

**WETHERSFIELD JR-SR
HIGH SCHOOL**

STUDENT HANDBOOK

HOME of the FLYING GEESE

www.geese230.com

Vision

It is our hope to be able to offer to all students an education that will enable them to influence America's leading role in the community of nations, uplift the character of society, and to improve the quality of life for all.

Mission

In an effort to realize this hope, we pledge to focus our energy, programs, services, and available resources to provide every student with the opportunity to acquire the knowledge, skills, and understanding to become a productive citizen of the world.

This co-curricular code belongs to:

Name _____

Address _____

City/Town _____ **Zip Code** _____

Phone _____

WETHERSFIELD SCHOOL DISTRICT #230 (1839 – 2010)

Dear Students and Parents,

I am very grateful to welcome each and every one of you to another year of learning, cultivating relationships, and rewarding experiences. At Wethersfield, we are committed to providing every student with a worthwhile educational experience. This handbook outlines the procedures, requirements, rules and consequences by which the school will operate on a daily basis. Please take the time as a parent/guardian and as a student to familiarize yourself with these policies and procedures. They serve as the backbone of a productive learning environment. Obviously we can't spell out every rule, consequence and policy in this book. Many of the issues that arise will be handled based on the judgment of the empowered school official and will be managed on a case-by-case basis. All final decisions will consider the language in the handbook, but may include individual judgments to interpret or levy consequences.

I anticipate a deeply rewarding year for our students and staff. We are committed to helping students achieve at their full potential. We will provide the resources and opportunities to prepare for a rewarding post-secondary experience. Please remember, that rules and policies are put in place for the benefit of all students, and maintaining a safe educational environment is our top priority. These guidelines will be enforced by staff members and administrators to ensure the school climate is adequate for growth, achievement and success. A strong partnership and consistent cooperation between staff members, administrators, and parents will provide a structured and disciplined school of which the community can be proud.

Please take an active role in the education of Wethersfield's future leaders. We ask that parents and students model positive behavior and assist in the reinforcement of school rules and policies. Only together can we provide a holistic education which will prepare our students for their lives after leaving Wethersfield. We always welcome comments, suggestions, or questions. Please contact the Wethersfield office at 309-853-4205 with concerns. Remember, it's a great day to be a Goose!

Best wishes,

Jeremiah Johnston, Principal

Discipline Code

Article I Rationale

The Wethersfield Board of Education (Board) believes: 1) that all school employees have the right to expect appropriate, courteous, and respectful behavior from Wethersfield students; 2) that all Wethersfield students have the right to attend school in a safe educational environment; and 3) that while attending school and school related activities students will be free from peer harassment in any form. Any student whose behavior violates any of the above infringes on the rights of school employees and/or other students.

Article II Purpose

The Board understands that young people are sometimes prone to make errors in judgment. It is the Board's intent that this Discipline Code 1) establishes standards of conduct in clear and understandable terms, and 2) affords erring students the opportunity to learn from their mistakes by being held accountable for their inappropriate conduct. The rules and consequences presented in this document are the tools by which the building Principals, Superintendent, and Board shall maintain effective discipline. They address the broad general rules of conduct expected of all students and the potential consequences for inappropriate student behavior. 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. They provide the framework for all other student rules of conduct within the district. The Board acknowledges that it is impossible to develop a discipline code that addresses all possible inappropriate or deviant student behavior. In those instances when an act is alleged to be inappropriate and not specifically defined within this Code, the decision of the Building Principal and/or the Superintendent shall carry the weight of Board policy. The Board believes that the most effective method of achieving a wholesome environment is for all school employees to share in the responsibility of maintaining good discipline.

Article III Legal Authority

Chapter 105 of the Illinois Combined Statutes (Illinois School Code), 5/24-24, Maintenance of Discipline. School personnel have no choice; they **are required to maintain discipline within the school and at all school related activities — this is the law.** § 24-24, Maintenance of discipline (paraphrased): Teachers and other certificated educational employees 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 *place* of parents (*in loco parentis*). 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 or guardians. Teachers may use reasonable force as needed to maintain safety for the other students.

Article IV Discipline Programs

District-Wide Discipline Program: This Code governs all student behavior throughout the district while at school on the Wethersfield campus or while participating in school-related activities off campus. Monitoring student conduct and correcting inappropriate behavior when observed is the responsibility of all school employees. Administering the provision of this Code is the responsibility of the building Principals (or their designees), the Superintendent, and the Board.

Special Rules of Conduct

1. Building Rules: Because each building houses different grade levels and because each building has different physical characteristics, additional rules unique to the students and/or to the buildings may be imposed. Such 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 herein. All classroom rules must have the approval of the building Principal(s). Once approved by the building Principal(s), these rules have the authority of policy. *Special note: Illinois law permits teachers to immediately remove from class any student whose conduct is disrupting the teaching/learning process and/or that presents a danger to other students. Once removed, the student becomes subject to the provisions of this Code.*

3. Special Facility Rules: There are certain facilities within the district which have unique safety and/or security requirements and thus necessitate additional special rules. These rules, have the authority of policy. Students will be required to carry their student planner as a hallway pass. The planner must be filled out by the teacher anytime the student leaves the classroom.

4. Special Activity Rules: There are special activities which occur throughout the school year which require specific or unique standards of conduct. Examples of such special activities are dances, field trips, and all competitions. All special rules which apply to these activities should be developed by the supervising teachers, sponsors, and coaches. They must have the approval of the building Principal(s). Once approved by the building Principal(s), these rules have the authority of policy.

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 of the participants. These rules shall have authority of Board Policy. **Important**: The consequences stipulated within the District's **Co-curricular Code** will be administered in addition to consequences warranted through the administration of this Code.

6. Transfer Students: Students currently under an expulsion from another public school shall not be admitted to the Wethersfield School District on a tuition basis. A student who moves into the Wethersfield School District and who is currently under an expulsion shall be subject to the provisions of the **Illinois School Code** on the transfer of expelled students.

Article V Conduct Rules & Explanations

Rule 1: Students shall not engage in disruptive behavior which violates others' rights to an uninterrupted, safe, and harassment-free learning environment. Students are expected to act in a ladylike and gentlemanly manner at all times while at school or while representing Wethersfield at school-related activities. Any exception to this is considered a violation of this rule. When a student's conduct requires the teacher to stop teaching in order to deal with his/her inappropriate behavior, not only has that student violated the rights of all the students in the class but the student has also violated the teacher's right to teach. The wearing of clothing that disrupts the educational environment is a violation of this rule. *Dress Code - Students should wear clothing that is appropriate for a public learning institution. Clothing that is offensive to any person or group, or that distracts from the learning environment or overall non-contentious atmosphere of the school should not be worn during at the school location. Hats and/or bandanas are not permitted be worn in the building during the school day (8:00-3:01PM) and should remain in the student's locker and not carried in the hallways or to classes. Clothing that is deemed offensive by the faculty, staff, or administration will result in the student being asked to remove the clothing or change into a different set of clothing. The clothing could also be confiscated, and further disciplinary measures could be taken based the severity of the offensive nature, the cooperative level of the student, and the number of occurrences of the violation.

Rule 2: Students shall not harass, demean, belittle, threaten, intimidate, extort, insult, or otherwise verbally abuse others, nor engage in offensive verbal or written profanity. (*Note: Extortion is an automatic Level Four violation.*) All forms of harassment, demeaning, belittling, intimidation, extortion and/or insults are inappropriate student behavior. Students wearing clothing that exhibits profane/vulgar drawings or text offensive to others shall be in violation of this rule. The Principal's judgment shall be final. If a violation occurs, at a minimum the student will be required to cover or remove (whichever is appropriate) the offending item.

