

WILLIAMSVILLE HIGH SCHOOL

MISSION

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

Williamsville CUSD #15 Board of Education

TABLE OF CONTENTS

<u>ABSENCE REPORTING BY PARENT/GUARDIAN</u>	10
<u>ACADEMIC FEES</u>	4
<u>ADMINISTERING MEDICINES TO STUDENTS</u>	20
<u>ANNUAL NOTICE OF NONDISCRIMINATION (HS ONLY)</u>	22
<u>ATHLETICS</u>	24
<u>ATTENDANCE LAWS</u>	10
<u>BOOK BAGS</u>	16
<u>BULLYING, INTIMIDATION, AND HARRASSMENT</u>	5
<u>BUS TRANSPORTATION</u>	22
<u>CAFETERIA/LUNCH TIME</u>	16
<u>CHANGE OF STUDENT INFORMATION</u>	19
<u>CLASS MATERIALS</u>	18
<u>CLASS RANK</u>	5
<u>CLASS STANDING</u>	5
<u>CLASSIFIED REASONS FOR ABSENCE</u>	10
<u>COLLEG NOW</u>	7
<u>COLLEGE VISITATION</u>	8
<u>COMPUTER USAGE AGREEMENT</u>	17
<u>CORRESPONDENCE COURSES</u>	6
<u>COURSE CREDIT</u>	6
<u>CUMULATIVE RECORDS</u>	9
<u>DAILY ANNOUNCEMENTS</u>	19
<u>DETENTIONS</u>	14
<u>DISTRICT POLICY</u>	21
<u>DRESS CODE</u>	19
<u>DRIVERS ED</u>	8
<u>DUE PROCESS</u>	16
<u>EXCESSIVE ABSENCES</u>	10
<u>EXPULSION</u>	16
<u>FIFTH YEAR SENIORS</u>	8
<u>FIRE DRILL</u>	20
<u>GRADE POINT AVERAGES – NON-WEIGHTED</u>	5
<u>GRADE POINT AVERAGES – WEIGHTED</u>	5
<u>GRADING SCALE</u>	5
<u>GRADUATION REQUIREMENTS</u>	6
<u>GUIDANCE AND COUNSELING</u>	9
<u>GUIDELINES FOR ACADEMIC DETENTIONS</u>	15
<u>GUIDELINES FOR SATURDAY DETENTIONS</u>	15
<u>HEALTH SERVICES</u>	20
<u>HONOR ROLL</u>	5
<u>IMAGE AND LIKENESS</u>	4
<u>INITIATION</u>	21
<u>LAB AND SHOP SAFETY</u>	9
<u>LATE TO SCHOOL</u>	10
<u>LIBRARY</u>	17

<u>LOCKERS</u>	18
<u>LOST & FOUND</u>	20
<u>MID-TERM OR EARLY GRADUATION OPTION</u>	8
<u>NON-DISCRIMINATION POLICY</u>	4
<u>PARENTAL ACCESS TO GRADES</u>	8
<u>PARKING</u>	18
<u>PHYSICAL AND DENTAL EXAMINATIONS</u>	19
<u>PHYSICAL EDUCATION EXCUSES</u>	20
<u>POLICE INTERVIEW AND INTERVENTION</u>	14
<u>PROCEDURES AND POLICIES</u>	16
<u>PROTECTION OF PERSONAL PROPERTY</u>	18
<u>PURSES</u>	16
<u>REGISTRATION & SCHEDULE CHANGES</u>	6
<u>REPORT CARDS</u>	5
<u>RESOURCE REGULATIONS</u>	17
<u>RESTITUTION</u>	21
<u>SANGAMON CEO PROGRAM</u>	7
<u>SCHOOL DANCES</u>	24
<u>SCHOOL DAY AND CLASS LOAD</u>	4
<u>SCHOOL SUPPLIES</u>	20
<u>SCLA STUDENTS AND CREDITS FOR GRADUATION</u>	7
<u>SEARCH AND SEIZURE</u>	21
<u>SEX EQUITY</u>	4
<u>SEXUAL HARASSMENT</u>	21
<u>STORM DRILL</u>	20
<u>STUDENT RECORDS</u>	9
<u>STUDENT-TEACHER REGULATIONS</u>	21
<u>SUMMER SCHOOL COURSES</u>	7
<u>SUSPENSION</u>	15
<u>TARDINESS TO CLASS/RESOURCE</u>	10
<u>TELEPHONE CALLS</u>	19
<u>TESTING INCENTIVES</u>	7
<u>TEXTBOOKS</u>	18
<u>UNIFORM GRIEVANCE PROCEDURE</u>	2
<u>VALEDICTORIAN AND SALUTATORIAN HONORS</u>	8
<u>VISITORS</u>	18
<u>VOCATIONAL SCHOOL</u>	9
<u>WHS ACTIVITIES AND CLUBS</u>	23
<u>WHS GUIDELINES FOR DISCIPLINARY ACTION</u>	11
<u>WORK PERMITS</u>	20

WILLIAMSVILLE HIGH SCHOOL

STUDENT HANDBOOK

ACADEMIC INFORMATION

SCHOOL DAY AND CLASS LOAD

The regular school day for students is 8:15 A.M. to 3:16 P.M. A standard class load consists of six or seven academic subjects and physical education. Students are encouraged to take as many subjects as possible, blended with one resource period.

ACADEMIC FEES

Academic fees for the current school year will include registration fees, as well as course and lab fees for many of our curriculum courses. These fees are due prior to the start of school. If any money is still owed from the prior school year, please make payment prior to the start of the current school year.

The following identify the academic fees that have been approved by the WCUSD 15 Board of Education: Registration - \$120, Course fees \$15 (per semester), Art fees, \$20 (per semester), Driver Education - \$50, Graduation - \$50 (senior students). There may be additional fees assessed for projects/state fees/class expenses incurred.

All WCUSD15 students will pay the registration fee. Additional fees will be paid if students attend other educational opportunities. WHS students will pay the following fees for: SCLA - \$50 per semester, \$80 per year, Lincoln Tech - \$150 per year. Additional fees may be assessed dependent upon the program students are enrolled in.

NON-DISCRIMINATION POLICY

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

SEX EQUITY

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

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

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

Board policy 7:10AP outlines specific processes and procedures for support of transgender students. Policy 7:10AP will be provided to any student upon request. In addition, it can be found online at www.wcusd15.org.

IMAGE AND LIKENESS

As a part of promoting our students and programs at WHS, your son or daughter's image or likeness may be used throughout the current school year and in future years. This may be done using, but not limited to, Twitter and Facebook, and/or other social media platforms that are associated with WCUSD #15. If you do not want your son or daughter's image or likeness used in this manner, a request in writing must be submitted to the high school principal prior to the beginning of the current school year.

BULLYING, INTIMIDATION, AND HARRASSMENT

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

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

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

REPORT CARDS

Grades are reported to students and parents four times a year, after the end of each quarter. At that time, letter grades computed by each teacher are recorded on the report cards. At the end of each semester, semester grades are normally determined by counting each quarter grade as 2/5 and the semester test as 1/5 of the semester grade. When report cards are issued, it is the student's responsibility to deliver the grades to his/her parents or guardians.

GRADING SCALE

A+	100-99	B-	81-80	D	67-62
A	98-92	C+	79-78	D-	61-60
A-	91-90	C	77-72	F	59 & Below
B+	89-88	C-	71-70		
B	87-82	D+	69-68		

GRADE POINT AVERAGES – NON-WEIGHTED

The non-weighted grade point average (GPA) is sent to colleges that Williamsville High School students apply to and is used for some scholarship competition. In calculating the non-weighted grade point average (GPA), all courses are weighted the same.

