

Dear Parent:

The purpose of this handbook is to acquaint the students and their parents with the organization of their school. You will find, on the following pages, the information necessary to answer most questions for you and the students. We hope that all will become familiar with this information. It is our goal to provide quality education for each student. Part of this education requires students to make decisions that will affect their future. In making decisions, each student will need to determine values and set goals for them now and in the future. This Student Handbook sets the guidelines for that decision-making while at Williamsville Junior High School.

You, as parents, must realize that our school's primary function is the education of your children, and you must take an active interest in their education. The administration or faculty will be glad to discuss any individual problem with you. Please call the school to arrange an appointment.

Sincerely,

Clay Shoufler  
Principal

#### WILLIAMSVILLE COMMUNITY UNIT DISTRICT # 15 MISSION STATEMENT

It is the mission of the Schools in Williamsville and Sherman to challenge and inspire every student to actively take part in a lifetime quest of knowledge and development of integrity to reach their potential as productive members of society.

WJHS WEB SITE

Please visit our web site at [www.wcusd15.org](http://www.wcusd15.org). This web site will give you access to various information such as the monthly menu, Parent Bulletin, student links, and staff members. E-mail addresses are also available at this site.

NON-DISCRIMINATION POLICY

Williamsville CUSD #15 does not discriminate on the basis of color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy.

SEX EQUITY

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Students and parents are hereby notified that in accordance with federal regulations assuring all students of equal opportunities and treatment in the total program, a grievance procedure has been adopted by the Board of Education. The first step of this procedure is an informal review whereby a student who believes he/she has been discriminated against because of sex, race, ethnicity, religion, sexual orientation, or disability should discuss the problem with the teacher or principal involved. If the case is such that the student cannot or chooses not to approach the teacher or principal, or the student feels that the response received from the supervisor does not resolve the issue, then the student is encouraged to discuss the problem with the compliance officer. The formal review procedures shall be initiated within fifteen (15) working days of the alleged discrimination.

The compliance office (Program Equity Advisor) for the Williamsville Community School District is Superintendent Dave Root. Please feel free to call or visit him anytime you may wish to have more information, to discuss a problem, or to begin investigation procedures. The district office phone is 217-566-2014.

GRADING SYSTEM

Grades will be sent to students and parents four times a year or at the end of every nine weeks. It is the student's responsibility to deliver the grades to his or her parents. The following marking code will be used in issuing grades:

GRADE POINT

A	5(90-100)
B	4(80-89)
C	3(70-79)
D	2(60-69)
F - failing (no credit)	1(0-59)
INC. - Incomplete	0

D and F slips will be mailed to the parents approximately the fifth week of each grading period if a student is doing D or F work in a subject.

**Advanced Placement Requirements (Math and English/Language Arts)**

The school requires that all advanced students have a form signed by the parent that they are aware of the requirements to maintain their eligibility and placement in the advanced course.

After 1st and 2nd quarter, a student must have a combined average of an 70% (C-) to maintain their eligibility for 3rd and 4th quarter.

After 3rd and 4th quarter, a student must have a combined average of an 70% (C-) to begin the following school year in the advanced course of the same subject.

PROMOTION

A student must not fail more than one academic class to be promoted to the next grade. In other words, if a student fails two or more academic classes for the year, he or she will not be promoted to the next grade.

HIGH SCHOOL CREDIT

High school credit/GPA can not be earned by a junior high school student.

# ATTENDANCE

## ATTENDANCE LAWS

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

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00. . A truancy officer may be contacted when unexcused absences equal 5% or more of the last 180 attendance days.

## STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL

- Parents are to telephone the Junior High office (566-2325) on the morning of the absence by 9:00 am stating the reason for the absence.
- If the parent does not contact the office, the office secretary will contact a parent by phone either at home or at the workplace.
- If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.
- When a student is absent for an illness or leaves early due to an illness, he/she is not permitted to participate in or be a spectator of any extra-curricular activity for that afternoon or evening.
- Students leaving school grounds during the school day for any reason must have prior approval and sign out in the office before leaving.

## ADMISSION AFTER ABSENCE

Upon returning to school, the student must report to the office before school starts. A note must be shown stating the student's name, date of absence, reason for absence, and the signature of one parent. A note is not needed if the parent has contacted the school about the absence. Please make note of our number for reporting student absence: 566-2325. When three or more consecutive days have been missed, a doctor's excuse is required to receive an excused absence, and an "admit slip" will be issued. This admit slip must be presented to each teacher for signature upon entering class.

## ABSENCE AND MAKE-UP WORK

### **I. Excused Absence**

The following reasons will be acceptable as excused absences:

1. Illness
2. Pre-arranged or absences approved in advance by the school principal
3. Death in the family
4. Doctor appointments (1/2 day preferred)
5. Dentist appointments (1/2 day preferred)

### **II. Unexcused Absence:** An absence due to truancy is unexcused.

## HOME-WORK REQUESTS

You may request homework to be sent home if your student will be absent two or more days. Homework will not be put together for a one day absence. The student will have sufficient time to make up the work or the lessons can be found on our school website at [www.wcusd15.org](http://www.wcusd15.org). Pick up will be ready for a multiple day absence request by 2:30 pm. Materials will be ready for pick up in the front entrance/lobby of the junior high.

## MAKE-UP WORK

*\*Work assigned prior to absence is due on the day a student returns. This includes test and quizzes.*

--If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work.

--Parents are encouraged to make arrangements to have work picked up on the day or days of absence. If the parent is unable to make arrangements, the student is responsible for obtaining assignments from his/her teachers upon his/her return.

--In the case of pre-excused absences, students are encouraged to gather assignments before the absence and return with the assignments completed.

## EXCESSIVE ABSENCES

Absenteeism is considered excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Parents will be notified after a student's 6<sup>th</sup> absence and again after the 8<sup>th</sup> absence in a semester. A parental conference may be arranged. Unless there are very unusual circumstances, missing more than 8 days of school in a semester is excessive. Please remember the positive relationship between attendance and success in school.