Rule 3: Students shall not physically abuse another's person or property. During the school day any deliberate 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. Pushing, punching, jabbing, hip-blocking, and other such actions are considered a violation of this rule. Students shall not handle nor use another's property unless permission to do so is given by the owner. Misuse of school property or equipment is a violation of this Rule.

Rule 4: Students shall not demonstrate insubordination. As stated in Chapter 122 of the Illinois Revised Statutes, §24-24, Maintenance of Discipline, teachers "*stand in the relation of parents and guardians to the pupils.*" When the child is at school the teacher "stands in place of the parent." Therefore, when a student is given a directive by a teacher or administrator, failure to comply shall be considered insubordination. Failure to obey the special rules described in Article IV, paragraph 2, shall be considered insubordination. Cheating is considered an act of insubordination. Incidents of cheating shall result in an automatic "F" on the assignment or test in question and additional consequences may be assigned by the Principal in keeping with a violation of this rule.

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 their teachers. It should be noted that the failure to wear protective equipment required by the classroom teacher shall be considered a violation of the rule.

Rule 6: Students shall not be truant or tardy. A student is truant if the student misses any part of the school day without a valid reason. Parents' approval to miss does not automatically remove the truant status. Truancy is based on the reason, not on the permission. A student is considered tardy if he/she is not in the classroom when the tardy bell rings. A student who is more than 30 minutes late is considered absent. *Tardy School Policy: Each student is allowed 3 total tardies per semester. Students must serve the tardy school session on the next available tardy school session. Tardy School will be offered every Tuesday morning at 7:15AM. If a student fails to serve a tardy school session, they will be issued a Saturday detention and will still have to serve the original tardy school session. Students who are late to 3rd period lose their off-campus privilege for the entire next week. Students who come late to school (first period) must check in with the high school office and obtain a pass in order to be admitted to class. Any tardy to study hall will be an automatic teacher detention. If the tardy school session is not served by the end of the semester, the student will receive a grade of incomplete for any course in which they've been issued a tardy school. Failure to serve a Saturday Detention will result in an In-School or Out-of-School suspension.

Attendance School

Attendance School will begin at 7:15 in the morning and run through the first bell. Students should come to Attendance School prepared with homework to work on or reading materials to read. Students not on task, who are talking, sleeping, etc.... will be asked to leave and will not receive credit for attending Attendance School.

Note: Exemptions from the Tardy Policy are rare.

Appeals are reserved for unusual, uncontrollable, attendance problems. Excused tardies do not count towards total tardies.

Excessive Absences

1. Students may be absent from school for a maximum of 10 school days or 10 individual class periods during the year for which a parent notification (either by phone or note) will be accepted for permissible reasons. If a parent note or call is not received within 24 hours of the absence, the absence will be treated as unexcused.

2. Beyond the 10 days or individual class periods, any absence will be treated as an unexcused absence unless there is written confirmation by medical personnel, court officer, or other legitimate professional personnel. Students are encouraged to turn in all medical, court or other professional appointments as these will not count towards the 10 day limit.

3. A 10 day absence letter will be sent to the parents informing them that their student has hit their 10 days and now must have legitimate, professional excuses. (For example, the school will accept the reason given by a parent as legitimate for the first 10 days of absence. Beyond that, professional confirmation is required. If you feel you must take your grandmother to the airport, baby-sit for your aunt, or get your car fixed on school time, only do so after careful thought.)

4. When you become ill after you use up your initial 10 days, you will need to go to the doctor to verify your illness. If you fail to do so the absence will be unexcused. It is wise to choose what reasons you will miss school in a very careful manner.

Definitions – Excused Absences

1. Illness.

2. Medical or dental appointments.

3. Required attendance at religious holiday services.

4. Funeral -- immediate or extended family, or by permission of the building Principal funerals of close friends of the family.

5. Appearance in court by summons.

6. Participation in school sponsored field trips and activities.

7. By Principal's authority any unique situation not covered above and/or which is beyond the control of the student.

8. Inability of rural school bus to reach student for transportation to school.

High School (Unexcused absences, Truancy, and Suspensions)

Students suspended, truant*, or unexcused absent from school shall receive a daily grade of zero (0) for each day of each class missed during the absence. Students will not be allowed to make-up daily work, classroom assignments, or participation grades. Such students will be allowed to makeup any major tests or examinations covering more than the material missed during the absence. However, a pro-rata grade reduction shall be imposed on the test or examination to reflect a grade of zero for those portions covered during the absence. For example, if a student was suspended for 3 days of a 15 day unit and subsequently missed the chapter test, the student would be allowed to makeup the chapter test, but the student would have his/her grade on the test reduced by 3/15ths of the test's possible points. The student must make-up the exam on his or her own time or at a time deemed reasonable by the teacher.

Makeup Provisions

Upon returning from an excused absence, a student should see all teachers from classes missed on the day of the absence, even if he or she does not have that teacher's class on that day. Students will be given one class period for the first period absent to make up the work missed. For example, if a student misses Algebra I on Monday (an A day), makeup work would not be due until the 2nd meeting of Algebra I following the date of absence, or in this case during Algebra I on Friday of the same week.

If a student misses more than one class period in succession, they will only be given one calendar day for each additional day of absence beyond one in succession. For example, if a student misses Algebra I on Monday (an A day) and Algebra I on Wednesday (also an A day), makeup work would not be due until Tuesday of the following week.

The above make up provision includes assignments, examinations, and/or long term projects assigned prior to or during a student's absence and which come due during the absence or after the student's return to school.

Rule 7: Students shall not sell, distribute, consume, possess, or be under the influence of any intoxicating substance, included but not limited to alcohol, inhalants, or drugs not used in strict compliance with a doctor's orders.

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 safe, drug and alcohol free environment throughout the school day and at all school related activities and in keeping with the laws of Illinois. 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 Principal shall rule based on the preponderance of evidence including known indicators of intoxication and/or substance abuse. **Selling drugs on school property is grounds for an immediate expulsion hearing in front of the Board of Education.** If the Principal determines that in his/her judgment the student is under the influence of drugs or alcohol, the student will be afforded the opportunity to voluntarily submit to an alcohol and drug screening urinalysis conducted at a medical facility and under the supervision of licensed medical personnel and in accordance with acceptable procedures. The district shall pay for the initial screening for each incident. The student or the parent may decline to allow the student to submit to a urinalysis. If the results of the test are positive, the student will be subject to follow-up testing within the same school year and the Principal will (on request) advise the parent on seeking professional counseling for the student. If counseling is sought by the parent for the student who submitted to the test, the student's consequences may be amended or lessened by the Principal. If analysis is negative (showing no evidence of illegal drugs or alcohol), the student's records shall be expunged of any consequences and he/she shall be afforded full make-up privileges. The provisions of Article VI will apply in full to students who do not submit to the testing. Such students will not have the opportunity for amended or lessened consequences. Prior to submitting a student to suspicion-based drug and alcohol testing, the building Principal will notify a parent of the impending test. If the Principal or his/her designee is unable to notify a parent, no testing will be done and the provisions of Article VI will apply in full. The results of the testing and the resulting consequences will be made known to the parent as soon as possible following the analysis. A sufficient quantity of the specimen will be retained by the testing agency for possible reanalysis. Students testing positive will have an opportunity within 24 hours of their notification of the results of the first positive test to have the same specimen tested in a laboratory of the parents' choice but at the parents' expense for both the analysis and the shipping or delivery of the specimen. No member of the participants' family may at any time have custody of the specimen.