GRADE POINT AVERAGES – WEIGHTED

The weighted grade point average (GPA) is used to determine class rank and is one factor in determining membership in the National Honor Society. Weights are assigned to each course, reflecting the academic difficulty of the course.

CLASS RANK

Class Rank is determined by weighted grade point average (GPA). Class rank will be compiled at the end of each semester beginning with the freshman year.

CLASS STANDING

A student will be considered a sophomore when he/she has earned 6 credits. To be considered a junior, 12 credits must have been earned. To be a senior, 19 credits must be earned.

HONOR ROLL

Honor Roll will be computed and announced at the end of each 9 weeks. To be placed on the A Honor Roll, a student must have a non-weighted GPA for that quarter which ranges from 3.56 to 4.0. To be placed on the B Honor Roll, a student must have a non-weighted GPA for that quarter which ranges from 3.00 to 3.55. Any grade below a C- in any subject will disqualify a student for either

Honor Roll. Pass/Fail courses must be passed in order to be eligible for either honor roll.

COURSE CREDIT

Each course that runs the full year receives one unit of credit. Courses that run for one semester receive ½ unit of credit. If a student fails a one semester of a course, then he/she will be expected to repeat that same semester the next year. Credit is awarded on a semester basis. All LTEC courses receive 1.5 credits per semester. Junior high school students who successfully complete a high school course will earn both high school credit and GPA credit on their transcripts. Higher education courses taken, with administrative pre-approval, will count as credit toward graduation and will be applied to the student's high school transcript on a Pass/Fail basis.

GRADUATION REQUIREMENTS

27 CREDITS ARE REQUIRED FOR GRADUATION

ENGLISH	8 semesters / 4 yrs
MATHEMATICS	6 semesters / 3 yrs
SCIENCE	4 semesters / 2 yrs
SOCIAL SCIENCE	6 semesters / 3 yrs
PHYSICAL EDUCATION	7 semesters / 3.5 yrs
HEALTH	1 semester / .5 yr
DRIVER EDUCATION	1 semester / .5 yr
FINE ARTS, FOREIGN LANGUAGE, OR VOCATIONAL	2 semesters / 1 yr
RESOURCE MANAGEMENT	1 semester / .5 yr
COMPOSITION	1 semester / .5 yr
ELECTIVES	Remainder required total to graduate

A total of 27 credits must be earned by the student before receiving a diploma from Williamsville High School.

Students at Williamsville High School must pass 7 semesters of physical education and one semester of health education. Students may be enrolled in only one physical education class per semester unless special circumstances warrant a variance.

Students may be waived from physical education class by approval of administration. Junior and/or senior students who take 8 courses (full schedule) or participate on a school athletic team or marching band may be given the option of a P.E. waiver for the semester for which they are participating or taking a full schedule. P.E. waivers are available from the guidance department.

A minimum course load consists of six academic courses in addition to physical education. Students will be limited to one resource period in the eight period day if scheduling allows.

Each student must pass both the Federal and Illinois Constitution tests. This will be a culminating activity in American Government classes.

REGISTRATION AND SCHEDULE CHANGES

Registration for the next school year will take place during the second semester of the school year. This process will involve the selection of appropriate courses and obtaining parent approval. Records will be requested for transfer students. Every effort is made to give students the courses they sign up for during registration or the alternates selected. If that is not possible, the Guidance Department will place students in courses that are still open. Once the semester begins, schedule change requests will be processed only with the approval of the administration.

CORRESPONDENCE COURSES

A student may count no more than two credits of correspondence courses toward the required units of credit for graduation. These courses must have prior approval of the high school guidance office. Generally, correspondence courses will be approved if the course is not offered by WHS, a student has a scheduling conflict (students must take courses required for graduation at WHS if possible), or a student needs a course for credit recovery. Correspondence course grades will not be used in figuring GPA, but will be recorded on the official transcript as a pass/fail grade. Only a junior or senior student may take correspondence courses. Freshmen and sophomore students may take correspondence courses if needed for credit recovery. Please note: Williamsville High School does not pay for correspondence courses.

SANGAMON CEO PROGRAM

The Sangamon CEO class is open to senior students interested in a career in business. Students will meet from 7:30 a.m. to 9:00 a.m. in a variety of different business settings throughout the community. High school graduation credit of 1.0 credit per semester will be earned upon successful completion. Students must apply to the program, and their acceptance is based on recommendations from teachers and guidance counselors, as well as essays about themselves and their business plans.

Grades received from the CEO class will not be used in figuring g.p.a. but will be acknowledged on the transcript as a pass/fail grade.

SUMMER SCHOOL COURSES

Failed courses may be made up in summer school at the student's expense with the following limitations:

1. No more than a total of one credit (2 semesters of work) can be earned in one summer school session.
2. No more than ½ credit (1 semester of work) can be made up in one subject area during one summer school session.
3. Prior approval for summer school courses must be secured from WHS and the courses must directly correlate to the courses the student failed.
4. Summer school grades will not be used in figuring GPA, but will be acknowledged on the transcript if successfully completed and recorded as a pass/fail grade.

PLEASE NOTE: Williamsville High School does not offer summer school courses. Williamsville High School does not pay for summer school.

COLLEGE NOW – LINCOLN LAND COMMUNITY COLLEGE

Students who have obtained 12th grade status at Williamsville High School have the opportunity to receive a total of two (2) credits for classes they complete at Lincoln Land Community College and apply that credit toward graduation. Students must receive guidance counselor approval for the dual enrollment option. See the high school course guide for a full description and requirements. The course guide can be found on the high school guidance webpage. Dual enrollment grades will not be used in figuring GPA, but will be acknowledged on the transcript if successfully completed and recorded as a pass/fail grade.

SCLA STUDENTS AND CREDITS FOR GRADUATION

Students attending Sangamon County Learning Academy must meet graduation requirements set forth by Williamsville High School in order to receive a diploma. The number of total credits needed to graduate is reduced down by one credit per year for each year the student is in attendance at SCLA. This is done to reduce the number of elective credits needed for those students.

TESTING INCENTIVES

1. The top 30 senior according to class rank at the end of the previous school year will receive special parking privileges.
2. All students will be able to opt out of one semester exam if:
 - a. No more than two absences during that semester (school related absences do not count against them)
 - Students will not be allowed to opt out of an exam if they are absent more than two full days.
 - according to state reporting missing two full class periods constitutes ½ day absence. Missing five full class periods constitutes a full day absence.
 - Attendance is cumulative (example: missing 8 periods equals one full day absence)
 - b. C- or above in the course
 - c. 0 detentions during that semester
 - d. Students cannot opt out of an exam if they missed that period more than twice during the semester (school related absences do not count against them)
 - e. Cannot opt out of AP courses
 - f. No student will be allowed to opt out of a semester exam in the same content area two semesters in a row.

3. Any senior that receives a SAT score of 640 or higher in Reading and Writing and/or Math may opt out of the semester exam in that content area. Students cannot opt out of AP courses. Seniors can only opt out of a maximum of two exams. Seniors are exempt from second semester exams unless they have been absent for more than 7 days. Seniors may be required to take the final exam in any course missed more than 7 times. School related absences and approved college visits will not be counted against them.

VALEDICTORIAN AND SALUTATORIAN HONORS

Valedictory and Salutatory honors are based on a student's weighted grade point average at the end of the 8th semester. A student must have attended Williamsville High School a minimum of two (2) years to be considered for these honors.

