

# Williamsfield Schools

Student Handbook 2023-2024



*Where every child grows through innovative opportunities*

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Principal/ Director of Student Services: Zack Binder  
District Bookkeeper: Laura Danner  
Superintendent's Secretary: Lacy Stone  
Principal's Secretary: Wendy Doubet  
School Nurse: Mary Kay Bronny  
Head Custodian: Melinda Philbee  
Head Maintenance: Russell Groeper  
Food Service Director: Nancy Brown  
Transportation Director: Adam Doubet  
Technology Director: Rick Hartz

Principal's Office      639-2216  
District Office        639-2219

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

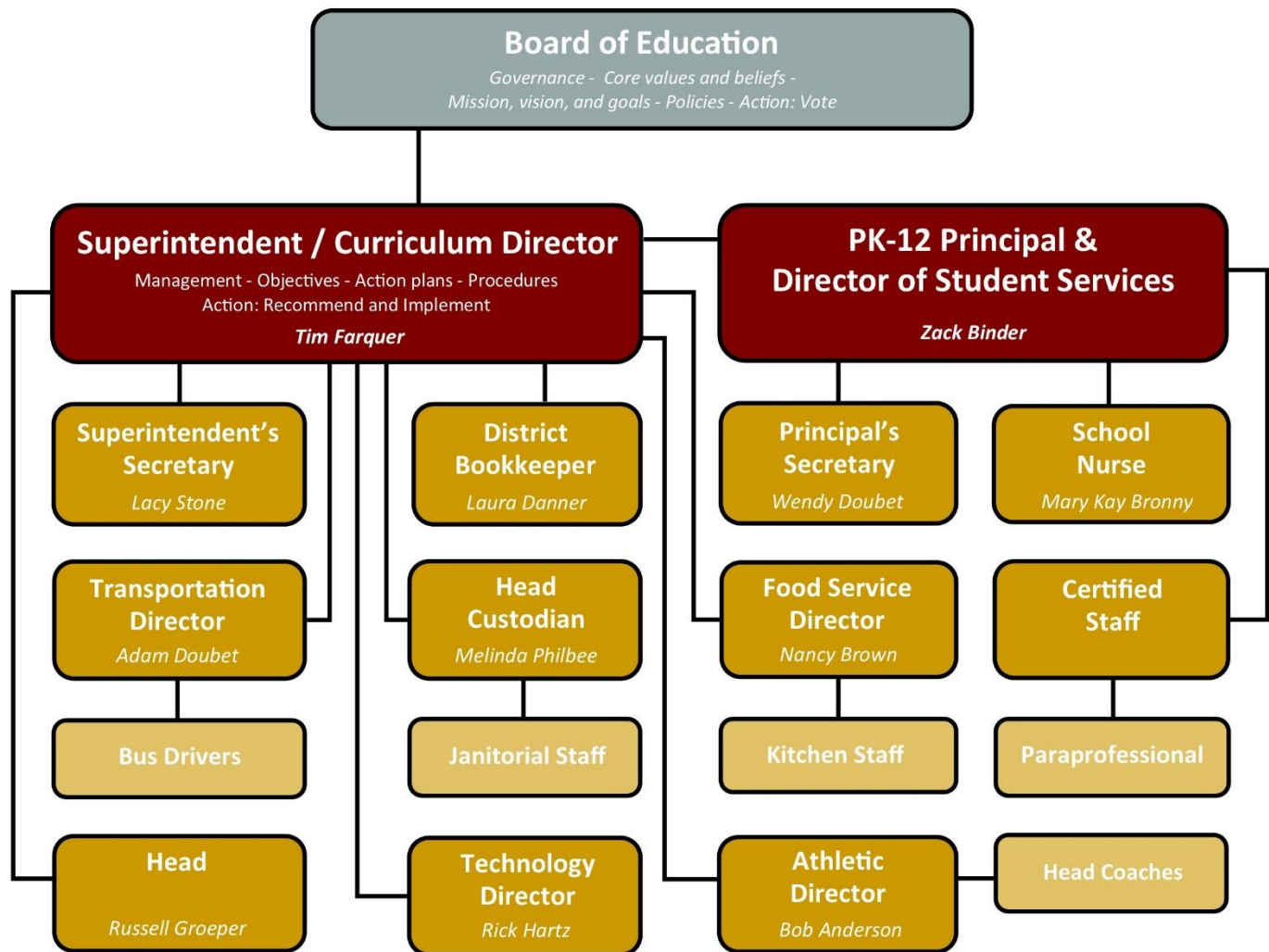
325 W. Kentucky Avenue  
Williamsfield, IL 61489

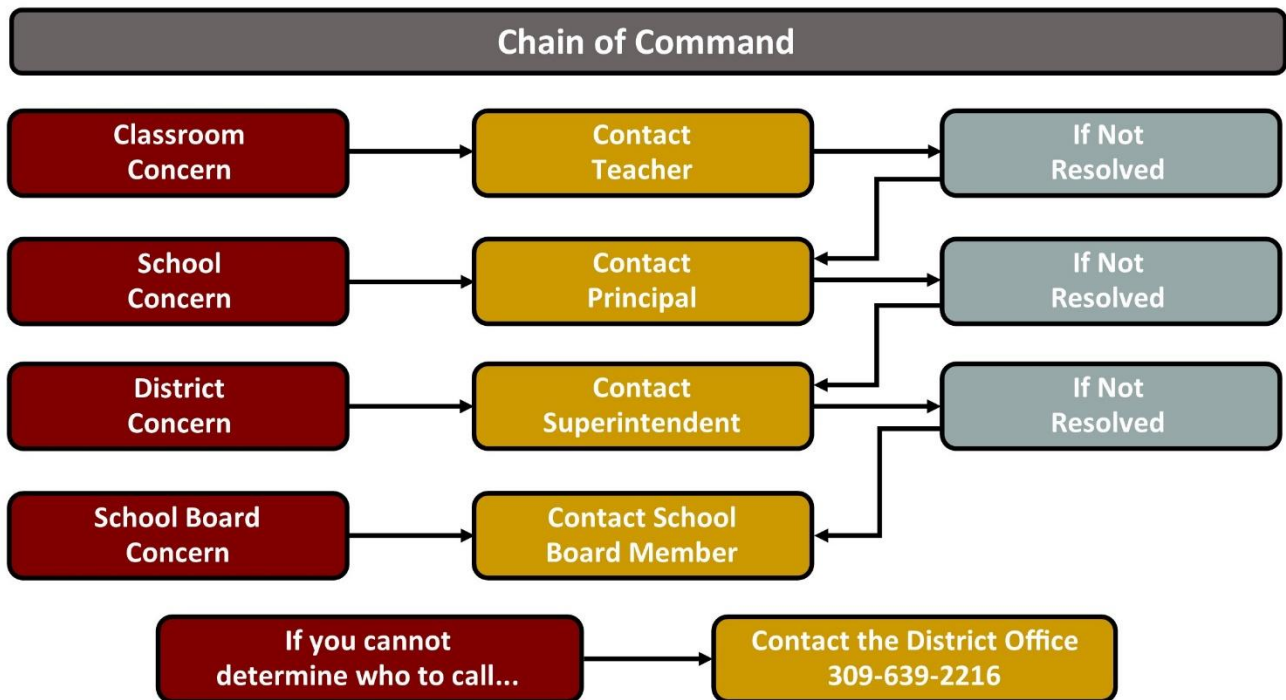
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## Preamble

For a school concern, the best place to begin is with those directly involved: The teacher for a student-related or classroom concern for example, or the principal regarding a school regulation or practice. If the first point of contact is unclear, contact the district office for guidance on the appropriate chain of command. Please refer to the chain of command diagrams below. If you cannot determine who to contact, please reach out to the district office at 309.639.2219.





## Communication Protocol

The following examples are designed to assist families with determining who to contact should an issue arise. Many questions are easily answered by communicating directly with the staff member involved. Each situation should first be addressed at level one with an appeals process advancing to the next level within the proper chain of command.

