

2009 - 2010 WILLIAMSFIELD



DARE TO SOAR: "Your attitude, almost always determines your altitude in life."

Mary Bush, Principal
Patrick Hise, Assistant Principal
MS/ HS STUDENT
HANDBOOK



School Personnel 2009 - 2010

Administrators: Mary Bush, Superintendent/ Principal
Patrick Hise, Assistant Principal/ Dean of Students

Teachers:

Robert Anderson	Amy Blackhurst
Becky Blankenship	Sandra Boucher
Brenda Bridson	Amy Buss
Jenni Davis	Randy Fritz
Ann Grimm	Alberta LaFollette
Victor Mahnesmith	Becky Nichols
Cathy Ren	Kent Rigg
Robert Ross	Lori Secrist
Jana Sims	Jorja Thiel
John Van Nieuwenhuyse	Kathy Wight
Starla Yelm	

Elementary:

Marcy Bruggar – 1 st	Brenda Bridson – 5 th , 6 th
Jenni Davis – 5 th , 6 th	Cindy Fuller – 4 th
Tami German – 1 st	Elizabeth Klein – K
Connie Krans – 2 nd	Rebecca Rappenecker – Title I
Cathy Shover – 3 rd	Brooke Traphagan – PreK
Medessa Vancil – LD	John Van Nieuwenhuyse – 5 th , 6 th

Aides: Jody Booth JoAnne Dykeman Cyndi Johnson Stacy Lambert
Annette Sams Nancy Self

Support Staff: School Secretary - Wendy Doubet
Central Office - Jan Gibbs
- Pam Courson

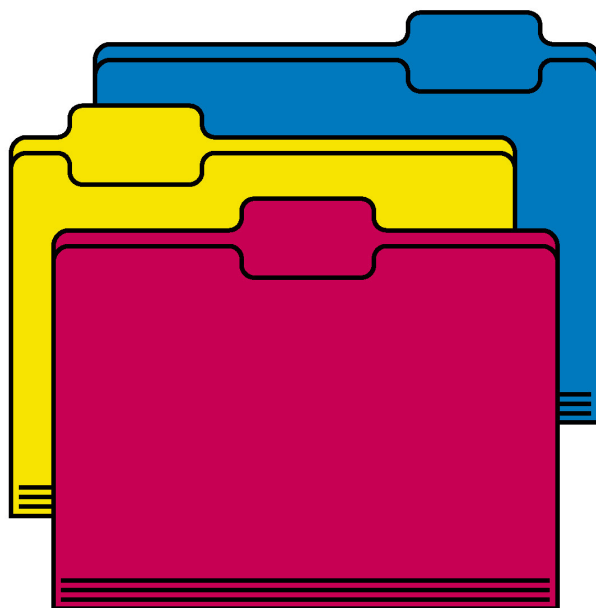
Custodial: Melinda Philbee Robert Sparks Lisa Bohannan

Maintenance: Russell Groeper

Grounds: Andy Fritz

Food Service: Julie Strom Debbie Clifford Terri Chandlee

Transportation: Mick Chandlee Diana Biddle Mark Chandlee
Dick Staker Tim Stewart Connie Witt



2009 - 2010

CUSD #210

325 Kentucky Avenue
Williamsfield, IL 61489

School Office 639-2216
Superintendent's Office 639-2219
Website: www.billtown.org
Fax: 639-2618/ 639-4307

Mission Statement

The mission of the Williamsfield Community Unit School District is to make every child's education priority 1.

Williamsfield District #210 (6/2002)



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Welcome,

The summer of 2009 went entirely too fast, but we are ready to go at Williamfield District #210 for the 2009-2010 school year. The District's mission statement of "Make every child's education priority ONE," will guide decisions for the upcoming year. This mission must be the responsibility of everyone in the educational process, students, parents, staff, administration, and community members.

There are high academic expectations for all students attending Williamsfield. The Illinois State Board of Education has indicated that Williamsfield Elementary (K-5) and Williamsfield Middle (6-8) achieved Adequate Yearly Progress (AYP) for the 2009 school year. High school results are not yet available. The Middle School was recognized by the Illinois State Board of Education for earning an Academic Improvement Award for Exemplary Gains in Performance on the Illinois Learning Standards, 2007 and 2008.

2009-2010 marks the third year of implementation of Skyward, a student management system. While secondary parents were able to track academic progress through Skyward, additional access will be possible this year. All secondary students and elementary parents will have a password so they can check academic progress.

2009-2010 marks the third year for the ASPIRE (Alliance for School Based Problem Solving & Interventions Resources in Education). The effects of the grant aimed at the K-3 level have outreaching effects on educational processes and philosophy throughout the district. This year the middle school will be implementing a tiered reading program geared to increase students' reading level.

New textbooks were purchased for 7th & 8th grade reading and literature courses and 9th grade English. The math department purchased new textbooks for pre-algebra (7th grade), algebra, and geometry. All the new textbooks will be on-line and will allow the teacher to differentiate more effectively and efficiently.

2009-2010 marks the third year for providing transferable dual credit through Carl Sandburg via Edunet. This year qualifying juniors and seniors may enroll in two semesters of College English and Western Civilization and semester courses in sociology, and psychology. The District pays a portion of the tuition to the student when guidelines are met. Some students are able to gain a total of 21 transferable college semester hours of credit upon high school graduation.

This handbook was reviewed and revised by a committee of students, parents, teachers, and administrators. It establishes policies and protocols. It is not intended to cover every possible incident that may occur within the year. New changes in the handbook are listed on the last page.

Both student and parent will need to sign and then return the last page to the office by Friday, August 28, 2009. I wish you the best of luck in the coming school year.

Sincerely,
Mrs. Bush
Williamsfield Superintendent/Principal

THE SCHEDULE

Monday – Friday: Four classes will meet each day with a study hall that will be held the last 30 minutes of every day.

A and B classes will alternate as follows:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
A	B	A	B	

The A & B classes will not alternate at semester time. The classes will stay the same all year long. Friday classes will alternate every week. The following is the A/B Friday schedule for the year.

A Day Friday Classes

August 28
September 4, 11, 25
October 2, 16
November 13
January 8, 15, 22
February 12, 19
March 5, 26
April 9, 23
May 7

B Day Friday classes

September 18
October 23
November 6, 20
December 4, 11, 18
January 29
February 5, 26
March 12
April 16, 30
May 14, 21*

* This is tentative depending on how many snow days we take!

REGULAR DAY BELL SCHEDULE

HIGH SCHOOL

1 st	8:15 – 9:40
2 nd	9:45 – 11:05
LUNCH	11:05 – 11:35
3 rd	11:40 – 1:00
4 th	1:05 - 2:25
STUDY HALL	2:30 – 3:00

MIDDLE SCHOOL

1 st	8:15 – 9:40
2 nd	9:45 – 11:05
3 rd	11:10 – 12:30
LUNCH	12:30 – 1:00
4 th	1:05 - 2:25
STUDY HALL	2:30 – 3:00