Rule 8: Student 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 tobacco free environment in keeping with the laws of Illinois. 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 building Principal and he/she shall rule based on his/her judgment.

Rule 9: Students shall not break 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 property, the Administration has Board authority to notify the proper civil authorities. *If violation or crime is of a grievous nature, the level of consequence may be accelerated.*

Rule 10: Students shall not have in their possession a weapon. The Federal Gun-Free Schools Act of 1994 requires all public schools to expel for a period of one calendar year any student who brings a weapon to school or school related activity. The term "weapon" is defined in the Act as a firearm. "Firearm" is broadly defined to include any weapon that expels a projectile by action of an explosive. Students should not bring anything to school that could be used to cause harm to another person or object. At Wethersfield weapons also include but are not limited to knives, tasing devices, and tools. Possession of these materials will be dealt with on a case-by-case basis with consequences up to suspension and/or expulsion.

Any student in possession of a weapon will be suspended pending an expulsion hearing at which time the student shall be expelled for one calendar year.

Under the Act only the Superintendent has the authority to reduce the consequences and only then if in his/her opinion unusual and mitigating circumstances are present. *(Note: It is a requirement of the law to notify the police for all student weapon violations.)*

Rule 11: Personal electronic devices, excluding calculators and other authorized objects, are not permitted to be used in the school building during the duration of the school day. This includes the use of cell phones and iPod's. Cellular phones are to be turned off during the school day. They should be kept in lockers, purses, or pockets. Any cell phone that is used, seen, or heard during the regular school day is in violation of school policy and the violating student is subject to disciplinary measures. iPod's and/or portable music devices are not permitted for use during the school day. Examples of possible consequences for violation on Rule 11 include the following (However, the building principal may make adjustments to the consequences levied when he or she sees fit):

1st Violation – Teacher Confiscation and Optional Teacher Detention

2nd Violation – Office Confiscation, Parent Retrieval, and Office Detention

3rd Violation – Office Confiscation, Loss of Privileges, and Saturday Detention

Article VI Rules & Consequences

There are four levels of consequences available to the building Principals in their efforts to maintain effective discipline. Each level's consequences progress in severity. On the second infraction of any discipline code rule, the student advances to the second level for all infractions. That is, if Rule 1 was violated resulting in a Level One consequence and then Rule 2 was violated, the student moves to Level Two. The Principal shall select the option or combination of options within the appropriate level for the offense. The Principal has the authority to accelerate a student's level of offense and resulting consequence if the student presents an incorrigible, hostile or belligerent attitude that results in behavior that threatens the safety of staff and/or students, or the safeguarding of district property. Likewise, the Principal has the authority to lessen a consequence if in his/her opinion the student and/or parents assist in the remedying of the inappropriate patterns of behavior.

Levels of Consequences

Level One

Corrective action
Student conference
Parent conference
Removal from class
Loss of privileges
Loss of grade
Restitution
Teacher detention

Level Two

All level one, plus
Office detention
In School Suspension
1-3 day out of school
suspension
Notify authorities

Level Three

All level two, plus
Saturday detention
4-10 day O.S.S.

Level Four

All level three, plus
Expulsion Hearing

IMPORTANT: A suspended student is not allowed to attend or participate in any extracurricular school activity home or away. While suspended, the student is not to be on school property. Students placed in in-school suspension must surrender their cell phone to be kept in the possession of the supervisor for the duration of the suspension.

Teacher Detentions

If a teacher issues a detention to a student that student is required to serve the detention. If that is not served the student will be issued a second detention. If that is not served then the student will receive an in-school or out-of-school suspension. The student will also have to serve the original detention.

Office Detentions

Office detentions will be held after school on Tuesdays for a period of no less than one hour.

ARTICLE VII Student Lockers & Student Searches

The following is a reprint of District Policy 6-430 entitled "School 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 may occur throughout the school year by the building Principal or other persons authorized by the Board or Superintendent to ensure that lockers are being

maintained in good order. The building Principal or other persons authorized by the Board or Superintendent may open lockers and examine their contents including personal belongings of students when the authorized individual has a reasonable suspicion that the contents threaten the safety, health, or welfare of students, and/or include stolen or illegal property. Stolen items and items which are suspected of being prohibited by law may be impounded by the school officials. If illegal material is impounded, the Board authorizes the school officials to notify the civil authorities. The student and the student's parent(s) or guardian(s) shall be notified as soon as possible of the action taken by the school officials. Valuables: Students are encouraged to always lock their lockers. However, the close proximity and the nature of normal hall activity pose a continual threat to combination security. To that end, students should not leave money or valuables in their lockers. The Wethersfield School District will not assume responsibility for valuables or money taken from lockers. 2. Student Searches: If a district Administrator or the Administrator's designee has a reasonable suspicion that a student is holding on his/her person any items which are prohibited by the District's Discipline Code or is holding stolen items, the Administrator or designee may require the student to empty his/her pockets, purse, or other student held satchel or container. If the search results in confirming the suspicion, the provisions of the Discipline Code shall apply. The Administrator, in consultation with the Superintendent, may notify the police if drugs, weapons (required) or stolen items are found. Strip searches shall not be allowed at any time under any circumstances by school authorities.

Article VIII Student's Discipline Record, Notifications and Class Standing

1. Student's Discipline Record: A record for each student disciplined under this program shall be maintained by the 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 Principal must make the legal notifications required by statute for any discipline action resulting in student suspension or expulsion. It is the philosophy of the Board that insofar as possible the Principal should inform the parents on discipline matters resulting in a referral to the Principal. However, the inability of the Principal to notify a parent due to lack of a parent phone or unavailability of a parent is not a violation of this provision.

3. Class Standing: Effective school year 2006, students will be classified according to total credits.

Freshman Status -0-5.5 high school credits

Sophomore Status -6-13.5 high school credits

Junior Status - 14-19.5 high school credits

Senior Status shall be defined as students who have earned at least 20 high school credits

Junior High Retention & Promotion Requirements

The criteria for promotion and retention in junior high are set on a point scale. The core subjects of Grammar, Math, Social Studies, Literature, and Science are all worth two points each. If a student has a yearly passing average of 60 percent or higher, they will receive their two points for that subject. Physical Education is worth 1 point. The supporting classes of Art, Home Economics, Science Exploratory, Keyboarding, Band and Chorus are worth one-half point each. If the student yearly average is 60 percent or higher, they would earn the points for that subject. The student must have a total of 10.5 or more points. If the student does not acquire the minimum number of points then the student will repeat the grade.

Junior High Point Scale

Math	2 points
Science	2 points
Social Studies	2 points
Literature	2 points
Grammar	2 points
P. E	1 point
Home Economics	.5 point
Keyboarding	.5 point
Science Exploratory	.5 point
Art	.5 point
Band	Credit/No Credit
Chorus	Credit/No Credit
<u>Study Hall</u>	<u>Credit/No Credit</u>
Total	13 points

*Students in the eighth grade must also pass the U.S. Constitution Test in accordance with Illinois State Law to be considered for promotion.