DRIVER EDUCATION REQUIREMENTS

High school students must pass a minimum of eight (8) courses the previous two (2) semesters prior to enrolling in driver education (junior and/or senior high school). The charge for the course will be \$50. Students will be scheduled into driver education classes on the following basis:

1. Students in their ninth grade of school may elect to participate in the driver education program if they turn fifteen prior to the end of driver education class the first semester of the upcoming school year.
2. All students who have attained tenth grade status or above will be enrolled in the driver education program. Class enrollment and driving order will be based on chronological age (9 week classroom required for 1/2 credit).

Driver education is a two-part course that takes two quarters to complete (approximately). High school students must pass a minimum of eight (8) courses the previous two (2) semesters prior to enrolling in driver education. Students will be assigned to driver education based on age. Classes will be filled by earliest birthdays first and then sequentially by birthdate until the class is full. Students completing the classroom portion during the 4th quarter before their 15th birthday will receive their driving permits once they turn 15.

FIFTH YEAR SENIORS

Fifth year seniors will be allowed to take as few subjects as are necessary to graduate. They will be allowed to leave the school as soon as their last class is completed.

MID-TERM OR EARLY GRADUATION OPTION

Generally speaking, all students are encouraged to attend four years (eight semesters) of high school since it gives them an opportunity to not only acquire skills, concepts, and understanding of various subject disciplines, but also enables them to mature socially, emotionally, physically and mentally.

A written request by the student wishing to graduate early, stating the reason, must be submitted to the Principal. The final approval will be given by the Board of Education. It is requested that application for early graduation be made by the student one semester in advance of the final semester of attendance.

Midterm graduates will not participate in the senior activities such as Prom and the senior class trip, but will be allowed to participate in graduation ceremonies.

PARENTAL ACCESS TO GRADES

Parents will have constant access to their student's grades in each class online. Once connected to the online grade information, parents have the ability to view your student's grades using an access code. If you do not have an access code or have misplaced your access code, the high school guidance office can provide that to you. Grades are updated each evening after midnight. Progress reports are mailed home when a student is failing a class for the first time. If internet access is not available to you, you are encouraged to seek your student's grade information from their individual teachers by phone or scheduling an appointment.

COLLEGE VISITATION

Juniors and seniors may request two college visit days. The purpose of these days is to help students select a college and/or finalize paperwork with a college. Students must complete a pre-arranged absence form as well as a college visit day form. The pre-arranged absence form should be turned in to the office prior to the scheduled visit. The college day form must be signed by the college official verifying their visit and returned to the guidance office. These absences will not count against the student's attendance if both forms are returned.

LAB AND SHOP SAFETY

Each instructor will inform students of appropriate dress in the shop or laboratory based upon requirements for student safety. Students who report to shop or lab in inappropriate dress will not be allowed to participate and will receive a grade of "zero" for any work missed. Repeated violations may result in permanent removal from that class. Students may purchase safety glasses and/or other safety equipment from the school or they may provide their own, as long as the safety requirements are met.

VOCATIONAL SCHOOL

Juniors and seniors may apply to take courses at LTEC. If accepted, the tuition is paid for and transportation is provided by Williamsville High School. There is a \$150 per year fee to be paid by students when they register. Because of the great expense involved, if a student has behavioral or attendance problems, he/she will be removed from the program. A meeting of all prospective students' is required before students can be accepted into the LTEC program. Each candidate's grades, attendance, and behavior will be reviewed before a recommendation to the program is made.

GUIDANCE AND COUNSELING

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, assistance with home, school and social concerns, or any question the student may wish to discuss. Our guidance staff is ready to help you.

STUDENT RECORDS

A students' permanent record will be kept for a minimum of 60 years and temporary records will be kept for a minimum of 5 years after the student graduates or otherwise leaves the school.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students' over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

CUMULATIVE RECORDS

Student cumulative records are separated into permanent and temporary categories. A student's permanent record consists of basic identification information, academic and examination records, attendance record, accident reports and health records, honors and awards received, and informational record of school participation in extra-curricular activities. A student's temporary record includes family background information, intelligence and aptitude test scores, reports on individual psychological and observation evaluations, teacher anecdotal records, disciplinary information, and other verified information of clear relevance to the education of the student.

Temporary records will be destroyed 5 years from date of high school graduation.

Parents and students shall have the right to insert in their child's school student record a statement stating their position on any disputed information contained in that record. Parents also have the right to challenge any entry, exclusive of grades, in the student records on the basis of accuracy, relevance, and/or propriety. A request for a hearing shall be submitted in writing to the principal if a parent wants to challenge any entry. The written request shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.

The guidance counselor is the school's official records custodian. The guidance counselor shall take reasonable steps to ensure that information contained in each student's cumulative folder is not released except as prescribed by state law.

LATE TO SCHOOL

A student who is late to school shall report directly to the office. He/she will be given an excused or unexcused pass to class. Please note that students who are late to school due to car problems are generally unexcused.

TARDINESS TO CLASS/RESOURCE

Classroom tardiness will be handled for the most part by the teacher. If a student is late to class, the teacher will record a tardy for that student. When a student has accumulated a total of **3 tardies** in a class during a semester, the student will serve a detention. **Another three tardies** (6) will result in a Saturday detention for that student. Saturday detentions will also be issued to students for their **7th** and **8th tardies** to one class in a semester. On the **9th tardy**, a student will be assigned two Saturday detentions. Subsequent tardiness may result in a 1-5 day suspension for each late arrival.

Please note: There are 4 minutes between periods for students to get from class to class. However, students should bring materials for more than one class when they go to class at the start of school and again after lunch.

ATTENDANCE LAWS

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

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

ATTENDANCE

Success in school depends to a great extent on regular, punctual attendance, and good study habits. Students are expected to be in school the entire school day unless there is a justifiable reason for being absent. Parents are responsible for insuring regular, punctual attendance.

ABSENCE REPORTING BY PARENT/GUARDIAN

Parents/guardians should notify the school by telephone prior to 10:00 am on the day a student is absent, stating the reason for the absence. **This is the parents' or guardians' responsibility.** If telephone contact is not made prior to 10:00 am on the day of absence, the student will receive an unexcused absence. The number to call is: 566-3361 WHS or 566-2325 Attendance Line.

EXCESSIVE ABSENCES

Please remember the positive relationship between attendance and success in school. Unless there are very unusual circumstances, missing more than 6 days of school in a semester is excessive. A parental conference may be arranged.

CLASSIFIED REASONS FOR ABSENCE

1. Excused Absence: This is an absence which is due to personal illness, a death in the family, or an emergency. An excused absence entitles the student to a reasonable amount of time to make up assignments and tests missed. In general, for a one day absence, work assigned on the date of absence must be made up the following day. Work assigned prior to the absence is due on the day a student returns. This includes tests and quizzes.
2. Planned Absence: A student who knows in advance that he/she will be absent must make arrangements with the office prior to the absence. A Planned Absence Form must be obtained from the office, completed with the appropriate signatures, and returned to the office prior to the absence. Planned absences could include, college visits, job shadowing, or other absences that are known in advance. When a student has a planned absence, it is the student's responsibility to get missed assignments ahead of time and make arrangements with teachers on completion deadlines.
3. Unexcused Absence: An absence due to truancy is unexcused. In such cases, the teacher has no responsibility for assisting the student in making up the work missed and the student receives no credit. However, it is to the student's advantage to cover the subject matter missed. Also, the student may be required to make up the school time missed.

Please note that if parents do not communicate with the school prior to 10:00 am on the day of a student's absence, it will be considered unexcused. Also, please be aware that a student must be in attendance at school at least 4 full periods in order to attend or participate in after school/evening activities.

Attendance at school on Friday or the last school day prior to the weekend is mandatory for attendance at or participation in weekend school activities.

