

**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 – 2017)

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,

Carrie Griffith, 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, interventions and discipline 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.
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.

Book bags and carrying cases- Students are not allowed to carry book bags or any carrying case larger than a small purse into classrooms. All bags, packs, carrying cases, etc. must be kept outside of classrooms and inside school issued lockers. Bags, packs, carrying cases, etc. should be kept in a P.E. locker during P.E. class.

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 (7:55-3:04PM) and should remain in the student's locker and not carried in the hallways or to classes. Hoods may not be worn up over the head area."
- Clothing shall not reference drugs, alcohol, or tobacco, or make overt sexual innuendos.
- Clothing worn in school, during school hours should cover the shoulders. No strapless or "spaghetti-strap tops should be worn.
- Skirts should be an appropriate length, more specifically as long as the outstretched fingertips when the students' arms are extended at the sides.

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 behavioral and/or disciplinary interventions 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 extremely serious offence, and as a result will be dealt with accordingly). 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, and behavioral and/or disciplinary interventions 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: Tardy Reports will be run each week. Students are allowed three tardies to school each Semester. For each tardy accumulated beyond three in a semester, students will be issued one day of lunch detention, and will forfeit their right to go off-campus for lunch for the remainder of the semester. Any student accumulating 3 lunch detentions for tardiness in one semester will not be allowed to attend the school year's next dance.

Students will be allowed three tardies to individual classes in periods 2-8 per semester. For each tardy to an individual class accumulated beyond three in a semester, students will be issued a teacher detention of no less than thirty-minutes to serve at the teacher's discretion.

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

- i. Illness.
- ii. Medical or dental appointments.
- iii. Required attendance at religious holiday services.
- iv. Funeral -- immediate or extended family, or by permission of the building Principal funerals
- v. Appearance in court by summons.
- vi. Participation in school sponsored field trips and activities.
- vii. By Principal's authority any unique situation not covered above and/or which is beyond the control of the student.
- viii. Inability of rural school bus to reach student for transportation to school.

High School (Unexcused absences, Truancy, and Suspensions)

Unexcused Absences or Truancy- Students who are truant, have an unexcused absence, or exceed their 10 days of absence without a documented reason as defined in the Excessive Absences list above will have the following behavioral and disciplinary interventions:

- Truancy- The student will not be allowed to attend or participate in any home or away extra-curricular or co-curricular activities scheduled that evening. The student must attend the after-school program the following school day to make up all missed school work that resulted from the student being truant.
- For any day beyond the 10 days of absences without professional documentation- The student will not be allowed to attend or participate in any home or away extra-curricular or co-curricular activities scheduled that evening. The student must attend the after-school program the following school day to make up all missed school work that resulted from the student being absent.

All school work missed due to a truancy or undocumented absence beyond the 10 days must be turned in to the after school program teacher before the student leaves the program on the day following their absence in order for the student to receive full academic credit for the missed work. For example, if a student is truant from 3 period Algebra on Tuesday, the student must attend the after-school program on Wednesday and all missed during 3 period Algebra on Tuesday must be turned into the after-school program teacher before the student leaves the program on Wednesday in order for the student to receive full academic credit.

Out-of-School Student Suspensions- A student who is suspended from school will have one (1) day to make up work missed (homework, in-class assignments, quizzes, tests, etc.) for full academic credit for every day of school the student is suspended out-of-school. For example, if a student was suspended for 2 days, and the student returns from the suspension on a Tuesday, the student would need to have all work made up by the end of the day on Thursday in order to receive full academic credit (2 days to make

up work for every day the student was suspended). In addition, a student suspended out-of-school will have the following behavioral interventions.

1st Out-of-School Suspension during the school year:

- The student will not be allowed to attend or participate in any co-curricular or extra-curricular activities for one week starting with the day the student returns from the suspension.
- The student will not be allowed to attend the next scheduled school dance.

2nd Out-of-School Suspensions during the school year:

- The student will not be allowed to attend or participate in any co-curricular or extra-curricular activities for 6 months starting with the day the student returns from the suspension.
- The student will not be allowed to attend the next two (2) scheduled school dances.

3rd Out-of-School Suspensions during the school year:

- The student will not be allowed to attend or participate in any co-curricular or extra-curricular activities for 1 year starting with the day the student returns from the suspension.
- The student will not be allowed to attend any school dances for 1 year starting with the day the student returns from the suspension.

Upon returning from a suspension, unexcused absence, or truancy a student should see all teachers from classes missed on the day of the absence. It is the student's responsibility to see the teacher and gather all missed work as well as to make arrangements to schedule a time to make-up missed tests, quizzes, presentations, etc.

In-School Suspension: A student who has an in-school suspension must turn in all school work missed at the end of the day of their in-school suspension in order to receive full academic credit for work missed (in-class assignments, homework, quizzes, tests, etc.). If the student needs additional help to complete the work, it is the student's responsibility to ask the in-school suspension supervisor for assistance. In addition, a student serving an in-school suspension will have the following behavioral interventions.

1st and 2nd in-school suspension during the school year

- The student will not be allowed to attend or participate in any co-curricular or extra-curricular activities that evening

3rd and beyond in-school suspension during the school year

- The student will not be allowed to attend or participate in any co-curricular or extra-curricular activities for one week starting with the day the after the student serves the in-school suspension
- The student will not be allowed to attend the next scheduled school dance.

