

Wesclin Middle School

Parent/Guardian and Student Handbook



2026 - 2027

Table of Contents

Chapter 1: Introductory Information & General Notices

Animals on School Property	9	
Automated Calling System	10	
Change of Address/Telephone Number	12	
Closed Campus	9	
Emergency School Closings	10	
End of Quarter Dates	7	
Equal Opportunity & Sex Equity	8	
Field Trips (4-8 Grade)	13	
Fire/Storm Alarms	10	
Fundraising	11	
Grading Scale	10	
How to Talk to Your Schools		8
Invitations & Gifts (4 th & 5 th Grades)	9	
Lost & Found	13	
Open House/Orientation	13	
Outside Organizations	13	
Parent/Teacher Conferences	14	
Parent-Teacher Involvement	13	
Parties (4 th & 5 th Grades)	10	
Personal Electronic Devices	13	
Registration	14	
School Start Times	7	
School Visitation Rights	14	
School Volunteers	9	
Sign In/Sign Out	11	
Social Work Services	12	
Student Drop Off & Pick Up	14	
Suicide and Depression Awareness and Prevention	8	
Teacher Ease	14	
Telephone Usage	13	
Treats & Snacks	9	
Video Monitoring Systems	10	
Visiting Our School	11-12	
Website	14	
Wesclin Administrative Staff	5	
Wesclin Board of Education	5	
Wesclin Middle School Bell Schedules	12	
Wesclin Middle School Faculty	5-6	
Wesclin Office Staff	5	
Wesclin School Calendar	7	
Withdrawal from School	12	
Yearbooks	12	

Chapter 2: Attendance & Grading Policies

Absence Classifications	15
Absence Limit & Medical Statement	16
Advanced Placement	18
Attendance Policy (Student)	15
Band & Chorus	18
Before & After School	17
CARE Team	20
High Honors/Honor Roll	18
Home and Hospital Instruction	16
Locker Policy	17
Partial Day Absence	16
Physical Education	18
Religious Observances	16
Report Cards	19
Response to Intervention (RtI)/What is RtI?	19-20
Retention	19
Tardiness	17
Truancy	18

Chapter 3: Student Fees & Meal Costs

Fee Waivers	20-21
Free and Reduced-Price Food Services	21-22
School Breakfast & Lunch Program	21
Student Fees	20
Vandalism	22

Chapter 4: Transportation

Bus Transportation	22-23
--------------------	-------

Chapter 5: Health & Safety

Administration of Medical Cannabis	27
Awareness and Prevention of Child Sex Abuse, Grooming Behaviors, and Boundary Violations	30-32
Care of Students with Diabetes	24
Communicable Diseases	28
Emergency Aid to Students	27
Guidance and Counseling	32
Head Lice	28
Health Related Reasons to Keep Your Child Home from School	26
Immunization, Health, Eye, & Dental Examinations	24-25
Prevention of Anaphylaxis	32
Safety Drill Procedures & Conduct	28
School Safety Response - Standard Response Protocol (SRP)	28-29
Self-Administration of Medications	27
Sex Education Instruction	30
Student Medication	26
Students Who are Parents, Expectant Parents, or Victims of Domestic of Sexual Violence	33
Students with Food Allergies	24
Undesignated Medications	27

Chapter 6: Disciplinary Procedures & Measures

After School Detentions	40
Bullying	42
Cafeteria	40
Cheating	44
Corporal Punishment	38
Cyber-Bullying	44
Delegation of Authority	34
Denial of Privileges	41
Disciplinary Measures	37-38
Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited	44
Dress Code	39-40
Expulsion	42
Expulsion Procedure	42
Gang Activity	39
Hazing	44
Illegal Drugs	46
In School Suspension	40
Isolated Time out, Time Out and Physical Restraint	38
Lunch Detentions	40
Out of School Suspensions	40
Prevention of & Response to Bullying, Intimidation, & Harassment	42-44
Prohibited Student Conduct	34-37
Re-Engagement of Returning Students	39
Refusal to Serve Consequences	41
Saturday Detentions	40
Sexual Harassment Prohibited (Title IX)	46
Student Discipline	33
Suspension Due Process	41
Teen Dating Violence Prohibited	46
Weapons Prohibitions	38-39
When and Where Conduct Rules Apply	37