Article IX Due Process

1. **Discipline Required:** By law school officials are required to maintain discipline during the school day and during all co-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:** 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 parent (or guardian) desires to appeal a discipline decision, the procedures below apply. Parents seeking an appeal must follow the progression prescribed, unless at a given step both parties consent to advance the appeal to the next step.

Step 1. **First Level of Review:** If the appeal is for a discipline decision rendered by a classroom teacher, coach, sponsor, or supervisor, the parent must first discuss the situation with the employee in an effort to resolve the issue. Neither the Board nor the Superintendent will entertain an appeal or a complaint against a teacher, coach, sponsor, or supervisor on a discipline matter if the parent has not first met with the individual. If it is a discipline decision rendered by the building Principal, step 2 is the first step in the appeal.

Step 2. Second Level of Review: If step 1 does not resolve the situation to the satisfaction of the parent or if the discipline decision was rendered by the building Principal, the parent may appeal the action to the building Principal. Such appeal shall commence no later than 5 days from the date of the discipline decision. The Principal upon reviewing the circumstances surrounding the situation may withdraw, modify, or leave unchanged the discipline decision in question. The Principal shall respond in writing to the petitioning parent 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. Neither the Board nor the Superintendent will entertain an appeal or a complaint against a building Principal on a discipline matter if the parent has not first met with the Principal.

Step 3. Third Level of Review: Having followed steps 1 and 2, if the parents still wishes to appeal the matter, the parent may appeal 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 receipt of the building 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 building Principal and a copy shall be placed in the student's temporary record.

Step 4. Fourth Level of Review: Having followed steps 1, 2, and 3, if the parents still wishes to appeal the matter, the parent may appeal to the Board. The Board's hearing procedure as described in the District Policy Manual on page 2-200.5 shall apply. The decision of the Board shall be final.

Article X Discipline Committee

This Code is reviewed periodically by a district wide Discipline Committee comprised of parents, students, teachers, administrators, board members, and at-large community members.

Article XI Statement of Assurances & Adoption This Code is annually reviewed and approved as District Policy by the Wethersfield Board Education at a regularly scheduled Board meeting.

Co-Curricular Code

Wethersfield Community Unit School District No. 230
(Adopted July 2003) (updated June, 2010)

Section I

Introduction

Article A

Preface

The Wethersfield Board of Education (Board) recognizes the importance of a strong co-curricular program. Co-curricular throughout this **Co-Curricular Code** (Code) shall be synonymous with all district sponsored and/or sanctioned clubs, organizations, marching band, jazz band, pom-poms, cheerleading, National Honor Society, and interscholastic athletics. These activities foster many qualities important to personal development including but not limited to good physical development, self-discipline, goal setting, team work, dedication, and the principles of fair play.

The opportunity to tryout and/or participate in co-curricular activities is a privilege, not an inherent right. Thus, students who voluntarily elect to exercise this privilege must comply with the standards of conduct unique to each activity and/or as stipulated in this Code.

The fundamental difference between the provisions of this Code and those of the District's **Discipline Code** is that the Co-Curricular Code governs participants' conduct and behavior at all times, 12 months a year, while members of any co-curricular activity and/or organization—on and off school property, during and not during school hours.

Article B

Purpose and Scope

The intent of this Code is to identify in as clear and concise terms as possible the regulations, procedures, and the participant's responsibilities associated with the privilege of representing Wethersfield in co-curricular activities. This Code presents the rules, regulations, procedures, eligibility standards, participant's responsibilities, and the standards of conduct to which students must adhere in order to qualify for participation.

It is impossible to create provisions that anticipate every possible situation. The responsibilities, requirements, and rules included within this document are guidelines, not absolutes. They are established to provide a reference by which school officials can better achieve consistency and fairness. In all matters not specifically addressed by this Code or which represent unique and/or unanticipated circumstances, the Principal's decision shall govern.

It is important to note that participants in co-curricular activities are subject to both the provisions of the District's **Discipline Code** and to the District's **Co-Curricular Code**. If a student violates a provision of the **Discipline Code**, the student is not only subject to the consequences of the district's **Discipline Code** but is **also** subject to the provisions of this **Co-Curricular Code**.

Section II

Athletic Activities

Article A

Eligibility Requirements - Junior High

1. Academic Requirements: An athlete cannot be failing any academic subjects. Eligibility will be checked on a weekly basis. If it is determined that a student is failing more than one subject, that student becomes ineligible for the next full week (Sunday through Saturday). Junior High Activities also will be held to the no pass no play requirements set by Wethersfield District 230. An athlete shall be held harmless if a faculty member fails to report a failing grade in compliance with the established eligibility reporting procedures. If a student fails a course during the school year and subsequently passes the course during an authorized summer school session or through an approved correspondence course, the passed course will be counted in lieu of the failed course in determining eligibility.
2. Physical Examination Requirement: Athletes must have on file in the Principal's office a health physical conducted by a licensed physician on an approved form indicating that the student is physically capable of participating in athletics. Athletes may not dress for practice nor play until this requirement is met.
3. Insurance Requirement: A student athlete must satisfy one of the following:
 - a. Present proof of school-time accident (medial) coverage.
 - b. Or, present an insurance waiver signed by the participant's parent or guardian(hereafter referred to only as "parent").
4. Medical Treatment Release Requirement: An "Authorization for Medical Assistance" form must be on file in the Principal's office prior to the student athlete engaging in practice or play.
5. Co-Curricular Compliance Form Requirement: All athletes must have on file in the Principal's office a completed Co-curricular Code Compliance Form (see Attachment A) prior to the student athlete engaging in practice or play.

Article B

Eligibility Requirements - High School

1. Academic Requirements: An athlete must maintain a passing grade in all academic subjects. Eligibility will be checked on a weekly basis. If it is determined that a student is not passing all academic subjects, that student becomes ineligible for the next full week (Sunday through Saturday). An athlete shall be held harmless if a faculty member fails to report a failing grade in compliance with the established eligibility reporting procedures.
Starting with the second semester of the freshman year All high school students must have passed all academic courses the previous semester. Failure to have done so will render the student athlete ineligible for the full semester following the deficit semester. If a student successfully passes a failed course during an authorized summer school session or through an approved correspondence course, such shall be considered part of the immediate previous semester. Our district-wide grading scale will be as follows:
90 – 100 A
80 – 89 B
70 - 79 C
60 - 69 D
0 - 59 F
2. Physical Requirement: An athlete must have on file in the school's office a health physical conducted by a licensed physician on an approved form indicating that the student is physically capable of participating in athletics. An athlete may not dress for practice nor play until this requirement is met.
3. Insurance Requirement: A student athlete must satisfy one of the following:
 - a. Present proof of school-time accident (medial) coverage.
 - b. Or, Present an insurance waiver signed by the participant's guardian.
4. Medical Treatment Release Requirement: An "Authorization for Medical Assistance" form must be on file in the Principal's office prior to engaging in practice or play.
5. Co-Curricular Compliance Form Requirement: All athletes must have on file in the Principal's office a completed Co-curricular Code Compliance Form prior to engaging in practice or play.

6. Consequences for being found ineligible at weekly grade check period are as follows:

1st Violation – One week of practice but no play

2nd Violation – One week of practice, but no play

3rd Violation – One week of no practice and no play

4th Violation – Removal from the squad

*Any student that is academically ineligible to participate may not leave early from school to travel with a team for athletics.