EARLY DISMISSAL 11:50AM BELL SCHEDULE

HIGH SCHOOL

1 st	8:15 – 9:05
2 nd	9:10 – 10:00
3 rd	10:05 – 10:55
4 th	11:00 – 11:50

MIDDLE SCHOOL

1 st	8:15 – 9:05
2 nd	9:10 – 10:00
3 rd	10:05 – 10:55
4 th	11:00 – 11:50

	WILLIAMSFIELD 2009-2010					MASTER SCHEDULE			
	1A	2A	3A	4A	S.H.	1B	2B	3B	4B
ANDERSON						AD	DE/ Drive	AD	Prep/ DE
BLACKHURST	Prep	Reading 8	English 8	Reading 8	7 th & 8 th	English 7	Reading 7	Prep	Reading 7
BLANKENSHIP	Prep	Current Events	Spanish II	Am. History II & III	HS	Spanish 1	Prep	Am. History II & III	Social Studies 8
BOUCHER	Prep	Earth Science 8	Life Science 7	Earth Science 8	HS	Prep	Chemistry	Physical Science	Reading Wksp 8
BUSS	Alg 1B 9	Social Studies 7	Prep	Vocab & Keybd 7 th	7 th & 8 th	Alg 1A 8	Math 7	Prep	7 th Math
DUAL CREDIT						* Public # Speaking Fall	* College # English		* Pysch # Sociology
FRITZ		* Western # Civilization	Prep	Am Govt	SH				
GRIMM	Prep	English 2	English 3	English 1	HS	English 3	English 4	Themes in Lit	Prep
LAFOLLETTE	Prep	Catering I & II	Prep	Con Ed/ Parenting	Coop Class	Prep	FACS 8	Foods I & II	Food Sci/ Child Dev
MAHNESMITH	Geometry	Prep	Pre Calc	Consumer Math	SH	Mod Alg 8 th	Prep	Adv Math	Algebra II
NICHOLS						HS Chorus	Chorus 5 – 6	Chorus 7 – 8	Elem
REN	Prep	HS Art	HS Art	Elem Art	7 th & 8 th	Prep	Art 5 – 6	Art 7 – 8	Elem Art
RIGG	Horticulture	Natural Resource	Prep	BSAA	HS	Prep	Ag 8	Intro to Ag	Ag Mech-Tech
ROSS	PE 7 – 8	PE 5 – 6	Prep	Elem PE		HSPE	HSPE	Prep	Elem PE
SECRIST	Anat & Phys	Biology	Science 7	Prep	HS	Ecology	Prep	Tier 2 7/8 L.A.	Anat & Phys
SIMS	HS Math HS Eng	Prep	HS Eng	English I	HS	Study Skills	World Geography	Prep	Food Sci/ Child Dev
THIEL	PE 7 – 8	PE 5 – 6	Reading Wksp 6	Prep	HS	Prep	Tier 2 6 th Gr L.A.	Reading Wksp 6	Health/ PE
WIGHT	Prep	Reading Wksp 7	Computer App I	Tech & Data	LAB	Publications	* 8 th Keyb.	Prep	Accounting
YELM	Tech	Prep	Lunch Supervision	Elementary Library		Tech	World Geography	Prep	Elementary Library
	GAVC	GAVC	Construction	Construction		GAVC	GAVC		
Avon	French I					Spanish I			
DYKEMAN	Math & St Skills	Biology	American Literature	Read/ Sci 8 Res Mgmt/ Parenting		Ecology	Dr Ed Key 8	Intro to Ag Phy Sci	Health Soc St 8
1st hour	8:15	9:40				A = Monday & Wednesday			
2nd hour	9:45	11:05				B = Tuesday & Thursday			
3rd hour	11:10	1:00	(lunch)			Friday - consult calendar			
4th hour	1:05	2:25				* Edunet classes			
Study Hall	2:30	3:00				# Dual credit classes			
								Draft	4/2/2009

GRADUATION REQUIREMENTS

<u>SUBJECT AREA</u>	
ENGLISH	4.0
MATH	3.0
SCIENCE	3.0
SOCIAL STUDIES	3.0
CONSUMER EDUCATION	.5
HEALTH EDUCATION	.5
PHYSICAL EDUCATION	4.0
DRIVER'S EDUCATION	.5
KEYBOARDING	1.0
PARENTING/ ADULT LIVING	.5
FOREIGN LANGUAGE FOR COLLEGE PREPARATORY	2.0
<u>CREDITS NEEDED</u>	<u>28</u>
Electives Needed	8

Three and one half credits per year may be earned attending Galesburg Area Vocational Center as a Junior or Senior. For students attending these classes, there will be a \$175 fee per semester, payable at registration time in August.

Students may earn up to two credits through correspondence classes as they make-up failed classes.

Students who have failed a class may also take summer school classes in the area and receive credit for the work they completed. No more than three credits may be earned outside of #210 to make-up credits. Graduating seniors must complete makeup work by May 1 of their senior year. ONLY graduating seniors may participate in the Commencement Ceremony.

In order for students to qualify for Valedictorian and Salutatorian honors, the student must be in attendance for the last four semesters in the Williamsfield school district.

Students now may earn dual credits by attending Carl Sandburg College as a Senior. Credits will be accepted at both #210 and CSC for courses taken. If the class is offered at #210, it must be taken here. (Part of the expense will be borne by #210 while the balance will be an expense for the student/family.) In addition, we will have dual-credit classes take via Edunet and internet for our students.

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 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.

LEGAL AUTHORITY

Chapter 122 of the Illinois Revised Statutes, 24 - 24, Maintenance of Discipline

24 - 24: Maintenance of Discipline: Teachers, other certified educational employees, as well as non-certified staff shall maintain discipline in the schools, including school grounds which 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 have no choice; they are required by law to maintain discipline within the school and at all school-related activities -- this is the law! 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, also the court does not rule on the judgment of the official. The court, however, does rule on the 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.

DISCIPLINE PROGRAMS

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 Assistant Principal, the Superintendent, and the Board of Education.

Special Rules of Conduct

1. Wing/Grade Level Rules: Because each wing of the building 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 Assistant Principal in concert with the 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.

Special Note: 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 teaching-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, rest rooms, locker rooms, etc.). The special room rules shall be developed cooperatively by the Assistant 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, scholastic bowl, and club activities. All special rules, which apply to these activities, should be developed by the supervising teachers or sponsors and the building principal cooperatively. They must be approved by the Assistant 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 an expulsion from another public school shall not be admitted to Williamsfield CUSD #210 on a tuition basis. A student who moves into CUSD #210 and 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 at Level Four of the Code. Any violation of the Discipline Code may result in an expulsion hearing and subsequent expulsion.

STANDARDS OF CONDUCT & EXPLANATIONS

Rule 1: *Students shall not engage in disruptive behavior, which violates others' rights 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, not only has the student violated the rights of all the students in the class but the student has also violated the teacher's right to do that for which the teacher was employed -- teach. 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.

Rule 2: *Students shall not verbally abuse others or engage in verbal nor written profanity.*

Any comment the sole purpose of which is to demean, belittle, threaten, intimidate, extort, or insult another shall be considered verbal abuse. Inappropriate language including "four letter profane words", vulgarities, and inappropriate references shall be considered profanity.

Rule 3: *Students shall not physically abuse others nor others' property.*

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. **All incidents of fighting shall be immediately referred to the Assistant Principal.** When a fight occurs, if it is not possible to ascertain the first cause, all participants in a fight will 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.

Rule 4: *Students shall not demonstrate insubordination.*

School Personnel "stand in the relation of parents and guardians to the pupils." When the child is at school, a school employee has almost the same authority as the parent in their relationship with the student. Therefore, when a student is given a directive by a school employee, failure to comply shall be considered insubordination. Lying, plagiarism, forgery, and cheating shall also be considered violations of this rule. In addition, failure to obey the **special rules** noted above shall be considered insubordination.

Rule 5: *Students shall not engage in unsafe 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.

Rule 6: *Students shall not be truant or tardy.*

Tardiness is defined as not being in the classroom or an 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. Tardies start over at the beginning of each quarter. A student is **truant** if the student misses any part of the school day without a valid reason. Parents are required to provide a reason for absences. The administration decides which absences are excused. Truancy is based on the reason, not on the 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.

Rule 7: *Students shall not sell, distribute, consume, possess, or be under the influence of alcoholic beverages or unauthorized drugs.*

It is the intent of this policy to not only protect the health and well-being of the individual student, but also to maintain a wholesome environment throughout the school day and at all school related activities. To this end, if the school authority supervising a class or activity has reasonable suspicion that a student is in violation of this rule, the student will be asked to leave and if during the school day - to report to the Assistant Principal's office. The violation will be reported to the Assistant Principal and he shall rule based on the evidence. Courts have continually upheld the opinion of a school authority as sufficient evidence in administering appropriate discipline.

Rule 8: *Students shall not sell, distribute, consume, or possess tobacco products.*

It is the intent of this policy to not only protect the health and well-being of the individual student, but also to maintain a wholesome environment throughout the school day and at all school related activities. To this end, if the school authority supervising a class or activity has reasonable suspicion that a student is in violation of this rule, the student will be asked to leave and if during the school day - to report to the Principal's office. The violation will be reported to the Principal, and he shall rule based on the evidence. Courts have continually upheld the opinion of a school authority as sufficient evidence in administering appropriate behavior.

Rule 9: *Students shall not break the public law.*

Students must obey all public laws while at school or 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 violation or crime is of a grievous nature, the level of consequences may be accelerated.

PROGRESSIVE DISCIPLINE CONSEQUENCES

Students referred to the office for violating school rules will be subject to a variety of progressive consequences (see List below). The severity of the consequence will be determined by the severity of the offense and by the number of referrals that a student has accumulated since the start of the school year. As the number of disciplinary referrals increases the severity of the consequences will also increase. The Assistant Principal will determine the appropriate consequence for each referral. Information related to the referral and any extenuating circumstances will be considered in determining a consequence.

LIST OF POSSIBLE CONSEQUENCES

Student Conference
Verbal Warning
Removal from Class
Corrective Actions
Loss of Privileges
Community/ School Service
After School Detention
Saturday Detention
Saturday School
Parent Conference
Suspension (out-of-school only)
 (1-3 days)
 (4-6 days)
 (7-10 days)
Notification of Authorities
Expulsion from School

** Regardless of previous offenses, upon the third out of school suspension during the school year, the parents and student may be notified that if the student engages in any further acts of gross misconduct or disobedience, an expulsion from school may be recommended to the Board of Education.

SPECIFIC CONSEQUENCES FOR ALCOHOL, DRUG, OR TOBACCO RULE VIOLATIONS

Tobacco Product Violations: the first offense calls for a 2-day out-of-school suspension. The second offense brings a 5-day out-of-school suspension. For succeeding offenses, the student will receive a 10-day suspension and/or a recommendation for expulsion. There will be notification of proper civil authorities as warranted. 75% credit for homework is received during the duration of the suspension.