- A. Matters involving PK-4 CURRICULUM AND INSTRUCTION
  1. Teacher
  2. Principal
  3. Superintendent
  4. Board of Education
- B. Matters involving 5-12 CURRICULUM AND INSTRUCTION
  1. Student communicates with Classroom Teacher
  2. Parent & Student communicates with Classroom Teacher
  3. Principal
  4. Superintendent
  5. Board of Education
- C. Matters involving STUDENT PATHWAYS
  1. Student communicates with Pathway Lead
  2. Parent & Student Athlete communicates with Pathway Lead
  3. Principal
  4. Superintendent
  5. Board of Education
- D. Matters involving ATHLETICS / EXTRA-CURRICULARS
  1. Student Athlete communicates with Coach
  2. Parent & Student Athlete communicates with Coach
  3. Athletic Director
  4. Superintendent or Designee
  5. Board of Education

## Section 1 – Academics and Activities

### A. Graduation Requirements

25 total credits are needed for graduation.

#### **Subject Area & Credit Completion**

All Williamsfield High School students will be continuously enrolled in an English Language Arts course, a Mathematics course, and a Science course. Students must also successfully complete one year of American History and earn one-half credit of American Government or successfully complete one year of American History and Government combined.

#### **Passion Portfolio**

Students are required to compile a [Passion Portfolio](#) in conjunction with their chosen Pathway and as part of the District's competency-based education. The Portfolio shall include a reflection on the student's pathway experiences and career preparation while charting skill growth over the course of their high school journey. Unless otherwise modified by school administration, seniors must complete all portfolio requirements prior to graduation and present their Final Portfolio in a culminating Passion Presentation to a panel for assessment. Credit is assigned based on school administrator discretion and applicable accommodations.

#### **Substitutions for Required Courses**

1. Vocational or technical education: A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:
  - a. The Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
  - b. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.
2. Advanced Placement computer science: The Advanced Placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the Advanced Placement computer science course for one year of mathematics. The transcript of a student who completes the Advanced Placement computer science course will state that it qualifies as a mathematics-based, quantitative course.
3. Volunteer service credit: A student participating in volunteer service may earn credit toward graduation. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

#### **American Government Examination Graduation Requirement**

All students must pass an examination on the following content:

1. American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence.
2. The Constitution of the United States of America.
3. The Constitution of the State of Illinois.
4. Proper use and display of the American flag.

## Miscellaneous

1. All Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the Principal for details.
2. Graduating seniors must complete makeup work by May 1 of their senior year in order to participate in the graduation ceremony.

## **B. Academic Information**

### **Miscellaneous**

1. Standardized Testing: Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including, but not limited to, IAR and SAT. Parents/Guardians are encouraged to cooperate in preparing students for standardized testing because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist students to show their best effort by encouraging them to do the following:
  - a. Work hard and study throughout the year;
  - b. Get a good night's sleep the night before exams;
  - c. Make sure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
  - d. Emphasize the importance of good performance on standardized testing;
  - e. Arrive on time and prepared for tests with appropriate materials;
  - f. Convey to students the importance of honesty and ethics during the performance on these and other tests;
  - g. Remind students to relax on testing day.
2. Grade Level Classification: The number of credits necessary to earn classification at each level of high school is as follows:
  - a. Sophomore – 6
  - b. Junior – 13
  - c. Senior – 20
3. Grading Scale: The grading scale at Williamsfield Schools is as follows:
  - A. 92-100%
  - B. 83-91%
  - C. 74-82%
  - D. 65-73%
  - F. below 65%
4. Progress Reports and Report Cards: Mid-term notices are available online. Report cards are distributed quarterly for Elementary Students and each semester for students in grades 5-12.
5. Make-up Work: A student who is absent shall be given the same number of days absent plus an additional day in which to make up work unless special arrangements are made with the teacher. Students are to make arrangements immediately with their teacher(s) upon arrival back at school.
6. Incomplete Grades: An incomplete course grade may be given to students if they are unable to complete the course expectations due to circumstances beyond their control. Unless otherwise specified herein, the deadline for all incomplete work will be three weeks from the last day of the nine-week grading period. Coursework must be marked complete by the teacher within the three-week timeline or the incomplete becomes a failing grade with no credit earned.

7. Grade Point Average (GPA): Williamsfield Schools uses a four (4.0) point grading scale and honor roll is calculated accordingly. Unless otherwise stated, all courses are included in GPA calculation.
  - a. 4.0 indicates Straight A's
  - b. 3.6 – 3.9 earns High Honors distinction
  - c. 3.0 – 3.5 earns Honor Roll placement
8. Latin Honors: Williamsfield Schools adheres to a Latin Honors System, recognizing students for academic distinction. Recognized students will wear colored cords during the Graduation Ceremony. Honors Designations based on cumulative GPA are as follows:
  - a. Cum Laude 3.5-3.74 (Bronze)
  - b. Magna Cum Laude 3.75-3.89 (Silver)
  - c. Summa Cum Laude 3.9-4.0 (Gold)
9. Repeating Courses: Students are allowed to repeat any high school course one time in the same manner in which it was originally taken. If a course is taken more than once, the higher grade will be the only grade included on their transcript and in the calculation of their GPA.
10. Mini-Courses: With the concurrence of the teacher and student, a student in any grade level may earn up to a C grade to replace a D or F grade in any subject during a 3-week mini-course.
11. Semester Exam Policy: All high school courses administer a semester exam to all students. However, seniors may be exempt from an exam in the second semester if they have earned a semester grade of A or B in the course.
12. Driver Education: Students who meet eligibility requirements are enrolled in Driver Education, oldest first. Traditional enrollment occurs sophomore year. Exceptions may be made based on age.
13. Field Trips: Field trips are an extension of the learning taking place in the classrooms. When students (primarily for middle and high school) are missing other classes, it is their responsibility to find out what is going on before they miss the class. They are responsible for the learning on the day they miss. Students may be restricted from going along on a field trip due to poor academic performance, disciplinary action, or excessive absences. Administration and staff have final discretion to determine student attendance on field trips.
14. Early Graduation: Students may request early graduation by submitting an application to the Principal. The Principal will provide a recommendation to the Board of Education. The Board of Education reserves the right to accept or deny all requests.
15. Unsafe School Choice Option: The unsafe school choice option allows students to transfer to another District school or a public charter school within the District. The unsafe school choice option is available to:
  - a. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and
  - b. Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

## **Courses and Scheduling**

1. Required course participation in accordance with state law:
  - a. Health Education – Each student shall complete the course equivalent. Course substitutions in accordance with 6:300 and 6:310 are allowed.
  - b. Physical Education – Each student shall be required to take physical education daily. Course substitutions in accordance with 6:300 and 6:310 are allowed.
  - c. Consumer Education – Each student shall complete the course equivalent. Course substitutions in accordance with 6:300 and 6:310 are allowed.
  - d. American Government – Each student shall complete the course equivalent covering the content of 1 – 4 in the American Government examination graduation requirement.

2. Family Life & Sex Education: If a student's parent/guardian submits a written objection, the student will not be required to take or participate in any class or courses in comprehensive sex education, including (in grades 6-12) instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation. The parent/guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene, or traditional biology courses. In addition, parents/guardians may examine the instructional materials to be used in any district sex education class or course.
3. GAVC & Dual Credit Courses: Students may earn credit through the Galesburg Area Vocational Center (GAVC) and/or Dual Credit coursework completed in conjunction with cooperating institutions. Dual Credit courses provide high school students an opportunity to earn simultaneous high school and college credit. Students are allowed to attend Dual Credit courses on the college campus. Unless otherwise determined by the school, students will provide their own transportation. Each approved and passed Dual Credit course that provides 3 or 4 semester hours of college credit will be counted as one-half of a high school credit. Upon entering into an agreement with the student and parent(s)/guardian(s), Williamsfield Schools shall pay all GAVC and dual credit registration fees upfront. If the student earns a grade of "D" or "F" for the course, the student/family will be obligated to reimburse all district expenses related to the course. Reimbursement must be made prior to enrolling in a subsequent GAVC or Dual Credit course and before participating in the graduation ceremony or receiving a transcript. For additional information, see the [Williamsfield Schools Accelerated Placement Program](#) or see the Principal for the Williamsfield Schools course drop policy.
4. Credit for Non-District Experiences: A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:
  - a. Distance learning course, including a correspondence, virtual, or online course.
  - b. Courses in an accredited foreign exchange program.
  - c. Summer school or community college courses.
  - d. College courses offering dual credit courses at both the college and high school level.
  - e. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
  - f. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
  - g. Credit earned in a Vocational Academy.