## TARDINESS AND LATE TO SCHOOL

A student who is late to school shall report directly to the office. He/she will be assigned an excused or unexcused tardy slip. After three tardies to school, the student will serve an after school detention. Students are to be in their classrooms at 8:25 a.m. and will be considered tardy at 8:30 a.m. After first hour, classroom tardiness is handled for the most part by the teacher.

#### INFORMATION SENT HOME

Often throughout the school year, we send information home for parents and students as to special events, changes in calendar dates, and school papers. We urge you to check with your child and encourage him/her to bring all information home that he/she receives. The first and third Friday of each month, a Parent Bulletin will be distributed with information regarding school news and events. The Parent Bulletin can also be found on our web site: [www.wcusd15.org](http://www.wcusd15.org)

If your family situation requires that information arrives to more than one home, please inform the school office of the need for an extra copy of Parent Bulletins, etc. If a copy of your child's report card is to arrive to more than one home, please notify the Jr. High office in writing during the first two weeks of school. This shall include name and mailing address.

#### VISITORS

All visitors to Williamsville Jr. High School shall first report to the main office upon entry into the school building. This includes all individuals who are not Williamsville Jr. High School students or employees. Parents shall not go directly to a classroom or locker with student materials, lunches, etc. If you need to see a specific teacher and do not have an appointment, we will call the specific teacher from the office to see if he/she is available. Visitor passes must be worn by any visitor to the building. These procedures have been endorsed by our Safe Schools Committee. Guests of students will not be permitted to visit the school during the day.

#### TELEPHONE USAGE

Students are not called from class for a phone call unless in an emergency. A message will be taken and students may return the call at lunch or between classes. Students may use the school phone only with permission of the secretary or other office personnel. The phone is not for social calls. After school hours, a phone is available for arranging rides from extra-curricular activities. Students are expected to exhibit proper manners and respect while using an office phone. Students abusing this policy will not be allowed to use the school phone.

#### CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and/or other electronic devices can only be utilized during appropriate times during the school day, whereas not causing a disruption to the educational environment and are subject to the district's Acceptable Use Policy.

#### ILLNESS AT SCHOOL

If a student becomes ill at school, he/she must report to the office. In order to leave class to go to the office, the student must have a pass from the teacher whose class he/she is leaving. In order to reenter class, the pass is to be signed by the nurse or office personnel. A student's parents or guardian must be called before a student may leave school. If a student leaves school without permission, he/she shall be subject to disciplinary action. If a student is ill in the restroom and cannot leave, he/she shall have another student notify a teacher or the office of his/her situation.

#### ADMITTING HOME SCHOOLED STUDENTS

Students enrolling from a home school may be tested, to ensure proper grade placement.

#### PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

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

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

#### GUIDELINES FOR DISCIPLINARY ACTION FOR GROSS DISOBEDIENCE OR MISCONDUCT

1. Any student who manufactures, sells, distributes, transfers, possesses, uses or is under the influence of any alcoholic beverage, marijuana, any controlled substance (other than as prescribed by a physician), or any other intoxicating substance on school grounds at any school-sponsored event or on any other occasion the school shall have legitimate interest in regulating, shall be subject to disciplinary consequences. A controlled substance is one that is not legally obtainable; is being used in a manner different from prescribed; is legally obtainable, but has not been legally obtained; or any substance that is referenced in a federal or state controlled substance act. Look-alikes, or any substance held out to be a controlled substance shall be subject to disciplinary consequences as if the substance were what it was held out to be. The

manufacture, sale, distribution, transfer, possession or use of drug paraphernalia by students shall be prohibited. A student found to be violating the foregoing shall be subject to disciplinary consequences.

- 1st Offense - One to ten days suspension and/or recommendation for expulsion; Parents notified; Referral to appropriate counseling agency; Police will be notified
  - 2nd Offense - Ten Days suspension; Recommendation for expulsion; Police will be notified
2. Possession or use of smoking materials, smokeless tobacco or tobacco in any other form (tobacco products, lighter, matches, etc.)
- 1st Offense - Detentions and/or one to two days suspension
  - 2nd Offense - Two to three days suspension
  - 3rd Offense - Three to five days suspension
  - 4th Offense - Five to ten days suspension
3. Fighting
- 1st Offense - Detentions and/or parents notified, one to ten days suspension and possible expulsion
  - 2nd Offense - One to ten days suspension and possible expulsion
  - 3rd Offense - Five to ten days suspension and possible expulsion
  - 4th Offense - Ten days suspension and possible expulsion
4. Intimidation and/or threats to other students, non-students, staff, and parents. This includes, but is not limited to: A) Bullying (B) Picking on younger or smaller children (C) Sexual, ethnic or racial slurs (D) All forms of sexual harassment
- 1st Offense - Detentions and/or one to ten days suspension and possible expulsion
  - 2nd Offense - One to ten days suspension and possible expulsion
  - 3rd Offense - Five to ten days suspension and possible expulsion
  - 4th Offense - Ten days suspension and possible expulsion
5. Assault and/or battery
- 1st Offense - Five to ten days suspension and/or recommendation for expulsion
  - 2nd Offense - Ten day suspension and/or recommendation for expulsion
6. Disruption of school setting. (This includes behavior or possession of things that could interfere with the learning process. Ex: water guns, electronic equipment, lasers or games)
- 1st Offense - Confiscation of items involved, Detentions and/or one to ten days suspension
  - 2nd Offense - Confiscation of items involved and one to ten days suspension
7. Insubordination (refusal to obey established school rules or refusal to obey directions or instructions of school personnel)
- 1st Offense - One to ten days suspension, parents notified and possible expulsion
  - 2nd Offense - Five to ten days suspension and possible expulsion
  - 3rd Offense - Ten days suspension and possible expulsion
8. Use of obscene or abusive language, possession of obscene material
- 1st Offense - Detentions and/or one to two days suspension
  - 2nd Offense - Two to five days suspension
  - 3rd Offense - Five to ten days suspension
9. Damage to school property
- 1st Offense - Detentions and/or one to ten days suspension and possible expulsion, payment of damages
  - 2nd Offense - One to ten days suspension, possible expulsion, payment of damages
10. Possession and/or use of any weapon
- 1st Offense - Five to ten days suspension and/or recommendation for expulsion
  - 2nd Offense - Ten days suspension and recommendation for expulsion
- According to the court system, the term weapon means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.
11. Setting a false fire alarm and/or bomb threat
- Notify local authorities
  - Five to ten days suspension and recommendation for expulsion
12. Setting a fire or use of any type of explosive (including fireworks)
- 1st Offense - Three to ten days suspension, police may be notified, possible expulsion
  - 2nd Offense - Five to ten days suspension and/or recommendation for expulsion, police will be notified
13. Theft and/or unauthorized possession of school property
- 1st Offense - One to ten days suspension, restitution and possible recommendation for expulsion; police may be notified
  - 2nd Offense - Five to ten days suspension, restitution and possible recommendation for expulsion; police will be notified
  - 3rd Offense - Ten days suspension and recommendation for expulsion; police will be notified
14. Truancy: Truancy shall be defined as a child is truant when he/she is absent from school without valid cause for a school day or any portion thereof. Ten days absence in 40 school days is considered truancy according to state law. The first truancy will result in: (a) notification of