7. Participants may only participate in one sport at during a given sporting season (i.e. Fall, Winter, Spring).

Article C

Standards of Conduct

In the interest of good physical conditioning, physical well being, and the safety of participants, the following training rules have been established. They apply equally to the junior high and high school athlete.

Rule 1: With the exception of sickness, injury or approved absence, attendance and participation at all formal practice sessions is required throughout the duration of the activity's season.

Approved absences are those extraordinary absences, which are beyond the student athlete's ability to control and for which the coach has given approval. Exceptions are those absences caused by the application of Article D paragraph 5.

1st Violation— 10% of the regularly scheduled interscholastic contests (no less than one)

2nd Violation — 20% of the regularly scheduled interscholastic contest (no less than two)

3rd Violation — Cut from squad (loss of awards)

Rule 2: With the exception of sickness, injury, or approved absence, all participants designated to dress shall attend all scheduled events including all tournament series through the completion of the activity's season. Exceptions are those absences caused by the application of Art. D, Paragraph 5.

1st Violation— 20% of the regularly scheduled interscholastic contests (no less than two)

2nd Violation — Cut from squad (loss of awards)

Rule 3: Participants shall not distribute, consume, possess, or be under the influence of alcoholic beverages, tobacco products, or illegal/unauthorized drugs at any time during the calendar year as a member of an athletic squad or activity.

1st Violation – Suspended from 20% of the contests for the current or next activity. (This can carry over to the next activity that is completed if the 20% cannot be fulfilled in the current sport)

2nd Violation – Suspended for one calendar year from participating in any extra-curricular sports or activity practices or contests.

3rd Violation – Suspended from all practices, performances, and/or contests for the remainder of their junior high or high school career.

Any participant found **selling** unauthorized drugs will be immediately dismissed from their squad and will face an expulsion hearing in front of the Board of Education.

Rule 4: Participants shall obey the District's Discipline Code while at school or school related activities. A violation of the District's Discipline Code risks suspension from participation under the "loss of privilege" provision of the Discipline Code.

Rule 5: Participants shall obey all public laws. Violations of Public law will be handled on a case-by-case basis with appropriate consequences to be determined by a committee including, but not limited to, the administration and the head coach of the program.

Rule 6: Participants shall at all times while actively participating demonstrates good sportsmanship and fair play. Taunting and/or obscene remarks shall be considered a violation of this rule.

1st Violation — Temporary or permanent removal from contest depending on severity of the behavior

2nd Violation — One game suspension

3rd Violation — Two game suspension

4th Violation — Cut from squad (loss of awards)

Rule 7 : Any student late to school without a valid medical or professional's note, court documentation, or who misses any part of the day as truant will not be allowed to practice or participate in any extra-curricular contest or performance on that date. This would include a student who shows up late to school and has a parent/guardian call in to excuse them. This student will still be held out of action for that evening. Funerals/visitations for family members will be acceptable reasons for missing school. Students will be able to use one "freebie" to clear a violation on a one-time basis. This may be used only on the day of a contest/competition.

Article D

General Provisions

1. Transportation: With the exception of approved variances, all participants shall ride school provided transportation. A request for variance must be submitted on the appropriate form to their building Principal in advance of the event. Coaches only have the authority to issue verbal approval for a participant to ride with the participant's parent.
2. Uniforms & Equipment: Each participant is responsible to respect and care for district provided uniforms and equipment. At the end of the season the uniforms and equipment must be returned in acceptable condition. Participants shall be responsible to pay the replacement price of items lost or damaged through neglect.
3. Additional Training Rules: Each coach/sponsor has the authority to establish additional training rules unique to the particular activity or sport. Such additional training rules must have the approval of the Principal and be made available to the participant prior to being held accountable for a violation.
4. Dressing and Playing: The Board authorizes each coach/sponsor to determine by his or her own criteria who shall dress and compete in each event. Neither the Board nor the administration shall intervene on behalf of an appealing parent or guardian concerning a coaches' criteria for the dressing and/or playing of a participant during the season. Parents and/or participants who question a coach's or sponsor's criteria or decision on dressing and/or playing should discuss their concerns with the coach or sponsor.
5. Conflict of Activities: The following shall govern the priority of participation when a conflict exists between two activities. If an unanticipated conflict exists which is not covered by the priority listing below, the Principal shall attempt to resolve the conflict in consultation with the coaches and/or sponsors. In all such matters, the Principal's decision shall be final.

Priority Event or Activity

- 1 IHSA Tournament/Contests
- 2 Conference Tournament/Contests
- 3 Conference Regular Season
4. Non-conference Invitational events
- 5 Cheerleading at IHSA Tournament
- 6 Non-Conference Regular Season
- 7 Cheering or Pom-Pons at Regular Season Contests
- 8 Athletic Practice
- 9 Cheerleading and Pom-Pon Practice

Article E

Awards Program - Junior High

1. Certificate of Participation:

Each individual participating in the activity for the duration of the season will receive a Certificate of Participation. A participant who cannot complete the season because of illness or injury shall also receive a certificate if in good standing at the time of the illness or injury.

2. Letter:

A participant meeting the below qualifications for the first time in a sport or a participant who has participated for two years shall be eligible for a Letter. For each subsequent qualification in the sport or activity the participant shall be awarded a Participation Pin.

A. Basketball - One-fourth of the quarters during the season

B. Track - Score an average of three points in all meets during the season, or place in two individual events or be on a first place relay team in a ribbon meet.

C. Volleyball (Booster's Sponsored) - Play in one-half of all scheduled quarters, or compete two year in the activity.

D. Football (Booster's Sponsored) - Play in one-half of all scheduled quarters, or compete for two years in the activity.

Article F

Awards Program - High School

Wethersfield High School recognizes those who participate and excel in volleyball, football, basketball, track, cheerleading, and pom-poms through an approved awards program. From time to time the administration may authorize the presentation of special awards to individuals who contribute above and beyond the call of duty, or who achieve a landmark accomplishment in a particular sport or activity.

1. Awards Program:

A. Freshman Numerals:

Freshman numerals are awarded to each freshman participant who completes the seasons subject to the provisions of this code. The awarding of freshman numerals does not preclude an individual from receiving a Varsity Letter if he/she qualifies under the provisions below. (Exception -- Trackettes receive numerals the first year of participation)

B. Participation Pin:

Sophomores through seniors will receive participation pins for each season completed.

C. Varsity Letters are awarded to each participant in each sport or activity who for the first time meets the following minimum standards or qualifications subject to the provisions of this code. Participants of co-op sports will receive an A+W letter instead of the individual "Wethersfield" or "Annawan" letter.

1) Football:

- a) Play one half of all scheduled quarters, or
- b) Participate on two special teams for the entire play season, or
- c) Competed four complete years in the activity, or
- d) If there was a time when the individual's contribution to the team was critical, or over and above the call of duty.

2) Volleyball:

- a) Play one half of all scheduled quarters, or
- b) Competed four complete years in the activity, or
- c) If there was a time when the individual's contribution to the team was critical, or over and above the call of duty.

3) Basketball:

- a) Play one half of all scheduled quarters (state tournament series excluded), or
- b) Competed four complete years in the activity, or
- c) If there was a time when the individual's contribution to the team was critical, or over and above the call of duty.

4) Track:

- a) Score an average of three points in all dual and triangular meets that are scheduled for the season, or
- b) Place in three individual events in meets with three or more schools. This can be an accumulation of three placings from more than one meet during the year, or
- c) Competed four complete years in the activity, or
- d) If there was a time when the individual's contribution to the team was critical, or over and above the call of duty.