Students must receive pre-approval from the Principal or designee to receive credit for any non-District course or experience. The Principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. With the exception of GAVC & qualifying dual credit coursework, students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination if requested. The Principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

5. Student Aides: Students may be aides only when an alternative course is not available. Students are permitted to gain 1.5 credits as a student aide during their high school career. A student may be assigned to only one position per semester and earn ½ credit per semester. A student must sign in/out with the teacher daily. Student aides will receive a Pass or Fail. If the student passes, then the GPA is not affected. If the student fails, an F will be recorded and counted toward the GPA. The supervising teacher will evaluate the aide's performance and provide a semester grade.
6. Independent Study: Students may request independent study coursework for teacher and administrative approval. Teachers reserve the right to refuse requests. The teacher must approve independent study

topics within one week of the beginning of the semester and must also approve assessments or evaluation methods within two weeks of the beginning of the semester. Independent study credits count toward graduation. These courses may also be taken as pass/fail. In that case, if the student passes, GPA is not affected. If the student fails, an F will be recorded and counted towards GPA. With proper permission, independent studies may include job shadowing and work-based experiences. If this occurs, the student must have permission from the teacher, parent/guardian, and administration.

7. Online Learning: A student may receive high school credit for successful completion of online coursework approved by the Principal. Any/all costs associated with online credit recovery will be paid by the student/family. Online courses count as graduation credit, however, students may be limited as to the number of online courses that earn high school credit. Grades earned online count toward a student's GPA (affecting class rank) and eligibility for extracurricular activities. Online courses may be graded pass/fail. If so, and the student passes, GPA is not affected. If the student fails, an F will be recorded and counted toward GPA.

## Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; and video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access. The degree of access a student has to their records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent records. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the Principal a written request that identifies the record(s) they wish to inspect. Within 10 business days, the Principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$0.35 per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the Principal and should clearly identify the record the parent/guardian or eligible student wants to be changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian

or eligible student of the decision and advise them of their 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.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to any person for research, statistical reporting, or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
5. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or the student if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:
  - Name
  - Address
  - Grade level
  - Birthdate and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to

grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the Principal.

8. The right contained in this statement: 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 State law.
9. 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 SW, Washington DC 20202-5920.

## C. Physical Education

Course Substitution (aka "PE Exemption"): High school students may submit a written request to the Principal to be excused from physical education courses for the following reasons:

1. Ongoing participation in an interscholastic or extracurricular athletic program
2. Enrollment in academic classes that are required for admission to an institution of higher learning
3. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate

## D. Extracurriculars

### Student Activities

See the RW Cougars Athletic Cooperative Administrative Manual for information regarding [eligibility](#), the [extracurricular code of ethics](#), and [random drug testing](#). We strongly encourage all students to actively engage in a variety of activities to enrich their experience at Williamsfield Schools. The following is a partial list of clubs and organizations currently offered.

1. FFA: FFA students may participate in several competitions at the local, region, state, and national levels. Members may also attend a variety of conferences to learn and share ideas with other high school students. The annual FFA banquet provides students with an opportunity to be recognized for their yearly accomplishments.
2. Foreign Language Club: Foreign Language Club is offered to any high school student who has taken at least one year of high school French or other foreign language or is currently enrolled in a French or other foreign language course. Foreign Language Club gives students the opportunity to be involved in and enjoy a variety of cultural events.
3. National Honor Society (NHS): During the second semester each year, students with sophomore, junior, or senior standing who have a 3.30 GPA are eligible for consideration as members, provided they have attended Williamsfield Schools for at least one semester.
  - a. The process for acceptance is as follows:
    - i. The qualified candidate completes and returns a student activity form to the NHS sponsor by the predetermined deadline.
    - ii. Faculty input is collected regarding a qualified candidate's character, leadership, and service to the community.
    - iii. All information and feedback is reviewed.
    - iv. Members are selected by a 5 member faculty council.

- b. Membership may be revoked for gross misconduct or if a student's GPA consistently falls below 3.30 in subsequent semesters.
4. Science Club: Science Club is a social organization with an emphasis on scientific issues. Members explore different aspects of science on field trips taken during the first and second semesters of school.
5. Student Council: Each class is represented by two students they select to serve on the Council. Those desiring to run for office must have a petition signed by a specified number from their class. The Student Council Advisor determines that number. Clubs and organizations may select a representative to serve on the Council.
  - a. Officers: Officers of the Student Council include President, Vice-President, Secretary, and Treasurer. In order to be eligible for President, a member is required to have served on the Council for two years or be a senior who has served one year with the approval of the Council to run for the office. All other officers are required to have at least one year of experience on the Council to be eligible to run for office.
  - b. Election Procedures: Each candidate must submit a petition with at least 20 signatures of members of the student body. High School Students may sign only one petition for each office. It is an "at large election," meaning each student has one vote to cast for each office. In the event of a tie, a run-off election will be held. If only one student has completed a petition for an office, he/she will be declared the winner without an election being conducted.
  - c. Meeting Attendance: Officers are expected to be in attendance at all meetings. If not, officers will receive a warning for the third unexcused absence and will be subject to dismissal for any subsequent absence.
  - d. Removal from Office: The President may be removed from office upon recommendation of the Advisor and a majority vote of the Council membership. All other officers may be removed upon recommendation of the Advisor or President, and a vote of the majority of the Council membership. Any elected member may be removed from Council upon recommendation of the Class Sponsor of that student and a majority of the members of that class.

## Athletics

See the RW Cougars Athletic Cooperative Administrative Manual for information regarding [eligibility](#), the [extracurricular code of ethics](#), and [random drug testing](#).

## Senior Trip

Williamsfield Schools Board of Education recognizes that class trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips help students relate their school experiences to the outside world and encourage new interests among students. The Board believes that careful planning can greatly enhance the value and safety of such trips. To ensure the success of the senior class trip, the following guidelines have been established.

1. An educational component shall be identified and be incorporated into the itinerary of the Senior Trip.
2. The Senior Trip date and proposed itinerary must be approved by the Board of Education at the December meeting of their Senior year. The trip shall be limited to three days and two nights. The destination shall be limited to Illinois and adjacent states unless the Board is presented with an available alternative with approval on a class-by-class, year-by-year basis.
3. At least 75% of the funds for the expenses of the Senior Trip (transportation, accommodations, attractions, and group activities) shall be in the class treasury by the January BOE meeting of their Senior year. An estimate may be made to account for concession stand earnings.
4. The Senior Class shall be responsible for paying for all chaperones.
5. By the Senior Trip parent meeting (held during fall parent-teacher conferences), a \$100 deposit must be made for each student who plans to go on the trip. This deposit is nonrefundable.
6. Senior students must earn a minimum of 50% of the cost of the trip (determined by the sponsor) prior

to the January BOE meeting of their Senior year. The remaining 50% of required Senior trip costs may be paid directly by the student prior to the January board meeting of the student's senior year. Alternatively, a student may earn up to 100% of the Senior trip through diligent fundraising efforts. No student will be limited to earning only 50% of funding if the student's earned profits exceed that amount.

7. There will be no door-to-door fundraising for senior students after February 1.
8. A senior student must have the total cost of the trip paid in full by March 1, unless the trip had been paid in full by the January meeting. All fundraising for seniors must be completed by March 1.
9. Fundraising projects shall be limited to one major project each of the Freshmen and Sophomore years. Juniors shall be limited to two major fundraising projects. Seniors shall be limited to as many fundraising projects as needed.

Universal Class Point System (Implemented August 2010 beginning with Class of 2014): The Universal Class Points System enacted by Williamsfield CUSD #210 entitles each class to earn funding for class needs, prom, and senior class trip. The monies entitle the class to procure these events. No individual shall receive any form of funding obtained through class activities.