parents, (b) issuance of an unexcused admit slip. A valid cause for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by administration or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

- 1st Offense - Detentions (make up time missed) and/or one day suspension
- 2nd Offense - One to three days suspension and referral to truant officer
- 3rd Offense - Three to five days suspension
- 4th Offense - Five to ten days suspension and recommendation for expulsion

Truancy will require that the parent accompany the student to the principal's office for a conference before the student may return to class. Unexcused admit slips are given to truant students.

15. Sexual harassment: It is the policy of the Board of Education to provide an educational environment free from unwelcome sexual advances, unwelcome request for sexual favors or other verbal or physical conduct or communications of a sexual nature. Infractions of this policy may result in verbal reprimands, detentions, Saturday detentions, suspensions or expulsions depending on the severity of the infraction.
16. Unapproved organizations - Gangs: No organization or group of students will conduct meetings or assemble on school premises without prior approval of the administration. No organization of students will be approved which is determined by the administration to promote disorder, violence, harassment, or racial discord. No student will be permitted to wear or display any insignia, items of apparel or other evidence of membership in an unapproved organization on school premises.
  - 1st Offense - One to ten days suspension and/or recommendation for expulsion
  - 2nd Offense - Ten days suspension and/or recommendation for expulsion
17. Forgery - This includes misrepresenting a parent's signature or a teacher's signature
  - 1st Offense - Detentions and/or possible one to two days suspension
  - 2nd Offense - One to five days suspension
  - 3rd Offense - Five to ten days suspension
18. Gambling
  - 1st Offense - Detentions and/or one to two days suspension
  - 2nd Offense - Two to five days suspension
  - 3rd Offense - Five to ten days suspension and possible recommendation for expulsion
19. Disrespect for school personnel
  - 1st Offense - Detentions and/or one to ten days suspension
  - 2nd Offense - Three to ten days suspension
  - 3rd Offense - Ten days suspension and recommendation for expulsion
20. Cheating
  - 1st Offense - Detentions and/or possible one day suspension and a zero will be recorded for that test or assignment
  - 2nd Offense - Two to ten days suspension and a zero will be recorded for that test or assignment
21. Gross misconduct
  - 1st Offense - Ten days suspension and/or recommendation for expulsion
  - 2nd Offense - Ten days suspension and recommendation for expulsion
22. Possession of school forms (wrongful procurement or possession of a test, test key, etc.)
  - 1st Offense - Detentions and/or one to three days suspension and zeros on tests or assignments
  - 2nd Offense - Five to ten days suspension and zeros on assignments or tests

These 22 guidelines above will apply for student referrals for gross misconduct.

#### POLICE INTERVIEW AND INTERVENTION

The school district works closely with the Williamsville Police Department, Sangamon County Sheriff's Department and the Illinois State Police. Students at Williamsville Junior High School may be interviewed by law enforcement officials. In appropriate circumstances, the principal will make an attempt to notify the parent or guardian of an interview. If the parent or guardian cannot be contacted, the principal will be present during the interview.

#### STUDENT DETENTIONS

Students who violate school policies will be assigned detention after school. Students who are on detention will bring enough school work to keep them busy for 45 minutes. Students may be assigned more than one 45 minute detention depending on the violation. If this happens, detention may run several consecutive days. Students who are on detention will need to provide their own transportation. If students cannot provide their own transportation, a one day in-school suspension can be arranged.

#### DETENTION PROCEDURES

1. In case of a disciplinary detention, a form will be given to the student with the date and time of the detention. One copy of this form will be mailed to the parent/guardian.
2. Students will have at least 24 hours (one day) to arrange transportation. Beyond that time, transportation difficulty does not excuse a student from an assigned detention.

3. Failure to appear for an assigned detention without prior arrangement will result in all remaining detention time being doubled by the principal. Failure to appear for either of the doubled detentions will result in an in-school suspension.
4. Parents are responsible for transportation of students serving detentions after school. The school cannot provide transportation.
5. Detentions will begin after school and last until 4:00 p.m. An assigned teacher will supervise.