WHS GUIDELINES FOR DISCIPLINARY ACTION

When students do not follow class or school rules, they and their parents should expect appropriate disciplinary action to be taken. In addition to the following guidelines, the building principal and assistant principal may establish certain rules and regulations consistent with those established by the Board of Education and the Superintendent of Schools.

It should also be noted that school rules apply at all school activities, even when they occur outside the regular school day or away from school grounds.

1. **Any student who manufactures, sells, purchases, distributes, transfers, possesses, uses or is under the influence of any alcoholic beverage, marijuana, any controlled substance (other than as prescribed by a physician for that person), or any other intoxicating substance on school grounds, at any school-sponsored event, or on any other occasion the school shall have legitimate interest in regulating, shall be subject to disciplinary consequences. A controlled substance is one that is not legally obtainable; is being used in a manner different from prescribed; is legally obtainable, but has not been legally obtained; or any substance that is referenced in a federal or state controlled substance act. Look-alikes or any substance held out to be a controlled substance shall be subject to disciplinary consequences as if the substance were what it was held out to be. The manufacture, sale, purchase, distribution, transfer, possession or use of drug paraphernalia by students shall be prohibited. A student found to be violating the foregoing shall be subject to disciplinary consequences.**
 - 1st **Offense** 1-10 day suspension and/or recommendation for expulsion
Parents notified
Referral to appropriate counseling agency
Police will be notified
 - 2nd **Offense** 10 day suspension and recommendation for expulsion
Police will be notified
2. **Possession or use of smoking materials** (tobacco products, lighter, matches, look alikes, electronic cigarettes, etc.)
 - 1st **Offense** Saturday detentions and/or 1-2 day suspension
 - 2nd **Offense** 2-3 day suspension
 - 3rd **Offense** 3-5 day suspension
 - 4th **Offense** 5-10 day suspension
3. **Fighting**
 - 1st **Offense** Saturday detentions and/or 1-10 day suspension and/or recommendation for expulsion
 - 2nd **Offense** 1-10 day suspension and/or recommendation for expulsion
 - 3rd **Offense** 5-10 day suspension and/or recommendation for expulsion
 - 4th **Offense** 10 day suspension and recommendation for expulsion
4. **Extortion**
 - 1st **Offense** 1-10 day suspension and/or recommendation for expulsion
 - 2nd **Offense** 10 day suspension and recommendation for expulsion
5. **Intimidation, threats and/or harassment to students, non-students, staff, and/or parents** (includes, but is not limited to: (A) bullying (B) picking on younger or smaller students, (C) sexual, ethnic, or racial slurs, (D) all forms of sexual harassment)
 - 1st **Offense** Saturday detentions and/or 1-10 day suspension and/or recommendation for expulsion

- 2nd Offense** Saturday detentions and/or 1-10 day suspension and/or recommendation for expulsion
- 3rd Offense** 5-10 day suspension and/or recommendation for expulsion
- 4th Offense** 10 day suspension and recommendation for expulsion
6. **Assault and/or battery** (Initiation and Retaliation)
- 1st Offense** 5-10 day suspension and/or recommendation for expulsion
- 2nd Offense** 10 day suspension and/or recommendation for expulsion
7. **Insubordination** (refusal to obey reasonable, established school rules and regulations, or refusal to obey directions or instructions of school personnel)
- 1st Offense** Saturday detentions and/or 1-10 day suspension and/or recommendation for expulsion
- 2nd Offense** Saturday detentions and/or 1-10 day suspension and/or recommendation for expulsion
- 3rd Offense** 5-10 day suspension and/or recommendation for expulsion
- 4th Offense** 10 day suspension and recommendation for expulsion
8. **Disruption of the school setting** (behavior and/or possession or use of things that could interfere with the learning process)
Example: Water guns, electronic equipment, cell phones, pagers, games, or lasers/laser pointers
- 1st Offense** Confiscation of items involved. Detentions and/or Saturday detentions and/or 1-10 day suspension
- 2nd Offense** Confiscation of items involved. Detentions and/or Saturday detentions and/or 1-10 day suspension
9. **Use of inappropriate, obscene, or abusive language (verbal, written, or gestures).** This includes anything printed on clothing or displayed in any manner
- 1st Offense** Saturday detentions and/or 1-2 day suspension
- 2nd Offense** Saturday detentions and/or 1-5 day suspension
- 3rd Offense** 5-10 day suspension
10. **Non-Compliance with School Dress Code**
- 1st Offense** Warning and student required to change clothes
- 2nd Offense** Detentions and/or Saturday detentions and/or 1 day suspension. Required to change clothes
- 3rd Offense** Saturday detentions and/or 1-5 day suspension. Required to change clothes
11. **Possession and/or use of weapons**
- 1st Offense** 5-10 day suspension and/or recommendation for expulsion
Police will be notified
- 2nd Offense** 10 day suspension and recommendation for expulsion
Police will be notified
- According to current case law, the term “weapon” means possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or “look-alikes” thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. In addition, ammunition or other items that will facilitate the use of weapons are covered under this section.
12. **Inappropriate Use of or Damage to School Property or Personal Property**
- 1st Offense** Saturday detentions and/or 1-10 day suspension and/or recommendation for expulsion, restitution
- 2nd Offense** 1-10 day suspension and/or recommendation for expulsion, restitution
13. **False fire alarm and/or bomb threat**
- 1st Offense** 5-10 day suspension and/or recommendation for expulsion
Police may be notified
- 2nd Offense** 10 day suspension and recommendation for expulsion
Police will be notified

14. **Setting a fire or use of any type of explosives** (including firecrackers or any type of fireworks)
 - 1st **Offense** 3-10 day suspension and/or recommendation for expulsion
Police may be notified
 - 2nd **Offense** 5-10 day suspension and/or recommendation for expulsion
Police will be notified
15. **Theft and/or possession of stolen property**
 - 1st **Offense** 1-10 day suspension and/or possible recommendation for expulsion, restitution
Police may be notified
 - 2nd **Offense** 5-10 day suspension, and/or possible recommendation for expulsion, restitution
Police will be notified.
 - 3rd **Offense** 10 day suspension and recommendation for expulsion
Police will be notified.
16. **Possession of school forms** (wrongful procurement or possession of a test, test key, etc.)
 - 1st **Offense** Saturday detentions and/or 1-10 day suspension and zeroes on the tests or assignments
 - 2nd **Offense** 5-10 day suspension and zeroes on the tests or assignments
17. **Cheating**
 - 1st **Offense** Detentions and/or Saturday detentions and/or 1 day suspension and a zero will be recorded for that test or assignment.
 - 2nd **Offense** 2-10 day suspension
A zero will be recorded for that test or assignment.
18. **Forgery** (misrepresenting a parent's signature or a teacher's signature)
 - 1st **Offense** Saturday detentions and/or 1-2 day suspension
 - 2nd **Offense** 1-5 day suspension
 - 3rd **Offense** 5-10 day suspension
19. **Tuancy** (absence from school without the knowledge of parent or legal guardian; absence from school without valid cause; leaving campus during the school day without permission; staying out of class without permission; unauthorized absence from class)
 - 1st **Offense** Saturday detentions and/or 1 day suspension
 - 2nd **Offense** 1-3 day suspension
 - 3rd **Offense** 3-5 day suspension
 - 4th **Offense** 5-10 day suspension and/or recommendation for expulsion
20. **Gambling**
 - 1st **Offense** Saturday detentions and/or 1-2 day suspension
 - 2nd **Offense** 2-5 day suspension
 - 3rd **Offense** 5-10 day suspension and/or recommendation for expulsion
21. **Unlawful Possession of school property**
 - 1st **Offense** 1-10 day suspension and/or recommendation for expulsion
 - 2nd **Offense** 5-10 day suspension and recommendation for expulsion
22. **Disrespect to School Personnel**
 - 1st **Offense** Detentions and/or Saturday detentions and/or suspension from 1-10 days
 - 2nd **Offense** Suspension from 3-10 days and/or recommendation for expulsion
 - 3rd **Offense** 10 day suspension and recommendation for expulsion
23. **Bus misconduct** (District Policy)

- 1st Offense** Detentions and/or Saturday detentions and/or 5 day suspension from riding the bus and/or loss of bus privileges for the year and/or 1-10 day suspension and/or recommendation for expulsion
- 2nd Offense** Detentions, Saturday detentions and/or 5 day suspension from riding the bus, loss of bus privileges for the year and/or 1-10 day suspension and/or recommendation for expulsion
- 3rd Offense** 5-10 day suspension from riding the bus and/or loss of bus riding privileges for the year and/or 1-10 day suspension and/or recommendation for expulsion
- 4th Offense** Loss of bus privileges for the remainder of the school year and/or 1-10 day suspension and/or recommendation for expulsion.