1. Service Hours
  - a. Students must earn a total of 16 school/community service hours before the Senior trip.
  - b. This is over the course of four (4) years.
  - c. Service hour forms submitted with appropriate documentation, signatures, and approval.
  - d. Service hours will be logged/tracked by class sponsors.
  - e. National Honor Society requirements are excluded.
2. Class Participation
  - a. Concession Stand
    - i. Concession Stand – Students must participate in \_\_\_\_\* concession stands each year. \* This number will be determined by Class Sponsors based on class size and the number of home games/events by September 1<sup>st</sup>. (approx. 5)
    - ii. 15 points per concession stand will be given per student.
    - iii. Points will be docked if a student misses a concession stand they signed up for unless a replacement is found and approved by the sponsor or the sponsor is notified prior to the event. (10 points per student)
  - b. Float/Hallway Decorations/Teardown - 5 points per hour per student
  - c. A Homecoming Work Log must be completed and signed off by Class Sponsor.
  - d. Participation in class-sponsored activities as determined by each class each year. (i.e. bagging groceries, class service projects, etc.)
    - i. Not linked to door-to-door fundraising sales
    - ii. 5 points per hour per student
  - e. Class Meetings - Students are expected to attend each scheduled class meeting unless other arrangements have been made with a class sponsor. Truancy and misbehavior at meetings will result in a deduction of points not to exceed ten (10) per occurrence per student.
  - f. Other Class Activities - Bonus points will be awarded to students that work on other class activities not previously listed. Five points will be given for each hour of work.
3. Fundraising
  - a. Freshman fundraiser – one class fundraiser (door-to-door)
    - i. Points earned for profit made.
    - ii. Minimum set by Class Sponsor; if do not make minimum, minimum profit \$ is docked.
  - b. Sophomore fundraiser – one class fundraiser (door-to-door)
    - i. Points earned for profit made.
    - ii. Minimum set by Class Sponsor; if do not make minimum, minimum profit \$ is docked.
  - c. Junior fundraisers – two-class fundraisers (door-to-door)
    - i. Points earned for profit made.

- ii. Minimum set by Class Sponsor; if do not make minimum, minimum profit \$ is docked.
  - d. Senior fundraisers – unlimited fundraising as needed to meet class trip requirements.
    - i. Points earned for profit made.
  - e. Donations – will count as 100% profit earned in the fundraising category and deposited in the student’s account.
- 4. Other
  - a. New Students
    - i. Prorated service hours.
    - ii. Prorated money based on the year they come.
    - iii. Decision up to class sponsor and administration.
  - b. Any changes, discrepancies, or situations not covered will be reviewed by the class sponsors and their decision is final.

Senior trip participation requirements and expectations:

1. Students will be ineligible to participate in the senior trip based on school attendance policies established in the student handbook. (Section 2)
2. Parents/Guardians of seniors will attend an informational meeting during the first semester of the school year at which time guidelines will be reviewed. The parent/guardian must sign a form acknowledging understanding of the guidelines. If a parent/guardian cannot attend the informational meeting, it is their responsibility to contact a senior class sponsor and arrange a meeting prior to November 1<sup>st</sup>. Failure to do so will result in the student being ineligible to attend the senior trip.
3. If a senior student receives more than five referrals during the school year, which results in more than five detentions, earns more than one school suspension, or is expelled during the school year, they will not be allowed to attend the senior trip.
4. Any student or group of students caught in possession of or using alcohol, look-alikes, paraphernalia, or illegal substances will be immediately turned over to local law enforcement. That student or students will, at that moment, become the responsibility of their parents/guardians and will be disciplined in accordance with the policies outlined in the student handbook. Sponsors/chaperones will not deal with them further.
5. Any student caught with a weapon will have said weapon removed from their possession. Parents/guardians will be notified and students will be subject to disciplinary procedures outlined in the student handbooks.
6. Sexual misconduct and inappropriate displays of affection will not be tolerated.
7. Any student or group of students who violate rules 4, 5, or 6 will not be allowed to participate in graduation ceremonies.
8. Every student attending the senior trip will return a signed permission form to their class sponsor(s) at least 30 calendar days prior to the first day of the trip. This permission form will be made available to students no more than 60 calendar days prior to the trip and will include all trip rules, including these guidelines. Failure to return the slip on time or forging the signature will disqualify the student from going on the trip.
9. All student luggage and belongings will be searched by administration/sponsors/chaperones with the possibility of a K-9 search of the bags and students attending the trip prior to loading the bus. Students are required to have belongings available for search not less than two hours prior to loading the bus.
10. No student shall be rude, belligerent, or disobey sponsor/chaperone, or violate the rules and laws of the school, the state or states, and sponsor/chaperone. Such occurrence will result in the parents/guardians being contacted and the student being removed from the trip setting by the parent/guardian.
11. Students will not, at any time, go to any location alone or with persons other than those who are on the trip (students and sponsors/chaperones). Groups of at least two (preferably larger) are required for any student movement outside of their hotel rooms. Students will not allow anyone other than members of the senior trip party in their hotel rooms, excluding emergency personnel should that be necessary. Students will not enter hotel rooms that are not assigned to members of their senior class and/or their

sponsors/chaperones.

12. Sponsors are responsible for creating and maintaining a “points” system that will be used to calculate student eligibility to attend the senior trip. This system will be presented to the class by the class sponsors during their freshman year and will remain in effect until the trip is taken. Any student not earning 75% of the required number of points may purchase the remaining 25% providing they meet all other requirements.

Rules not specifically covered here will adhere to the established rules outlined in the student handbook.

## Section 2 – Student Attendance, Absences, and Tardies

1. Regular School Day Bell Schedule: School begins at 8:15am and dismisses at 3:00pm daily. Students not in proper attendance by the 8:15am bell are required to retrieve a pass from the office prior to admittance to their assigned classroom.
2. Attendance Information: Students are expected to be in school daily. Student academic success and growth are directly related to student attendance. When students are not in class, learning cannot take place. The Illinois School Code requires that *whoever has custody or control of any child between the ages of 7 and 17 years shall cause such child to attend school in the district in which they reside during the entire time it is in session during the regular school term*. Attendance is therefore a shared responsibility between the parents/guardians of students and the school district. It is, however, the student’s responsibility to attend class and be prepared and the parents’/guardians’ responsibility for ensuring regular, punctual attendance. Williamsfield extends the provisions of the compulsory attendance laws to students beyond the age of seventeen as long as they are enrolled at Williamsfield Schools.
3. Student Absences: Parents/guardians are asked to contact the office first thing in the morning when a student is absent. A phone call or email will be an acceptable form of communication. If a student is going to miss part of the day for a doctor or dental appointment, please arrange to send a note along with the student upon arrival.
4. Pre-Arranged Absences: Pre-arranged absences are cleared with the Principal in advance. It is the parents’/students’ responsibility to work with teachers to secure assignments prior to the scheduled absence.

College Days: Seniors may have two school days and second-semester Juniors may have one school day to visit colleges, trade schools, technical schools, and appointments with military recruiters that they are seriously considering attending. These visits must be prearranged. Information and paperwork are available in the office.

5. Excused Absences: The State has defined valid cause for absence to include emergencies, illness, mental health, or a death in the family. If a student accumulates 10 excused absences during a semester, a doctor’s note will be required for any additional absence. When a parent/guardian calls in and sends a note, the reason for the absence must be made clear. The Principal determines whether an absence is excused. Additionally, a student will be excused for up to 5 days in cases where the student’s parent/guardian is an active duty member of the uniformed services and has been called to duty, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse the student for additional days relative to such leave or deployment. A student and the student’s parent/guardian are responsible for obtaining assignments from the student’s teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to their return to school.
6. Home and Hospital Instruction: A student who is absent from school or whose physician, physician assistant, or advanced practice registered nurse anticipates the student’s absence from school because of a medical condition may be eligible for instruction in the student’s home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student’s physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child’s birth or a miscarriage. For information on home or hospital instruction,