Alcohol Product Violations: For the first offense, there is a 5-day out-of-school suspension and student is put on principal probation. For a second offense, there is a 10-day out-of-school suspension and a recommendation for expulsion will be made. There will be notification of proper civil authorities as warranted. 75% credit for homework is received during the duration of the suspension.

Other Drug Violations: Students using, possessing, under the influence of drugs, look-alikes, controlled substances or paraphernalia will receive a 5-day out-of-school suspension and be put on principal probation. For a second offense, the student will be suspended ten days out of school and a recommendation for expulsion will be made to the Board of Education. There will be notification of proper civil authorities as warranted. A look-alike drug is any substance that looks like a drug or controlled substance or any substance that is represented by a student to be a drug or controlled substance. Other drug violations are cumulative for high school years. 75% credit for homework is received during the duration of the suspension.

Students selling or distributing drugs or alcoholic drinks on school premises will be subject to expulsion and notification of police authorities.

Note 1: An expelled or suspended student is NOT allowed to attend or participate in any extracurricular activity, home or away and may not be present on school grounds for any reason. Such presence constitutes trespassing.

Note 2: In certain situations, the school Board may choose to place an expelled student on probation to attend school. However, if the probation terms are violated, the expulsion will *immediately* go into effect.

Note 3: Graduation and promotion ceremonies may be withheld for behavioral infractions, which occur at the end of the school year.

CHAIN OF CONSEQUENCES FOR LESS SERIOUS OFFENSES

After initial warnings or unless the violation is of a more serious nature, the issuance of a detention will occur.

- a) If the infraction occurs on a Monday or Tuesday the detention will be served Wednesday immediately after school is dismissed.
- b) If the infraction occurs on a Wednesday, Thursday or Friday the detention will be served on Saturday morning, 8:00 – 9:00am.

Note: Saturday Detentions/Schools are not meant to be convenient for either students or parents. It is the parents' responsibility to ensure that the student gets to Saturday Detention/School on time. Much greater use of this consequence and the end of the in-school detention option is an effort to keep students in their classes, fulfilling their primary responsibility as learners.

- c) Failure to serve a detention will result in a two-hour Saturday School the Saturday immediately following the failure to serve. Work is not an excuse to miss a Saturday detention of any length.
- d) Failure to serve a two or four hour Saturday School will result in a minimum one-day, out-of-school suspension the following Monday (the next school day). Notification of this will be made to parents Saturday afternoon or Sunday. Students who attempt to come to school the following Monday will be sent home. Suspension time out of school will be based on the particular student's history of infractions and may be more than a single day's suspension.
- e) The goal of this policy is to encourage acceptable student behavior during school and its activities. Attendance is a vital component in academic achievement. A student serving their first suspension may, upon return, have one day to make up work for 75% credit. Students receiving subsequent suspensions may not receive credit for work missed during a suspension.
- f) This "chain" is not automatic if the infraction is of a more serious nature. The principal may, based upon the seriousness of the particular offense, assign harsher initial punishments.

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.

APPEAL PROCEDURE

If a guardian desires to appeal a discipline decision, the procedures below apply. 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 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 Assistant 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 guardian or if the discipline decision was rendered by the Assistant Principal, the guardian may appeal the action to the Principal. Such appeal shall commence no later than 5 days from the date of the discipline decision.

The Assistant Principal, upon reviewing the circumstances surrounding the situation, may withdraw, modify, or leave unchanged the discipline decision in question. The Assistant Principal shall respond in writing to the petitioning 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 doesn't resolve the situation to the satisfaction of the guardian, the petitioning guardian may appeal the action to the District 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 Assistant Principal's response.

Upon review, the Superintendent may withdraw, modify, or leave unchanged the discipline decision in question. The Superintendent shall respond in writing to the petitioning guardian within 10 days. A copy of the response shall be forwarded to the Assistant 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 guardian, the petitioning guardian may appeal the action to the Williamsfield Board of Education. The Board's hearing procedure as described in the District Policy Manual shall apply. The decision of the Board shall be final.

STUDENT DISCIPLINE RECORD AND NOTIFICATION

1. Student's Discipline Record: A record for each student disciplined under this program shall be maintained by the Assistant Principal listing at a minimum the date, rule violated, offense, consequence, and notifications. All such records shall be kept in a file dedicated solely for such purpose and the file shall be entitled, "Discipline Action." In addition, a copy of each student's discipline record shall be kept in the student's temporary file in accordance with the Student Records Act of Illinois. If a student has not acquired a discipline record, a negative entry is not required.

2. Notifications: At a minimum, the Assistant Principal must make the legal notifications required by the statute for any discipline action resulting in a student suspension or expulsion. It is the philosophy of the Board of Education that insofar as possible, the Assistant Principal will inform the parents/ guardians on discipline matters resulting in a referral to the Assistant Principal.

STUDENT LOCKERS AND STUDENT SEARCHES

1. Student Lockers: Lockers are the property of the school, are provided for student use without charge, and are subject to search at anytime. Routine and periodic inspections of lockers shall occur throughout the school year by the Assistant Principal and/or other persons authorized by the Board and/or Superintendent.

*** All personal belongings are to be stored **INSIDE** the locker with the locker door closed. Book bags, clothing, books, lunches, etc. are to be inside not hanging on the locker or placed outside the locker on the floor. Athletic bags may be left in the car or PE locker until needed. **The corridors need to be obstacle free!!**

2. Retain Lockers: Students in the high school will keep the locker they are assigned as they begin their high school careers. Students in Middle School are assigned lockers and should keep them locked at all times. **The school is NOT responsible for lost or stolen items from lockers.**

3. Student Searches: If a school administrator or his designee has a reasonable suspicion that a student is holding on his/her person any items which are prohibited by the **Discipline Code** or is holding stolen items, the administrator or his designee may require the student to empty pockets, purses, or other student held satchels or containers. If the search results in confirming the suspicion, the provisions of the **Discipline Code** shall apply. Strip searches shall NOT be allowed at any time under any circumstances by school authorities.

4. Automobile Searches: In order to promote a safe school environment, students are required to park in the school lot. Student vehicles are subject to searches. Searches may include the passenger compartment, engine compartment, trunk and all containers, locked or unlocked, in or on the vehicle. Failure to cooperate could lead to any of the following consequences: loss of parking privilege, police involvement, and disciplinary consequences.

SOCIAL RELATIONSHIPS: Display of affection other than holding hands, does not have a place at any time in our school. The following steps may be taken for students that are chronic in their abuse of public display of affection: parents notified of behavior, parent/student conference, detentions including Saturday, and suspension.

DRESS FOR SCHOOL: An administrator may require that a student may change into appropriate clothing. Continued failure to comply with the district dress code policy will result in progressive disciplinary action. Parents should keep in mind that school is the “business” of youth and dress should confirm to standards appropriate for a business. We expect and need parental cooperation in this matter. To clarify Rule 1, these are some of the types of clothing which would be deemed disruptive to learning:

1. Caps, hats, bandannas, coats, gloves, and sunglasses are not to be worn or in student possession once school has started (unless given permission by teacher or administration). Please keep in a locked locker.
2. Suggestive or offensive language, tobacco names, alcohol or drug sayings on T-shirts and other clothing;
3. Clothing that draws negative attention to oneself;
4. PE clothes, sports uniforms, or undergarments showing through or around other clothing;
5. Short – shorts (less than 3” in-seam) & other clothing that may be suggestive or revealing, torn, worn-out, or altered, spaghetti strap tops; jeans with holes above the knee;
6. Outdoor wear is to be placed into lockers, not worn to class; “hoodies” may be worn with the hood down;
7. Heavy chains/ wallet chains, studded collars;
8. Bare shoulders, bare backs, and bare midriffs are unacceptable;
9. Responsibility dictates that students accept the challenge to dress appropriately;
10. No heeleys
11. The final authority to determine what is appropriate rests with the Assistant Principal.

PHYSICAL EDUCATION: Students in physical education classes are graded on their attendance and participation. It is therefore, imperative that all students are present, dressed in the proper P.E. uniform and on time daily. The following disciplinary procedures will be followed for students who fail to dress properly for physical education:

- 1st no-dress per semester - Warning
 - 2nd no-dress per semester - Warning/Parent contact by teacher/Referral
 - 3rd no-dress per semester - One hour detention as per handbook
 - 4th no-dress per semester - Two hour Saturday school
- 5 or more no-dresses per semester and the progressive discipline consequences will be used as per handbook. No-dresses will start over at the beginning of each semester.

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 will be restricted from going along on a field trip if they are FAILING or if they have been EXCESSIVELY ABSENT (85% in attendance). Teachers should be aware of the field trip policy adopted by the Board. If there is a registration deadline for an activity and the student is academically eligible at the time of payment, the student will attend even though he/she may later show up on a deficiency list. **Students who receive 10 or more referrals will NOT be permitted to go on any field trip or school-sponsored events.** Administration and staff have final discretion to allow students to attend.