24. Gross Misconduct

- 1st Offense** 10 day suspension and/or recommendation for expulsion
- 2nd Offense** 10 day suspension and recommended for expulsion.

25. Unapproved Organizations/Gangs

No organization or group of students will conduct meetings or assemble on school premises without prior approval of the administration. No organization of students will be approved which is determined by the administration to promote disorder, violence, harassment, or racial discord. No student will be permitted to wear or display any insignia, items of apparel or other evidence of membership in an unapproved organization on school premises.

- 1st Offense** 1-10 day suspension and/or recommendation for expulsion
- 2nd Offense** 10 day suspension and/or recommendation for expulsion

26. Parking and/or Driving

Students must have a WHS parking permit prior to parking on school grounds. Failure to follow all student parking and driving regulations will result in loss of driving privileges, detention, Saturday detention and/or suspension from school. All vehicles parked on WCUSD #15 property are subject to be searched.

27. Violating Out of Bounds Areas

- 1st Offense** Detentions and/or Saturday detentions
- 2nd Offense** 1-2 day suspension

28. Electronic Equipment

The use of cell phones and other electronic devices can only be utilized during appropriate times during the school day. Students may possess these items if they are not causing disruption to the educational environment. The use of electronic devices is subject to the District's Acceptable Use policy.

- 1st Offense:** After school detention and parent will be required to pick up cell phone before 4:00 pm.
- 2nd Offense:** Saturday detention and parent will be required to pick up cell phone before 4:00 pm.
- 3rd Offense:** 2 Saturday detentions and parent will be required to pick up cell phone before 4:00 pm.
- 4th Offense:** 1-3 day suspension and parent will be required to pick up cell phone before 4:00 pm.

29. Public Display of Affection

School is not an appropriate place for couples to display affection. Failure to abide by this policy will result in disciplinary action.

- 1st Offense** Warning and/or detention
- 2nd Offense** Detention(s) and/or Saturday detention
- 3rd Offense** Detention(s) and/or Saturday detention(s)

POLICE INTERVIEW AND INTERVENTION

The school district works closely with the Williamsville Police Department, Sherman Police Department, Sangamon County Sheriff's Department, and the Illinois State Police. Students at Williamsville High School may be interviewed by law enforcement officials. If appropriate circumstances exist, the principal will make an attempt to notify the parent or guardian of an interview.

DETENTIONS

1. Detentions may be issued by faculty or administration. This may be done for behavioral or academic reasons.
2. Detentions will fall into one of the following categories:
 - A. Teacher supervised detentions

- B. Academic detentions
- C. Work detentions
- D. Saturday detentions

The administration and/or teacher will decide which category is applicable.

3. If a scheduled detention of any type is not served, it doubles. If a student fails to serve a rescheduled detention, he/she will be given additional Saturday detentions or be suspended from school for at least 1 day.
4. Students on detention are responsible for their own transportation
5. If a student receives 4 detentions in a semester, he/she may be suspended from school. There may be another suspension for every additional 4 detentions in that same semester.

GUIDELINES FOR ACADEMIC DETENTIONS

1. Students are to arrive at the scheduled location by 3:20 PM. Anyone arriving after 3:20 PM will not be allowed to serve the detention.
2. Students must bring school assignments and school books with them. No magazines will be allowed. Students may not get materials from the library for pleasure reading. Students must be actively engaged in school work.
3. No talking is allowed.
4. Students may not sleep or put their heads down on their desks.
5. If the guidelines are not followed, students will be warned once. Problems after that will result in dismissal from that detention session.
6. Students who miss detentions or are sent out of detentions will receive two detentions. If either of those is missed, the student will be assigned a Saturday detention or suspension from school for 1-10 days.
7. Students will be dismissed from detentions at 4:00 PM. They are responsible to make arrangements for a ride ahead of time.

GUIDELINES FOR SATURDAY DETENTIONS

1. Saturday detentions may be issued to students in accordance with our disciplinary guidelines. Students will be assigned to the next scheduled Saturday detention and will be notified of the date and place.
2. Students are to arrive at the assigned building at 7:20 AM. Doors will be locked at 7:30 AM. Detentions last until 10:30 AM. Anyone arriving after 7:30 AM will not be allowed in the building.
3. A restroom break will be given around 9:00 AM and will last no more than five minutes.
4. Students must bring school assignments and school books with them. No magazines will be allowed. Students may not get materials from the library for pleasure reading. Study materials should include only items needed to complete assignments. Student must be actively engaged in school work.
5. No talking is allowed.
6. Students may not sleep or put their heads down on their desks.
7. If the guidelines are not followed, students will be warned once. Problems after that will result in dismissal from that detention session.
8. Students who miss Saturday detentions or who are sent out of Saturday detentions will receive two Saturday detentions. If either of those is missed, the student will be suspended from school for 1-10 days.
9. Students must be picked up promptly at 10:30 following Saturday detentions. Students are responsible to make arrangements for their ride home ahead of time.

SUSPENSION

1. Suspensions may be in-school or out-of-school. This will be determined by the administration.
2. A student may be suspended from school for a period not to exceed 10 school days.
3. After a student has accrued a total of 3 suspensions during one school year, he/she will be counseled in regard to gross misconduct. Any future offense, for which suspension would be appropriate, could result in a recommendation for expulsion.
4. While a student is suspended from school, he/she may not attend any school activity (home or away), or be on school property.

5. If any senior is suspended, he/she will not be allowed to go on the senior trip.
6. In order to receive credit for any cumulative work prior to the suspension and/or for any assignments missed during the suspension, a student must have all work completed and be prepared to make up any test immediately upon return. It is the responsibility of the suspended student to adhere to these expectations and timelines or no credit will be given.

EXPULSION

Expulsion means the removal of the student from the total school program or specific parts of the school program. The Board of Education has the sole power to expel a student. Students recommended for expulsion have due process rights as described earlier in this handbook.

EXPULSION IN ABEYANCE

Expulsion in abeyance may be utilized as an alternative in cases when a student may be recommended for expulsion. Expulsion in abeyance may result in the student attending an alternative school for a period of time determined by the BOE. Other restrictions may be placed on the student by the BOE during the expulsion in abeyance term.

DUE PROCESS

When a student is disciplined according to the terms of this policy, parents/guardians will be notified about the disciplinary action and the reasons for it. Students and their parents/guardians are entitled to an appeal to the Principal in regard to any disciplinary action. Suspension or expulsion may be appealed to the Board of Education by contacting the Superintendent of Schools.