- contact the Principal.
7. Unexcused Absences: Generally speaking, unexcused absences include the following: Oversleeping, missing the bus or failure of privately owned vehicles, tardiness, providing transportation to others, working on school projects, hair appointments, and failure to have proper verification to explain an absence and any unauthorized departure from the building. Unexcused absences and truancy go hand-in-hand, therefore, students receive zero credit for these occurrences. Tests, quizzes, or previously assigned assignments must be completed upon arrival.
  8. Truancy: Students who miss 5% or more of the prior 180 regular days without valid cause (a recognized excuse) are considered chronic truants. Chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will be forced to take further action, including any or all of the following: Referral to the truancy officer, reporting to officials under the Juvenile Court Act, referral to the State's Attorney, and/or appropriate school discipline.
    - a. [105 ILCS 5/26-1](#) and [Village Ordinance 2000-6](#), as applicable (Truancy): It shall be unlawful for any person under the age of 17 in a public, private or parochial school within the corporate limits of the city to be absent himself or herself from attendance at school with or without parental permission. Emergency or unforeseen absences due to illness or other causes beyond the control of the person so absenting himself or herself from school without parental permission shall not constitute truancy if permission for such absence has substantially been obtained from the parent and such permission is submitted in writing to the proper school authorities within twenty-four (24) hours after such absence. See 105 ILCS 5/26-1.
    - b. Truancy Timeline:
      - i. After the 3rd unexcused absence, a notification letter will be sent by the Principal.
      - ii. After the 6th unexcused absence, another notification letter will be sent by the Principal; a phone call and/or parent meeting will also occur.
      - iii. After the 9th unexcused absence, the Regional Office of Education (ROE) will issue a Truancy Ticket to the parent/guardian.
      - iv. After the 12th unexcused absence, a notification letter will be sent by the ROE.
      - v. After the 15th unexcused absence, a notice of hearing will be sent to the parent/guardian by the ROE. The hearing will be before a county Truancy Review Board to be convened by the ROE.
      - vi. The last step in the process (if success is not attained after the hearing before the Truancy Review Board) will be a referral to the appropriate court for legal action. This step will be initiated by the Regional Office of Education.
  9. Arriving Late to School: Whereas "tardy" is defined as late to any respective class, "late arrival" to school is defined by the Illinois State Board of Education as arriving later than 8:23 am after the school day starts without valid cause. When a student arrives late to school, they must report to the office and receive an admit pass to class. As the number of tardy/late arrival referrals increases, the severity of the consequences also increases. Students tardy to class or arriving late to school without valid cause may lose the privilege to attend or participate in any extracurricular activities, athletic events or practice, cheerleading, or music programs that day and will be subject to the following course of action:
    - a. Offense 1 - Teacher warning
    - b. Offense 2 - Teacher warning/Parent contact by teacher/Referral to Principal
    - c. Offense 3 - One hour detention as per handbook
    - d. Offense 4 - Two hour Saturday detention
    - e. Offense 5 - Four hour Saturday detention
  10. Signing-in and Signing-out: When a student comes late or is leaving early for an appointment, they must sign in/out in the office.

## Section 3 – School Environment and Safety

1. Entering the Building: Students are to enter the building no earlier than 8:00 am. Once the school day begins, all doors will be locked.
2. Closed Campus: When students arrive on campus, they are to remain until dismissed for the day. Students may leave early with permission of the administration. All students must sign out.
3. Video and Audio Surveillance: A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.
4. Loitering: A no-loitering policy is in effect as stated by the Illinois School Code in order to reduce the risk of damage to property, individual harm, and student misconduct. At Williamsfield, this includes the weight room, hallways, gym areas, and classrooms. All students who are not under the direct supervision of a staff member(s) may be asked to leave the school property. Failure to comply with a directive to leave the building may lead to a progression of discipline consequences.
5. Driving to School: Driving to school is a privilege and can be revoked. Inappropriate parking or driving could result in a loss of driving privileges. Students driving vehicles to school must park in the lot northwest of the building. Vehicles are to be parked in rows, not on the sidewalk or the grass. The vehicles need to be registered in the office during the week of Registration. Once you have arrived at school, you are not to enter your vehicle without permission from an administrator. Vehicles are to remain locked. Just remember driving to school is a privilege; if you follow these few directives, you will continue to enjoy the privilege.
6. Bookbags & Lockers: Students will carry bookbags and backpacks. Rolling backpacks are not permitted on campus. Any exceptions to this policy must be approved by the administration. The school will assign a locker to students upon request, but students must provide their own locks for their lockers.
7. Medication Policy: The only medication to be administered at school is medication prescribed by a physician/healthcare provider that must be administered during the school day in order to allow the student to attend school, or where failure to take prescribed medication could jeopardize the student's health and/or education (see *Recommended Guidelines for Medication Administration in Schools*). This includes non-prescription medication such as ibuprofen or Tylenol.
  - a. The parent/guardian shall provide to the school a "Medication Authorization Form" authorizing the administration of the prescribed medication at school and stating the necessity for administering the medication during school hours.
  - b. The student's physician/healthcare provider shall provide to the school a written order detailing the necessity for the medication, proper dosage, time, and duration of administration.
  - c. All student medication shall be left with the school nurse.
  - d. All such prescription medication shall be clearly marked with the student's name, doctor's name, contents, and dosage in the original labeled pharmacy container.
  - e. All student medication will be administered by the school nurse whenever possible. However, if the school nurse is not available, school personnel designated by the Administration may administer the student's medication.
  - f. A record shall be kept of all medication dispensed to students, specifying time given, dosage, reactions, and initials of who dispensed.
  - g. Students are not allowed to carry prescription medication or non-prescription medication on them at school. If a student needs to carry self-administered medications (i.e.: inhaler, insulin, epinephrine, etc.), an authorization form for Self-Administration of Medication needs to be completed.
  - h. Whenever a change in the student's medication takes place, the school must receive an updated

- physician/healthcare provider's order in writing for a new dosage to be given.
- i. A student's parent/guardian may come to the school to administer medication(s) to their own child.
  - j. At the end of the school year or the end of the treatment regime, the student's parent/guardian will be responsible for removing from the school any unused medication. If the parent/guardian does not pick up the medication by the end of the school year, the school nurse will dispose of the medication(s) and document that it was discarded. Medication must be discarded in the presence of a witness and documentation signed by both parties.
  - k. Reference to Medication policy found in the *Recommended Guidelines for Medication Administration in Schools, by the Illinois Department of Human Services and the Illinois State Board of Education*. APPENDIX A, Legal Citations from The School Code and 23 Illinois Administrative Code.
8. Illness at School: Occasionally students become ill at school. Accordingly, parents/guardians who are unavailable during the day should designate another person to pick up students who are ill. If, within the last 24 hours, a child has been running a fever, vomiting, or has had diarrhea, they must stay home until they remain symptom-free for 24 consecutive hours.
9. Care of Students with Diabetes: If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the Principal. Parents/guardians are responsible for and must:
- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
  - b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
  - c. Sign the Diabetes Care Plan.
  - d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan
10. Students with Food Allergies: State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules.
11. Students with Life-Threatening Allergy or Chronic Illness: If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Principal at 309.639.2216.
12. Students with Disabilities: Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized education plan (IEP) or Section 504 Plan will be developed and implemented to provide the needed supports so your student can access their education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.
13. Head Lice: The school will observe recommendations of the Illinois Department of Public Health regarding head lice.
- a. Parents/guardians are required to notify the school if they suspect their child has head lice.
  - b. Students with active infestations will be sent home following notification of the parent/guardian. Students will be sent home for nits as well. Williamsfield Schools has a "No Nit Policy."
  - c. The school will provide written instructions to parents/guardians regarding appropriate treatment for the infestation.
14. Animals on School Property: In order to assure student health and safety, animals are not allowed on school property except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the Principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.
15. Emergency Drills: A variety of safety drills are practiced each year. Students are expected to be prepared and react appropriately.

16. Riding the School Bus: When you ride the bus, the school district becomes responsible for you from when you step on the bus until you step off the bus on the return trip home. School personnel are responsible for you. A few common-sense statements are important for you:
  - a. Enter the bus, take your seat, and speak in a quiet voice. Remain seated at all times and don't do anything which may distract the driver. Your safety is at stake.
  - b. Once you are on the school grounds, you are not to leave. You are to report to the building/classroom/commons.
  - c. Buses will leave in the PM five minutes after the close of school. A bell rings to notify you of the departure time.
  - d. Students will follow all bus driver's directives. If a student's behavior is contrary to the above statements, they may receive a referral from the driver. The consequences of such behavior will be determined by the administrator per the Discipline Code.
  - e. The privilege of riding the school bus may be suspended.
  - f. Emergency drills are practiced 2 times each school year.
17. Sexual Harassment: Sexual harassment is unwanted, deliberate, or repeated sexual behavior, comments, gestures, or touching. The person seeing, hearing, or being touched does not want this attention and is frequently uncomfortable and embarrassed. It may take the form of crude jokes or pictures or it may be teasing related to sexual experiences. No matter what your age, no matter what sex you are, you could be the object of sexual harassment. It is normal to feel embarrassed by unwanted, unflattering attention or demands. Often, sexual harassers think they will be protected by your normal reaction. Usually, they think you will remain quiet to avoid embarrassment. This need not happen, because today people do talk about many subjects that would not have been mentioned in years past.
  - a. What To Do: Let the harasser know you are not receptive. If you are harassed a second time, politely and firmly let that person know you are not interested. Write down what happened to you, including when it happened, who else was there, and what was said or done. Share this information with a teacher, counselor, and/or the Principal.
  - b. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment. The Superintendent serves as Complaint Manager.
  - c. Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action including but not limited to suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.
18. Bullying: Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:
  - a. During any school-sponsored education program or activity.
  - b. 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.
  - c. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
  - d. 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.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Principal, district complaint manager, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Mr. Zack Binder  
325 W Kentucky Ave  
Williamsfield, IL 61489  
309.639.2216  
zack.binder@billtown.org