SENIOR TRIP RULES AND REGULATIONS:

1. Students will be ineligible to participate in the senior trip based upon school attendance policies established in the MS/HS student handbook.
2. Parents of seniors will attend an informational meeting during the first semester of the school year at which time guidelines will be reviewed. The parent must sign a form acknowledging understanding of the guidelines. If a parent can not attend the informational meeting, it is his/her responsibility to contact a senior class sponsor and arrange a meeting prior to November 1st. Failure to do so will result in parent's son/daughter being ineligible to attend the senior trip.
3. If a senior student receives more than five referrals during the school year, which result in more than five detentions, or has more than one instance of out of school suspension or two days or more out of school suspension or is expelled during the school year, he/she 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 or guardian and will be disciplined in accordance with the policies set forth in the MS/HS student handbook. Sponsors/chaperones will not deal with them further.
5. Any student caught with a weapon will have said weapon removed from his/her possession. Parents will be notified and students will be subject to discipline procedures outlined in the MS/HS student handbooks.
6. Sexual misconduct and inappropriate displays of affection, the least offensive of which is kissing between two individuals, will not be tolerated. Holding hands is acceptable according to the MS/HS student handbook.
7. Any student or group of students who are in violation of 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 days prior to the first day of the trip. This permission form will be made available to students no more that 60 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 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 being contacted and student being removed from the trip setting by parent.

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 Williamsfield's senior class and/or its 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.
13. Rules not specifically covered here will adhere to the established rules outlined in the MS/HS student handbook.

DANGEROUS WEAPONS

The possession, use, distribution, purchase, or sale of explosives, firearms, knives, or other objects that can reasonably be considered a weapon shall be prohibited on school buses, in school buildings, or on school grounds at all times.

Students found to be in violation of this policy shall be disciplined by the administration on an individual basis. Disciplinary measures may include counseling, withholding of privileges, and/or suspension or expulsion. The District shall notify the parents/ guardians of the action taken and may notify juvenile authorities. In case of suspension or expulsion, the District shall follow procedures required by state law and Board policy.

Federal law requires school boards to expel a student for at least one year who is found to have brought firearms to school. The School Board may direct the Superintendent to modify the expulsion requirements on a case-by-case basis.

STUDENT ACTIVITIES

Students are invited to join in the various activities that go on in Billtown. These are opportunities for students to widen their experiences. You can choose from various activities and clubs.

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.

Officers of the Student Council are President, Vice-President, Secretary, and Treasurer.

The President needs to have served on the Council two years or a Senior who has served one year and has the permission of the Council to run for President. The other officers shall have one year experience on the Council to be eligible to run for office.

Election Procedures: Each candidate must submit a petition with at least 20 signatures of members of the student body. No one can sign more than 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.

Obviously, if elected, the student is expected to be in attendance at all meetings. If not, after a warning for the third unexcused absence, the student will be dismissed for a fourth unexcused absence.

Removal From Office: The President may be removed from office upon recommendation of the Advisor and a majority vote of the membership of the Council. All other officers may be removed upon recommendation of the Advisor or President, and a vote of the majority of the membership of the Council. 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.

NATIONAL HONOR SOCIETY: During the second semester each year, members of the Sophomore, Junior, or Senior class who have a 3.30 GPA, are eligible for consideration. The student must have attended WHS at least one semester. Each candidate needs to complete a student activity form; faculty input is sought; a review of the candidate’s character, leadership, and service is done. The selection is done by a 5 member faculty council. Membership may be revoked if the student consistently falls below a 3.30 in subsequent semesters. A student’s membership may be terminated for gross misconduct.

FFA: Our students participate in a number of competitions at the local, region, state, and national levels. Members attend State and National conferences where they can learn and share ideas with other high school members. The annual banquet provides the students with an opportunity to be recognized for their accomplishments.

FCCLA: Another active club at Billtown is the FHA. They compete in local, region, and state competition. Students are given opportunities to compete in fashion merchandising, speech competition, baking and decorating, group activities and presentations as well as holding office at the various levels. Again, they have an annual banquet where the activities of the past year are highlighted.

SPANISH: The Spanish Club is offered to any HS student who has taken at least one year of HS Spanish or is currently enrolled in a Spanish class. Spanish Club gives students the opportunity to be involved and enjoy cultural events such as attending a Hispanic performance in the Fall and Global Fest in the Spring.

SCIENCE CLUB: The Science Club is a social organization with emphasis on scientific issues. We explore different aspects of science on field trips taken during the first and second semester of school.

Other clubs can be formed as interest is generated and a sponsor identified. Most of the clubs will hold meetings during Resource Period. These meetings are to be arranged through the Principal's office.

ATHLETICS: Our middle school conference for athletics is the Two Rivers Conference. Our middle school conference for Science, Music, Art, and Scholastic Bowl is the West Central Conference. We are members of the IESA and participate in tournaments with member schools.

At the high school level, we are members of the ICAC, Inter County Athletic Conference. Competition is limited to the athletic area. We play in a conference tournament and participate in IHSA sponsored tournaments.

Athletes not only have to adhere to policies developed for all students of the District, but also any special rules/ policies that the athletic department has established for the participants in sports. These are contained in ATHLETIC POLICIES, prepared by the Athletic Department. Teams travel together. However, if a parent/ guardian wishes the participant to ride home with them, a note must be received by the coach.

GUIDELINES FOR ATHLETICS/ EXTRA-CURRICULAR ACTIVITIES:

1. There will be no more than 2 practices per day prior to the first game. After the first game, there will be only one practice per day with the following exception: on days of home middle school games that start before 6:00pm, the high school team will have the option of practicing before and after school for a total of 2 hours of practice time. This will allow the athletic director time to prepare facilities for the middle school game.
2. Open gyms may only occur during the off-season for that sport. Open gyms will be no more than 2 per week, not during weekends, and shall be voluntary only.

3. There will be no practices or open gyms scheduled on the following holidays: Labor Day, Thanksgiving, Christmas Day, New Year's Day, Memorial Day, or Fourth of July. There will be no practices or open gyms on Sundays with the following exception: When varsity tournament games are scheduled on Mondays, the varsity team may hold a Sunday practice after 1:00pm.

4. Conflicts arising between non-athletic practice and athletic practice must be resolved *amicably* as possible between coaches involved without putting students involved in both "in the middle".

5. All coaches will be expected to prepare regular practice schedules at the beginning of the season and distribute to students and parents. Parents will be expected to provide transportation home immediately after practice.

6. If school is cancelled or dismissed early due to hazardous weather conditions, all school-related activities, practices, and open gyms will be cancelled. If school is closed due to weather conditions on a game day, administrators will monitor the situation and consult with the visiting team to determine if the game should be played or not. If the game is to be played, the team may practice two hours before the game.

ACADEMIC ELIGIBILITY: According to IHSA rules, a student in high school must pass 6 of 8 subjects or 7 of 9 subjects each semester to participate the next semester. In middle school, grades 5 – 8, IESA states the student must pass all subjects! Eligibility shall be checked weekly and the student shall be eligible from Sunday through Saturday of the following week.

SELECTIVE SERVICE: Male students, after reaching the age of 18, must register for the Selective Service. Registration can be completed at any post office or via the internet at www.sss.gov.

SCHOOL ENVIRONMENT/ SAFETY

ENTERING THE BUILDING: Once the school day begins, the doors on the north side by the main parking lot will become the main entrance. All other doors will be locked. Parking is available at the east end of the parking lot on the north side of the building.

Limiting access to one door will allow school officials to monitor persons entering the building. It is hoped that any inconvenience would be offset by the enhancement of our school's safety.

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!!!!***

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) will be asked to leave the school property. Failure to comply with a directive to leave the building will lead to a progression of discipline consequences.

LUNCH HOURS & LUNCH CHARGES: When students are dismissed from class to the commons, they should make their locker stops at that time. Since classes are going on in various parts of the building, distractions are to be kept at a minimum. After eating, students may go to designated supervised areas. The Middle School students go to the MS Gym. Food and/or drink is to be consumed in the Commons area. Five days of lunch and/or milk will be the maximum amount of charges allowed.

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.

MEDICATION POLICY: Whenever possible, medication should be given at home. However, when school personnel are required to administer medication the following guidelines must be followed:

1. A written request from the parent/ guardian requesting the medication be given must accompany the medication. **FORM AVAILABLE IN THE OFFICE.**
2. Medication must be brought to school in a pharmacy-labeled container. All containers should display: child's name, medication name/dosage, date and refill, physician's name, and pharmacy name and phone number.
3. Each dose administered shall be recorded with date and initials of person administering it and placed in health file
4. Medication must be kept in a locked drawer or cabinet in a supervised area.
5. **Prescribed inhalers will be stored and utilized in accordance with doctor's orders.**

The school may refuse to administer prescription or non-prescription medication unless the above guidelines are followed.