PROCEDURES AND POLICIES

BUILDING, CLASSROOMS, CAMPUS, AND OUT OF BOUNDS AREAS

1. Once students arrive at the high school campus in the morning, they are not to leave the high school campus until the end of the school day unless they secure the permission of the Principal or the Assistant Principal. This includes the lunch period.
2. Classrooms will be open to students in the morning at 8:12 A.M.
3. During class periods, the halls must be clear of all students. If there is a special reason for students to leave their classroom during the period, they must have a pass from their teacher. Only one student at a time should be excused from the classroom.
4. A little effort on the part of each student will keep our classrooms, corridors, and campus looking neat and clean. Waste paper and other refuse materials should be placed in the waste containers.
5. Each room should be left in order for the next class. Students are to take all their belongings with them when they leave the classroom.
6. For good order to exist, there should be no rowdiness such as yelling, whistling, running, or scuffling. Students should pass promptly from class to class and should not loiter in the halls.
7. The parking lots and all other areas not immediately adjacent to the school are considered out-of-bounds areas. No student will be allowed to go to these areas at any time, including lunch time, without special permission.
8. Students are not to use or have skateboards on school property.

BOOK BAGS

Book bags may only be used to bring books to and from school. During the school day, book bags must be left in students' lockers.

PURSES

Large purses, bags, and or totes may be carried to school, but must be left in school lockers throughout the day. Purses or handbags that are small in size, not to exceed 6x10 inches in size, will be allowed to be carried within the building.

CAFETERIA/LUNCH TIME

So that all may enjoy a pleasant lunch, each student is asked to do as follows:

1. Walk to the lunch line.
2. Keep his/her own place in the food line. Do not move ahead of others.

3. Clean off the table when through eating.
4. Refrain from loud conversation, singing, boisterous conduct, unnecessary noise, etc.

In order to avoid litter on the campus, all food must be eaten in the cafeteria. This means that all students who bring their lunch must eat in the cafeteria. Furthermore, no food or drinks (except water) may be taken from the cafeteria.

During lunch time, students are limited to the cafeteria, the gym, the main 1st floor hallway and the area immediately surrounding the high school building. Students are not to be upstairs during their lunch period.

Visitors are not permitted during lunch time unless there are special circumstances and approval is given in advance by the administration.

RESOURCE REGULATIONS

1. Students will come with assignment books, assignment sheets, books, and study materials everyday. Students must be prepared to work in all academic areas during their RESOURCE period.
2. Students will be expected to have paper, pen/pencil, homework, material for test/quiz review, and material for long-term assignments with them when they arrive for RESOURCE.
3. In order to attend the library during RESOURCE, students must follow the library guidelines and the RESOURCE teacher's rules.
4. Students will not put their heads down, sleep, read magazines or newspapers, doodle, or cause disruptions in their RESOURCE room.
5. Students may talk only with the permission of the RESOURCE teacher.
6. Absolutely no games, food or drink will be allowed by students during RESOURCE time.
 - Students who get permission to leave their RESOURCE room should go only to the approved destination and go by the shortest route.
 - Tardies to RESOURCE will be dealt with according to policy. If a student was late because he/she was detained by a teacher, it is the student's responsibility to get a pass from that teacher **before** reporting to RESOURCE.
7. Remember that the focus of RESOURCE is on learning.

LIBRARY

Reading is a foundational skill for learning, personal growth, and enjoyment. The goal of the library is to align with the mission, goals, and objectives of teachers and their curriculum while supporting students by empowering them to be critical thinkers in the 21st Century as well as instilling a lifelong love of reading.

Students are expected to follow all policies and guidelines stated in the school handbook in regards to behavior and computer use. The library is an extension of the RESOURCE classroom. During resource periods, students are expected to come with materials needed to work on their academic assignments. The focus of the library is learning, supporting students in assignment completion, and studying. No games, phones, food, or drink are allowed in the library.

Most items in the library can be borrowed for two weeks and can be renewed twice. Overdue charges are \$.10/day for print material and \$.25/day for overnight items such as those in the reference section. Students who maintain an outstanding balance of \$5.00 or more on their library account will not be allowed to use the library during their resource period or check out any materials. Special arrangements could be made for the student with their teacher and the librarian should they need the library for a particular project. Books could be used in the library, but not taken out of the library.

The computers in the library are linked to the Internet and, through Internet access, several subscription databases for student research. The library collection is also automated and can be searched through the computers also. All students must sign in before using a computer in the library and are expected to abide by the policies stated in the student handbook and the computer usage policies of the District.

Library rules are posted and explained at the beginning of each semester to each RESOURCE.

COMPUTER USAGE AGREEMENT

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

consequences.

Please note that students are not to send, receive, or check personal e-mail or other online messages at school. Also, supporting technological equipment, such as scanners, are only to be used under the direct supervision of the WHS staff.

PARKING

The parking area in front of the main entrance of the school is reserved for staff, visitors, and handicap parking only. No student parking is allowed in this area without special permission. Students who wish to drive to school need to complete a parking permit request form which can be obtained in the office **and pay a \$25 parking fee**. The student will then be assigned to park in a designated student parking area. A student that does not follow parking procedures will not be allowed to drive his/her car to school and park on school grounds.

Once a student's car is parked at the beginning of the school day, students should immediately come into the building. Student vehicles should remain in the parking area until dismissal time. Please remember that the parking lots and student cars are off limits during the school day. Traffic laws and safety rules must be observed while driving on school property. Please remember that driving to school is a privilege, which may be revoked if there are problems. All school rules apply in our parking lots. Please note that any car parked on school property may be subject to a periodic search by school district officials.

Please remember that parking permits must be displayed in all cars in our parking lot. Periodic checks will be made. The driver(s) of any car that does not comply with this provision should expect to lose driving/parking privileges on school property.

VISITORS

All visitors to Williamsville High School are required to first report to the main office upon entry into the school building. This includes all individuals who are not Williamsville High School students or employees. Authorized visitors will be issued a permit in the main office. Please remember that typically visitors are not permitted during the regular school day unless there are special circumstances (this includes lunchtime). The administration reserves the right to refuse permission to anyone to visit the school or come on to school property. The administration retains the prerogative to handle special incidents on an individual basis and to alter the guidelines under special circumstances.

LOCKERS

Each student will be assigned a hall locker for the purpose of storing books, supplies and coats. Lockers remain, at all times, the property of the Williamsville School District and are assigned to students for their temporary use only. Student lockers may be subject to a periodic search by school district officials or their designees. Each student will be responsible for ensuring that his/her locker is locked when unattended. Lockers are not to be defaced in any manner. At the end of the school year, each locker is to be cleaned to original condition by the student assigned to that locker. Remember that your locker is your responsibility. If the locker is not in good condition at the end of the school year, the student will pay for damage, replacement, or special cleaning. All students are reminded to keep their lockers locked. If there are any problems with your locker, students should report that to the office. Students may be subject to discipline consequences, such as a warning, detention, or a Saturday detention if the student lockers are not locked.

TEXTBOOKS

In most cases, textbooks are rented from the school. It is the student's responsibility to keep his/her books in good condition and free of marks. If books are not returned or not returned in good shape, the student will be required to pay for them. Book covers are encouraged.

CLASS MATERIALS

Students will have books, paper and pen/pencil with them when they come to class. Usually students should take materials for more than one class period so they don't need to return to their locker between classes.

PROTECTION OF PERSONAL PROPERTY

It is the student's responsibility to see that his/her name is clearly and conspicuously printed in each textbook and on other school supplies and equipment. It is impossible to assist the student in regaining lost property unless this is done. Do not leave books or other property unlocked in places where these items might be easily stolen. Remember to always make sure your locker is locked!

TELEPHONE CALLS

Students will not be called to the telephone except in case of an emergency. The office will deliver messages from the home to the student. Students may use the office phone before school, after school or at lunch time. Students' cell phones are to be turned off during the school day and put away. They may only be used in an emergency situation.