### SUSPENSIONS

1. Suspensions may be in-school or out-of-school. This will be determined by the administration.
2. A student may be suspended from school for a period not to exceed 10 school days.
3. After a student has accrued a total of 3 suspensions during on school year, he/she will be counseled in what constitutes gross misconduct and the consequences of further inappropriate behavior. Any future offense for which suspension would be appropriate could result in a recommendation for expulsion.
4. While a student is suspended in or out of school, he/she may not attend any school activity (home or away).
5. Students with out-of-school suspensions may, at the sole and exclusive discretion of the Administration and Board of Education of Williamsville School District receive zeros for all class periods missed. Students with in-school suspensions may receive partial or full credit for assignments in classes missed.
6. In order to receive credit for any cumulative work prior to the suspension and/or for any assignments missed during the suspension, a student must have all work completed and be prepared to make-up any test immediately upon return. It is the responsibility of the suspended student to adhere to these expectations and timelines or no credit will be given.

### STUDENT CONDUCT

General Rules: Be Respectful; Be Responsible; and Be Safe.

1. For good order to exist, there shall be no rowdiness such as loud talking, whistling, running, sliding or scuffling.
2. Students shall pass promptly from class to class, on the right, and shall not loiter in the halls.
3. Each room shall be left in order for the next class. Students are to take all their belongings with them when they leave the classroom.
4. Friendships among teenagers are natural and desirable; however, public displays of affection make others feel uncomfortable, reflects lack of good taste, shows poor judgment, and is not condoned. Students may be assigned detentions for public displays of affection.
5. Candy and chewing gum are not allowed. Special occasions may allow for gum chewing; however, students must dispose of gum when leaving a class having allowed gum chewing for the period. Verbal warnings will be issued. Continued offenses will result in a detention.
6. Students arriving before 8:15 a.m. will report to the Jr. High fine arts/old gym. Students are not to be in the school building before 8:00 a.m., unless arrangements have been made with a staff member.
7. Lunches are to be eaten in the cafeteria. Students are not allowed to take food out of the cafeteria or outside after lunch. Detentions and/or other disciplinary measures will be assigned at the discretion of the lunch room supervisors.
8. Students are to show respect for property and persons. Disrespectful behavior will not be tolerated.
9. Students may be removed from class by a teacher or the principal for disruptive behavior and a zero will be given for that day in the class. After removal three times from class during a semester, parents will be encouraged to have a conference with the teacher and principal before a student is readmitted to class. Each additional removal will result in the following:
  1. After School Detention
  2. 1 day in-school suspension
  3. 1 day out of school suspension
  4. 3 days out of school suspension
  5. Suspension and recommendation for expulsion
10. Students are expected to arrive at class with necessary materials. These include: paper, pen or pencil, notebook, folder, and textbook.
11. Students who have received a suspension of any kind (in or out of school) are not allowed to attend or participate in any extra-curricular activities or practices during the day of the suspension.
12. Students are expected to behave at athletic events. This means that students shall sit and watch the event. Cheering for the team is encouraged. Students shall not be moving from place to place in the gym during play. Students are not allowed to re-enter the building after leaving an event while it is in progress. If students re-enter, they will not be allowed to attend future athletic events. Students not able to follow these guidelines will be removed from the event and may be suspended from attending future events by the principal or the events school supervisor. Parents are encouraged to attend events with their child.

13. No skateboards or skateboarding are allowed on Williamsville School District property.
14. Students are not to bring party invitations to school. Invitations brought to school will be confiscated.

#### COMPUTER USAGE AGREEMENT

All students using any computer housed within Williamsville Junior High School must have on file in the office a Computer Usage Agreement signed by both the student and his/her parent or guardian. There are no exceptions. Each student and parent, by signing the Computer Usage Agreement, agrees to its expectations for student behavior with all computer equipment and software. Students who do not follow these guidelines shall expect to lose computer access, as well as other consequences.

#### DUE PROCESS

A student is entitled to due process rights which include a review of disciplinary actions by the principal. A hearing will be held by the school board for any student subject to expulsion. An appeal may be made to the school board for a suspension, within ten days of the review by the principal.

#### LOCKERS

Each student is assigned a hall locker for the purpose of storing books, supplies and coats. Lockers remain at all times the property of the Williamsville School District and are assigned to students for their temporary use only. Student lockers may be subject to periodic search by School District officials or their designees. Lockers shall not be defaced in any manner. Students shall not use glue, tape or any other substance to attach anything to any surface of any locker. Magnets may be used. At the end of the school year, each locker is to be cleaned to original condition by the student assigned to that locker. Remember that your locker is your responsibility.

#### BOOKS AND SCHOOL PROPERTY

The books a student rents are his/her responsibility. If they are lost or mutilated, charges will be made. Therefore, do not write or draw in or on them. Books will be checked and damages paid before report cards are issued at the end of the year.

#### PROTECTION OF PERSONAL PROPERTY

It is the student's responsibility to see that his/her name and only his/her name is clearly and conspicuously printed in each of his/her books and on other supplies and equipment. It is impossible to assist the student in regaining lost property unless this is done. Do not leave books and other property in places where these items might easily be stolen. (SIMPLE ADVICE: DO NOT BRING PERSONAL PROPERTY OF VALUE TO SCHOOL).

#### FERPA NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 15 days of the day the school district receives a request for access. A parent/guardian or eligible student shall submit to the Records Custodian, principal, or other appropriate official written requests that identify the record(s) they wish to inspect. The district official will make arrangements for access and notify the parent/guardian or eligible student the time and place where the records may be inspected. If the records are not maintained by the district official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the district to amend a record that he or she believes is inaccurate or misleading. The objector shall write the district official responsible for the record, clearly identify the part of the record objected to and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A School official is a person employed by the district in an administrative, supervisory, academic, or support staff position (including law enforcement, unit personnel, and health staff); a person or company with whom the district has contracted (such as an attorney, auditor, or collection agent); or a person serving on the board of education. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the records



Custodian or other official in writing before October of the current school year that he or she does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

## **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any district complaint manager if they feel that the board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute or board policy. The procedure for filing a complaint can be found in school board policy 2:260. The district complaint manager is:

David J. Root, Superintendent  
800 S. Walnut  
Williamsville, Illinois 62693  
(217) 566-2014

## **BUS TRANSPORTATION RULES AND REGULATIONS**

The school provides bus transportation to and from the Williamsville-Sherman Schools. A list of bus stops will be published in the August newsletter which will also list times (approximate) for pick-up in the a.m.