ILLNESS AT SCHOOL: Occasionally students become ill at school. Accordingly, parents who are unavailable during the day should designate another person to pick up students who are ill. Also, if your student has been running a fever in the last 24 hours, been vomiting, or has had diarrhea, they need to stay home until the symptoms have been gone for 24 consecutive hours.

DRILLS: A variety of safety drills are practiced each year. When we practice a CODE MAROON, we will use Zone 'e' for elementary, Zone 'm' for middle school, and Zone 'h' for high school in alerting the adults in the building to where the trouble spot is.

SCHOOL BUS: When you ride the bus, the school district becomes responsible for you 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:

1. Enter the bus, take your seat, and speak in a quiet voice.
2. Remain seated at all times and don't do anything which may distract the driver. Your safety is at stake.
3. Once you are on the school grounds, you are not to leave. You are to report to the building/ classroom/ commons.
4. Buses will leave in the PM five minutes after the close of school. A bell rings to notify you of departure time.
5. Students will follow all bus driver's directives. If a student's behavior is contrary to the above statements, he/she may receive a referral from the driver. The consequences of such behavior will be determined by the administrator per the **Discipline Code.**
6. The privilege of riding the school bus may be removed for up to 10 days.
7. Emergency drills are practiced 2 times each school year.

SEXUAL HARASSMENT: Although this situation is covered under Rule 9 in the Code, it merits special note. Let's define it: it 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.

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; include when it happened, who else was there, and what was said or done. Share this information with a teacher, guidance counselor, and/or the Principal.

The Superintendent shall use reasonable measures to inform staff members and students that the District will NOT tolerate sexual harassment. The Superintendent serves as Compliant Manager.

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.

BULLYING: Our school community will not tolerate bullying behavior of any kind. The school district shall respond promptly and appropriately to address behaviors such as teasing, frightening, or hurting others. In the event school official identify bullying behavior occurring at school, parents and or legal guardians shall be notified.

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. Administration will file a police report. If a parent or guardian requests, a payment plan and time-line 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 school programs (with the exception occurring when a grade is given for the activity) after school or evening until payments are received or the plan is followed.

ACADEMIC INFORMATION: The number of credits needed to graduate from #210 is highlighted in another area of the Handbook. The number of credits to be classified at a grade level in the high school is as follows:

- SOPHOMORE** Status: 7 credits must have been earned;
- JUNIOR** Status: 14 credits must have been earned;
- SENIOR** Status: 21 credits must have been earned.

PROMOTION POLICY: The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on ISAT, PLAN, or other testing. At District #210 this means:

- (a) passing four of five core classes (English, Reading, Social Studies, Science, Mathematics); in eighth grade the student must pass the section on the Constitution and Social Studies class;
- (b) passing two of three remaining classes;
- (c) no more than 18 absences per semester unless there are extenuating circumstances.

REPORTING PUPIL PROGRESS AND REPORT CARDS: Mid-term notices are available on-line. Report cards are distributed on a quarterly basis. The letter grade is determined by the following percentage scale:

- A.... 92 - 100%
- B.... 83 - 91%
- C.... 74 - 82%
- D.... 65 - 73%
- F.... below 65%

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.

INCOMPLETE GRADES: A course will be considered INCOMPLETE if a student has failed to turn in all required assignments and projects. Incomplete grades are given when, due to circumstances beyond the student's control or an extended absence, they are unable to complete the work. The deadline for all incomplete work will be three weeks from the last day of the nine week grading period. Incomplete grades must be cleared with the teacher within the time period or the incomplete becomes a **failing** grade with no credit earned.

GPA: A 4.0 scale is used at #210. Honor roll is calculated accordingly. The standards used for Honor roll are: Straight A is 4.0; High Honors is 3.6 - 3.9; and Honor Roll is 3.0 - 3.5. All courses are included in the computation of the GPA.

SEMESTER EXAM POLICY: All high school students take semester exams. Seniors may be excused from an exam in the second semester if they have earned an A or B. If the Senior has a grade of C, the teacher may require you to take the exam. All semester classes must give an exam to all students.

DRIVER EDUCATION: Effective January 1, 1994 - House Bill 418 states: To be eligible for Drivers Education, students must have received: a passing grade in at least 8 courses during the previous two semesters. Students who meet eligibility requirements are enrolled in the class, oldest first. Normally, students are in the sophomore class when they take the class. Exceptions may be made based on age.

RESPONSE TO INTERVENTION (RtI): Changes in federal and state laws have directed schools to focus more on helping all children learn by addressing problems earlier within the general education setting.

These new laws emphasize the importance of providing high quality, scientifically-based instruction and interventions, and hold schools accountable for the adequate yearly progress of all students.

This new process of providing interventions to students who are at risk for academic or behavioral problems is called RtI (Response to Intervention).

RtI is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

ATTENDANCE INFORMATION: Rule 6 in the **Discipline Code** sets the tone for the importance of being in school and being where you belong on time. You are asked to be in school on a daily basis. The Illinois School Code contains the following statement: "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." The primary responsibility of all students is to learn through study and consistent attendance to class. Student academic success and progress at Williamsfield are directly related to student attendance. When students are not in class, learning cannot take place. Attendance is therefore, a shared responsibility between the parents of students and the school

district. It is however, the students' responsibility to attend class and be prepared and the parents' responsibility for insuring 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 school.

The State has said excused absences include illness, death in the family or an emergency. When the student has accumulated 10 excused absences during a semester, a doctor's note will be required for additional absences. When a parent/ guardian calls in and sends a note, *the reason for the absence needs to be made clear*. The Assistant Principal determines whether an absence is excused.

AGENDA BOOKS: All students in grades 5 – 12 will receive an academic agenda book for the school year. The agendas are to be used for tracking homework assignments and projects as well as hallway passes. Replacement cost for agendas is \$5.00 and may be obtained from the office as supplies last. Each student agenda book has a section for hallways passes which the teacher must sign and student must carry – no agenda = no pass. The agenda book is an excellent academic tool to use and monitor students' homework and communicate daily with their teachers.

CITY ORDINANCE: 2007-3 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.

State Law References: Truancy, 105 ILCS 5/26-1.

*Parents/ guardians are asked to call first thing in the morning when the student is absent. If a student is going to miss part of the day for a doctor/ dental appointment, **a note must be sent along with the student.***

PRE-ARRANGED ABSENCES: There are times when family events may take a student away from school for a few days. These times need to be *cleared in advance* with the Principal. The teachers should be consulted to get missing homework completed before leaving.

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, 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 may receive 75% of obtained score/credit for these occurrences. Test, quizzes or previously assigned assignments must be taken upon arrival.

ARRIVING LATE TO SCHOOL: When a student arrives late to school, he/she must report to the office and receive an admit to class pass. **Late arrival** to school is defined as arriving more than eight minutes after the school day starts without valid cause. As the number of tardy/late arrival referrals increase, the severity of the consequences will also increase. Students tardy to class without valid cause will be subject to the following: (late arrivals will follow the same sequence but also *lose the privilege* to attend or participate in any extracurricular activities, athletic events or practice, cheerleading or music programs that day, after school or evening.)

1st offense - Teacher warning

2nd offense - Teacher warning/Parent contact by teacher/Referral to Assistant Principal

3rd offense - One hour detention as per handbook

4th offense - Two hour Saturday school

5th offense - Four hour Saturday school

SIGN-IN ... SIGN-OUT: When a student comes late or is leaving early for an appointment, he/she must sign out in the office, noting who gave approval.

DETENTIONS: After school detentions are served from 3:05- 4:05pm on **Wednesdays**. If a student exceeds 10 hours of detention in a semester, it is evident detentions do not appear to be remediating the problem. Consequently, that student may be assigned Saturday School or suspended for each detention hour thereafter.

SATURDAY DETENTIONS/ SATURDAY SCHOOL begins at 8:00am and concludes between 9am and noon, depending on the punishment. During Saturday detentions/school, students can be expected to perform some service for the school. The behavior of the student is to be exemplary. If the supervisor finds the behavior to be unacceptable, the time for the detention will be doubled. One after school detention is equal to one hour Saturday morning detention.

If a student serves a Saturday detention, he does not miss any class time and can receive full credit for the work done. During suspension and/or expulsion, a student is not to be on the premises of the school or attend any school related activities.

ACCEPTABLE USE POLICY FOR USE OF THE INTERNET/COMPUTERS

District #210 has adopted an acceptable use policy, which each student needs to have signed before they can use the internet, whether it be in the lab, the library or a classroom. Parents need to sign off on the agreement as well. Violations of the policy statement may lead to loss of privileges for the student. The signed form is in effect continuously, and need not be redone each year. If you have any questions, please contact Mrs. Naslund - Technology Director.