CHANGE OF STUDENT INFORMATION

Any change in the student information shall be reported to the office immediately.

DAILY ANNOUNCEMENTS

Each day announcements are available so that the students can be kept informed of the events of the day. Daily announcements are posted throughout the building and are available on the district website.

1. Announcements should be submitted to the administrative office prior to 9:00 A.M.
2. The administration reserves the right to edit announcements even to the extent of complete rejection.
3. Permission for emergency announcements must be secured from the Principal's office.

DRESS CODE

Students at Williamsville High School are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that is distracting or inappropriate. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor disrupt the educational environment or process.

- Student dress (including accessories) shall not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or anything else inappropriate in the school setting.
- Student dress (including accessories) shall not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols. Spiked apparel and chains should not be worn.
- Hats, coats, bandannas, sweat bands, and sun glasses shall not be worn in the building during the school day.
- Any hair style, mode of dress, or accessory that may be hazardous shall not be permitted in such areas as shops, laboratories, physical education, art classes etc. Clothing and/or accessories with exposed metal or plastic which could scratch furniture or harm others shall not be worn at school.
- Clothing with holes, rips, and tears that expose bare skin shall not be worn at school.
- Bare shoulders, bare backs, and bare midriffs are unacceptable. Spaghetti (thin) straps, tank tops, or clothes that expose undergarments are not permitted.
- The length of shorts or skirts shall be modest and appropriate. As a guideline, if a student is able to touch skin on the leg with his/her arms extended straight down along the side of the body, the clothing is considered to be too short.
- Properly-fitting clothing is to be worn. Oversized, extremely baggy clothing, or improperly-fitting clothing is not allowed. Pants and shorts should be worn at the waist - "sagging" is prohibited.
- Appropriate footwear must be worn at all times.
- Tights, leggings, etc. that are meant to be worn as undergarments will not be allowed.

If there is any doubt about dress and appearance, the Principal, Assistant Principal, or Guidance staff will make the final decision. Parents should keep in mind that school is the "business" of youth and dress should conform to standards appropriate for a business. We expect and need parental cooperation in this matter.

PHYSICAL AND DENTAL EXAMINATIONS

The following students are required to submit a physical examination:

1. Students entering ninth grade
2. All students transferring to the high school from out of state.
3. Students participating in IHSA athletics.

The physical examination must be on the physical examination report form which the Illinois Department of Public Health and the Illinois

State Board of Education has prescribed for statewide use. Physical examinations will be due prior to the first day of school. A student will not be permitted to attend classes until the completed physical examination form has been submitted. Since appointments with doctors are often difficult to obtain, parents are urged to make arrangements early in the summer for the school physicals. Also, please note that students need to be current on immunization shots.

PHYSICAL EDUCATION EXCUSES

Any student who is unable to participate in Physical Education should talk to his/her teacher at the beginning of his/her Physical Education class period. Students will be excused from participation in Physical Education class no more than two consecutive days based upon a parental note. After two consecutive "no participation days" from Physical Education, a doctor's excuse is necessary.

STORM DRILL

1. The storm drill warning is three short, consecutive rings of the bell system.
2. Each classroom group will open doors and windows in their rooms and students will move to an area designated for that room.
3. The signal to return to the regular class schedule will be given by the administration.

FIRE DRILL

1. The fire alarm is a continuous siren.
2. Designated exits for each classroom are posted on the bulletin board in each room.
3. Students will assist in closing all windows and doors within the classroom.
4. The signal to return to class will be given by the administration.

WORK PERMITS

Students less than 16 years of age who apply for employment outside of school are required by the prospective employer to obtain an employment certificate commonly called a "work permit." These permits can be obtained in the high school or district offices. To request a work permit, a student must bring a statement from the prospective employer of the intention to employ said minor. Complete details concerning either of these certificates will be furnished upon request.

SCHOOL SUPPLIES

Some school supplies are available for purchase in the office before school or at lunch time.

LOST AND FOUND

Students are urged to cooperate in bringing any article found on the campus to the office. A limited lost and found service is maintained in the office. Found articles will typically be kept for one month.

HEALTH SERVICES

First aid will be given for minor injuries. In case of illness or major injuries, the student's parents/guardians will be contacted. Under no circumstances may a student who is ill leave school without checking with the office staff.

ADMINISTERING MEDICINES TO STUDENTS

The purpose of administering medication in school is to help each child maintain an optimal state of health that may enhance his/her education plan. Medications during the school day shall be limited to those required by a licensed prescriber or those given by a parent. Guidelines:

1. Only those medications, which are necessary to maintain a child in school and must be given during school hours, will be considered.
2. The form *Authorization for Medication during School Hours* (available online or in the school office) must be filled out by a **licensed prescriber** and completed by the parent/guardian. This must be done for prescription medication and/or over the counter medication.
3. Medication must be brought to school by the parent in the original package or in the pharmacy containers with the pharmacy label affixed. Medicine will be stored in a secure location in the nurse's office.

4. Medication will be administered by: a. school nurse if present in the building; b. a school representative; c. the parent/guardian.
5. The student may carry a pharmacy labeled inhaler for asthma with parental *authorization form and Indemnification form* on file in the nurse's office. No doctor's authorization form is needed. This is the only situation in which it is not required.
6. The student may carry a pharmacy labeled epinephrine auto injector for allergies if allowed to self-administer by the physician and parent/guardian. The *Authorization for Medication during School Hours and Indemnification form* will need to be filled out and given to the school.
7. These forms will need to be updated each school year. All changes in medication will need written authorization from licensed prescriber.
8. No student is to give, sell or exchange any type of medication with another student. This applies to all forms of medication.

All permission for long-term medication will be renewed at least annually. Changes in medication will have written authorization from the licensed prescriber.

DISTRICT POLICY

STUDENT-TEACHER REGULATIONS

Since teachers are responsible for the success of their classes, they have the authority to make rules which they feel are necessary to produce a good learning environment.

The teachers expect an attitude of respect from students. The students also have the right to be treated with respect. Students always need to remember, however, that the teacher is the "boss" in the classroom.

Students may be removed from class by a teacher, Assistant Principal or the Principal for disruptive behavior. After a student is sent out of a class 3 times during a semester, parents may be requested to have a conference with the Principal or Assistant Principal before the student is readmitted to class. Each additional removal will result in a 1-10 day suspension from school and/or removal from the class with a final grade of WF.

INITIATION

The school does not sponsor or condone an initiation for any students of the school. Students who attempt to initiate other students will be dealt with by strict disciplinary measures from school authorities.

RESTITUTION

Students are responsible for payment of any damage to school property when that damage is caused by negligent, irresponsible or intentional behavior. Restitution may be in addition to other discipline for such behavior.

SEARCH AND SEIZURE

The Superintendent of Schools, the Building Principal, the Assistant Principal or other school personnel authorized by the administration, may search a student's locker or person. Under certain circumstances, any vehicle parked on school property may also be searched.

In all cases, a search will be conducted with the interest of the student's privacy respected. It will be done in the presence of a second school employee, when possible.

Any evidence that may be considered dangerous, harmful, or illegal will be confiscated and may result in appropriate disciplinary action. Anything illegal will be turned over to the proper law enforcement agency.

SEXUAL HARASSMENT

It is the policy of the Williamsville Schools to provide its students an educational environment free from any type of sexual harassment. Sexual harassment fosters disrespect, interferes with a student's opportunity to learn and creates a hostile, intimidating learning environment. Accordingly, the Williamsville schools will not tolerate sexual harassment on school premises by students, staff, or visitors.

