inch down from the top with a double space after it. **At the left margin on separate double-spaced lines, type the writer's name, instructor's name, class name and period, and due date of the paper.** Date is typed in this order: Number of the Day Month Year

**Example: 28 August 2007**

Double space again and center the title of the paper in upper and lower case letters. Double space once more, return to the left margin and begin the text. See the sample report.

**Outline**

When an outline is required, it should be typed in double-spaced format from top to bottom. Margins should be set at 1-inch on all sides. If the outline is to be the first sheet of the paper, the page 1 heading should be included on this page. Each level of the outline should be indented to line up with first letter of the previous level.

Word Processing Tip: Many word processors now include automatic outline components which simplify the formatting process. Explore this option, and make sure it is acceptable with the teacher.

### **Report text**

Begin the report text with the page header and the page one heading as described in this guide. The paragraphs of the report should be typed in double-spaced format flush with the left margin. Be sure to indent paragraphs 1/2 inch. Do not skip to a new page at the beginning of a new section.

### **Works Cited/References**

A list of sources used in research can have many names. MLA style refers to it as Works Cited; whereas, APA refers to it as References. "As the heading Works Cited indicates, this list contains all the works that you will cite in your text... Other names for such a listing are Bibliography (literally, "description of books") and Literature Cited. Usually, however, the broader title Works Cited is most appropriate, since research papers often draw on not only books and articles, but also films, recordings, television programs, and other nonprint sources... Titles used for other kinds of source lists include Annotated Bibliography, Works Consulted, and Selected Bibliography. The title Works Consulted indicates that the list is not confined to works cited in the paper."

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: MLA, 2003. Teachers who wish to have their students indicate all the sources they read might wish to use the term Works Consulted.

Follow teacher preferences. The Works Cited or References page should be typed on a new sheet and placed at the end of the paper. Works Cited or References should be centered in upper and lower case letters after the page header.

Double space all lines of the page both within and between the entries. Type the first line of each entry flush with the left margin indenting all other lines of that source 1/2 inch from the left margin. Titles of books should be underlined or italicized.

Entries should be alphabetized by author's last name or first key word of entry. For more details on specific content and placement of parts, refer to the sections in this guide for the appropriate style (MLA or APA).

Word Processing Tip: Be sure to utilize the hanging indent feature of the word processor when indenting the additional lines of an entry. The hanging indent feature will cause the program to wrap the line around and indent at the same time.

**Final Note: In all parts of the paper, consistency is the most important rule to follow.**

# Documenting with Modern Language Association (MLA) Guidelines

## Documenting Guidelines Within the Research Paper or Project

**When the author's name is not mentioned in the sentence, indicate the author's last name and page number in the parentheses:**

*Example:*

One researcher has found that dreams move backward in time as the night progresses  
(Dement 71).

**When the author's name is mentioned in the sentence, indicate the page number in the parentheses:**

*Example:*

Dement has found that dreams move backward in time as the night progresses (71).

**When more than one work by the same author is used, indicate the author's last name, a short form of the title, and the page number in parentheses:**

*Examples:*

One current theory emphasizes the principle that dreams express "profound aspects of personality" (Foulkes, "Sleep" 184).

But investigation shows that young children's dreams are "rather simple and unemotional"  
(Foulkes, "Dreams" 78).

**When the work has two or three authors, give all authors' names in the parentheses:**

*Example:*

Psychologists hold that no two children are alike (Gesell and Ilg 68).

When the work has no author's name, begin with the word by which the title is alphabetized in the Works Cited:

*Example:*

Random testing for use of steroids by athletes is facing strong opposition by owners of several  
of these teams (Steroids 22).

## Ways To Document Literary Works

**Use the author's last name and page (prose), the line (poetry), or the act/scene/line (drama) references immediately following the quoted material. For detailed information on formatting quotations and block quotations, see the next section.**

*Examples:*

### **Prose:**

At the climax of the story when Doodle's brother says, "I began to weep, and the tear-blurred vision in red before me looked familiar. 'Doodle,' I screamed above the pounding storm and threw my body to earth above his" (Hurst 58), he realizes he has pushed his brother too hard.

### **Poetry:**

In "Warning," Jenny Jacobs explains to the reader, "When I am an old woman I shall wear purple/With a red hat which doesn't go . . ." (1-2).