Chapter 7: Internet & Technology Procedures

Access to Student Social Networking Passwords & Websites	47
Annual Notice to Parents about Educational Technology	47-48
Chromebook Protection Insurance Program	47
Chromebook Usage	47
Google Workspace for Education	52-53
Internet Acceptable Use	48-51

Chapter 8: Search & Seizure

Questioning of Students Suspected of Committing Criminal Activity	54
School Property and Equipment as well as Personal Effects Left There by Students	53
Search & Seizure	53
Seizure of Property	54
Student Searches	53

Chapter 9: Athletics & Extracurricular Activities

Athletic Eligibility	55
Athletic Rules Policy	55-56
Athletics	54-55
Athletic Transportation	56
Extracurricular Organizations	56
Participation Fees	57
School Dances	57
Sportsmanship	57
Student Assemblies	57
Student Athlete Concussions & Head Injuries	56
Student Council	58
Wesclin Middle School Honor Society	57-58

Chapter 10: Special Education

Discipline of Students with Disabilities	59
Education of Children with Disabilities	58-59
Exemption from Physical Education Requirements	59
Request to Access Classroom or Personnel for Special Education Evaluation Service Logs	59
Service Logs	60

Chapter 11: Student Records & Privacy

Instructional Materials	63
PUNS (Prioritization of Urgency of Need for Services)	63
Student Privacy Protections	63
Student Records	60-62
Surveys Requesting Personal Information	63

Chapter 12: Parental Right Notifications

Accident Insurance Information	65
Asbestos	65
Closing	67
Complaints about Curriculum, Instructional Materials, and Programs	67
Employee Conduct Standards	66
English Learners	64
Mandated Reporters	65
McKinney-Vento Homeless Education Program	64
Pesticide Application Notice	65
Sex Offender Notification Law	66
Sexual Abuse Response and Prevention Resource Guide	66
Standardized Testing	64
Teacher Qualifications	64
Transfer to Another School	65

Chapter 1: Introductory Information and General Notices

Wesclin Middle School consists of 4th – 8th grade students from the communities of Trenton, New Baden, and New Memphis. We are committed to a high level of academic success, while striving to create well-rounded students through character building, participation in school wide activities, and extracurricular opportunities.

Wesclin Board of Education

Mr. Jeff Stroot
Mr. Jared Poettker
Mrs. Tina Litteken
Mr. Dustin Biggs
Mr. Zach Peters
Mrs. Samantha Mohme
Mr. Stephen Brown

Wesclin Administrative Staff

Mrs. Jennifer Filyaw	Superintendent
Mr. Zachary Huels	Assistant Superintendent
Mr. Obie Farmer Jr.	Wesclin Middle School Principal
Mrs. Jaime Bonsall	Special Services Coordinator
Mr. Daryl Brokering	ELA/Assistant Principal/Athletic Director

Wesclin Office Staff

Mrs. Jenni Nielsen	Middle School Secretary
Mrs. Nikki Wernle	Middle School Secretary

Wesclin Middle School Faculty

Kaleb Barry	4th - 8 th PE and Health
Sara Beer	6th and 7th ELA
Anthony Behrman	8 th Math
Brendan Bernhardt	7th Social Studies
Katherine Billhartz	4th Grade
Julie Boeckman	4 th Grade
Chris Brandmeyer	5 th Science
Elena Brandmeyer	SLP
Samantha Brandmeyer	7th Math
Kayla Brocaille	5th Grade ELA
Daryl Brokering	Assistant Principal/Athletic Director/ELA
Nicole Emig	8 th Science
Courtney Fisher	Social Worker
Haley Garcia	5 th Special Education
Amy Haar	5 th Math
Nicole Hendricks	8th ELA
Christy Josias	6th Social Studies
Collin Johnson	Middle School Band Director
Sean Kellermann	8th Social Studies
Alicen Kjorlien	4 th - 5 th PE