Ms. Mary Kay Bronny  
325 W Kentucky Ave  
Williamsfield, IL 61489  
309.639.2216  
mary.bronny@billtown.org

19. Adolescent Suicide and Crisis Intervention

- a. Identification of the At-Risk Student
  - i. An employee having any reason to believe a student is considering or threatening suicide is to contact the Principal.
  - ii. The Principal will meet with the student.
  - iii. The Principal will call the student's parent(s)/guardian(s) and arrange a meeting. All calls and meetings with parent(s)/guardian(s) will be documented and a copy of the documentation sent by certified mail to the parent(s)/guardian(s).
  - iv. The Principal will suggest to the parent(s)/guardian(s) that the State or community mental health agency be contacted. This suggestion shall be a part of the documentation sent to the parent(s)/guardian(s).
  - v. A student should never be left alone if an employee reasonably believes the student is at imminent risk of suicide. An employee should immediately contact the student's parent(s)/guardian(s).
- b. Documentation Regarding the At-Risk Student
  - i. District employees shall take notes on any conversations which involve or relate to the at-risk student. The notes shall become a part of a written report to the Principal.
  - ii. Conversations that involve or relate to the at-risk student shall be confirmed in writing with the other party/parties. The Superintendent shall receive a copy of all reports and

documentation regarding the at-risk student. The Principal/Counselor shall prepare a report of the situation for the student's records.

20. Damage to School Property: Students willingly or intentionally damaging school property shall be held accountable for the cost of replacing such property including material and labor involved. The administration will file a police report. If a parent/guardian requests, a payment plan and timeline for repair may be established. Failure to pay restitution or make timely payments will result in the student losing the privilege to attend or participate in any extracurricular activities, athletic events, or after school/evening programs (with the exception occurring when a grade is given for the activity) until payments are received or the plan is followed.
21. Vision Screening: Vision screening will be done, as mandated by law, for the following children: Preschool, Kindergarten, 2<sup>nd</sup> Grade, and 8<sup>th</sup> Grade. In addition, a vision exam may be required for new students, Special Education Students, those with 504 plans, and pursuant to teacher referrals. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is NOT an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.
22. Acceptable Device/Internet Use Policy: Williamsfield Schools has adopted an acceptable use policy, which students and parents/guardians must sign prior to using district devices and accessing the district's internet connection. Violations of the policy may lead to the loss of privileges for the student. If you have any questions, please contact the Principal.
23. Non-School Sponsored Publications/Websites:
  - a. The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution of the material is endorsed by the school district.
  - b. Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or a blog, that:
    - i. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
    - ii. Violates the rights of others, including but not limited to libelous material, invades the privacy of others, or infringes on a copyright.
    - iii. Is socially inappropriate or inappropriate due to the maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language.
    - iv. Is primarily intended for the immediate solicitation of funds.
    - v. Is distributed in school and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.
24. Cell Phone and Electronic Device Usage Policy: At Williamsfield Schools, cell phones & electronic devices may be used in approved locations before and after school, during passing periods, and during the student's lunch period. Approved locations include the commons area, hallways, and outside the building. In academic areas, cell phones and other allowable electronic devices must remain in the "mute" or "off" position and stored in a location where they are not visible unless prior approval has been granted by the teacher. Each violation of this policy will subject the student to the following disciplinary consequences:
  - a. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
  - b. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.

- c. Third offense – The device will be confiscated. A detention will be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the semester. The student will also face consequences for insubordination.
  - d. Fourth and subsequent offense – The device will be confiscated. The student will be assigned detention and will be prohibited from bringing the device to school for the remainder of the school year. The student’s parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.
25. Cell Phone and Electronic Device Usage Procedures: The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes but is not limited to the following: Cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer, or other similar electronic devices. Pocket pagers and other paging devices are not allowed on school property at any time except with the express permission of the Principal. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher, or school staff member; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student’s lunch period. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft, or damage to any electronic device brought to school. The possession and use of cell phones and other electronic devices are subject to the following protocols:
- a. They must be used in a manner that is not disruptive to the educational environment.
  - b. Students shall be personally responsible for the security of their cell phones or other electronic devices. The district assumes no responsibility for theft, loss, or damage of such devices.
  - c. Consequences
    - i. Students who fail to comply with the policy and procedures regarding the possession and use of cell phones and other electronic devices shall be subject to the consequences stated above in the Cell Phone & Electronic Device Usage Policy.
    - ii. Consequences for violating this policy are separate from and in addition to those assigned with violating the Cell Phone & Electronic Device Usage Policy and Procedures.
    - iii. Students using electronic devices for unlawful purposes will be disciplined according to the district’s standard discipline policy and/or referred to law enforcement agencies, where appropriate.
    - iv. Consequences leading up to and including suspension and expulsion will be considered for students using any electronic device, including a cell phone, to take or transmit digital photographic images, pictures, or movies of an individual or individuals without their consent anywhere on school grounds or during a school-related activity.
    - v. Consequences leading up to and including suspension and expulsion will be considered for students using any electronic device, including a cell phone to take or transmit audio recordings of an individual or individuals without their consent anywhere on school grounds or during a school-related activity.
    - vi. Illinois Criminal Code (720 ILCS 5/260-4) – It is unlawful for any person to knowingly videotape, photograph, or film another person without that person’s consent in locker

rooms, changing rooms, restrooms, etc. Standard disciplinary procedures will apply.

26. Computer Network and Internet Usage Agreement: School computers, the computer network, and Internet access (hereafter known as "the system") are designed to support and enhance student learning. Use of the system by students must be consistent with this goal. It is important to remember that the use of the system is a privilege. It is the policy of this school district that all its electronic facilities are to be used in a responsible, efficient, ethical, and legal manner. All who use the system agree to abide by the terms below, and further agree to report infractions committed by others to the Director of Student Services. Any use of the system for or in support of illegal activities will be reported to the authorities. These rules may be supplemented at any time at the discretion of the school district. Any supplemental rules will immediately be binding upon network users. Inappropriate use may result in disruption or cancellation of user privileges. Users of the system agree to:
- a. Use of the system only after logging in with their personal login name and password.
  - b. Save work to their own designated system location. Saving to hard drives and portable USB devices is allowable only after authorized permission has been granted.
  - c. Use the system within the parameters of their authenticated login.
  - d. Pay any charges incurred by their use of the system. This includes, but is not limited to, the use of large amounts of paper or ink (especially colors).
  - e. Disclose to the system manager use of the system contrary to this agreement,
  - f. regarding E-mail:
    - i. Send, receive, transmit, and check e-mail messages only after permission is obtained from authorized personnel.
    - ii. Avoid initiating or transmitting "mass email" to any group of students. There will be no transmittal of "chain letters" to anyone in the system or on the Internet.
    - iii. Avoid posting anonymous messages.
  - g. Remain within the confines of the district-approved filtering system.
  - h. Avoid use of the system for private financial or commercial gain
  - i. Report inadvertent loading of an inappropriate website to authorized personnel after immediately leaving the site.
  - j. Stream music, videos, or games only after authorized permission has been granted.
  - k. Visit chat rooms, discussion boards, and engage in instant messaging only after authorized permission has been granted.
  - l. An understanding that information passed through or stored on components of the district system is not to be considered private.
  - m. Consequences for Violations:
    - i. First minor violation: Formal warning followed by an 18 week watch period.
    - ii. First major violation or second minor violation: System access suspended for a period of 18 weeks. During system access suspension, internet use will only be allowed under direct supervision of authorized personnel.
    - iii. Subsequent violations: Penalties at the discretion of the Principal and additional authorized personnel. Williamsfield Schools reserves the right to disrupt or cancel usage privileges at any time.

On a global network, it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Additionally, having an email address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Student authorized users accessing the Internet do so at their own risk. Williamsfield Schools makes no warranties, either expressed or implied, for the service it provides. The District will not be responsible for any damage suffered by users of the system. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the errors or omissions of others. Use of any information obtained via the Internet is at the user's risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through

Internet services. The user agrees to repay Williamsfield Schools for any losses, costs, or damages including reasonable attorney fees incurred by the District relating to, or arising out of, any breach of this authorization. Williamsfield Schools is not responsible for charges incurred by the system users.