(Note: Verse quotations of more than three lines should begin on a new line. See Formatting section)

### **Drama:**

In *Romeo and Juliet*, Romeo's soliloquy before going to the Capulets' party foreshadows the tragic end of the play when he says, "For my mind misgives/Some consequence yet hanging in the stars . . ." (Shakespeare 1.4.85-86).

## **Preparing a List of Works Cited**

**Any special circumstances or examples not listed in this section should be referenced in the current edition of the MLA Handbook for Writers of Research Papers.**

- Works Cited page lists entries alphabetically by author's last name or first key word in the title if no author appears.
- When a work has more than three authors, the entry should list the first author followed by a comma and then et. al ("and others").
- Names of months are abbreviated except May, June, and July.
- The original publication date of a republished work should be listed after the title followed by a period. Current publication information is listed next.
- The following examples illustrate correctly punctuated entries.

**Entries in a works-cited list for print sources contain as many items from the list below as are relevant and available.**

1. Author's name
2. Title of a part of the book (work in an anthology)
3. Translator of the part of the book
4. Title of the book
5. Name of editor, compiler, or translator preceded by the appropriate abbreviation (Ed., Comp., Trans.)
6. Edition
7. Number (s) of the volume(s)
8. Year of original publication (for republished book)
9. Name of the series
10. Place of publication, name of publisher, and date of publication
11. Page numbers

**Separate information applies to electronic sources. Refer to the list that begins the electronic examples.**

## **BOOKS**

### **One Author**

Author's Last Name, First Name. Title of the Book. City of Publication:  
Publisher, Year.

Bramwell, Martyn. Volcanoes and Earthquakes. New York: Watts, 1994.

Taylor, Barbara. Mountains and Volcanoes: Geography Facts and Experiments.  
New York: Kingfisher, 1993.

### **Two Authors**

Rochman, Hazel, and Darlene Z. McCampbell. Bearing Witness: Stories of the Holocaust. New  
York: Orchard, 1995.

### **Three Authors**

Pasachoff, Jay M., Donald H. Menzel, and Wil Tirion. Field Guide to the Stars and Planets.  
Boston: Houghton Mifflin, 1992.

### **More than Three Authors**

If there are more than three authors, you may name only the first and add *et al.* (“and others”), or you may give all names in full in the order in which they appear on the title page.

Quirk, Randolph, et al. A Comprehensive Grammar of the English Language.  
London: Longman, 1985.

**Editor—used when citing the whole anthology or compilation or mainly the work of the editor of the book. Not to be used when citing a work in an anthology.**

Gallo, Donald R., Ed. Connections: Short Stories By Outstanding Writers For Young Adults.  
New York: Delacorte, 1989.

### **Work from an Anthology or Compilation**

Author's Last Name, First Name. “Title of the Part of the Book Being Cited.”  
Book Title. Editor, Translator, or Compiler. City of Publication: Publisher, Date. Page  
numbers.

Bridges, Helice. "Who You Are Makes a Difference." Chicken Soup for the Soul: 101 Stories to Open the Heart and Rekindle the Spirit. Ed. Jack Canfield and Mark Victor Hansen. Deerfield Beach, FL: Health Communications, 1993. 19-21.

### Translation

Beowulf. Trans. Charles W. Kennedy. England in Literature. Ed. Helen McDonnell, John Pfordresher, and Gladys V. Veidemanis. 7<sup>th</sup> ed. Glenview, IL: Scott, Foresman and Company, 1985. 7-40

Bergman, Tamar. Along the Tracks. Trans. Michael Swirsky. Boston: Houghton Mifflin, 1991.

\*Provide translator's name, preceded by Trans., after the title.

**Note:** If your citations are mostly the translator's comments or choice of wording, begin the bibliographic entry with the translator's name, followed by a comma and the abbreviation *trans.* ("translator"), and give the author's name, preceded by the word *By*, after the title.

**Note:** If the title of the part of the book (anthology) is a major work—play, epic poem, etc.—, it should be underlined and not put in quotation marks.

### Republished Book

Heinlein, Robert A. Stranger In a Strange Land. 1961. New York: Berkley, 1968.

\*\*Give the original publication date, followed by a period, before the publication information.