ELECTRONIC ENTERTAINMENT DEVICES/CELL PHONES: In order to maintain a quiet and orderly learning environment, students are not allowed to use, possess, or have turned on electronic entertainment devices/cell phones. E.E.D.'s/cell phones are not allowed from the first bell of the day until the final bell of the day. Williamsfield school district encourages students to keep these devices at home as it is not responsible for loss or stolen articles. If you must bring such devices, make sure they are securely locked in your car or locker. Students may be in possession and also use a cellular telephone on extracurricular buses (return trips only) for the express purpose of contacting a parent to acquire a ride home from school when the buses arrive back at school. The following guidelines will be followed:

- 1) Warning, E.E.D./cell phone taken to office, student pick up after school
- 2) E.E.D./cell phone taken to office, parent must pick up
- 3) E.E.D./cell phone taken to office, parent must pick up, 1 hour detention as per handbook
- 4) E.E.D./cell phone taken to office, parent must pick up, 4 hour Saturday school
- 5) E.E.D./cell phone taken to office, device kept until the end of school year, 4 hour Saturday school

*This does not pertain to approved calculators, laptop computers or cameras for assigned school projects.

EARLY GRADUATION: The school does not encourage students to graduate early. Most students benefit both academically and socially by completing a full high school education. There are those occasions where a student needs to graduate early. These are the steps to be followed:

1. As course plans are developed for the next school year, the student should request an application, complete it, and return to the Principal by May 1.

2. After the application is reviewed by the administration and returned by mail to the parent, the parent may request a School Board hearing. This hearing takes place during the July, August, or September Board meeting.
3. Both the student and parent/ guardian must attend the meeting.
4. The School Board will decide whether or not a ***necessity*** exists for early graduation by judging each request on its own merits.

RELEASED TIME TO WORK REQUEST:

1. Released time will be provided on a full semester basis ***only***. Applications for the first semester must be approved by the August Board meeting; and applications for the second semester must be approved by the December Board meeting.
2. It is only open to Juniors and Seniors.
3. Applications must include evidence and explanation to support the necessity for released time; it must include an employer verification form completed by the employer; it must be signed by the parents.
4. Administrators will review it and indicate whether the request appears to be appropriate and mail a copy to the parents.
5. If the family determines to pursue a released time request, the parent should request a hearing. Both student and parent should attend the meeting. Each request will be decided on its own merits.

FORMS ARE AVAILABLE IN THE SCHOOL OFFICE

STUDENT AIDES: First and foremost, Williamsfield High School students are to enroll in courses that are offered. Students may be aides only when an alternative course is not available. Therefore, only in extreme circumstances may a junior or senior student become an aide. The student services coordinator must first approve aide status. After this approval is granted, it is the responsibility of the student to ask a staff member for permission to be his/her aide. A student is 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 keep a daily logbook, sign in/out with teacher and may be required to keep a weekly journal. Student aides will receive a Pass or Fail. If the student passes, then the G.P.A. is not affected. If the student fails, an F will be recorded and counted towards the G.P.A. The supervising teacher will evaluate the aide's performance and provide a quarterly grade.

INDEPENDENT STUDY: Students may seek permission for independent studies as electives. Under no circumstances may a student enroll in an independent study as a substitute for a required course. Students must seek approval with the instructor. Teachers reserve the right to refuse requests for independent studies. The instructor 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 studies will count as a graduation credit, the same as regular courses. Independent studies may be counted as a pass/fail or letter grade, the instructor determines this. Independent studies will count toward G.P.A. unless the student receives a pass, in which case the G.P.A. will not be affected. Independent studies may include job shadowing. If this occurs, the student must have permission from the instructor, parent, and administration. During a semester a student may use three occasions to work on alternate assignments. These must have approval of the instructor.

DUAL CREDIT: Dual credit courses, which provide both high school and college credit, are available through our local community college. Students in Grade 11 and 12 will be allowed to participate in dual credit classes according to the following condition.

1. Students are expected to complete their academic core classes for high school graduation by attending classes taught at Williamsfield High School.
2. If a particular course is taught at WHS, students may not replace it with a similar course offered by a college without approval of the administration.
3. Dual credit classes offered at WHS through Edunet will be open to Grades 11 and 12. Seniors will be allowed to attend dual credit classes at college. Students will provide their own transportation.
4. Internet classes for dual credit will be available to junior and seniors at WHS.
5. When all requirements are met, tuition will be reimbursed at \$50 per course. Dual credit class enrollment will be limited to two classes per semester.
6. If a student drops a dual credit course or receives a grade of D or F, that student will not be eligible for reimbursement from the school district.
7. Students enrolled in dual credit classes at a college must deliver a transcript to the principal to receive high school credit and reimbursement.
8. All student requests to enroll in dual credit courses must be pre-approved by WHS administrators and parents or guardians. The following factors will be considered

by administrators to determine student eligibility to enroll in dual credit courses: student grade point average, student attendance and tardy records, student discipline record, and any extenuating circumstances. Students must demonstrate an aptitude to succeed in the college setting. Only those courses approved by school administrators will be counted as high school credit.

9. Each approved dual credit course that provides 3 or 4 semester hours of college credit will be counted as one-half of a high school credit if an acceptable grade is earned.

COLLEGE DAYS: Seniors may have two school days and second semester juniors 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 available in the office.

VISION SCREENING: Vision screening will be done, as mandated by law, for the following children: Preschool, Kindergarten, 2nd Grade, 8th Grade, LD Students, Teacher referrals, and New Students. 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.

COMPUTER LAB RULES:

1. No candy, food, drink, or chewing gum is allowed in the lab.
2. No listening to music over the Internet unless for specific educational purposes is allowed.
3. No playing of games over the Internet unless for specific educational purposes is allowed.
4. Absolutely no abuse to the equipment will be tolerated.
5. Students are expected to use the proper logout procedure at the end of each lab session.

6. Students are expected to clean their work stations at the end of each lab session. This includes throwing all wastepaper in the recycling box or wastebasket.
7. Appropriate student conduct is expected.
8. Print Preview before actually printing, and print only what is actually needed. **Save a tree!**
9. Pay attention to which printer you are using. If it does not print, **do not print again** until you double-check which printer you are using.

Computer Network/Internet Use Agreement

Personal Responsibility: Computers, the computer network, and Internet access (hereafter known as "the system") exist within Unit 210 to support and enhance instruction. All use of the system by students and faculty ("users"), or others ("guests"), must be consistent with this goal. 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 system manager. Specific terms and conditions include:

Privileges: Each user will:

1. be assigned an individual account by the system manager, which must be used whenever they access any part of the system.
2. save work to his/her assigned place on the system server. Saving to personal floppy disks or individual computer hard drives is allowable only with the permission of the network manager.
3. have access to the system during normal school hours, at times arranged with teachers, or by special permission of the network manager.

Etiquette. Users of the system agree to:

1. be polite in communications with others.
2. use appropriate language.
3. use only their own personal login name and password, and keep their passwords confidential.
4. not allow other users to use a computer to which the user has logged into.
5. not gain unauthorized access to system programs or the District web site.

6. be aware that electronic mail (e-mail) is not guaranteed to be private. Those who manage the network have access to it.
7. use the system only in ways that do not disrupt its use by others.
8. never use their real name, address, telephone number, or other personal data, or the personal data of others, when making Internet contacts.
9. 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) and Internet fees.
10. disclose to the system manager use of the system contrary to this agreement, including the receipt of communications that violate the agreement's terms.

Regarding E-mail: Users of the system agree that:

1. they will not send, receive, transmit, or check e-mail messages unless permission is first obtained from the supervisor.
2. they will not initiate or transmit "mass e-mail" to any group of students. E-mail will be limited to messages to and from individual network and Internet users.
3. there will be no transmittal of "chain letters" to anyone in the system or on the Internet.
4. there will be no posting of anonymous messages.

Prohibitions: Users agree the system will not be used:

1. to go to proxy sites with the intent to hide their usage, to bypass the filtering system, or attempt to access the Internet in any other way.
2. for any illegal activity, including violation of copyright laws.
3. to plagiarize the work of others, whether copyrighted or not.
4. for downloading, storage, and/or use of any software, either from the Internet or personal sources, without the specific permission of the system manager.
5. to demonstrate any security problem to any other users.
6. for private financial or commercial gain (per telephone company regulations).
7. wastefully, using resources, such as file space, processor time, or network time, including any use that hinders, delays, or obstructs others in their use of computers, networks, or the Internet. Information stored on computers maintained by the district is not to be considered private. When suspicion of a violation of the AUP pertaining to inappropriate material or usage exists, the district reserves the right to review data and files found on district provided computers and servers.
8. to listen to music over the Internet unless for a specific assigned educational purpose.
9. to access game sites unless for a specific assigned educational purpose.
10. to gain unauthorized access to any resource or entity.
11. to invade the privacy of individuals, either inside or outside the system.
12. using another's password or account.