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. **Students selling drugs on school property will be looked at on a case-by-case basis, but in most instances such an offense will be 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.

If a violation of this rule occurs, the Kewanee Police Department and the parent/guardian of the involved student will be notified.

Rule 8: Student shall not sell, distribute, consume, or possess tobacco products. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes, e-cigarettes, vap pens, or paraphernalia associated with these devices is strictly prohibited on campus at all times.

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 intensity of the behavioral interventions may increase and/or the severity of the behavioral interventions and/or exclusionary discipline may be accelerated as determined on a case-by-case basis.*

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 at least one calendar year but no more than 2 calendar years 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 mean any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/). Or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1) and would include a knife, brass knuckles, or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

Any student in possession of a weapon will be suspended pending an expulsion hearing at which time the student shall be expelled for a minimum of one calendar year but not more than 2 calendar years.

The expulsion requirement in this rule may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. *(Note: It is a requirement of the law to notify the police for all student weapon violations.)*

Rule 11: Any Personal Electronics Device not approved by the school, is prohibited from being seen, heard, or used within classrooms or academic areas during school-day hours, without the permission of a teacher or staff member. This policy includes tablets, laptops, iPODs, cell phones, MP3 Players, or any other personal electronic device. School hours are defined as 7:55AM-3:04PM. These devices may only be at the teacher's discretion. **Cell Phones are to be kept out of sight (i.e. in lockers, book bags, purses, pockets, etc.) during all academic class periods.** Any device being seen, heard, or used in an unauthorized manner, area, or time frame will be confiscated immediately, and referred to the teacher or administration for further disciplinary consequences. Parents may be asked to come retrieve the phone for multiple-time offenders.

*Any student who is cited for cyber-bullying or violates the school's acceptable use policy, will have their privileges to use personal electronic devices revoked for the remainder of the school year. Violations of this rule will be dealt with on a case-by-case basis, but behavioral interventions, behavioral interventions, and exclusionary discipline are generally:

- 1st Violation – Teacher Confiscation and Optional Teacher Detention or Office Confiscation and Consequences, and parent notification
- 2nd Violation – Office Confiscation, Parent Notification, Parent Retrieval, and Office Detention
- 3rd Violation – Office Confiscation, Parent Notification, Loss of Privileges, and based on the disruption caused to the learning opportunities of others- possible Suspension

Rule 12: Students will not engage in plagiarism or other forms of academic dishonesty. This is a violation of the student code of ethics as outlined in the student handbook. Consequences for failure to adhere to this policy will be as follows:

1st offense: Student will receive no credit for the assignment. Students will be given the option to redo the assignment on their own time for full academic credit. Student and parents will attend a conference with the teacher to discuss this issue. Student will receive a teacher-detention.

2nd offense: Student will be placed in In School Suspension for one (1) day on the following school day. Student will be ineligible for co-curricular participation or extra-curricular competition for the following week.

3rd offense: Student will receive in-school suspension. Student will remain ineligible for co-curricular participation for the remainder of the school year or extra-curricular competition for the remainder of the current season.

Article VI Rules, Behavioral Interventions, Disciplinary Interventions, & Exclusionary Discipline

The goal of our Discipline Policy is to reduce the use of Exclusionary Discipline to the greatest extent possible by utilizing Behavioral and Disciplinary Interventions when applicable. If determined applicable by the building principal, and based on the nature of the student's behavior, Behavioral and Disciplinary Interventions will be attempted prior to administering Exclusionary Discipline. Each incident of misconduct will be looked at on a case-by-case basis.

If it is deemed by the Building Principal that, as a result of the student's behavior, the student's presence in the school poses: 1) a threat to school safety, or 2) a disruption to other student's learning opportunities; Exclusionary Discipline of up to a 3 day out-of-school suspension may be administered immediately by the building principal without making use of Behavioral or Disciplinary Interventions.

If the Building Principal has deemed other appropriate and available behavioral and disciplinary interventions have been exhausted, and the Building Principal has deemed that, as a result of the student's behavior, the student's presence in the school: 1) poses a threat to school safety of other students, staff, or the school community, or 2) substantially disrupts, impedes, or interferes with the operation of the school; Exclusionary Discipline of 4-10 days out-of-school suspension may be administered immediately by the building principal without making use of Behavioral or Disciplinary Interventions.

A student may be recommended for expulsion if it has been deemed by the Building Principal and Superintendent that other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's presence in the school: 1) poses a threat to the safety of other students, staff, or the school community, or 2) substantially disrupts, impedes, or interferes with the operation of the school.

When applicable, as determined by the Building Principal, Behavioral and Disciplinary Interventions may be attempted prior to Exclusionary Discipline being administered. Behavioral and Disciplinary Interventions shall be determined by the Building Principal on a case by case basis, and could include, but is not limited to, the following. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral or disciplinary interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the treat and/or address the disruption is a suspension or expulsion.