While students are on the bus, they are under the supervision of the bus driver. Students are not permitted to change from one bus to another. Riding the school bus is a privilege. If the privilege is abused, the student will be removed from the bus. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems shall be handled by the building principal and/or in conjunction with the superintendent in charge of bus transportation.

In addition, our buses and offices are radio-equipped should a problem arise. If you have any questions regarding bus transportation, please call the office. Also please note the bus regulations enclosed in the handbook and go over them with your child. For the safety of the students riding our buses, it is important that the regulations set forth by the Board of Education be fully understood by all.

The school staff will do all in its power to teach children to be safe on the bus and to behave in a proper manner on the bus. We will appreciate the help parents can give by periodically discussing bus safety and behavior with their children to ensure a safe and pleasant ride for everyone.

However, if it is necessary for childcare purposes or in emergencies for parents to request changes from the established points, the parent must request this in writing and sign the request, whenever possible, request should allow for enough time for the school to accommodate the request. All requests must be approved by the building principal. No request will be approved for after school parties, club meeting, team practice, etc.

Please note that some requests cannot be approved for such reasons as fully loaded buses. Please be assured that our objective is to provide a safe and dependable transportation for your child to and from school. With societal issues that schools now must recognize and prepare for, such as school security, child abduction and exploitation, lack of supervision at home, legal actions against schools, etc., we stress mutual communication and cooperation must exist between parents and schools to provide a positive school experience for your child.

In the interest of students' safety and in compliance with state law, students shall observe the following regulations:

1. Remember, the bus driver is responsible for the safe pick-up and delivery of every child who rides the bus and is in complete charge of all students while they are passengers on his or her bus.
2. Be seated. Sit three in a seat only if necessary. Do not stand in the entrance or in the aisle.
3. Keep all parts of the body inside the bus.
4. Avoid loud conversation, singing, boisterous conduct, unnecessary noise or profanity. Do not shout to anyone outside the bus.
5. Walk on and off the bus.
6. All school rules apply.
7. Use emergency door only in an emergency.
8. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
9. Window ventilation is to be regulated by drivers and not by students.
10. Keep the bus neat and clean.
11. Students will not be permitted on buses with athletic footwear equipped with cleats or spikes.
12. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
13. Be waiting at your bus stop on time.
14. Be absolutely quiet when approaching a railroad crossing stop.

Parents will be liable for any defacing or damage students do to the bus.

## BUS BEHAVIOR POLICY

Given the safety of the children from physical damage being done and the misconduct on the buses, the following procedures for all confirmed misconduct will be:

- 1st Offense: Student will be issued one of the following: Lunch or After School Detentions, five day bus suspension, suspension from bus service for the rest of the school year, one to ten days school suspension, or expulsion.
- 2nd Offense: Student will be issued one of the following: After school Detentions, five day bus suspension, suspension from bus service for the rest of the school year, one to ten days school suspension, or expulsion.
- 3rd Offense: Student will be issued one of the following: Five to ten days bus suspension, suspension from bus service for the rest of the school year, one to ten days school suspension, or expulsion.
- 4th Offense: Student will be issued one of the following: Suspension from bus service for the rest of the school year, one to ten days school suspension, or expulsion.

## SCHOOL WIDE GENERAL BEHAVIOR POLICY

Three general rules apply to all students at WJHS: Be Responsible; Be Respectful; and Be Safe.

School wide behavior warning policy:

1. Behavior warnings will accumulate throughout the building.
2. When five behavior warnings are received in a quarter, a detention will be issued.
3. When two additional behavior warning (7 total) per quarter, a second detention will be issued and the student's grade level team will implement an individualized behavior plan for the student.
4. If repeated behavioral issues occur, the grade level team will review the infractions and consideration of a referral to the Quick Response Team will be given.

## 6TH GRADE TEAM TARDIES

A tardy will be given when the student is late for class or is not prepared for class when the second bell has rung.

**For every three tardies in one class in a quarter a behavior warning will be issued.**

## 6TH GRADE TEAM HOMEWORK POLICY

Assignments are considered late if they are not completed and ready to turn in at the beginning of class.

For all other incomplete assignments, the following options apply:

1. If **less than half** the assignment has been completed, it is a late assignment that should be completed and turned in with a grade reduction.
2. If **at least half** of the assignment has been completed, students must choose between two options:
  - a. Complete the assignment and turn it in with a grade reduction
  - OR**
  - b. Turn in the assignment on time and accept the grade that results from the assignment not being completed.

**Five late assignments in one class in a quarter or ten late assignments in all classes combined in a quarter** result in:

- Parent notification to place student on a Homework Contract (only one Homework Contract will be issued per semester)

**Late assignments will be accepted within three days of the due date, with an 10% deduction from the grade for each day** it is past due.

**It is the students' responsibility to get make-up assignments for excused absences.**

Only pencil is to be used on assignments or tests. In addition, homework must be legible. Up to 10% deduction in the grade may be taken for these infractions.

## 6TH GRADE TEAM INTERDISCIPLINARY THEMATIC UNITS

FALL:

E Pluribus Unum Quilt  
Oobleck

SPRING:

Civil Rights  
Illinois  
Crime

## 6TH GRADE NEWSLETTER AND AGENDA BOOK

All important information will be posted on Planbook.com for students and parents including test dates, due dates for big assignments and projects, and ongoing projects and activities. Planbook.com can be accessed on [www.wcusd15.org](http://www.wcusd15.org) on each faculties webpage.

Students are required to fill out a daily agenda notebook which is checked for completion by their Advisors in Wrap-Up each day. The agenda book and Planbook.com will help students organize their time so they are prepared for tests, projects, and upcoming events in school. Parents are encouraged to check Planbook.com and check the agenda book in order to help students with organization and also ongoing information.