### **Access to Student Social Network Passwords & Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account or a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **Section 4 – The Discipline Code**

### Rationale

Whereas, the teachers have the right to expect appropriate behavior from their students, and whereas, the students have the right to attend school in a safe and wholesome environment, and whereas, the students and parents/guardians have the right to expect the teachers to dedicate their full efforts to teaching, let it be known that any student whose behavior prohibits or impedes any of the above violates the rights of others.

### Purpose

The Board of Education understands that young people are sometimes prone to make errors in judgment. It is not the Board's intent to have a discipline program for the purpose of punishing students who make mistakes. But rather, it is the Board's intent to have a discipline program that encourages students to learn from their mistakes through accountability for their actions. The Discipline Code is such a program. The rules and consequences presented in this document are the tools by which the Administration and the Board of Education shall maintain effective discipline. They address the broad general rules of conduct for all students and a variety of consequences available to the administrators in their efforts to deal with inappropriate behavior and to teach appropriate behavior. It is impossible to create a set of rules that anticipates every possible discipline situation. The rules included within this document are guidelines, not absolutes. They are established to provide a reference by which the administration can better achieve consistency and fairness. These guidelines also provide a framework for all other student rules of conduct within the district. The Williamsfield Board of Education believes that the most effective method of achieving a wholesome environment is for each teacher or supervisor to share in the responsibility of maintaining good discipline. It is when a student's conduct requires intervention from the administration that the specifics of this Discipline Code apply.

### Maintenance of Discipline

The staff of Williamsfield Schools holds a responsibility to maintain discipline in the schools, including school grounds that are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardians. Nothing of this Section affects the power of the Board to establish rules with respect to discipline, except that each Board must establish a policy on discipline, and the policy so established must provide that a teacher may use reasonable force as needed to maintain safety for the other students and may remove a student from the classroom for disruptive behavior and must include provisions which provide due process for students. School personnel are required by law to maintain discipline within the school and at all school-related activities. Thus, when a disciplinary matter is challenged in court, the court generally does not rule on the right of a school official to administer discipline, for such is required by laws. Typically, the court does not rule on the judgment of the official. The court, however, does rule on due process. The court will ask if the procedures defined in the school's policy were followed. If yes, the judicial history shows that courts do not reverse the school official's decisions. See Chapter 122 of the Illinois Revised Statutes, 24 - 24, Maintenance of Discipline

## A. The Discipline Program

### District-Wide Discipline Program

These are the broad general rules which govern all student behavior in the district. These rules provide the framework for all other discipline rules. This program is managed by the Principal, the Superintendent, and the Board of Education.

### Special Rules of Conduct

1. *Wing/Grade Level Rules:* Because each wing of the building traditionally houses different grade levels and because each wing has different physical characteristics, additional rules unique to the students and/or to the wing may be imposed. These rules are developed by the Principal in concert with building staff. Once approved by the Principal, these rules have the authority of policy.
2. *Classroom Rules:* Because each teacher is required to maintain discipline within the classroom, each teacher has the right to create and enforce rules of behavior beyond those described therein. At a minimum, the classroom rules of each teacher shall contain a provision to allow the immediate removal from class of any student whose conduct is disrupting the learning process. Once removed, the student becomes subject to the provisions of the District-Wide Discipline Program.
3. *Special Facility Rules:* Certain facilities within the district have unique safety and/or security requirements and thus necessitate special rules. (Some examples are gyms, computer labs, libraries, cafeterias, restrooms, locker rooms, etc.). The special room rules shall be developed cooperatively by the Principal.
4. *Special Activity Rules:* Special activities which occur throughout the school year require a specific and unique set of rules of behavior. Examples of such activities are dances, field trips, and club activities. All special rules, which apply to these activities, should be developed by the supervising teachers or sponsors and the Principal cooperatively. They must be approved by the Principal.
5. *Club and Organization Rules:* Clubs and organizations are unique in that a student does not have an inherent right to participate. In some instances, the student must be elected or appointed to the organization. In other instances, the participation is based on a variety of criteria. In most cases, however, there are additional rules of conduct required by the participant. The club/organizations code imposes additional consequences over and above the consequences stated in this document for participant misconduct.
6. *Transfer Students:* Students currently under expulsion from another public school shall not be admitted to Williamsfield Schools on a tuition basis. A student who moves into Williamsfield Schools who is currently serving an expulsion from another public school shall not enter until the expulsion time has been served. After that, the transfer student may enter the district under strict probation. Any violation of the Discipline Code may result in an expulsion hearing and subsequent expulsion.

## B. Standards of Conduct

1. Respect everyone's right to an uninterrupted learning environment. When a student's conduct at school and school-related events requires the teacher to stop teaching in order to deal with the inappropriate behavior, the student violated the rights of all the students in the class. In addition, student's dress & grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.
2. Speak in a respectful manner. Abusive or profane language which demeans, belittles, threatens, intimidates, extorts, or insults others will not be tolerated. Inappropriate language including profane "four-letter words," vulgarities, and inappropriate references shall be considered profanity.
3. Treat others and all property with respect. Any action taken by one student against another person which has the potential of causing physical damage shall be considered physical abuse regardless of the outcome. When a fight occurs, if it is not possible to ascertain the first cause, all participants in a fight may be disciplined equally. Students shall not handle nor use another's property unless permission to do so is given and then the borrowing student shall return the property in the same condition as when borrowed.
4. Comply with staff requests and directives. When a student is given a directive by a school employee, failure to comply shall be considered insubordination. Lying, plagiarism, forgery, cheating, misuse of

artificial intelligence technology, and any type of academic dishonesty shall also be considered violations of this rule. In addition, failure to obey the special rules of conduct noted above shall be considered insubordination.

5. Engage in safe and lawful acts. Students shall not engage in any activity which has the potential of injury to themselves, their fellow students, or school personnel. Failure to wear protective equipment required by the classroom teacher shall be considered a violation of this rule. Students wearing clothing that is unsafe or a threat to health are in violation of this rule. Students must also obey all public laws while at school or at a school-related activity. If a student violates a public law such as battery, arson, or destruction of others' property, the school officials have Board authority to notify the proper civil authorities. If the violation or crime is of a grievous nature, the level of consequences may be accelerated.
6. Be in class ready to learn on time. Students shall not be tardy. Tardiness is defined as not being in the classroom or activity when the passing period ends. Tardiness causes a disruption to the educational process and is not tolerated. Any unexcused tardy to class, which exceeds five minutes, will be considered an unexcused absence to class. A student is truant if the student misses any part of the school day without a valid reason. Parents/Guardians are required to provide a reason for absences after which administrative staff determines whether or not an absence is "excused." Truancy is based on reason/rationale for absence rather than parental permission. No credit is given for work missed because of truancy and/or unexcused absences. A minimum two-hour Saturday school will be assigned for the first offense.
7. Avoid the selling, distribution, consumption, possession, or being under the influence of alcoholic beverages, tobacco products including electronic cigarettes or e-cigarettes, unauthorized drugs or substances that intoxicate. If a staff member has reasonable suspicion that a student is in violation of this rule, the student will be escorted to the Principal's Office, asked to leave, or directed to remain until the proper authorities arrive. The violation will be reported to the Principal.

### **C. When and Where Standards of Conduct Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **D. Acts of Misconduct**

Acts not covered by the following procedures will be handled at the discretion and judgment of staff and building administrators, who will act for the order and protection of the school. Each disciplinary decision will be handled on a case-by-case basis. The administrator will consider the age of the offender, the intellectual development of the offender, the maturity and judgment level of the offender, and the history of the student's previous misconduct. Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **E. Consequences for Misconduct**

Teachers are responsible and will handle discipline problems as they arise in the classroom in a number of ways. If normal classroom techniques are not effective, the steps below will be taken. Depending on the severity or frequency of the problem, any step may be passed and the principal notified to take the action deemed necessary.

## **F. Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, but are not limited to, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Behavioral/Disciplinary contracts.
4. Withholding of privileges (Extracurricular [participant/spectator], athletic events, dances, concerts, etc.).
5. Temporary removal from the classroom.
6. Return of property or restitution for lost, stolen, or damaged property.
7. Restorative justice practices.
8. Mediation/Peer mediation.
9. Mentoring.
10. In-school suspension.
11. Before/After-school/lunch detention or Saturday detention/school provided the student's parent/guardian has been notified (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.).
12. Community service.
13. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
14. Suspension of bus riding privileges.
15. Other appropriate and available behavioral and disciplinary interventions.
16. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
17. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
18. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
19. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as illegal drugs (controlled substances), "look-alikes," alcohol or weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. The Principal will determine the appropriate consequence for each incident. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

## **G. Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other

persons, or for the purpose of self-defense or defense of property.