### A Work in More Than One Volume

Rose, Sharon and Neil Schlager, eds. CDs, Super Glue, and Salsa: How Everyday Products Are Made. 2 vols. New York: UXL, 1995.

### Using One Volume of Multi-volume Work

Hawkes, Terence. "The Word Against the Word: The Role of Language in Richard II." Shakespearean Criticism. Ed. Mark Scott. Vol. 6. Detroit: Gale, 1987. 374-381.

### Contemporary Literary Criticism Entry

Smith, John. "John Steinbeck." CLC. Vol. 13. Detroit: Gale, 1983. 126-127.

### A Work in a Series

Bebout, John E., and Ronald J. Grele. Where Cities Meet: The Urbanization of New Jersey. New Jersey Historical Series 22. Princeton: Van Nostrand, 1964.

## **Introduction, Preface, Foreword, or Afterword**

Drabble, Margaret. Introduction. Middlemarch. By George Eliot. New York: Bantam, 1985. vii-xvii.

## **PERIODICALS/Magazines**

Author's Last Name, First Name. "Title of Article." Magazine Title Date:  
Page Numbers.

### **Unsigned Article**

"The FBI Invades a Nest of Vipers." US News & World Report 15 July 1996: 10.

### **Weekly Magazine or Newspaper**

Bower, B. "Alzheimer's Disease Takes a Curious Turn." Science News 12 Oct. 1996: 229.

### **Monthly Magazine**

Dobbs, David. "Death Sentence." Popular Science Oct. 1996: 34.

### **Daily Newspaper**

Author's Last Name, First Name. "Title of Article." Newspaper Name Date,  
Section: Page Numbers.

"English Classes of Tomorrow Will Be Business As Unusual." Chicago Tribune 26 Nov. 1996,  
sec. NEWS: 1.

\*When not part of the newspaper's name, the city's name should be given in brackets after the title.

### **Editorial**

"Title." Descriptive Title such as Editorial or Letter. Newspaper Name Date:  
Page Numbers.

"A Stopgap Plan for School Funding." Editorial. Chicago Tribune 10 Apr. 1996: 12.

### **Book review**

Sanz, Cynthia. Rev. of Airframe, by Michael Crichton. People Weekly 16 Dec. 1996: 35-36.



### Loose-leaf article reprints

Author's Last Name, First Name. "Article Title." Magazine Title Where First  
Published. Date: Pages. Title of Loose-Leaf Volume. Editor. Volume  
Number. City of publication: Publisher, Year. Article number.

Esterle, Roxie. "Blood: The Ocean Inside Us." Science Scope Oct. 1990: 14-18. Medical  
Science. Ed. Eleanor Goldstein. Boca Raton: SIRS, 1991. Art. 24.

### FAMILIAR REFERENCE BOOKS

Author's Last Name, First Name. "Article Title." Title. Year of Publication.

**Signed article with name or initials** (\*if signed with initials, look in index volume or front pages of the encyclopedia for full name)

Cloos, Mark. "Plate Tectonics." The World Book Encyclopedia. 1995 ed.

### Unsigned article

"National Aeronautics and Space Administration (NASA)." Compton's Encyclopedia. 1996 ed.

### Almanac

"Disasters." The World Almanac and Book of Facts. 1996 ed. 264-273.

### Dictionary

"Friction." Merriam-Webster's Collegiate Dictionary. 10th. ed. 1993.

### LESS FAMILIAR REFERENCE BOOKS

Author's Last Name, First Name. "Article Title." Reference Work Title. City of  
Publication: Publisher, Date. Page Numbers.

"Levertov, Denise (1923- )." A Library of Literary Criticism: Modern British  
Literature. Ed. Ruth Z. Temple and Martin Tucker. Vol. 2. 1966. New York: Fredrick  
Unger Publishing Company, 1972. 196-7.

## **PAMPHLETS AND BULLETINS—Treat as a book**

Chemical Engineers. Brief 160. Moravia, NY: Chronicle Guidance, 1994.

## **Government Publications**

State of Illinois. Illinois Department of Alcoholism & Substance Abuse. Steroids. Chicago:  
State of Illinois, 1990.