5) Cheerleading and Pom Pon — On the first participation as a Junior or Senior

6) Track Attendants — Those eligible to receive a letter must work all assigned meets unless excused by the sponsor.

7) Golf — An athlete is entitled to a letter when his/her match score is used in determining the total score in one-half or more of the scheduled contests.

8) Cross Country:

- a. Running one-half of the scheduled varsity meets
- b. Run in regionals, sectionals, or the state meet.
- c. Participants are determined by those who finish the season.

D. Four Year Award:

One Four-Year Award will be awarded each senior who has participated four successive years in an activity. The Award will include a listing of all activities in which the individual participated for four years.

2. Additional Provisions:

A. An individual who cannot complete the season because of illness or injury will be eligible to receive the appropriate award if he/she met the qualification requirements for that portion of the season during which he/she participated. Example - an injured football player will receive the appropriate award if he participated in one-half of the eligible quarters up to the time of injury or illness.

B. An individual who is removed from a team because of a **Discipline Code** violation or academic deficiency forfeits any rights to awards for the activity. Any individual who voluntarily resigns from a team shall not receive any awards for the activity.

C. Violations of the provisions of this Code may result in the forfeiture of awards. The coach shall make his/her recommendations for forfeiture to the Principal who shall have the authority to rule on the request.

Section III

Non-Athletic Activities

Article A

Standards of Conduct

Rule 1: Students **who elect to participate in co-curricular clubs and organizations shall make every effort to attend all meetings and activities of the organization.** The Constitution and By-laws of the organization shall determine the consequences of failing to meet this obligation.

Rule 2: Participants in co-curricular activities shall not distribute, consume, possess, or be under the influence of alcoholic beverages or unauthorized drugs at any time during the calendar year as a member of a co-curricular activity.

1st Violation— Two week suspension

2nd Violation —Dropped from the activity (loss of awards)

Rule 3: Participants in co-curricular activities shall not distribute, consume, or possess tobacco products at any time during the calendar year as a member of a co-curricular activity.

1st Violation— One week suspension

2nd Violation — Two week suspension

3rd Violation — Dropped from the activity (loss of awards)

Rule 4: Participants in co-curricular activities shall obey the District's Discipline Code while at school or school related activities. Students violating the District's Discipline Code risk being suspended from participation under the "loss of privilege" provision of the Discipline Code.

Rule 5: Participants in co-curricular activities shall obey the constitutions and by-laws of the activities. The Constitution and By-laws of the organization shall determine the consequences of failing to meet this obligation.

Rule 6: Participants shall obey all public laws while a member of a co-curricular activity.

Participants who violate a public law risk loss of participation or removal from membership in co-curricular activities. The severity of the offense (as determined by the building principal) shall determine the specific consequences warranted by a given offense. Any participant found **selling** unauthorized drugs will be dismissed from their activity and will face an expulsion hearing in front of the Board of Education

Section IV

Random Substance Testing

Article A

Purpose

The Wethersfield Board of Education (Board) believes that safe participation in co-curricular activities requires participants to be free from the illegal use of tobacco, drugs, and alcohol. Based on the concern that there is a growing number of minors nationwide illegally using tobacco, drugs and alcohol, a parent survey was conducted in 1998 seeking parent input on how to deal with the growing concern of student substance abuse. Wethersfield parents overwhelming called for the implementation of an involuntary, random tobacco, alcohol, and drug testing program for students in grade 7-12 participating in co-curricular activities. The Board heard the parents' plea for action and established this Section of the **Co-Curricular Code** (Code) in response. This Code is part of the canon of District Policy.

The involuntary, random tobacco, alcohol, and drug testing program for Wethersfield students in grades 7-12 is established for the following purposes:

1. To better ensure that all 7-12 co-curricular programs are safe from the adverse affects of participants' impaired judgment and/or diminished performance in practice, competition, and participation as a result of the illegal use of tobacco, drugs, and alcohol.
2. To discourage and reduce the illegal use of tobacco, drugs, and alcohol among students participating in co-curricular activities.
3. To provide student participants with an additional reason to thwart peer pressure to engage in substance abuse.
4. To provide for a consistent, reasonable, and fair means by which student co-curricular participants are randomly screened for substance abuse.
5. To give parents and participants foreknowledge of the consequences for those participants who test positive for substance use.
6. To provide a procedure by which participants initially testing positive can return to active participation.
7. To assist parents in determining if their children are engaging in substance abuse and to offer guidance to the student and parents as they seek professional counseling to address substance use problems.

Article B

Definitions

The phrases “substance use/abuse,” “tobacco, drug or alcohol use/abuse,” “tobacco, drug or alcohol problems” or similar phrases include without limitation the following:

1. Use or under the influence of tobacco, any drug, intoxicant, controlled substance or other substance unlawful by law or regulation;
2. Use or under the influence of any alcoholic beverage or similar intoxicant;
3. Use of any prescription medication or controlled drug or medication not in accordance with the direction of a licensed physician;
4. Use of any nonprescription or over-the-counter medication or any other substance, legal or illegal, in a way that noticeably impairs, diminishes, or alters mood, behaviors, motor skills, or mental or performance functions except such used in strict accordance with the direction of licensed physician. Note: Even in those cases when such is in strict accordance with the direction of a licensed physician, coaches may restrict practice or play if, in their opinion, impaired judgment or diminished performance risking injury to self or others is observed.
5. The term “use” means consuming, ingesting, drinking, injecting, inhaling, or smoking.
6. The term “under the influence” means any positive test administered under the provisions of this Code that shows trace evidence of drugs, alcohol, or nicotine.
7. The term alcohol means ethyl alcohol and includes all beverages, mixtures, medications, inhalants, or preparations that contain ethyl alcohol and as defined in 235 Illinois Combined Statutes (ILCS) 5/1-3.05.
8. The term “drug” means any substance that has known mind and/or function-altering effects upon the human body or that impairs one’s ability to safely perform, and specifically includes, but not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, nicotine, and all other substances illegal for minor use under Federal or Illinois law. The Controlled Substance Act delineated 720 ILCS 570/100TO682 and the Cannabis Control Act 720 ILCS 550/1TO5580/19 shall apply.

Article C

Participation

As condition participation, the **Co-Curricular Code Compliance Form** (see Attachment A) must be signed annually and on file in the principal’s office. Failure of a parent and the student participant to sign the **Co-Curricular Code Compliance Form** will preclude the student from participating in any school sponsored or sanctioned co-curricular activity.

Article D

Selection for Substance Testing

1. Students in grades 7 through 12 who are engaged in co-curricular activities shall be eligible for random selection for involuntary substance use screening.
2. No fewer than three student participants (one from grades 7-8, and two from grades 9-12) will be selected randomly each week on a day and during a time selected by the Principal or the Principal’s representative. The day and time of day shall be varied. Note: While it is intent of this Section that no fewer than three participants be selected each week school is in session, it shall not be a violation of this Section if, due to reasons beyond the control of school officials, less than three can be selected.
3. The selection will be done by a random draw of student participants—one from grades 7-8 and two from grades 9-12. Each participant in the participant database will be assigned a roster number. Random selections via a computerized random number generator will be made indicating the roster number of the students to be screen. Under the provisions of this Section no student shall be targeted for selection based on reasonable suspicion.

Note: Nothing in this Code prohibits students from being selected for involuntary, suspicion-based substance abuse screening under the provisions of the District’s **Discipline Code** (See **Discipline Code**).