### 7TH GRADE TEAM HOMEWORK POLICY

Late work will be reduced 1 letter grade each day it is not turned in. After 2 days, it will be considered a zero. All assignments must be at least 75% complete or will be considered as a late assignment.

3 late assignments in one class in a quarter:

- Team conference with student
- Letter to parents that must be signed and returned in two days
- If signed letter is not returned, parents will be contacted

2 additional late assignments during the same quarter in that class:

- Additional letter will be sent home requesting a parent contact via phone or email

### TARDIES

Students will receive 8 free passes each quarter. After they are used, students will receive a tardy for arriving to class late or having to leave the room during class. If a student receives three tardies in one class in one quarter, an after-school detention will be issued.

### 7TH GRADE STUDENTS OF THE MONTH

One student will be chosen per month from each core class. Selection is based on academic effort, behavior, and citizenship.

### 8TH GRADE TEAM KNIGHTS EXPECTATIONS

There are three core expectations for how 8<sup>th</sup> grade students are to conduct themselves. Simply, they are expected to be responsible, be respectful, and be safe at all times. However, there are two points of emphasis of which students and parents should be aware.

Students are expected to be prepared. To be prepared for class, a student must bring the following to ALL CLASSES: Bee Binder containing purple homework folder, class folders, notebook paper, and pencil case; textbook; and library book. Students will have one pass per class per quarter to return to lockers to get materials. Behavior warnings and lunch detentions will be issued if students continue to come to class unprepared.

Students are expected to be on time. Students must be in the classroom and on the way to their desks when the bell rings. If a student is not in the room, a tardy will be issued. If a student is not in the room, a tardy will be issued. If a student receives three tardies in one class per quarter, an after school detention will be issued.

### 8<sup>TH</sup> GRADE KNIGHTS HOMEWORK POLICY

At the beginning of the year, each student will be issued a sheet with Homework Extensions for each class. An extension will allow an additional twenty-four hours to complete the assignment. For the first quarter, the students will have two extensions for each class allowing an additional twenty-four hour extension to complete the assignments. For the remaining quarters, students will only have one extension per class. These extensions may only be used for daily assignments. Projects, extended homework assignments, anything beyond the normal parameters, tests, and quizzes are not eligible. Projects, extended homework assignments, anything beyond the normal parameters, tests, and quizzes are not eligible.

Once a student has used the extension for a class, any assignment that is not completed when called for by the teacher and/or does not meet the teacher's specified criteria will be recorded as a zero.

### 8<sup>th</sup> GRADE KNIGHTS SIX FLAGS REQUIREMENTS

Students can lose their privilege of participating in the class trip to Six Flags in the spring. Accumulating either 10 zeros or 10 behavior warnings over the course of the school year will result in disqualification from the trip. Eligibility can be restored if a student is willing to work to improve his or her habits and sustain that improvement for the remainder of the year. Out of School suspensions or multiple in-school suspensions will result in disqualification from the trip, eligibility cannot be restored for suspensions.

To make things fair, both after-school and lunch detentions must be included in this total. Therefore, each lunch detention issued will count as 2 behavior warnings, and each after-school detention will count as 5 behavior warnings. In essence, a student who receives two after-school detentions would have to work with the team to reinstate his or her eligibility.

### 8<sup>th</sup> GRADE KNIGHTS ULTIMATE REWARD

All students who go the entire year with a "spotless" record – meaning they do not receive a Behavior Warning, Detention, Suspension, or Zero Credit Notice – will be treated to a special reward at the end of the year.

### CHANGE OF ADDRESS

Any change in the student's address or phone number shall be reported to the jr. high office as promptly as possible. This enables the

school to send all mail to the proper address and to contact the home in case of emergency.

## DRESS CODE

Students are expected to dress in a manner appropriate for school. A student whose manner of dress poses health or safety concerns for the student, or for others, or whose manner of dress materially disrupts the educational process or undermines the authority of school personnel may be counseled to alter his or her dress by school officials; or, under extreme circumstances, such students may be subject to discipline.

As general rules:

- Shoulders should be covered by at least 2 inches of material at the top of the shoulder.
- Stomach, back, chest, and sides below the underarm areas should be covered.
- Lengths of dresses, skirts and shorts, the material should be no higher than 6 inches above the knee cap.

Clarification: Hair styles or dress that may be hazardous will not be permitted in such areas as laboratories, physical education, arts, etc. Articles of clothing that cause physical damage such as cleated boots, shoes that scratch floors, and clothing with metal rivets which scratch furniture are unacceptable. Clothing shall be free of provocative or obscene advertisements. Shoes must be worn at all times.

Jackets, coats, and hats are not to be worn in the classroom or hallways during school hours. The coats, jackets, and hats are to remain in the locker until dismissal time.

If there is any doubt about dress and appearance, the principal will make the final decision\*. Parents shall keep in mind that school is a business of youth, and dress shall conform to standards appropriate to a business. We expect and need parental cooperation in this matter.

\*Students will be provided alternate clothing if an article of clothing is deemed inappropriate.

## STORM DRILLS

1. The storm drill warning is a steady alarm.
2. Classroom groups will move to designated areas assigned to each room.
3. The signal to return to the regular class schedule will be given by the principal or the bell.

## FIRE DRILLS

1. The fire alarm is a continuous ringing of the alarm.
2. Designated exits for each classroom are posted on the bulletin board.
3. The signal to return to class is the bell, or verbal announcement.

## PHYSICAL EDUCATION

Students are required to participate in physical education daily unless excused by a doctor's permit or a parent note. Sick notes from home are only valid for three days per nine weeks. The note from parent will only excuse the student for one day at a time. Students excused from P.E. may not participate in extra-curricular athletics.