13. to access, submit, post, publish, or display defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive, or illegal material. If an inappropriate site is accessed accidentally, it is the student's responsibility to leave that site immediately and report it to the supervisor.
14. when access privileges are suspended or denied.
15. unless appropriate supervision is present or prior arrangements have been made such as when taking online or EduNet classes.
16. to access Internet chat rooms, discussion boards, and instant messaging unless specifically assigned by a teacher, and then only for educational purposes.
17. for entertainment purposes, except when authorized by the system manager. In all cases, those using the system for such purposes will immediately vacate it when a request for educational use is made.
18. for purposes of vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, its software, the Internet, or other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Penalties: Violations of the preceding rules will be treated as follows:

1. First minor violation: a warning from the system manager. The warning period will be for a full semester (18 weeks).
2. First major violation or second violation: loss of personal access to the system and revocation of personal account. Use of the Internet will thereafter be allowed only under the direct supervision of a teacher or his/her designee. Personal access may be restored after a full semester (18 weeks) have passed, and upon application, by the system manager.
3. Use of the system while personal access is denied: referral under Rule 4 of the District-Wide Discipline Program. Each unauthorized use will be counted as another occasion for referral.
4. 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.

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 e-mail 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. No filtering software is one hundred percent effective, and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the District will not be liable.

Limitations: Warranties: Unit 210 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.

Indemnification: The user agrees to repay Unit 210 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. Unit 210 is not responsible for charges incurred by the system users.

ATHLETIC POLICIES WILLIAMSFIELD SCHOOL DISTRICT UNIT #210

STATEMENT OF PHILOSOPHY: Interscholastic athletics are an integral part of the total curriculum of Williamsfield High & Middle Schools. It is our goal to develop and conduct an athletic program that is consistent with the philosophy of education of Williamsfield Unit #210.

Participation in athletic programs is considered a privilege and not a right. A student-athlete's behavior reflects on the school and the community. Every privilege has a number of responsibilities, and athletics is no different.

GUIDELINES FOR ACADEMIC ELIGIBILITY: Student-athletes are students first and athletes second. Williamsfield is a member of the Illinois High School (IHSA), the Illinois Elementary Association (IESA), the Inter County Athletic Conference (ICAC), and the West Central Conference. In order to represent Williamsfield in any interscholastic competition, a student must **meet all eligibility rules** of the CUSD #210, I.H.S.A, and I.E.S.A:

1. High School Students: must be passing 6 or 7 courses (GAVC counts as 2 courses), unless students are entering high school for the first time. Student-athletes must have passed 6 of 8 courses or 7 of 9 courses the previous semester to be eligible next semester.
2. Middle School Students: must pass all courses (IESA requirement), calculated quarterly.

3. Procedure: Grade eligibility reports are submitted by each teacher on the last day of school each week. These reports are based on assignments/marks earned during the current semester for HS & current quarters for MS. These reports for HS students reflect the current semester grade or what the student would receive on their official transcripts if they were to transfer to a different school on that day.

CODE OF ETHICS FOR EXTRACURRICULAR ACTIVITIES: Participation in athletic programs is considered a privilege and not a right. A student-athlete's behavior reflects on the school and the community. Every privilege has a number of responsibilities, and athletics is no different.

The first time in an individual's high school or middle school career that a student becomes a member of an athletic team, the code of ethics becomes active. The code of ethics is in effect twelve months of the year, seven days a week, twenty-four hours a day, in and out of season, and on and off school grounds until graduation or promotion.

Any violations that may occur during an athlete's middle school career are NOT carried over to their high school career unless a particular suspension could not be completely served while in middle school.

Student-athletes are responsible for being aware of their surroundings. If illegal consumption or activity is taking place, he/she must take immediate steps to leave the activity safely (or if hosting an activity, take immediate steps to have the offending individual (s) leave safely).

These rules and regulations shall apply all year-around:

A student-athlete shall not:

1. Possess or Use Tobacco in Any Form

- 1st Offense: Suspension from 30 days of competition. Athlete is expected to attend all practices, follow all rules, but not dress for competitions.
- 2nd Offense: Suspension from 60 days of competition. Athlete is expected to attend all practices, follow all rules, but not dress for competitions.
- 3rd Offense: Suspension for one calendar year.

2. Drink, Possess, or Be Under the Influence of Alcoholic Beverages

1st Offense: Suspension from 30 days of competition. Athlete is expected to attend all practices, follow all rules, but not dress for competitions.

2nd Offense: Suspension from 60 days of competition. Athlete is expected to attend all practices, follow all rules, but not dress for competitions.

3rd Offense: Suspension for one calendar year.

3. Use, Possess, Distribute, or be Under the Influence of Drugs, Look-Alikes, Non-prescribed steroids, Controlled Substances, or Drug Paraphernalia

1st Offense: Suspension from 60 days of competition. Athlete is expected to attend all practices, follow all rules, but not dress for competitions.

2nd Offense: Suspension for one calendar year.

4. Felony Convictions

Student participants who plead or are proven guilty of committing a felony will be dropped from all athletic participation for one year from the date of conviction.

5. Multiples/ Combination Violations

If more than one rule violation has occurred, rules are enforced concurrently. For example, possession of alcohol (1st time) = 30 days & possession of tobacco at the same instance = 30 days, therefore the student athlete serves a total of 60 days concurrently.

DEFINITIONS/EXPLANATIONS:

1. Suspension days begin when competitions (games) begin. For example, if the violation is 30 days, then the suspension begins when a competition occurs. Pre-season practice does not count as suspension dates. Suspension dates conclude when the team is no longer in the IHSA/IESA series or actively competing.
2. If a violation occurs when a student-athlete is out of season, the suspension begins during the next sport in which that athlete participates. The athlete must finish in good standing for the suspension to be considered completed. If the student-athlete does not finish the season in good standing, then the entire suspension will be served during the next sports season in which the student-athlete is involved.
3. In assessing the penalty of days of competition: if the remaining contests do not permit the full penalty to be imposed in that season, the penalty will be carried over and applied to the participant's next activity. For example, if the penalty is 60 days but only 30 days of competition remain, the remaining days of the penalty will be assessed in the next athletic season in which he/she participates.
4. For year long suspensions, athletes are not required to attend practices.

5. Extracurricular Athletics: all school-sponsored sports that compete under IHSA IESA guidelines
6. In Season: a sport is considered “in season” from the date of the first official practice until the date of the last contest/game of the year (including tournaments).
7. Suspension: student-athlete must attend and participate in practices; student-athlete will have duties during competitions assigned by the coach; however, he or she will not be allowed to be in uniform
8. Calendar Days: include weekends and non-school days

Physicals: All athletes must submit a **physical examination** card to the coach or office prior to any participation in school activities and/or practice.

Dress: Proper dress and grooming for participation and travel during the season for athletics shall be determined by the coach of each team.

Language/Behavior: Profanity and/or abusive language, obscene gestures, and/or other forms of inappropriate behavior by participants involved in any activity will not be tolerated from student-athletes. Student-athletes must display high standards of acceptable social behavior and display outstanding sportsmanship at all times. Student-athletes will demonstrate respect to our flag, opponents, and game officials

PROCEDURES FOR AWARDING LETTERS

1. Criteria are determined by each individual coach.
2. However, student athletes who quit or are suspended for the remainder of a season will not be eligible to receive that season’s award.

BUS POLICY OF WILLIAMSFIELD UNIT #210: All students are required to ride the District-provided transportation to and from all school activities.

- Administrative approval in this document refers to a building principal, district superintendent, assistant principal, or athletic director.
- Students are encouraged to stay at an activity until the entire activity is completed.

The following exceptions may apply to the bus policy:

1. If the parent/student has made prior approved arrangements with the administration, the student may ride with a parent to the game. These “prior”

arrangements must allow the administration time to evaluate the situation and must be in writing.

Example: A student may have a doctor's appointment or funeral during the afternoon and would not return to Williamsfield in time to catch the bus.

2. With the parent's signature on the sign-out sheet or on a note, a student may ride home from an activity with the parent or parent's designated driver listed on the sheet. (One of the sponsors will usually have a clipboard, containing students' names, at the activity.)
3. Each coach will look at each situation and use his or her own professional judgment.
4. Any other exceptions to this policy, other than the above mentioned items, must have written administrative approval two days prior to the activity.

FEDERAL EDUCATIONAL PRIVACY RIGHTS ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. The request should identify the records they wish to inspect. The Assistant Principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. The request should be made to the Assistant Principal.
2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate or misleading.

A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the Assistant Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Assistant Principal decides not to amend the record as requested by the parent/ guardian or eligible student, the Assistant Principal will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right

to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position, (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving the Board of Education.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Upon request, the District discloses education records without consent to officials in another school in which the student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The office that administers FERPA is:

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

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Assistant Principal or office in writing before October 1, of the current school year, that he/she does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized sports and activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

STUDENT RECORDS AND JUVENILE AUTHORITIES: Some changes have been implemented in the Illinois School Student Records Act, which says:

1. Student records do not include records maintained by law enforcement professionals working in the school.
2. Student records can be disclosed to juvenile authorities without parental consent.
3. Student records of a temporary nature must include information concerning “serious disciplinary infractions”, which are defined as infractions involving drugs, weapons, or bodily harm to another resulting in expulsion, suspension, or the imposition of punishment or sanction.
4. And finally, school districts are required to maintain temporary student records for at least 5 years.