- Any disciplinary referral, detention, or academic referral takes precedent over any extra-curricular practice, meeting, or contest. Students will be required to serve the duration of their referral prior to attending any extra-curricular event or practice. This may mean the student has to arrange for alternate transportation to the event at the responsibility of the student's family.
- Any student issued a long-term, out-of-school suspension (longer than three days) is ineligible to attend dances or class trips for the rest of the school year.
- Any student earning two or more short-term, out-of-school suspensions (<1-3 days), is ineligible to attend any dances or class trips for the rest of the school year.
- Any student placed in In-School Suspension for truancy or chronic tardiness (More than three tardies to school in a Semester), is ineligible to attend the next school dance and/or class trip.

Possible Behavioral Interventions as deemed appropriate by Building Principal

Note: The below list is a range of options that will not always be applicable in every case. This list is not all inclusive. Behavioral interventions not listed may be attempted with a student as determined on a case-by-case basis by the building principal.

- Parent Notification
- Parent Conference
- Peer Mediation/Peer Support Group
- Referral to the Social Worker
- Social Work Services
- Referral to the Guidance Counselor
- Guidance Service
- Principal Conference
- Behavior Modification Plan
- Removal From Class
- Corrective Instruction or other relevant learning or service experiences
- Supportive intervention which could include participation of an intervention and referral services team
- Cooling Down Period
- Restitution and/or return of property

Possible Disciplinary Interventions as deemed appropriate by Building Principal

Note: The below list is a range of options that will not always be applicable in every case. This list is not all inclusive. Disciplinary interventions not listed may be attempted with a student as determined on a case-by-case basis by the building principal.

- Warning
- Temporary removal from classroom
- Loss of Privileges
- Exclusion from certain areas of the school building and/or grounds
- Exclusion from attending or participating in co-curricular and extra-curricular activities
- Lunch Detention

- After-school detention
- Teacher Detention
- Office Detention
- Loss of off-campus lunch privileges
- In-School Suspension
- Notification to law enforcement and/or legal charges being pressed
- Parent Notification
- Parent Conference
- Restitution and/or return of property
- Saturday Detention
- Community service with local public and non-profit organization (with parent permission)
- Suspension from bus riding privileges
- Loss of student driving privileges or privilege to park in school lot

Exclusionary Discipline

- Out-of-School Suspension: 1-3 days
- Out-of-School Suspension: 4-10 days
- Expulsion: Up to 2 calendar years
 - Transfer to an alternative program if the student is expelled

Re-Engagement Plan

Following an Out-of-School Suspension or Expulsion, the Building Principal shall work with a transition team to develop a Re-engagement plan for the student to help with the transition of the student back into the school setting. The purpose of the plan will be to help the student transition successfully back into the school setting. The Re-engagement plan will be determined on a case-by-case basis, and will be based on the severity of the student behavior, the length of suspension, and other mitigating factors that may have an impact on the successful return of the student to the school setting.

IMPORTANT: A suspended student is not allowed to attend or participate in any co-curricular or extracurricular school activities 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 suspension or, depending on the nature of the original behavior of the student that led to the detention, an out-of-school suspension. The student will also have to serve the original detention.

Office Detentions

Office detentions will be held after school for a period of no less than 45 minutes.

ARTICLE VII Student Lockers & Student Searches

The following is a summary of District Policy 6-430 entitled "Student Searches and Seizures:"

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School Authorities" includes police officers invited into and on school grounds by the superintendent or his/her designee.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonable related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or police officer of the same sex as the student.

Immediately following a search, a report shall be made to the Superintendent by the school authority who conducted the search.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of in accordance with the Right to Privacy in School Setting Act, 105 ILCS 75/.

1. School officials may not request or require a student or his or her parent/guardian to provide a password of other related account information to gain access to the student's account or profile on social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

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: Students will be classified according to total credits.
 - Freshman Status -0-5 high school credits
 - Sophomore Status -5.5-12.5 high school credits
 - Junior Status - 13-18.5 high school credits
 - Senior Status shall be defined as students who have earned at least 19 high school credits
4. JH Promotion Requirements – Junior High Students must earn a 60% or higher in a course in order to achieve “passing” status for the course. The final grade will be determined by averaging all four marking quarters together to come up with one final percentage grade. Students must pass all core content area courses (English, Math, Science, Social Studies) in order to be promoted to 8th or 9th Grade. If a student does fail any core content area course, they must attend summer school and pass the course in order to be promoted. Otherwise, they will be retained in the previous grade during the following year.

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.

By law, a student is entitled to Due Process rights before being suspended from school. The minimum Due Process Rights include: 1) A conference with the Building Principal or his/her designee where the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended, 2) An attempted phone call to the student's parent/guardian 3) A written notice of the suspension to the parent/guardian and the student 4) The process the parent must follow to request a review of the suspension.

Review Procedures

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 annually by a district wide Discipline Committee comprised of parents, students, teachers, administrators, board members, and at-large community members. The Discipline Committee will review at a minimum: 1) Student Discipline Policies and Procedures, 2) District Bullying Policy and 3) Student Searches Policy.

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.