4. A parent may request that his/her child to be included in the next selection for screening. If a parent requests such screening, the participant will not be informed of the parent’s request and the parent shall prepay for the test.
5. If a selected participant is absent on a day that he/she is selected, an alternate shall be selected. When a student participant is absent from school there is an expectation that the absences may be caused by illness. In such cases there is reasonable expectation that prescribed or over-the-counter medicines are being administered to remedy the illness. It does not serve the purpose of this Section to screen a participant who is recovering from an illness for which medicine was prescribed. The absent participant shall remain eligible for the next random selection.

Article E

Substance Testing

1. Within a reasonable period of time—typically the same day—selected students will be transported by school officials to a medical facility testing site at which time an unadulterated urine specimen will be taken by licensed medical personnel in accordance acceptable collection procedures.
2. Prior to the testing each selected participant shall be afforded the opportunity to declare any reason—such as taking prescribed medicine—that may render a positive test. Such shall not preclude the participant from being tested. If the participant tests positive, then verification of the reason(s) shall be required to negate the test's results. If, in the opinion of the Principal, the reason(s) are verified, the participant shall be returned to the pool of eligible participants for future random selections. If, on the other hand, the reason(s) are not verified, the provisions of Article G of this Section shall apply.
3. If a selected participant cannot produce a sample at the time of testing, the participant will return to school to the counselor's office and remain there until a sample is given. The counselor, with the assistance of the school nurse, will complete the testing process, with a kit provided by the Health Department. If the results are positive, the sample will be returned to the Health Department to be sent to their lab for confirmation.

Article F

Refusal to Submit to Testing

If a selected participant, either through his/her own will, or the will of a parent refuses to submit to the involuntary, random substance use screening, the participant shall be denied future participation in all co-curricular activities for the balance of the school year until such time as he/she voluntarily submits to a test. If the student was a member of an athletic team at the time of the denial, he or she will forfeit participation in the activity for the balance of the sport's season. If the student elects to once again participate in co-curricular activities (excluding the sport previously indicated) he/she shall be scheduled for testing prior to participation. The date and time of the screening will be selected by the Principal. The cost of such shall be prepaid by the parent.

Article G

Specimen Analysis and Consequences

1. Under normal circumstances test results will be known within 24 hours of the test. A sufficient quantity of the specimen will be retained by the testing agency for possible reanalysis.
2. If a participant tests negative (no trace of substance use), the participant shall eligible for future random selections. Notification of the negative test shall be mailed to the participant's parent within 5 school days.
3. If a participant tests positive for trace substance use, the parent of the participant shall be notified by the Principal as soon as possible. The Principal will relate the results of the test, inform the parents of the consequences per Section III of this Code, inform the parents of the retesting (paragraph 4) and appeal procedures (Section V), and (on request) offer guidance to the parents as they seek professional counseling to address the student's substance use problem.
4. Participants testing positive will have an opportunity within 24 hours of their notification of the results of the first positive test to have the same specimen tested in a laboratory of the parents' choice but at the parents' expense for both the analysis and the shipping or delivery of the specimen. No member of the participants' family may at any time have custody of the specimen.
5. The results of any test administered under the terms of this Section shall be kept confidential and disclosed only to the participant, his/her parents, and the appropriate coach or sponsor. Test results will not be part of the participant's permanent record.

Article H

Performance Enhancing Drug Testing

State law requires the Illinois High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, a) not to use any performance-enhancing substances on IHSA's current banned drug list, and b) to submit to random testing for these substances in the student's body if the student is in high school. In addition, the student's parent/guardian must sign a statement for IHSA containing specific acknowledgements including that the student, if in high school, may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime. IHSA, with oversight from the Illinois Department of Public Health, administers a performance-enhancing substance testing program under which high school participants in athletic competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic season for the presence in their bodies of performance-enhancing substance on the IHSA's banned drug list.

Section V

Due Process and Appeals

1. Due Process:

A. Discipline Required: The law **requires** school officials to maintain discipline during the school day and in all school related activities. Boards of Education are required to adopt and enforce rules and regulations to enforce discipline and acceptable standards of conduct for all students.

B. Rules of Evidence and Procedure: The same rules of evidence and procedure do not apply to enforcing school rules that apply in an Illinois court of law. In a court of law an adult citizen is innocent until proven guilty. Under the provisions of in loco parentis (standing in place of the parent) a student is innocent until determined guilty by an authorized school authority.

C. Basis for Judgment: The courts have continually held that school officials need only establish that in their judgment a preponderance of evidence, judged solely by an authorized school official, shows guilt.

2. Appeal Procedure: If a parent, guardian or student desires to appeal the Co-Curricular Code ruling of a coach, sponsor, or principal, the following procedure shall apply:

A. First Level of Review: An appeal must first be made to the coach/sponsor in charge of the activity. If in the opinion of the coach/sponsor there are circumstances that warrant a special ruling, the coach/sponsor shall make a request for a special ruling to the principal. The principal shall have the authority to grant the special ruling.

B. Second Level of Review: If the review by the coach/sponsor does not result in a request for deviation, the petitioning party may request a second level review from the Principal. If in the opinion of the Principal circumstances exist which warrant a special ruling, the Principal may render the ruling. The Principal shall notify the coach/sponsor of the ruling prior to making the ruling known to the petitioning party. The coach/sponsor shall support and administer the ruling.

C. Third Level of Review: If the review by the principal does not result in a special ruling, the petitioning party may request a third level of review from the district Superintendent. If in the opinion of the Superintendent circumstances warrant a special ruling, the Superintendent may render such a ruling. The Superintendent shall notify the Principal of the ruling prior to making the ruling known to the petitioning party. The Principal and coach/sponsor shall support and administer the ruling.

D. Fourth Level of Review: If the review by the Superintendent does not result in a special ruling, the petitioning party may request to appear before the Wethersfield Board of Education. The hearing provisions of the District's Policy Manual shall govern. A copy of the provisions shall be made available to any party requesting a Fourth Level of Review.

Appropriate Use Policy

TECHNOLOGY AND THE INTERNET IN THE

WETHERSFIELD SCHOOL DISTRICT (Adopted 2007)

Responsibility for school officials to establish standards that ensures a wholesome educational environment for all students. Second, the school owns the equipment and there has the responsibility, right, and authority to determine how and in what manner that equipment shall be used.

Student Use of the District's Equipment

School owned/leased equipment, technology, and software:

The Board of Education of the Wethersfield School District reserves unto itself the full and complete control of all of the district's equipment, technology, and software owned or leased by the district, including but not limited to software, computers, printers, scanners, cameras, network wiring, DSU and hub connections, and the T1 connection to the Internet.

Equal opportunity on the Internet:

The Internet shall be available to all students within the school that has Internet capabilities without regard to age, gender, race, religion, or academic status. Equipment availability and funding may limit the number of students that have access to Internet in a given day. Also, the amount of time available to each student per setting may be limited based on the number of available workstations and the demands of each workstation. The use of technology is intended to augment course work, it is not intended for recreational purposes. Thus, students who desire to use workstations and other district technology for in support of course work have priority of use over all other students. The frequency and duration of student use of workstations is to be determined by each classroom teacher or facility supervisor in keeping the completing of course work assignments. It is expected that the rigors and timelines associated with completing required course work assignments may preclude the use of technology and /or workstations at given times.