Rules:

1. Students must wear a P.E. gym suit which they can purchase at registration.
2. Failure to dress appropriately will result in a demerit.
3. If a student forgets his/her gym clothes, he/she may rent a Williamsville gym suit for that day. Cost is .25.
4. No other gym attire will be worn except an official Williamsville P.E. uniform.
5. Combination locks and lockers will be provided for student use. There is no rental fee for these; however, if damaged or lost, the student will be required to pay for them.
6. To be excused from physical education for more than three days will require a doctor's excuse.
7. Students who are excused from P.E. will report to the office or the library.
8. Students absent from class for four or more days will be required to write a report for a grade. (One page for every four days)
9. Students are not allowed to practice for an athletic contest during P.E. class.
10. Students are required to participate on a daily basis as they would in any other class.
11. The school is not responsible for any P.E. equipment which a student might bring from home.

## HEALTH SERVICES AND MEDICATION

First aid is given for minor injuries. In case of major injuries or illness, Emergency Medical Services is activated and the student's parents are contacted. Under no circumstances may a student who is ill leave school without checking with the administrative staff.

### Medicine Administration

**The purpose of administering medication in school is to help each child maintain an optimal state of health that may enhance his/her education plan.** In order to remain in compliance with guidelines from the Illinois Department of Public Health and the Illinois State Board of Education, a written order from a physician must accompany every medication before it can be given at school. This includes all over-the-counter and prescription medications. (The only exception is the quick reliever asthma inhaler)

#### Guidelines:

1. Only those medications, which are necessary to maintain a child in school and must be given during school hours, will be considered.
2. The form *Authorization for Medication during School Hours* (available online or in the school office) must be filled out by a licensed **prescriber** and completed by the parent/guardian.
3. Medication must be brought to school by the parent in the original package or in the pharmacy containers with the pharmacy label affixed. Medicine will be stored in a secure location in the nurse's office.
4. Medication will be administered by: a. school nurse if present in the building; b. a school representative; c. the parent.
5. The student may carry a pharmacy labeled inhaler for asthma with parental *authorization form and Indemnification form* on file in the nurse's office. No doctor authorization form is needed. This is the only situation in which it is not required.
6. The student may carry a pharmacy labeled epinephrine auto injector for allergies if allowed to self administer by the physician and parent/guardian. The *Authorization for Medication during School Hours form and Indemnification form* will need to be filled out and given to the school.
7. These forms will need to be updated each school year. All changes in medication will need written authorization from licensed prescriber.
8. No student is to give, sell or exchange any type of medication with another student. This applies to all forms of medication.

#### GENERAL ATHLETIC RULES

1. Every participant must have a yearly physical. A standard form is used and may be picked up in the office.
2. Each participant must furnish his/her own shoes. A school uniform will be furnished. Any additional equipment will be purchased by the participant.
3. A student must be in attendance at least a ½ day (4 periods) on the day of a contest in order to participate in any extra-curricular activities. Students missing an entire afternoon will not be eligible to participate in the contest unless they receive prior approval from the principal to keep an afternoon appointment. A student who leaves school sick will not be able to participate that night. Students may participate in a Saturday or holiday event if they were absent on the last preceding school day.
4. IESA rules require a student to pass all courses each week. Complete IESA rules are available in the office or through a coach.
5. All players should set a good example at all times. They should be proud to be members of the team. Disciplinary matters will result in non-participation.
6. On days of games, each participant is encouraged to dress up for the school day. This means you should look nice - no faded or torn blue jeans and no T-shirts of any kind.

#### Band and Choir Eligibility Requirements

1. Students in band and choir must be passing all coursework to participate in solo and ensemble contest.
2. Students that are members of Boppin' Bee Bees must be present at all rehearsals. If a student needs to miss for any reason, the student must get pre-approval from the chorus teacher. If a student misses due to missing homework or failing coursework more than 3 times in a semester, the student may be removed from the group.

#### OTHER ELIGIBILITY

At times at WJHS, eligibility requirements will be in place for participation. (ie. Music Contest, Literary, Scholastic Bowl etc.)  
For these activities the following requirements are in place:

1. A student must be in attendance at least a ½ day (4 periods) on the day of a contest in order to participate in any extra-curricular activities. Students missing an entire afternoon will not be eligible to participate in the contest unless they receive prior approval from the principal to keep an afternoon appointment. A student who leaves school sick will not be able to participate that night. Students may participate in a Saturday or holiday event if they were absent on the last preceding school day.
2. Students must be passing all coursework.
3. Other guidelines that may be established for a specific event.

#### TRYOUTS

Students wishing to participate in extracurricular activities must be at the tryout for that sport or activity. Exceptions will be made for a student that is injured, with a doctor's note, at the time of tryouts. A student that is injured may tryout at a time when the injury is healed. However, this time can not be later than the 4th scheduled game/event on the schedule. A student that is injured at the official tryout time must also realize that they must tryout and that a spot on the team will not be held for them. It is also, at the discretion of the coach, possible that the injured student that does make the team may not be allowed to play for a period of time due to the missed practices. The number of days a student must attend for a tryout is left to the coach's discretion. However, this may not be less than one day. There will not be tryouts for individual students unless the child has been injured.

#### TEAM SELECTION

WJHS students are invited to tryout and participate in sports for their grade level. In the sports that a 6th, 7th, and 8th grade team is maintained, a student may only participate with their appropriate grade level team. This would include girls basketball, boys basketball and girls volleyball. No student in these sports may be placed on a team higher than the grade they are in. The only exception would be if not enough students tried out at a specific grade level to field a team, or if injury/ineligibility during the regular season prohibited a complete roster for tournament play. All exceptions must be cleared through the principal and activity coordinator/athletic director. For baseball and softball, we only have one official team with the IESA. Any student at WJHS may tryout and/or participate on the baseball and softball teams. The coach has the discretion of selecting the most capable players to represent WJHS on each of these teams, regardless of the grade level of the student. As has been past practice, WJHS has provided a "B" squad for baseball and softball to allow more students the opportunity to participate. In track we have a sixth/seventh grade squad and an eight grade squad. Students could participate at a higher level to fill out roster requirements. (Example: 2 shot putters, 2 disc throwers, relay teams, etc.)