Noel Koller	Life Skills
Heather Lauderdale	7 th Science
Stacey Leemon	6th Math
Ann Little	6th and 8th ELA
Matt Long	RtI
Katy Malone	4th Grade
Kim Marchal	7 th ELA
Brandon Murphy	4th - 8th PE and Health
Angie Oelrich	5th Grade ELA
Kristen Oster	Head Librarian
Amy Page	6 th –8 th Chorus, General Music
Sarah Poettker	6th Science
Gretchen Rakers	6 th -8 th Special Education, Math, Science
Laura Ringler	4 th Special Education
Lisa Ross	5 th Grade SS
Heather Rudy	6 th -8 th Cross Categorical, ELA
Angie Schlimme	4th Grade
Meg Schnoeker	4th Grade
Jodie Stallings	ESL
Megan Washburn	General Music, 5th Grade Band
Amanda Winters	Special Education

2026-2027 Wesclin School District Calendar

Thursday, August 13	No School - Teacher Institute
Friday, August 14	Half Day School Attendance-SIP day
Monday, August 17	First Full Day of School
Monday, September 7	Holiday - Labor Day – No School
Friday, September 18	No School – Teacher Institute
Friday, October 2	Half Day School Attendance-SIP day
Monday, October 12	Holiday-Columbus Day – No School
Thursday, October 22	Half Day School Attendance
	Parent/Teacher Conference in afternoon and evening
Friday, October 23	No School
Wednesday, November 11	No School–Veterans Day
Wednesday, November 25 through Friday, Nov. 27	No School – Thanksgiving Break
Friday, December 11	Half Day School Attendance-SIP day
Monday, December 21 through Friday, January 1	No School - Winter Break
Monday, January 4	School Resumes
Friday, January 15	Half Day School Attendance-SIP day
Monday, January 18	Holiday–MLK Birthday–No School
Friday, February 12	Teacher Institute – No School
Monday, February 15	Holiday-President's Day – No School
Friday, March 12	Half Day School Attendance - SIP day
Thursday, March 25 through Monday, March 29	No School - Spring Break
Friday, April 16	Teacher Institute – No School
Friday, May 7	Half Day School Attendance-SIP day
Thursday, May 20	LAST DAY OF SCHOOL (no emergency days used)
Thursday, May 27	<i>(Last day of School with 5 emergency days used)</i>

DISMISSAL TIMES

Full Attendance Day

High School - 8:00-2:48
 School - 8:15-3:03
 School - 8:00-2:45

Half Attendance Day

High School – 8:00-11:35 Middle
 Middle School – 8:15 – 11:45 Elementary
 Elementary School–8:00–11:30

END OF QUARTER DATES

End of Quarter 1
End of Quarter 2
End of Quarter 3
End of Quarter 4

October 16
December 18
March 12
May 20

Chapter 1: Introductory Information and General Notices

How to Talk To Your Schools

The best place to begin is with the person(s) directly involved. Contact the teacher first if the concern is class related or the principal when a school regulation or practice is the issue. The teachers are on duty between 8:15a.m. and 3:03p.m. It is always advisable to call for an appointment in advance. Teachers will return your call during their prep period or after school, and if needed, they will schedule a time to meet that works best for everyone. Teachers will not be called out of class to take phone calls.

When a situation cannot be resolved by the teacher, then it should be taken to the next level in the chain of command. Once you have talked to the teacher and principal, you may still want to bring it to the attention of the superintendent, especially those matters that involve state laws or district-wide policies.