Article XII Internet Safety/Acceptable Use Policy

Introduction

It is the policy of Wethersfield School District to: a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; b) prevent unauthorized access and other unlawful online activity; c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

COMPUTER AND NETWORK PROCEDURES

All use of the electronic networks shall be consistent with the districts mission 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 our world. The District's computer network is part of the educational curriculum and is not intended to be used as a public forum for general use. Access to the computer network is a privilege, not a right. The District has a duty to insure that the manner in which the computer network is used does not conflict with the basic educational mission of the District. Use of the District's computer network may be restricted in light of the special characteristics of the school environment. Therefore, the District shall not permit use of the computer network which disrupts the proper and orderly operation and discipline of schools in the District, threatens the integrity or efficient operation of the District's computer network, violates the rights of others, is socially inappropriate or inappropriate for a student's age or maturity level, is primarily intended as an immediate solicitation of funds, is illegal or for illegal purposes of any kind, or constitutes gross disobedience or misconduct. The District shall also implement technology protection measures consistent with the Children's Internet Protection Act and its implementing regulations.

These procedures do not attempt to state all required or acceptable behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

1. **Acceptable Use** - Access to the District's electronic networks must be either for the purpose of education or research, consistent with the District's educational objectives, or for legitimate business use.
2. **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.
3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
 - b) Unauthorized downloading of software, regardless of whether it is free, copyrighted or de-viruses; All software used on district computers and networks is to be purchased by the Board or approved by administration, properly licensed and registered with the publisher.
 - c) Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism, forgery, or a violation of copyright or other intellectual property right;
 - d) Using the network for private financial or commercial gain;
 - e) Modifying, disabling, compromising, or otherwise circumventing any anti-virus, user authentication, or other security feature maintained on the District network or on any external computer, computer system, or computer account;
 - f) Creating or deliberately downloading, uploading, or forwarding any computer virus, or otherwise attempting to modify, destroy, or corrupt computer files maintained by any individual on any computer;
 - g) Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature. Students are not to take pictures or videos of staff or students without permission;
 - h) Using or accessing another user's computer network account or password, with or without consent from that user;
 - i) Posting material authored or created by another without his/her consent;
 - j) Posting anonymous messages;
 - k) Creating or forwarding chain letters, "spam," or other unsolicited or unwanted messages;

- l) Creating or sending e-mail or other communications which claim to come from another individual (commonly known as “spoofing”), or otherwise assuming a false identity in communicating with other individuals, businesses, or organizations;
 - m) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - n) Using the network while access privileges are suspended or revoked;
 - o) Use of network for, or in support of any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she must immediately disclose the inadvertent access to a teacher or an administrator. Other authorized users should report incidents to the network administrator. This will protect the user against allegations of intentionally violating this policy;
 - p) Use of the network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or “stalk” (cyberstalking) another individual. This includes taking any steps which threaten, or which may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threat;
 - q) Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students’ rights to privacy and the confidential maintenance of certain information including, but not limited to a student’s grades and test scores;
 - r) Any form of unauthorized access, as stated above or otherwise. This includes attempting to commit any action which would constitute an unacceptable use if accomplished successfully;
 - s) Printing is permitted at school only after teacher gives permission.
4. **Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a) Be polite. Do not become abusive in messages to others.
 - b) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c) Do not use the network to make, distribute, or forward jokes, stories, obscene material, or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - d) Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
 - e) Do not use the network in any way that would disrupt its use by other users.
5. **Privacy** - Any electronic communications or files created on, stored on, or sent to, from, or via the computer network are the property of the District. Consequently, users do not have any expectation of privacy with respect to such messages and files. Students should remember that such messages and files can be recovered from the computer network’s back-up system even after they have been deleted from a student’s individual account. The Superintendent, Building Principals, and/or their designees may access and review such messages and files when necessary to maintain the integrity and efficient operation of the computer network; to monitor compliance with these Rules and Regulations, and all other rules, regulations, or other terms or conditions of computer network access. The District also reserves the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the computer network at any time, with or without user notice. Use of the District’s computer network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for the District to access and review such files consistent with this paragraph. Any activities related to or in support of violations of these rules and/or the Student Handbook may be reported and will subject the user to sanctions specified either in the Student Handbook or in this document.

6. **Password Protection** – Internet passwords are provided for each user’s personal use only and are, therefore, confidential.
 - a) Never share your password or use another person’s password.
 - b) If you suspect that someone has discovered your password, contact a teacher or administrator so they can arrange to have the password changed.
 - c) Students are not allowed to change passwords without the permission of a teacher or administrator.
7. **Internet Safety** - Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses”, as detailed in these procedures, and otherwise follow these procedures. Student users should also adhere to the following:
 - a) Students should immediately inform their parents, guardians, or a member of District staff if they come across any information on the Internet or in an e-mail that makes them feel uncomfortable. Students should not respond to any e-mail or other message which makes them feel uncomfortable.
 - b) Students should never agree to meet someone in person whom they have “met” online without parental knowledge, permission, and supervision.
 - c) Students should never agree to send or accept any item to or from a person whom they have “met” online without parental knowledge, permission, and supervision.

The District has acted in good faith and in a reasonable manner in selecting and implementing filtering software, blocking software, and other technology protection measures to prevent access to material which is obscene, pornographic, or, with respect to use of computers by minors, harmful to minors. Nevertheless, by using the District’s computer network, users acknowledge that such technology measures do not prevent access to all prohibited material, and may prevent access to non-prohibited material. The District assumes no responsibility for access gained or denied by the technology protection measures that have been implemented.
8. **Use of Electronic Mail** - The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District may provide e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
 - a) The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - b) Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
 - c) Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 - d) Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
 - e) Use of the School District’s electronic mail system constitutes consent to these regulations.