UNIFORM GRIEVANCE PROCEDURE

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

Tip Reedy, Superintendent
800 S. Walnut, Williamsville, IL 62693 (217) 566 – 2014

ANNUAL NOTICE OF NONDISCRIMINATION (HS ONLY)

The school districts of the Lincoln Regional Delivery System, identified as LRDS, insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, gender, religion, or disability. Board of Education policies are in place, designed to eliminate the existence of any barriers regarding accessibility and/or participation in any programs, including Career and Technical

BUS TRANSPORTATION RULES AND REGULATIONS FOR PARENTS & STUDENTS

The school provides bus transportation to and from the Williamsville-Sherman schools. A list of bus stops will be published in the August newsletter which will also list times (approximate) for pick-up in the a.m. While students are on the bus, they are under the supervision of the bus driver. Students are not permitted to change from one bus to another. Riding the school bus is a privilege. If the privilege is abused, the student will be removed from the bus. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems shall be handled by the building Principal or Assistant Principal.

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

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

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

1. Remember, the bus driver is responsible for the safe pick-up and delivery of every child who rides the bus and is in complete charge of all students while they are passengers on his or her bus.
2. Be seated. Sit three in a seat only if necessary. Do not stand in the entrance or in the aisle.
3. Keep all parts of the body inside the bus.
4. Avoid loud conversation, singing, boisterous conduct, unnecessary noise or profanity. Do not shout to anyone outside the bus.
5. Walk on and off the bus.
6. All school rules apply.
7. Use emergency door only in an emergency.
8. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
9. Window ventilation is to be regulated by drivers and not by students.
10. Keep the bus neat and clean.
11. Students will not be permitted on buses with athletic footwear equipped with cleats or spikes.
12. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
13. Be waiting at your bus stop on time.
14. Be absolutely quiet when approaching a railroad crossing stop.
15. Guidelines regarding student bus transportation:
 - Parents have two choices for bus transportation and drop off.
 - Students will no longer be allowed to have non-school transportation drops such as going to someone else's house, scout meetings, piano lessons, tutoring, babysitting, etc.
 - Please send a note about transportation changes with your student in the morning. All phone requests must be made

before 2:00 PM.

- Students will be placed on their bus if no note or call as been received by 2:00 PM.

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

WHS ACTIVITIES AND CLUBS

STUDENT COUNCIL

Students interested in participating in Student Council must fill out an application which includes a petition and questions regarding Student Council involvement. A cumulative 2.75 non-weighted GPA is a pre-requisite for students to be on the council and students need to be in good standing with no suspensions the prior school year. The council contributes a great deal in service, social activities, and school spirit at Williamsville High School.

CLASS ORGANIZATIONS/CLASS OFFICERS

Each class will organize for class activities under the direction of class sponsors and class officers. Class sponsors will set the guidelines for the yearly election of class officers. A cumulative 2.75 non-weighted GPA is a pre-requisite for students to be selected as class officers.

FCCLA

Family, Career, and Community Leaders of America (FCCLA) is a national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through family and consumer sciences education.

FFA

The FFA is a national organization of more than 450,000 members preparing for leadership and careers in the science, business and technology of agriculture. FFA's mission is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

NATIONAL HONOR SOCIETY

The Williamsville Chapter of the National Honor Society is open to sophomores, juniors and seniors with at least a 3.75 weighted GPA based on three, five or seven semesters of academic work. Selection for membership takes into consideration not only scholarship but also leadership, character and service. Each member must continue to maintain these standards to remain in the society.

YOUTH AND GOVERNMENT

Students selected for this program have the opportunity to experience first hand how government works.

THEATER

Theater participation is open to all high school students. A play and/or musical is presented each year.

YEARBOOK

The yearbook staff is open to all students, with the approval of the sponsor. All members of the Yearbook staff must be enrolled in the "Journalism" class.

SCHOLASTIC BOWL

Scholastic Bowl, with both junior varsity and varsity squads, is an IHSA sanctioned event consisting of academic competition. Scholastic Bowl season begins just after Christmas break and continues through March. Students are selected for play by academic performance, performance during competition, and faculty recommendation.

MUSIC

Williamsville High School offers many opportunities for the pursuit of musical interests and development of musical talent. In instrumental music, students may experience marching band, concert band, and pep band. Some students will also be in jazz band.

In vocal music, students may participate in treble choir or bass choir, as well as smaller groups. Some students will be able to participate in madrigals and vocal jazz.

Numerous concerts and performances will be given throughout the school year by all musical groups.

SCHOOL DANCES

In order to attend major school dances, students must:

1. Be in school the full day prior to the dance.
2. Be dressed appropriately - formal or semi-formal, depending on the dance.
3. Be aware that all school rules apply to our students and their dates.
4. Purchase tickets in advance.
5. Be aware that no junior high students may attend high school dances.

ATHLETICS

Students are encouraged to participate in sports. Announcements inviting candidates to participate will be made at appropriate times throughout the year. Interscholastic sports are offered for girls in Cheerleading, Cross Country, Golf, Volleyball, Basketball, Track, Softball, and Soccer and for boys in Cheerleading, Cross Country, Golf, Football, Basketball, Track, Baseball and Soccer.

All athletes must be eligible according to the rules established by the Illinois High School Association and must meet WHS eligibility requirements.

In addition to the above requirements, the Board of Education of District #15 requires the following before any athlete is allowed to practice or participate:

1. A certificate of physical fitness to be on file in the main office.
2. Attendance by the athlete and at least one parent at a "Parent/Athlete Night" prior to each sport season.
3. Payment of an athletic fee per athlete per sport, due before the first practice. Also, all academic (book and lab) fees must be paid before the athletic fees can be paid.
4. Insurance Waiver Form and IHSA Concussion/Performance Enhancing Testing form must be on file in the main office.

WILLIAMSVILLE SCHOOL DISTRICT #15 ATHLETIC CODE

1. In addition to school rules, athletes on teams sponsored by Williamsville Community Unit District #15 must also abide by this athletic code. The rules and bylaws of the Illinois High School Association and the Illinois Elementary School Association will provide the minimum standards for athletes in the Williamsville Schools. Some standards, including those that follow, may be tougher than the guidelines of the IHSA and IESA. It should be noted that this Athletic Code is in force the year around, both at school and away from school.
3. The general behavior and conduct of Williamsville athletes are expected to be exemplary at all times. If this is not the case, the administration and/or, the head coach will take appropriate disciplinary action.
4. Williamsville athletes are expected to have good school attendance habits, including the day of and the day following a game or meet.
5. A student must be in attendance at school at least 4 full periods in order to attend or participate in after school/evening activities unless administrative approval is given.
6. In order to guarantee academic eligibility for athletic participation, Williamsville athletes must be passing all subjects. Grades will be checked weekly and will reflect the current semester average. If an athlete is marked failing for any subject on the weekly check, then that student will not be allowed to participate in athletics during the following week. If any student fails any subject for the semester, he/she is automatically ineligible for all sports the next semester.
7. An athletic fee per athlete per sport must be paid prior to contest participation. There is a maximum per student per year and maximum per family (JH & HS) per season. Also, academic fees must be paid before contest participation.
8. A current physical and statement of insurance or waiver must be on file in order for an athlete to participate in practice or at open gyms.

Please Note: If there are additional questions concerning extra-curricular discipline or expectations, please refer to the WHS or

WJHS Extra Curricular Handbook.

Education (vocational) programs. Such programs offered by the high school within LRDS include: Agricultural Education; Business, Marketing and Computer Education; Family and Consumer Sciences; Health Sciences Occupations; Industrial Occupations.

Questions regarding educational opportunities may be directed to the high school administration at 566-3361.