When the superintendent cannot resolve your problems and the concern is important enough to be brought to a public meeting of the full board, you should ask the superintendent to place your concern on the agenda of the next school board meeting. Our board also sets aside time at its meetings for public input. Time limits are set so that all persons can be accommodated. Find out in advance about the ground rules. Then set down your views in writing and distribute copies to the board at the meeting. Your views are strengthened when they can be read as well as heard.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy,

No student shall, based on sex or sexual orientation, be denied equal 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.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Jennifer Filyaw, Superintendent.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness

and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

If you need assistance, help is also available from the following organizations:

National Suicide Prevention Lifeline: Call or text 988

Crisis Text Line: Text HOME to 741741

Safe2Help Illinois: Call 844-4-SAFEIL(723345) or Text SAFE2 (72332)

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment. Prior to bringing an animal on school property for any reason, you must contact the building principal.

Closed Campus

Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of departure for the day, unless permission to leave is granted by the building principal or a designee. Leaving campus without permission may result in an Out-of-School Suspension.

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Invitations & Gifts (4th & 5th Only)

Invitations and gifts may only be passed out to 4th & 5th grade students only if they are all inclusive. For example, if ALL the boys in a class or grade, or ALL the girls in a class or grade, or ALL the students in a class or grade are invited, then invitations may be passed out at school.

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks must not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Grading Scale

Grade Ranges

A:	90-100
B:	80-89
C:	70-79
D:	60-69
F:	0-59

Parties (4th & 5th Grade Classroom only)

- Halloween – Classroom parties will be held during homeroom time
- Christmas – Christmas parties will be held during homeroom time, date to be announced.

Emergency School Closings

In the event of severe weather or mechanical breakdown, school may be closed. If school is closed, each student's number on file will be called through our automated system to alert them to the emergency closing. It will also be announced on KMOV Channel 4 and KSDK Channel 5.

Reports in the morning will be given between 6:00 am and 8:00 am. The announcement will be "WESCLIN SCHOOL DISTRICT" will be closed. If no report is heard, it can be assumed that there will be school for the day. Please do not call the school. Telephone lines must be kept open for emergency calls.

Video Monitoring Systems

A video monitoring system may be in use in public areas of the school building and on our district school buses. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Automated Calling System

The district utilizes this phone service to make automated calls to parents' home, work, or cell numbers. Calls can be launched to the entire district, one building, one grade level, or a select group of students.

Fire/Storm Alarms

The fire alarm is one continuous blast to signal on the fire alarm system. Teachers will lead the class to the designated place of safety, and then back to the classroom following the drill. Each room has instructions indicating a safety area posted upon the wall near the door. Students should assist in the closing of all doors and windows in the room. It is illegal to set off a false alarm. Students apprehended will be arrested and charged. Illinois State law states that setting off an alarm is a felony and serious consequences will follow.

A storm drill announcement will come directly from office personnel via the intercom system. Students will proceed to their designated place of safety. Further instructions may be given over the intercom system.

Fundraising

All fund raising projects must be approved by the principal. The fundraising request form can be found on the school website or you can call the office. Tickets or articles of any kind, other than those associated with school-sponsored activities, are not to be sold on school property by students or outside organizations.

Sign In/Sign Out

A sign-in /sign-out register is maintained in the office. Students arriving after 8:15 a.m. must sign-in at the office before going to class. Students leaving before 3:03 p.m. must come to the office to be signed out by a parent/guardian.

Visiting our School

Anyone wishing to enter the building during school hours (8:15 – 4:00) must push the button located outside the door and wait for a secretary to answer. The secretaries will ask you to state your name and reason for entry. Once access is granted, the door will be unlocked for approximately five seconds and you may enter and report directly to the office.

The office staff will ask you to sign in and then provide you with a visitor pass. This visitor pass must be worn before proceeding anywhere in the building. We are asking this simply for the safety of our students and staff. Upon leaving the building, all visitors must check out with the office.