9. **Personal Devices** - Any Personal Electronics Device not issued by the school, is prohibited from being seen, heard, or used within classrooms or academic areas during school-day hours, without the permission of a teacher or staff member. This policy includes tablets, iPODs, cell phones, MP3 Players, or any other personal electronic device. School hours are defined as 7:55AM-3:05PM. These devices may only be at the teacher's discretion. Any device being seen, heard, or used in an unauthorized manner, area, or time frame will be confiscated immediately, and referred to the teacher or administration for further disciplinary consequences. Parents may be asked to come retrieve the phone for multiple-time offenders.
10. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
11. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
12. **Violations of Acceptable Use Policy** - Any student who violates the procedures set forth in this document shall be subject to disciplinary action, including, but not limited to, suspension from or denial of access to all district computers, suspension and expulsion from school, and/or appropriate legal action. Students who utilize computer data (i.e. other students' work product of a teacher's test) without authorization to gain an improper academic advantage may also be subject to discipline under the District's policies on cheating. Additionally, if student conduct constitutes a violation of copyright laws, the student may be subject to prosecution under such laws. Any student who intentionally damages or destroys district hardware and/or software, either directly or indirectly, shall also be responsible for costs associated with repair and/or replacement parts and services, in accordance with the signed parental permission form.
13. **Rules and Regulations Modifications** - The School District may modify the terms and conditions of use and/or the provisions of this document and its implementing Rules and Regulations at any time. The Superintendent or Building Principals may also set forth additional rules, regulations, or other terms or conditions of computer network access as may be necessary to ensure the safe, proper, and efficient operation of the computer network and the individual District schools. Notice of any such modifications or additional rules, regulations, or other terms of conditions of access shall be promptly communicated to all authorized users, including by posting such modifications on the computer network or in a conspicuous place at access locations. Use of the computer network constitutes acceptance of the terms of these Rules and Regulations, and any additional rules, regulations, or other terms or conditions of computer network access which may have been promulgated by the Superintendent, Building Principals, or their designees.

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.

ARTICLE XIII: HS/ JH MEAL ACCOUNT POLICY (Revised 2017)

I. Policy

The Wethersfield School District recognizes that a child's nutrition is very important to the academic success of the child. To provide our employees guidance, and allow our employees to make sound accommodations for students who have a negative meal account balance without embarrassing the student, we have developed our "Student Meal Account" Policy.

Under no circumstances will a student be denied a breakfast or a lunch. When a student's meal account falls into a negative balance, the following charging procedures, notification procedures, and alternate meal availability will be utilized.

To ensure all families in the Wethersfield School District are aware of our policy, this document will be included in: 1) our registration packets which are provided each year to our current families as well as families who transfer into our school district; 2) our district website under registration materials; and 3) our student handbooks.

To ensure Wethersfield staff members who have duties associated with our Food Service Program are aware of our policy, an annual beginning of the school year training will take

place with food service personnel, district secretaries, district administrators, and unit office staff.

II. Purpose

The purpose of this policy is to establish consistent meal account procedures so our employees and parents/guardians are aware of the procedures that will be followed in our cafeteria.

Unpaid meal charges place a financial strain on Wethersfield's Food Service as well as our general fund. Unpaid meal charges could potentially reduce the amount of financial resources our district has available to educate our students. The overall goals of our policy are:

- To establish a consistent district policy regarding meal charges and the collection of unpaid meal charges.
- To ensure parents/guardians assume proper responsibility of student meal account payments and balances.
- To ensure our employees and our parents/guardians are made aware of our "Student Meal Account" Policy.

III. Scope, Responsibilities, and Roles

Wethersfield Food Service Personnel are responsible for maintaining records and alerting parents/guardians of a negative meal account balance by using communication methods consisting of one or more of the following: e-mail messages, text messages, letters, phone calls, and/or personal contact.

Wethersfield School District is responsible for supporting our Food Service Personnel in assisting with the collection of unpaid funds, sending parent/guardian notification, and working with parent/guardians to arrange payment options for unpaid meal account balances.

Parents/Guardians are responsible for maintaining positive student meal account balances and contacting the Wethersfield Unit Office to arrange payment plan options when needed.

IV. How To Apply For Free Or Reduced Price Meals

If you believe your child may be eligible for free or reduced price meals, please submit a school meal application to the Wethersfield Unit Office. Applications are available: 1) during school registration; 2) at the Wethersfield Unit Office Monday- Friday during normal business hours; and 3) on the Wethersfield School District website at www.geese230.com, under the link for PARENTS AND STUDENTS, under the link PARENTS, and then REGISTRATION FORMS AND BACK TO SCHOOL LISTS.

A new application must be submitted each year for your child to be considered for free or reduced price meals.

It is important to our staff that all eligible children receive free or reduced price school meals. We are happy to assist you in completing the application. If you have any questions or need assistance, please contact the Wethersfield Unit Office at 853-4860.

V. Administration

1. Free Lunch and Reduced Lunch
 - A. Students eligible for "Free Lunch" as defined by federal regulations will be eligible to receive a free meal each school day.
 - a. A la carte items of any nature are not part of the United States Department of Agriculture (USDA) program.