## **H. Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

## **I. Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia, or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, or (5) incite other students to act with physical violence upon any other person.

## **J. Re-Engagement of Returning Students**

The Principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make up missed work for equivalent academic credit.

*Acts not covered by these procedures will be handled at the discretion and judgment of the staff and building administrators, who will act for the order and protection of the school. Each disciplinary decision will be handled on a case-by-case basis.*

## **K. Due Process**

1. **Discipline Required:** By law, school officials are required to maintain discipline during the school day and during all extra-curricular activities. The Board of Education and the district's certified personnel are required to adopt and enforce reasonable rules and regulations to achieve this end.
2. **Rules of Evidence and Procedure:** In a public court of law, an individual may have committed a crime, but because of the strict rules of evidence and procedure, the individual may receive a not guilty verdict based on a procedural technicality. The same rules of evidence and procedure do not apply to enforcing school rules as apply to enforcing public law. In a court of law, an individual is innocent until proven guilty. In the school setting, an individual is innocent until judged guilty by the appropriate school authority.

3. Basis for Judgment: The courts have continually held that school officials need only establish that in their judgment the preponderance of evidence shows guilt. There are no restrictions on the sources of evidence.

## L. Appeal Procedure

If a parent/guardian desires to appeal a discipline decision, the procedures for doing so are listed below.

Parents/guardians seeking an appeal must follow the progression prescribed unless at the given step both parties consent to advance the appeal to the next step.

1. First Level of Review: If the appeal is for a discipline decision rendered by a classroom teacher, coach, sponsor, or supervisor, the parent/guardian must first discuss the situation with the employee in an effort to resolve the issue. If it is a discipline decision rendered by the Principal, step two becomes the initial step.
2. Second Level of Review: If step one does not resolve the situation to the satisfaction of the parent/guardian or if the discipline decision was rendered by the Principal, the parent/guardian may appeal the action to the Principal. Such appeal shall commence no later than 5 days from the date of the discipline decision.
  - a. Upon reviewing the circumstances surrounding the situation, the Principal may withdraw, modify, or leave the discipline decision in question unchanged. The Principal shall respond in writing to the petitioning parent/guardian within 10 days. A copy of the response shall be forwarded to the District Superintendent and a copy shall be placed in the student's temporary record.
3. Third Level of Review: If step two does not resolve the situation to the satisfaction of the parent/guardian, the petitioning parent/guardian may appeal the action to the Superintendent. Such appeal shall be in writing and shall be filed with the Superintendent no later than 5 days from the date of the receipt of the Principal's response.
  - a. Upon review, the Superintendent may withdraw, modify, or leave unchanged the discipline decision in question. The Superintendent shall respond in writing to the petitioning parent/guardian within 10 days. A copy of the response shall be forwarded to the Principal and a copy shall be placed in the student's temporary record.
4. Fourth Level of Review: If step three does not resolve the situation to the satisfaction of the parent/guardian, the petitioning parent/guardian may appeal the action to the Williamsfield Board of Education. The Board's hearing procedures described in the District Policy Manual shall apply. The decision of the Board shall be final.

## Section 5 – Random Drug Testing

Williamsfield Schools conducts an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. The program promotes healthy and drug-free participation. Please remember, participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. Each student and their parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the district's "Random Drug and Alcohol Testing Consent" form will result in non-participation. See the [Random Drug Testing section](#) of the RW Cougars Athletic Cooperative Administrative Manual for more information on program implementation.

REMINDER: Student membership or participation in any athletic, spirit, club, or organization is a privilege.

## Appendix A – STUDENT Acknowledgment Form & Computer Use Signature Sheet

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read, understand, and agree to fully comply with the Williamsfield Schools Computer Network/Internet Use Agreement. I agree to limit the use of my system account to the stated purposes of the policy. I understand this agreement will be in effect for as long as I am a student at Williamsfield Schools unless a new agreement is required due to significant changes in its content.

As a student of Williamsfield Middle/High School, I also acknowledge I have received direct access to and reviewed the STUDENT HANDBOOK, including the eligibility and code of ethics included in the RW Cougars Athletic Cooperative Administrative Manual. I acknowledge an understanding of 2023-2024 updates to extracurricular eligibility, the code of ethics, and random student drug testing.

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Please be sure to take the HANDBOOK home and review it with your parents/ guardians.

## Appendix B – PARENT Acknowledgment Form & Computer Use Signature Sheet

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read, understand, and agree to help ensure my child fully complies with the Williamsfield Schools Computer Network/Internet Use Agreement. I/we hereby release Williamsfield Schools, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from our child's use of or inability to use the computers as long as my child is a student at Williamsfield Schools unless a new agreement is required due to significant changes in its content.

I also acknowledge I have received direct access to and reviewed the STUDENT HANDBOOK, including the eligibility and code of ethics included in the RW Cougars Athletic Cooperative Administrative Manual.. I acknowledge an understanding of 2023-2024 updates to extracurricular eligibility, the code of ethics, and random student drug testing.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please be sure to take some time to review the STUDENT HANDBOOK with your child.

## Appendix C – Student Picture Permission Form

The pages of the district website ([www.billtown.org](http://www.billtown.org)) and school-sponsored social media accounts (e.g. Twitter, Facebook, Instagram, YouTube, etc.) serve as important communication tools. For your protection and privacy, we ask your permission prior to sharing images of your child participating in school-related events.

Please check the box corresponding to the level(s) of permission you wish to grant.

I give Williamsfield Schools permission to share school-related pictures of my child on the school website, school-sponsored social media accounts (e.g. Twitter, Facebook, Instagram, YouTube, etc.) and within school-related publications (e.g. newsletter).

(Grades PK – 8 only) I also permit Williamsfield Schools to label the picture with my child's first name and last initial.

(Grades 9 – 12 only) I also give Williamsfield Schools permission to label the picture with my child's full name and reference their applicable professional social media accounts in an effort to enhance their digital footprint.

I understand these permissions remain valid for as long as my child is a student at Williamsfield Schools unless a new agreement is required due to significant changes in its content. I also recognize that I have the right to modify these permission settings at any time.

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## Appendix D – Steroid Testing Consent



### IHSA Steroid Testing Policy Consent to Random Testing

In January 2008, the Illinois High School Association’s Board of Directors approved a plan developed by the IHSA’s Sports Medicine Advisory Committee to implement random testing for steroids and performance-enhancing dietary supplements of teams and individuals qualifying for state finals competition.

Beginning with the 2008-09 school term, any student-athlete who ingests or otherwise uses substance from the association’s banned drug classes, without written permission by a licensed physician, to treat a medical condition, violates IHSA By-law 2.170 and its subsections, and is subject to IHSA penalties, including ineligibility from competition. The IHSA will test certain randomly selected individuals and teams that participate in state series competitions for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school.

By signing below, we consent to random testing in accordance with the IHSA’s steroid testing policy. We understand that, if the student or the student’s team participates in state series competitions, the student may be subject to testing for banned substances.

No student-athlete may participate in IHSA state series competition unless the student and the student’s parent/guardian consent to random testing.

A complete list of the current IHSA Banned Drug Classes can be accessed at [http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA\\_banned\\_drug\\_classes.pdf](http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_drug_classes.pdf).

\_\_\_\_\_  
Name of student-athlete (please print)

\_\_\_\_\_  
Signature of student-athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

## Appendix E – Performance Enhancing Drug Testing Consent



### IHSA Sports Medicine Acknowledgement & Consent

#### Student/Parent Consent and Acknowledgements

By signing this form, we acknowledge we have been provided information regarding concussions and the IHSA Performance-Enhancing Testing Policy.

#### STUDENT

Student Name (Print): \_\_\_\_\_ Grade (9-12) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

#### PARENT or LEGAL GUARDIAN

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Relationship to student: \_\_\_\_\_

#### Consent to Self-Administer Asthma Medication

Illinois Public Act 098-0795 provides new directions for schools concerning the self-carrying and self-administration of asthma medication by students. In order for students to carry and self-administer asthma medication, parents or guardians must provide schools with the following:

- Written authorization from a student's parents or guardians to allow the student to self-carry and self-administer the medication.
- The prescription label, which must contain the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered.

A full copy of the law can be found at <https://www.ilga.gov/legislation/publicacts/98/PDF/098-0795.pdf>