## LETTERS AND AWARDS

Sixth grade students participating in a sport will receive a minor letter. A pin will also be issued for each sport a student participates in during sixth grade.

Seventh and eighth grade students will receive a major letter for the first sport they participate in during these two years. A pin will also be issued for each sport a student participates in during seventh and eighth grade.

Students will earn only one minor and one major letter while a student at WJHS.

Scholastic Bowl - Students participating in Scholastic Bowl for the first time will receive a major letter if they have not already received a major letter from another activity. If a student has received a major letter in another activity a pin will be awarded for participation in Scholastic Bowl.

## CHEERLEADING REQUIREMENTS

Williamsville Junior High School has one cheerleading squad. Students selected for the cheerleading squad will not be permitted to participate in basketball or volleyball while a member of the cheerleading squad. Tryouts will be held for the squad. Judges consist of three or four adults who have expertise in the field of cheerleading.

## AWARDS

Honor Roll - There will be two honor rolls figured every nine weeks:

1. High honors (at least 4.6 GPA)
2. Honors (at least 4.0 GPA)

\*All electives including physical education are given a one-half weight in determining honor roll. A student with a "D" in any subject is not included in any honor roll.

Academic Awards - These will be given to those students who have made an honor roll three out of four nine weeks. Awards will be determined based on three nine weeks of the current year and the last nine weeks of the previous year.

D.A.R. Award - This is the history award. There is one given to the most outstanding eighth grade student in history. This person is selected by the American History teacher and the award is given during eighth grade promotion exercises.

Citizenship Award - One boy and one girl from the eighth grade class are selected by the faculty to receive this award at promotion exercises. This award is based on leadership, scholarship, service, citizenship, and character.

## ACTIVITIES

Student Council - A student council will be elected in the jr. high for the purpose of organizing student activities. It will consist of 10 members made up of four eighth graders, three seventh graders, and three sixth grade students. Council members shall be elected by students of their respective class. A student council president will be elected from the four eighth grade members. Eligibility: A student council member must maintain at least a "C" in every Junior High class.

Activities and Responsibilities: To be responsible for announcing at all home basketball games, to promote interaction between students and faculty.

Literary Contest - Each fall, students may participate in a literary contest that offers opportunities for individual, dual, and group events. Information is distributed during the first three weeks of school.

Magazine Sales - The school year begins with an annual magazine sales drive. This is the main fund-raiser for all junior high activities. Funds are used for activities and the eighth grade trip. Students are required to sell one subscription each year in the junior high, to have expenses paid for the class trip to Six Flags. Students who do not sell are required to pay their proportionate share of the eighth grade trip.

Band - Although a class, band also requires extra time and performances out of school hours. Attendance at the WHS Fall Homecoming Parade, (7th & 8th grade band ONLY), required concerts, contests, the annual Fine Arts Festival, and graduation performance are critical to the final grade of each student. Students must meet school eligibility requirements to participate in contests. Students are expected to be at these performance events as part of their learning experiences in the band class at WJHS. The band director is available to answer specific questions regarding the band program at Williamsville schools.

Chorus - Students choosing to participate in the 6th, 7th, and 8th chorus will learn the fundamentals of singing three and four part music in various genres and styles. Styles of music to be included are: folk, classical, jazz, pop, spirituals, and a foreign language piece. Also included will be a repertoire of the Illinois Music Educators Association for the current year. The students will continue to develop their sight-reading skills through various in class exercises. Participation in small ensemble work will be used to encourage singing and listening skills and to help in preparing students for solo and ensemble contest. Video and audio technology will allow for students to view their performances and conduct a self evaluation. Assessment is based a large part on required concerts throughout the chorus year. Additional events such as contest, field trips, guest speakers, and festivals are scheduled throughout the year.

Scholastic Bowl - Scholastic Bowl is sponsored by IESA. Students work in a team to answer academic and trivia questions. The season runs from January through mid-April.

Beta Club - The Beta Club is a National organization to encourage effort and reward merit, and to promote those qualities of character that make for good citizenship. The group will consist of current 7th and 8th graders. All students that have a cumulative grade point average for the past year of 4.50 will be eligible. From there, teachers will rate students based upon: worthy character, good mentality, creditable achievement and commendable attitude. From this score, those receiving the required score will be invited to join the Beta Club. The Beta Club will meet monthly and will act as civic and school leaders. They will also organize and plan special projects for the school community.

For additional information, the following numbers have been furnished as a reference for parents and students.

AIDS Hotline	1-800-243-2437
Alcohol Abuse Hotline	1-800-444-9999
Alcohol & Drug Hotline	1-800-662-4357
Child Abuse Hotline	1-800-252-2873
Crimestoppers of Sangamon/Menard Counties	788-8427 1-800-397-2288
Crisis Intervention Hotline	1-800-248-7475 525-1789
Crisis Intervention Services (Contact Ministries)	753-3939
Rape and Information	
Counseling Service	753-8081
Runaway Hotline	1-800-231-6946
	1-800-621-4000
Suicide Prevention Hotline	525-1789
Youth Service Bureau	529-8300
Sojourn Women=s Center	
Hotline	544-2484
Domestic Violence Hotline	1-800-333-7233
Hunger Hotline	1-800-359-2163
Counseling Services	
Mental Health Center	528-8406
Triangle Center	544-9858
Libertas	525-5629
Lutheran Child and Family Services	544-4631
Rutledge Youth Foundation	525-0074
Family Service Center	528-8406
Catholic Charities	525-5630
Child & Adolescent Center MMC	788-4300
Education	
Lincoln Land Community College	786-2224
Springfield Learning Academy	
(Alternate Education)	529-3390
Parent Help Line	1-888-727-5889
Support Groups	
AI-A-Teen	525-2716
Child Advocacy Center	522-2241
Epilepsy Association of Lincoln Land	789-8911
Child Place/Parent Place	546-5257
Rainbows	522-8828
Family Service Center	528-8406