## **ELECTRONIC SOURCES**

**These sources used in research include scholarly projects, reference databases, the texts of books, and articles in periodicals. Entries in a works-cited list for such sources contain as many items from the list below as are relevant and available.**

1. Name of author, editor, compiler, or translator of the source (if available and relevant), reversed for alphabetizing and followed by an abbreviation, such as ed., if appropriate
2. Title of a poem, short story, article, or similar short work within a scholarly a discussion list or forum (taken from the subject line and put in quotation marks), followed by the description:  
Online posting
3. Title of a book (underlined)
4. Name of editor, compiler, or translator of the text (if relevant and if not cited earlier), preceded by the appropriate abbreviation, such as Ed.
5. Publication information for any print version of the source
6. Title of the scholarly project, database, periodical , or professional or personal site (italicized); or, for a professional or personal site with no title, a description: Home page
7. Name of the editor of the scholarly project or database (if available)
8. Version number of the source (if not part of the title) or, for a journal, the volume number, issue number, or other identifying number
9. Date of electronic publication, of the latest update, or of posting
10. For a work from a subscription service, the name of the service (vender)  
and—if a library is the subscriber—the name and city
11. For a posting to a discussion list or forum, the name of the list or forum
12. The number range or total number of pages, paragraphs, or other sections, if they are numbered
13. Name of any institution or organization sponsoring or associated with the  
Web site
14. \*Date when the researcher accessed the source
15. \*Electronic address, or URL, of the source (in angle brackets: < >); or, for  
a subscription service, the URL of the service's main page (if known) of  
the keyword assigned by the service

**\*Always available**

**WVHS Subscription** (Examples: ProQuest Platinum, SIRS Decades, CultureGrams)

**Online Encyclopedia (World Book Online)**

Last Name, First Name (if given) of author of entry. "Article Title." Title of Encyclopedia. Publication date. Publisher. Subscriber Name, City, State. Retrieval Day Month Year <URL>.

Beasley, Maurine H. "Eleanor Roosevelt." World Book Online Reference Center. 2008.

World Book, Inc. Waubonsie Valley H.S. Lib., Aurora, IL. 15 Sept. 2008

<<http://www.worldbookonline.com>>.

**Newspaper article from electronic database** (ProQuest, SIRS, Facts.com)

Last Name, First Name of author of article (if given). "Title of Article."  
Title of Newspaper Date, Edition, Section: Page Numbers (if given). Name of Database. Subscriber Name, City, State. Retrieval Day Month Year <URL>.

Main, Frank. "County Jail Runs Out of Beds." Chicago Sun-Times 11 Apr. 2001, sec.

News: 7. Proquest. Waubonsie Valley H. S. Lib., Aurora, IL. 19 May 2008

<<http://proquest.umi.com/pqdweb?did=71265522&sid=7&Fmt=2&clientId=18294&RQT=309&VName=PQD>>.

**Magazine article from electronic database** (ProQuest, SIRS, Facts.com)

Last Name, First Name of author of article (if given). "Title of Article."  
Magazine Title Date: Page numbers (if given). Name of Database.  
Subscriber Name, City, State. Retrieval Day Month Year <URL>.

Wilson, Jim. "Free Electricity from the Sky." Popular Mechanics 1 Mar. 2001:33.

Proquest. Waubonsie Valley H. S. Lib., Aurora, IL. 15 May. 2008

<<http://proquest.umi.com/pqdweb?index=0&did=68579271&SrchMode=1&sid=8&Fmt=3&VInst=PROD&VType=PQD&RQT=309&VName=PQD&TS=1211227059&clientId=18294>>.

**Article from electronic database with no author** (ProQuest, SIRS, Facts.com)

“Title of Article.” Original Source of Article. Volume Number. Issue Number. Date.  
Name of Database used. Name of the Service. Subscriber Name, City,  
State. Retrieval Day Month Year <URL>.

"1940's: The Arts." Sirs Decades. V5. 90. 2006. Sirs Knowledge Source. Proquest.  
Waubonsie Valley H. S. Lib., Aurora, IL. 15 May 2006 <<http://decades.sirs.com/decadesweb/decades/do/topic?urn=urn:sirs:US;TOPIC;0000017886>>.

**WVHS E-BOOKS** without title of article

Editor's Last Name, First Name, Ed. Title of Database. City: Publisher, Year.  
Name of e-book library. Publisher. Subscriber Name. Retrieval Day Month  
Year <URL>.