- B. Students eligible for “Reduced Lunch” as defined by federal regulations will be eligible to receive a reduced price meal each school day. Students will be allowed to charge a maximum of \$10.00 (up to a negative balance of \$10.00) on their student meal account. The negative \$10.00 amount cap will be known as the “Account Cap”. Reduced lunch status allows the student to receive reduced price meals at an amount determined by the Department of Elementary and Secondary Education.
 - a. A la carte items of any nature are not part of the United State Department of Agriculture (USDA) program and must be purchased separately.
 - b. If a student falls below the negative \$10.00 balance, the student will receive an alternative meal for lunch consisting of a peanut butter sandwich or a cold cheese sandwich and a milk and an alternate meal for breakfast consisting of a fruit or vegetable, and a milk.
 - C. The student will not be allowed to purchase any a la carte food items if the student lunch account balance becomes negative (falls below \$0).
2. Full Paid Lunch Students (Students not eligible for “Free Lunch” or “Reduced Lunch”) will be allowed to charge a maximum of \$10.00 (up to a negative balance of \$10.00) on their student meal account. The negative \$10.00 amount cap will be known as the “Account Cap”.
- A. If a student falls below the negative \$10.00 balance, the student will receive an alternate meal for lunch consisting of a peanut butter sandwich or a cold cheese sandwich and a milk and an alternate meal for breakfast consisting of a fruit or vegetable, and a milk.
 - B. The student will not be allowed to purchase any a la carte food items if the student lunch account balance becomes negative (falls below \$0).
3. Collection Procedures
- A. Notices of low lunch account balances will go out to parents/guardians when the student lunch account falls below \$4.00.
 - B. Regular communication of negative student meal balances will be sent to parents/guardians on a weekly basis throughout the school year using the communication methods outlined above: III. Scope, Responsibilities and Roles.
 - C. When a student meal account balance exceeds the “Account Cap” as defined above, the student will receive an “Alternate Meal” until the debt is collected from the student’s parent/guardian.
 - a. An “Alternate Meal” at breakfast will consist of fruit or vegetable, and a milk. An “Alternate Meal” at lunch will consist of a peanut butter sandwich or a cold cheese sandwich, and a milk.
 - D. When a student is issued an “Alternative Meal”, procedures will be followed so the student is not singled out in front of his peers.
 - a. During breakfast, the student will receive his/her “Alternate Meal” in a location away from the other students and in a manner where the other students are not aware the student is receiving an alternate meal.
 - b. During lunch, the student will be provided the “Alternate Meal” in a brown paper bag in the school office so that the meal blends in with other students who are bringing their own lunch to school and other students are not aware the student received an alternate meal.
 - E. When a student meal account balance becomes negative (falls below \$0), the student will not be allowed to purchase any a la carte food items.
4. Account Balances
- Balances may be checked by the parent/guardian at any time by logging onto www.geese230.com, clicking on the icon for PowerSchool, and logging onto the

student/family account. Balances may also be checked by contacting the school office or e-mailing the Wethersfield School District Food Service Director.

- A. All meal account balances are expected to be paid in full by the end of the school year.
- B. All meal account balances will be carried over from one year to the next year.
 - a. If the student has a positive meal account balance, the meal account balance will carry over to the following year unless one of the following arrangements are made.
 - i. End of School Year: If the parent/guardian would like a refund of the money remaining in their student meal account, the parent/guardian should contact the Wethersfield Unit Office to submit a "Request for Pay" form.
 - ii. Withdrawn Students: For a student who is withdrawn, the parent/guardian should contact the Wethersfield Unit Office to submit a "Request for Pay" form.
 - iii. Graduating Students: Students who are graduating, the parent/guardian will be provided the applicable refund at the end of the school year. If the parent/guardian would like the funds transferred to a sibling's account, they need to contact the Wethersfield Unit Office of the Wethersfield Food Service Director.
 - iv. Unclaimed Funds- All refunds must be requested within one year. Unclaimed funds will then become the property of the Wethersfield School District to be used to offset costs incurred from unpaid debt.
 - b. If the student has a negative meal account balance, the debt will carry over to the following year.
 - i. If a negative meal account balance exists, it is the parent/guardian's responsibility to take care of the debt.
 - ii. If a parent/guardian owes a debt to the Wethersfield School District (a debt that could include a student meal account), it is the parent/guardian's responsibility to contact the district superintendent at the Wethersfield Unit Office (853-4860) to arrange a repayment plan.
 - iii. If a parent/guardian owes a debt to the Wethersfield School District (a debt that could include a student meal account), district board policies 10-310: Debt Recovery and 7-220: Fee Balance will be followed in attempting to collect the debt.
 - iv. The parent/guardian will receive weekly notifications of the debt owed.
 - v. If the debt is carried over from one year to the next, the parent will receive notification of the debt owed at the time of registration as well as weekly reminders throughout the school year.
 - c. Checks returned for Non-sufficient Funds (NSF): when a check is returned for NSF, a letter will be mailed from the Wethersfield Unit Office and a phone contact will be made notifying to inform the parents/guardians. The letter will note that payment along with any applicable fees must be made within ten (10) business days upon receipt of the letter. When the NSF notice is received by the Wethersfield School District, the Wethersfield Food Service Director will deduct the check amount from the student's meal account.
 - d. Unpaid Balances: Unpaid student meal account balances will be identified as a financial obligation of the parents/guardians and remedied in accordance with district board polices 10-310: Debt Recovery and 7-220: Fee Balance.