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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.

Name of student-athlete (please print)

Signature of student-athlete

Date

Signature of parent/guardian

Date



Athletes



YOU ARE ELIGIBLE FOR 2009-2010 ATHLETICS:

1. If you are representing a school where you are in attendance in grades five through eight or have been approved for a cooperative team activity.
2. If your birthday is on or after:

September 27, 1993 for Girls Softball	March 14, 1994 for Boys Wrestling
October 4, 1993 for Boys Baseball	March 17, 1995 for 7 th Grade Girls Volleyball
October 18, 1993 for Boys and Girls Cross-Country	March 24, 1994 for 8 th Grade Girls Volleyball
December 11, 1994 for 7 th Grade Girls Basketball	May 16, 1995 for 7A Boys and 7A Girls Track and Field
December 18, 1993 for 8 th Grade Girls Basketball	May 16, 1994 for 8A Boys and 8A Girls Track and Field
February 12, 1995 for 7 th Grade Boys Basketball	May 23, 1995 for 7AA Boys and 7AA Girls Track and Field
February 19, 1994 for 8 th Grade Boys Basketball	May 23, 1994 for 8AA Boys and 8AA Girls Track and Field
3. If you try out only for those activities for which you are eligible by age.
4. If you have provided your principal with a birth certificate or hospital record. A baptismal record is not acceptable.
5. If you have a licensed physician's certificate of physical fitness to participate issued within a year preceding your current participation.
6. If you are doing passing work in all of your school subjects.
7. If you have not competed in the same academic grade during a previous school year in the same sport. This is true whether or not you attended a member or non-member school.
8. If you transfer, you become eligible for participation when you meet all eligibility requirements.
9. If you do not participate as an individual or on a non-school team in any contest in a sport during the IESA season for the sport. The IESA season is defined as the date practice may begin until your school's last contest.

NOTE: IESA By Laws are published in the official handbook. Your principal should be contacted to check with the Executive Director on any questions you may have concerning your eligibility. There are minor exceptions to the above regulations, which may need further clarification.



Illinois High School Association

(For 2009-10 School Term)
(Revised 3/3/09)

Key Provisions Regarding IHSA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The

specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or
- B. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- C. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- D. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- E. You attend the private/parochial high school which one or both of your parents attended; or
- F. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. *You cannot be eligible when you transfer until this form is fully executed and on file in the school office.*
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school.

In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred.

For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the

school term, you will be ineligible for cross country that entire school term at the new school.

- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - 3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
 - 4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
 - 5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.
- 5. **Age**
You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

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6. Physical Examination

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed.

You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

12. Coaching Schools

- A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
- B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
- C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
 - 1. You may not attend a coaching school, camp or clinic for any sport after Sunday of Week No. 5 in the IHSA Standardized Calendar.
- D. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

13. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

The complete set of IHSA By-laws and Policies is available at www.ihsa.org.

Williamsfield Community Unit School District #210 Student/ Teacher/ Parent Compact

Student Name _____

Year _____

PARENT/ GUARDIAN AGREEMENT

(Any person who is interested in helping this student may sign in lieu of the parent.) Make sure you check the ones that are the most important to you. You do not need to check every item.

I want my child to achieve. Therefore, I will encourage him/ her by doing the following:

- _____ See that my child is punctual and attends school regularly.
- _____ Support the school in its efforts to maintain proper discipline.
- _____ Establish a time for homework and review it regularly.
- _____ Provide a quiet well-lighted place for study.
- _____ Encourage my child's efforts and be available for questions.
- _____ Stay aware of what my child is learning.
- _____ Provide a library card for my child.
- _____ Read with my child and let my child see me read.
- _____ Volunteer for activities in my child's classroom.

Signature _____

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- _____ Attend school regularly.
- _____ Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- _____ Complete and return homework assignment.
- _____ Observe regular study hours at home and school.
- _____ Talk with my parents about what I am learning at school.
- _____ Ask my teacher questions if I don't understand something.

Signature _____

TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall strive to do the following:

- _____ Provide homework assignments for students.
 - _____ Provide necessary assistance to parents so that they can help with the assignments.
 - _____ Encourage students and parents for frequently providing information about student progress.
 - _____ Use special activities in the classroom to make learning enjoyable.
 - _____ Communicate and cooperate with each parent to ensure the best education possible.
-

Signature _____

THANK YOU TO THE PARENTS WHO MADE THIS COMMITMENT AND ARE MAKING THE EFFORT TO SUPPORT YOUR CHILD IN SCHOOL.

In this part of the compact, all participants who signed the compact are given the opportunity to add any additional commitments:

This is a working document and will be revisited by the teacher during conferences and as needed throughout the year.

**Williamsfield District #210
Computer Acceptable Use Signature Sheet and
School Website Permission Form
Grades 3-8**

Student Name (please print) _____ Grade _____

I have read, understand, and agree to fully comply with the Unit 210 Computer Network/Internet Use Agreement. I agree to limit the use of my system account to the stated purposes of the policy. I understand that this agreement will be in effect for as long as I am a student at Williamsfield unless a new agreement is required due to significant changes in its content.

Student Signature _____ Date _____

I/We have discussed the Unit 210 Computer Network/Internet Use Agreement with our son/daughter, and I/we hereby release the district, 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, network, and Internet access available therein.

Parent/Guardian Signature _____ Date _____

The pages of the Williamsfield School District Website (www.billtown.org) act as sources of information for the public, parents, educators, and students. For your protection and privacy, we ask your permission to use student's pictures, first names with last initial only, or schoolwork on the Internet website of our school should we desire. Please check yes or no for each of the following statements.

Part I—Pictures

I give Williamsfield School District #210 permission to use my child's picture on the school's website. Names will not be used to identify individual children.

_____ Yes _____ No

Part II—Name

I give Williamsfield School District #210 permission to use my child's first name and last initial in articles published on the school's website.

_____ Yes _____ No

Part III—Schoolwork

I give Williamsfield School district #210 permission to use my child's selected schoolwork on the school's website. Work may be identified by child's first name and last initial.

_____ Yes _____ No

Parent/Guardian Signature _____ Date _____

**Williamsfield District #210
Computer Acceptable Use Signature Sheet and
School Website Permission Form
Grades 9-12**

Student Name (please print) _____ Grade _____

I have read, understand, and agree to fully comply with the Unit 210 Computer Network/Internet Use Agreement. I agree to limit the use of my system account to the stated purposes of the policy. I understand that this agreement will be in effect for as long as I am a student at Williamsfield unless a new agreement is required due to significant changes in its content.

Student Signature _____ Date _____

I/We have discussed the Unit 210 Computer Network/Internet Use Agreement with our son/daughter, and I/we hereby release the district, 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, network, and Internet access available therein.

Parent/Guardian Signature _____ Date _____

The pages of the Williamsfield School District Website (www.billtown.org) act as sources of information for the public, parents, educators, and students. For your protection and privacy, we ask your permission to use student's pictures, first names with last initial only, or schoolwork on the Internet website of our school should we desire.

I give permission for the Williamsfield School District #210 to use my picture, first name with last initial only, or schoolwork on the school's website.

Student Signature _____ Date _____

I give permission for the Williamsfield School District #210 to use my child's picture, first name with last initial only, or schoolwork on the school's website.

Parent/Guardian Signature _____ Date _____

MODIFICATIONS/ ADDITIONS

- ✓ Dress For School (pg. 21)
- ✓ Academic Eligibility (pg. 26)
- ✓ Bullying (pg. 29)
- ✓ Damage to School Property (pg. 29)
- ✓ Agenda Books (pg. 32)
- ✓ Unexcused Absences (pg. 32 & 33)
- ✓ Saturday Detentions/ Saturday School (pg. 33)
- ✓ Dual Credit (pg. 36 & 37)
- ✓ Guidelines for Academic Eligibility (pg. 41)

STUDENT ACKNOWLEDGMENT FORM

As a student of Williamsfield Middle/High School, I acknowledge that I have received and reviewed the STUDENT HANDBOOK for the 2009 – 2010 school year. The HANDBOOK is to be taken home and reviewed with your parents/ guardians.

Student signature: _____

Dated: _____

PARENT ACKNOWLEDGMENT FORM

I have received a copy of the 2009 - 2010 STUDENT HANDBOOK from District #210. I have reviewed the HANDBOOK with my child and am familiar with the expectations of the school.

If you have any comments about the HANDBOOK, please note them on the reverse side of this form and return it to school. Please return by Friday, August 28, 2009.

Parent signature: _____

Dated: _____