Tompkins, Vincent, Ed. American Decades. Detroit: Gale, 2001. 10 vols. Gale  
Virtual Reference Library. Thomson Gale. Waubonsie Valley High School. 10  
May 2006 <<http://find.galegroup.com/gvrl/infomark.do?&contentSet=EBKS&type=retrieve&tabID=T002&prodId=GVRL&docId=CX3468399999&source=gale&userGroupName=auro76641&version=1.0>>.

**WVHS E-BOOKS** with title of article

"Title of Article." Name of Database. Ed. First Name Last Name of Editor.  
Vol. Number: Identifying Label. City: Publisher, Year.  
Name of e-book Library. Publisher. Subscriber Name.  
Retrieval Day Month Year <URL>.

"Eating Disorders." American Decades. Ed. Vincent Tompkins. Vol. 9: 1980-

1989. Detroit: Gale, 2001. 10 vols. Gale Virtual Reference Library. Thomson

Gale. Waubonsie Valley High School. 08 May 2006 <<http://find.gale>

[group.com/gvrl/infomark.do?&contentSet=EBKS&type=retrieve&tabID=](http://group.com/gvrl/infomark.do?&contentSet=EBKS&type=retrieve&tabID=)

[T001&prodId=GVRL&docId=CX3468303178&eisbn=1-4144-1116-2&source](http://T001&prodId=GVRL&docId=CX3468303178&eisbn=1-4144-1116-2&source)

[=gale&userGroupName=auro76641&version=1.0](http://=gale&userGroupName=auro76641&version=1.0)>.

## **Materials accessed through the World Wide Web** (Examples: Google, Internet Explorer)

### **Journal/Magazine/Newspaper Article On-line**

Flannagan, Roy. "Reflections on Milton and Ariosto." Early Modern Literary Studies 2.3

(1996): 16 pars. 22 Feb 1997 <<http://unixg.ubc.ca:7001/0/e-sources/emls/02-3/flanmilt.html>>.

Markoff, John. "The Voice on the Phone Is Not Human, but It's Helpful." New York Times on

the Web. 21 June 1998. 25 June 1998 <<http://www.nytimes.com/library/tech/98/06/biztech/articles/21voice.html>>.

### **Poem**

Wilde, Lady Jane. "The Brothers." Poems. London, 1871. Victorian Women Writers Project.

Ed. Perry Willet. July 1996. Indiana U. 2 May 2007

<<http://www.indiana.edu/~letrs/vwwp/wilde/speranza.html>>.

### **Personal or Professional Web Site**

Author's Last Name, First Name (if given). "Title of Section of Website" (if applicable). Title of Webpage. Webpage date or date of last update (if available). Sponsoring organization (if any). Date when researcher accessed site Day Month Year <URL>.

**Note:** If no author's name is available, begin citation with "Title of Article" or "Section of Web Page" or Title of Webpage.

Robertson, Kenneth R. "What Is a Prairie?" The Tallgrass Prairie in Illinois.  
13 January 2002. 17 June 2003 <<http://www.inhs.uiuc.edu/~kenr/prairiewhatis.html>>.

Gates, Gary. Shakespeare and His Muse. 19 Sept. 2006 <<ftp://ftp.guten.net.gproject/texts/english/bard/research/muse.txt>>.

Lancashire, Ian. Home page. 1 Oct. 2006 <<http://www.chass.utoronto.ca/~ian>>.

Yule, James. "The Cold War Revisited: A Splintered Germany."  
5 November 2006 <<http://usa.coldwar.server.gov/coldwar/countries/former.soviet.block/Germany/germany/html>>.

### **E-Mail**

Name of Writer. "Title (from subject line)." Description of Document that  
Includes Recipient. Date of Document.

Danford, Tom. "Monday Greetings." E-Mail to Terry Craig. 13 Sept. 1993.

### **CITING MISCELLANEOUS PRINT AND NONPRINT SOURCES**

#### **Television or Radio Program**

"Title of episode or segment." Title of Program. Title of the Series. Name of the  
Network. Call Letters and City of the Local Station (if any). Broadcast Date.

"Frederick Douglass." Civil War Journal. Narr. Danny Glover. Dir. Craig  
Haffner. Arts and Entertainment Network. 6 Apr. 1993.