5. Other Matters

- A. The Wethersfield Cafeteria utilizes a computerized point of sale/cash register system to maintain a record of all monies paid and deposited for each student. Said record will be made available to the parent/guardian upon request. The Wethersfield School District will inform parents that meals can be paid in advance to mitigate outstanding balance issues and to assure that their child's account has sufficient funds to minimize the possibility that their child may be without meal money on a given day.
 - a. Deposits can be made by the following method:
 - i. Sending cash or check to the office
 - ii. Sending cash or check to the Wethersfield Cafeteria
 - iii. Using the State of Illinois E-pay system
 - 1. Log onto www.geese230.com and click on the link for E-pay
 - a. The State E-pay system charges a 2.35% or minimum \$1.00 user fee for their system.
 - iv. Deposits received after 9:30am may not be credited into the student's meal account until the following business day.
 - 1. If a deposit is made after 9:30am but prior to the student's lunch time, the student will be allowed to purchase a lunch.
- B. If a student is without meal money on a consistent basis, the Food Service Director and/or the Building Principal will investigate the situation, including contacting the parents/guardians to bring money to school and/or encouraging the parent/guardian to apply for free or reduced lunch. If the situation continues, the Principal and/or Food Service Director will report it to the Superintendent for further investigation.

ARTICLE XIV: Bullying/Harassment of Students Prohibited

Harassment, Intimidation, or Bullying

The Board of Education prohibits acts of intimidation or bullying by any of the District's officials, administrators, faculty, staff, volunteers, parents, guardians, community members, and students. The Board also prohibits active or passive support of any of these prohibited acts.

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identify; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status as being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, 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, but not limited to, name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatening or actual destruction of property, 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/or engages in other verbal or physical conduct, including sexual violence, 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. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal or a Complaint Manager. A student 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 a student was a victim of any prohibited conduct perpetrated 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:
Carrie Griffith 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 conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy 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 prohibited conduct 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).

2018

Preventing Bullying, Intimidation, and Harassment

Harassment, Intimidation, or Bullying

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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;
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An allegation that a student was a victim of any prohibited conduct perpetrated 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
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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.

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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

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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).

Preventing Bullying, Intimidation, and Harassment

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

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is assessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic e-mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages in the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii)

contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitations school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number listed of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Shane Kazubowski- District Complaint Manager
439 Willard Street
Kewanee, Illinois 61443
skazubow@geese230.com
309-853-4860

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. The following is a list of factors to consider when determining consequences, examples of consequences, and examples of remedial measures Wethersfield School District will utilize.

Factors for Determining Consequences

- a) Age, development, and maturity levels of the parties involved
- b) Degree of harm
- c) Surrounding circumstances
- d) Nature and severity of the behavior(s)
- e) Incidences of past or continuing pattern(s) of behavior
- f) Relationship between parties involved
- g) Context in which the alleged incident(s) occurred

Examples of Consequences

- a) Warning
- b) Temporary removal from the classroom
- c) Loss of privileges
- d) Exclusion from certain areas of the school premises and school activities
- e) Detentions
- f) In-school suspension
- g) Out of school suspension
- h) Legal action
- i) Expulsion or termination
- j) Adjustment to class schedule

Examples of Remedial Measures

- a) Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- b) Restitution and restoration
- c) Peer support group / peer mediation
- d) Corrective instruction or other relevant learning or service experience
- e) Supportive discipline to increase accountability for the bullying offence
- f) Supportive intervention, including participation of an intervention and referral services team, peer mediation, etc.
- g) Behavioral assessment or evaluation, including, but not limited to, a referral to a Student Support Team, as appropriate
- h) Behavioral management plan, with benchmarks that are closely monitored
- i) Student counseling
- j) Parent conferences
- k) Referral to the school social worker

7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial acts.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parent/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees, when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of the victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. Uniform Grievance Procedure. A student may use this policy to complain about bullying.
 - b. Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic.
 - f. Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Reporting Complaints

Any district official, administrator, faculty or staff member, volunteer or student who believes he/she has been the victim of intimidation or bullying is encouraged to initiate a complaint with the superintendent or school principal. If the complaint is against the superintendent or a member of the Board of Education, the complaint shall be received by the board president. All district employees are required to report any acts of intimidation or bullying to the superintendent or principal. All other members of the school community, including district officials, administrators, faculty staff, volunteers, parents, guardians, students and other community members are encouraged to report any act that may be in violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. The Board of Education prohibits anyone from falsely accusing another of bullying.

Investigating Complaints

The superintendent, principal, or designee, as appropriate, is responsible for determining whether an alleged act by an administrator, faculty, or staff member, volunteer, or student constitutes a violation of this policy and the appropriate corrective action when a violation has occurred. In the case where the superintendent or a board member is accused of a violation of this policy, the board president and board members (except any members being investigated) shall be responsible for determining whether the alleged act constitutes a violation of this policy and the appropriate corrective action when a violation has occurred. In doing so, a prompt, thorough investigation of the alleged incident shall be conducted.

Consequences and remedial measures are designed to correct the problem behavior, prevent future occurrences, and protect the victim of the act.