Restricted materials:

Students shall not use the districts equipment, technology, software, or T1 connect to access or download any text or picture, or engage in any conference or chat sessions that include pornography, sexually explicit dialog, or that advocates violence, racism, anarchy, treason, or discrimination. If a student, while surfing the net, inadvertently accesses restricted material, he/she shall immediately exit that portion of the net in which the restricted material was engaged and notify the teacher or facility supervisor of the inadvertent encounter.

There are times when it may be appropriate for students to access material that would otherwise be considered restricted material (with the exception of pornography) for purposes of completing a special class assignment. For example, a student is assigned to research "Bigotry in America." In order for non-pornographic restricted materials to be accessed, the following conditions must be met:

1. The teacher has sought and received permission from the building principal identifying the specific purpose and intent of the project or assignment and the educational value associated with such, and
2. The teacher has requested and received permission from the parent (guardian) of each student involved in the project (assignment), having given a full and complete explanation of the project (assignment) and the reasons why such is germane to the course or topic being discussed.

Student violations, consequences, notifications, and appeals:

Students who access restricted items on the Internet shall be subject to the following consequences:

1. First Offense: For the first violation a verbal and written warning notice (see Page 5) will be issued to the students. A copy of the notice will be mailed to the student's parent (guardian) and a copy retained in the student's discipline file.
2. Second Offense: On the second violation a verbal and written notice will be issued to the student. The student shall forfeit all internet privileges for a period of 3 weeks. A copy of the notice will be mailed to the student's parent (guardian) and a copy retained in the student's discipline file.
3. Third Offense: On the third violation a verbal and written notice will be issued to the student. The student shall forfeit all Internet privileges for the balance of the school year. A copy of the notice will be mailed to the student's parent (guardian) and a copy retained in the student's discipline file.

Student who alter damage or destroy the districts or another's files, programs, or technology equipment on a workstation or server shall be subject to the following consequences:

1. First Offense: For the first violation a verbal and written notice will be issued to the student. If restitution for damaged equipment is warranted, the student shall make such restitution including labor, shipping, and handling, and all other ancillary expenses in returning the equipment to no less than its original condition. The student shall lose all workstation and Internet privileges for 3 weeks except under the direct (line of sight) supervision of a teacher and as a required exercise within the coursework of the class. The student shall also be subject to the provisions of the District Discipline Code concerning the abuse of another property.
2. Second Offense: For the second violation a verbal and written notice will be issued to the student. If restitution for damaged equipment is warranted, the student shall make such restitution including labor, shipping and handling, and all other ancillary expenses in returning the equipment to no less than its original condition. The student shall lose all workstation and Internet privileges for the balance of the school year except under the direct (line of sight) supervision of the teacher and as a required exercise with the coursework of the class. The student shall also be subject to the provisions of the District Discipline Code concerning the abuse of another property.

Each notice shall include a reminder to the parent that a parent can direct school officials to completely deny access of the child to the Internet. Also, each notice shall include a description of the appeal process to be used if a student or parent desires to appeal the issuance of a violation notice.

Policy review and revision:

This policy is subject to review by the District's Technology Review Committee per District Policy 5-401 entitled Review and Selection of Technology and Technologically-Based Instructional Materials.

HS/ JH LUNCH POLICY (Revised 2007/08)

All students must have money in lunch account to be able to purchase ala carte items. Students will receive a PIN number to access their account.

If a student surpasses a negative balance of -\$6.00, and they are eating hot lunch, they will be notified by lunch staff to bring in money within 3 days or they will be receiving (governmental lunch) which consist of a peanut butter sandwich and milk until payment has been made. Letters are printed out every Wednesday and mailed each week to students in debt \$6.00 or more. We will not refuse any student lunch.

Students having lunch money that needs to be deposited should bring it in the cafeteria by 9 am. Name, (first and last) along with the grade and amount needs to be written on the envelope. Envelopes are provided in the cafeteria. No money will be taken during the lunch period.

Lunch balances and transactions for students in grades 7-12 whose parents are registered in Power School can also be found online.

Students may not purchase a lunch or ala carte items for another student. Student will behave in a proper manner will in the lunchroom. Any student not conducting themselves in a reasonable manner will be disciplined.

Any questions, please call the cafeteria (852-2675) between the hours of 8:30am-10:30am, and 1:00pm-2:00pm on school days.

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as being homeless, or actual or potential marital or parental status, including pregnancy. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation, or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidating or bullying by including this policy in the appropriate handbooks.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's education environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of education aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Guidance Counselor, or Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

Nondiscrimination Coordinator:
Shane Kazubowski: Superintendent
439 Willard Street
Kewanee, IL 61443
853-4860

Complaint Managers:
Jeremiah Johnston: Jr/Sr High Principal
439 Willard Street
Kewanee, IL 61443
853-4205

Janean Friedman: Elementary Principal
439 Willard Street
Kewanee, IL 61443
853-4800

Jessica Seiden: Guidance Counselor
439 Willard Street
Kewanee, IL 61443
853-4205

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

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 District student 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.

LEGAL REF.:

Title IX of the Educational Amendments, 20 U.S.C. 1681 et seq.
34 C.F.R. Part 106
105 ILCS 5/10-22.5 and 5/27-1
23 Ill. Admin. Code 200.10 et seq.
Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999)
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992)
Gebser V. Lago Vista Independent School District, 118 S.Ct. 1989 (1998)
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000)

Instructional Program

The instructional program includes bullying prevention and character instruction at all levels in accordance with state law and Board policy 7-160, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by state law and in alignment with Board policy 6-650, Student Social and Emotional Development.

STUDENT RECORDS

The building principals are the official record custodians of the Wethersfield School District. Permanent records containing basic identifying information, transcripts, attendance records, health records, activities, and awards will be kept indefinitely. Temporary records which include intelligence and aptitude scores, psychological reports, disciplinary information, teacher anecdotal records, and any other information not required in the permanent record will be kept for 5 years after graduation from High School. Unless a written request to the contrary is submitted to the Principal within 10 days following this 5 year period, temporary records will be destroyed.

Directory information such as name, address, gender, photos grade level, birth date and place, parents/guardians' names and addresses, academic awards/degrees/honors, information related to school sponsored activities, major field of study, period of attendance in school, etc... may be released for the purpose of athletic eligibility lists, yearbooks, honors and awards articles in the media, military recruiters, student pictures on websites, etc. without parental permission. Please contact the elementary or junior high/high school principal if you wish not to have your student's directory information released. Federal and State Laws may release directory information to others as outlined.

Students' and Parents' right and other rules and regulations concerning student records are included in the Unit District #230 Policy Manual section 6-400 through 6-401.5. Copies of this section may be obtained from the building principals.

SURVEILLANCE POLICY

In 2006, our district added surveillance cameras to our cafeteria, gym, weight room, and hallways. Our security cameras are installed in public areas only. Locker rooms and restrooms are specifically excluded from any video equipment. Cameras were also added to the outside of the building, front and back, from elementary to the high school and school buses. This was done with the purpose of enhancing school safety and security for staff and students. Our cameras are all recording on a 24 hour basis. If there is an incident that takes place in public areas, the administration has the capability to rewind and review the video from any one of those cameras. School policy prohibits anyone but school officials from reviewing the content of the tapes. Students or staff members found to violate school policies on tape may be disciplined. School officials may turn a video tape over to police if a criminal act has occurred. There are confidentiality concerns that make it impossible to allow others to review tapes that include students or staff that are not members of their family.