Into the Woods. By Stephen Sondheim. Dir. James Lapine. Perf. Bernadette Peters  
and Joanna Gleason. American Playhouse. PBS. WNET, New York.  
3 Mar. 1991.

### Sound recording or Sound Clip

Composer, compiler, performer. Title of recording. Producer, date.

Burnett, Frances Hodgson. The Secret Garden. 1911. Read by Helena Bonham Carter. Audiocassette. Penguin-High Bridge, 1993.

Holiday, Billie. The Essence of Billie Holiday. Columbia, 1991.

Simon, Paul, and Milton Nascimento. "Spirit Voices." The Rhythm of the Saints. Warner Bros., 1990.

### Film or video recording

Title of film or video. Director. Performers Names. Original release year. Format name.  
Distributor, year.

Note: Use Videocassette for VHS or Betamax, DVD for Digital Video Disc.

A Cry In the Wild. Screenplay by Gary Paulsen and Catherine Cyran. Dir. Mark Griffiths. Perf. Jared Rushton, Ned Beatty, Pamela Sue Martin. Videocassette. MGM/UA, 1990.

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, Thomas Mitchell. 1946. DVD. Republic, 1998.

Psycho. Dir. Alfred Hitchcock. Perf. Anthony Perkins, Janet Leigh, Vera Miles, Martin Balsam, John Gavin. 1960. Videocassette. Universal, 1997.

### Lecture, speech, or an address

Name of speaker. "Title of speech, lecture, address." Meeting and sponsoring organization. Location, City. Day Month Year.

Atwood, Margaret. "Silencing the Scream." Boundaries of the Imagination Forum. MLA Convention. Royal York Hotel, Toronto. 29 Dec. 1993.

Hyman, Earle. Reading of Shakespeare's Othello. Symphony Space, New York. 28 Mar. 1994.

**Interview: recorded, TV or radio broadcast, researcher conducted**

- If interview is part of a publication, recorded, or part of a program, include the title of the interview in quotation marks
- If interview is published independently, underline the title
- Add interviewer's name if known and pertinent to paper

Name of interviewee. "Title of interview, if any." Publication. Place. Date.

Blackmun, Harry. Interview with Ted Koppel and Nina Totenberg. Nightline.  
ABC. WABC, New York. 5 Apr. 1994.

Nader, Ralph. Interview with Ray Suarez. Talk of the Nation. Nat'l Public Radio.  
WBUR, Boston. 16 Apr. 1998.

Pei, I. M. Personal interview with Margaret Timm. 22 July 1993.

Poussaint, Alvin F. Telephone interview. 10 Dec. 1990.

**Advertisement**

Air Canada. Advertisement. CNN. 15 May 1998.

The Fitness Fragrance by Ralph Lauren. Advertisement. GQ Apr. 1997: 111-12.



Works Cited

- American Psychological Association. Publication Manual of the American Psychological Association. 4<sup>th</sup> ed. Washington, DC: American Psychological Association, 1994.
- Dobbs, David. "Death Sentence." Popular Science Oct. 1996:34.
- Eisenberg, Michael B., and Robert E. Berkowitz. Curriculum Initiative: An Agenda and Strategy for Library Media Programs. Norwood, NJ: Ablex Publishing, 1990.
- . Resource Companion to Curriculum Initiative: An Agenda and Strategy for Library Media Programs. Norwood, NJ: Ablex Publishing, 1988.
- Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6<sup>th</sup> ed. New York: MLA, 2003.
- MLA Style: Documenting Sources from the World Wide Web. Modern Language Association. 08 Sept. 2000 <<http://www.mla.org/style/sources/htm>>.
- Psycho. Dir. Alfred Hitchcock. Perf. Anthony Perkins, Janet Leigh, Vera Miles, Martin Balsam, John Gavin. 1960. Videocassette. Universal, 1997.
- Steinbeck, John. Of Mice and Men. New York: Bantam Books, 1965.
- Wilson, Jim. "Free Electricity from the Sky." Popular Mechanics. 1 Mar. 2001:33. Proquest.  
Waubonsie Valley H.S. Lib., Aurora, IL. 15 May, 2008 <<http://proquest.umi.com/pqdweb?index=0&did=68579271&SrchMode=1&sid=&&Fmt=3&VInst=PROD&VType=PQD&RQT=309&VName=PQD&TS=1211227059&clientId=18294>>.