LEGAL REF.: 405 ILS 49/, Children's Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code 1.240 and 1.280

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*.

ARTICLE XV: STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below;

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video or other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object

to the release of information regarding their child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s). Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis or refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: 1) the student graduates or withdraws from the School District, or 2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

ARTICLE XVI: 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 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.

Co-Curricular Code

Wethersfield Community Unit School District No. 230 (Adopted July 2003) (Updated April, 2018)

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, chamber choir, speech team, 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. Band and Choir activities which are not deemed a graded extension of the classroom, or which fall under the heading of an I.H.S.A. sponsored contest for the purposes of judging band/choral performance are subject with the school's co-curricular eligibility policy.

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.
6. Student Concussion Awareness Form

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.
2. 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:
 3. 90 – 100 A
 4. 80 – 89 B
 5. 70 - 79 C
 6. 60 - 69 D
 7. 0 - 59 F
3. 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.
4. 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.
5. 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.
6. 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.

7. 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.
8. 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.

Definitions

School Property or School Event

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

Illegal or Unauthorized Drugs

1. Any illegal drug, controlled substance, or cannabis (including medical cannabis, marijuana or hashish)
2. Any anabolic steroid not administered in accordance with a physician's or licensed practitioner's prescription.
3. Any performance enhancing substances on the Illinois High School Associations most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
4. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
5. Any inhalant, regardless of whether it contains illegal drug or controlled substance: a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
6. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
7. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

8. Drug paraphernalia, including devices that are or can be used to: a) ingest, inhale, or inject cannabis or controlled substances into the body; and b) grow, process, store, or conceal cannabis or controlled substances.

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 or tobacco products 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: a) junior high students- their junior high career, and b) high school students- their high school career.

- Any participant found to distribute, consume, possess, or be under the influence of alcoholic beverages or tobacco products while on school property or at a school event will also face school discipline and will have the length of the suspension listed above doubled.

Rule 4: Participants shall not distribute, sell, purchase, consume, possess, or be under the influence of illegal or unauthorized drugs at any time during the calendar year as a member of an athletic squad or activity.

1st Violation – Suspended from 50% of the contests for the current or next activity. (This can carry over to the next activity that is completed if the 50% cannot be fulfilled in the current sport)

2nd Violation – Suspended from all practices, performances, and/or contests for the remainder of: a) junior high students- their junior high career, and b) high school students- their high school career.

- Any participant found to consume, possess, or be under the influence of unauthorized or illegal drugs while on school property or at a school event will also face school discipline and will have the length of the suspension listed above doubled.
- Any participant found to be involved in a transaction (buying, distributing, or selling) of unauthorized or illegal drugs while on school property or at a school event will be immediately dismissed from their squad and will face an expulsion hearing in front of the Board of Education.

Rule 5: 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 6: 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 7: 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 8: 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 years 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.

A. Awards Program:

1. Freshman Numerals:

a. 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.

2. Participation Pin:

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

3. 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:

- i. Play one half of all scheduled quarters, or
- ii. Participate on two special teams for the entire play season, or
- iii. Competed four complete years in the activity, or
- iv. 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:

- i. Play one half of all scheduled quarters, or
- ii. Competed four complete years in the activity, or
- iii. 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:

- i. Play one half of all scheduled quarters (state tournament series excluded), or
 - ii. Competed four complete years in the activity, or
 - iii. 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:
 - i. Score an average of three points in all dual and triangular meets that are scheduled for the season, or
 - ii. 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
 - iii. Competed four complete years in the activity, or
 - iv. 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. 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.
- 7. Cross Country:
 - i. Running one-half of the scheduled varsity meets
 - ii. Run in regionals, sectionals, or the state meet.
 - iii. Participants are determined by those who finish the season.

B. Four Year Award:

- 1. 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.

C. Additional Provisions:

- 1. 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.
- 2. 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.
- 3. 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

Eligibility - 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

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 tobacco products at any time during the calendar year as a member of an athletic squad or activity.**

1st Violation— Two week suspension

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

- Any participant found to distribute, consume, possess, or be under the influence of alcoholic beverages or tobacco products while on school property or at a school event will also face school discipline and will have the length of the suspension listed above doubled.

Rule 3: Participants **in co-curricular activities shall not distribute, sell, purchase, consume, possess, or be under the influence of illegal or unauthorized drugs at any time during the calendar year as a member of an athletic squad or activity.**

1st Violation— One semester suspension

2nd Violation— Dropped from the activity for the remainder of their academic career.

- Any participant found to consume, possess, or be under the influence of unauthorized or illegal drugs while on school property or at a school event will also face school discipline and will have the length of the suspension listed above doubled.
- Any participant found to be involved in a transaction (buying, distributing, or selling) of unauthorized or illegal drugs while on school property or at a school event will be immediately dismissed from their squad and will face an expulsion hearing in front of the Board of Education.

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 effects 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) and no more than 9 participants (three from grades 7-8 and 6 from grades 9-12) will be selected randomly, a minimum of twice per month starting in September, 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– with a minimum of one from grades 7-8 and a minimum of two from grades 9-12 and a maximum of three from grades 7-8 and six from grades 9-12. Each participant will be placed in the participant database. Random selections via a computerized random generator will be made indicating the names of the students to be screened. 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 be 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.