If you are here to pick up your child, your child will be called to the office to meet you.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than

those that are lawful and authorized by the board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Individuals with disabilities will be provided an opportunity to attend all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Change of Address/Telephone Number

Inform the office if there are any changes to your address or telephone number. This information may be critical in an emergency situation.

Withdrawal from School

Parents/ guardians of a student dropping or transferring from Wesclin Middle School are required to accompany the student to the office to authorize the withdrawal.

Wesclin Middle School Bell Schedule

<u>Full Day</u>			<u>Half Day</u>	
8:15 – 8:57	1 st Hour	(Homeroom)	8:15 - 8:40	1st Hour
9:00 – 9:43	2 nd Hour		8:43 - 9:07	2nd Hour
9:46 – 10:29	3 rd Hour		9:10 - 9:33	3rd Hour
10:32 – 11:15	4 th Hour		9:36 - 9:59	4th Hour
11:18 – 12:00	5th Hour	(4th Grade Lunch)	10:02 - 10:25	5th/6th Hour
12:03 – 12:45	6 th Hour	(5th/6th and 7th/8th Grade Lunch)	10:28 - 10:51	7th Hour
12:48 – 1:31	7 th Hour		10:54 - 11:17	8th Hour
1:34 – 2:17	8 th Hour		11:20 - 11:45	9th Hour
2:20 – 3:03	9 th Hour			

Social Work Services

Social Work services are available for every student in the school. These services include, but not limited to; assistance with educational planning, interpretation of test scores, helping to develop study skills, and help with home, school and/or social concerns. Students wishing to visit the social worker should access the Google Classroom to request an appointment.

Yearbooks

A middle school yearbook is assembled and made available to students and parents. Individual classroom, organizational, and activity pictures are included in this yearly publication. The yearbook is made available to parents and students at a nominal fee.

Outside Organizations

We ask that no outside organizations (examples are Scouts and Select Ball Clubs) send in items to be hand delivered to students by other students or by teachers. Information can be added to our district website under the “Community Events” tab. This can be accomplished by contacting Ryann Mugele (mugeler@wesclin.org) in the district office.

Parent – Teacher Involvement

Parent involvement is encouraged in the WMS Support Committee. Parents may also volunteer in other school activities, including preparing treats (popcorn), field trips, and classroom parties. There may also be opportunities for parents to participate in parent informational nights.

Field Trips (4th-8th Grade)

Only parents/grandparents/guardians are allowed to chaperone.

Open House / Orientation

Each year an open house and/or orientation is scheduled at Wesclin Middle School. All parents and students are invited to meet the teachers and visit the classrooms. Open House will take place on Thursday, August 13, 2026 from 5:00pm - 7:00pm

Lost and Found

Lost and found articles should be turned into the building office. Students may come to the office and properly identify articles prior to claiming them. The lost and found table is located in the library. Unclaimed lost and found items are donated at the end of each quarter. Parents may call the school office when inquiring about lost items.

Telephone Usage

Students may use the school telephone in the main office to contact their parents/guardians, but first must secure permission from the office staff.

Personal Electronic Devices (Cell Phones, Smart Watches, Tablets, etc.)

All technological devices should be stored in their locker during the times of 8:15-3:03. These devices are NOT allowed in the classroom, at lunch, PE, or at recess. Cell phones ARE allowed on field trips. Students who choose not to follow the cell phone guidelines will be subject to discipline determined by the administration (**1st offense= Device being confiscated and a parent will be notified to pick it up, 2nd offense=lunch detention will be issued and parent will be notified to pick up, 3rd offense=after school detention will be issued and the student will be required to check the phone into the office on a daily basis if brought to school**).

Headphones are generally required everyday for classroom purposes, therefore students are allowed to have them, but they are NOT to be worn in any other location in the building.

All technology devices that are brought to school are the responsibility of that individual and not the school. As stated above, all devices should be secured in a locked locker throughout the day.

Teacher Ease

Wesclin uses this student management system that provides an online service making it easier and quicker to access student information. Parents will receive an email giving them step by step directions on how to access the system, and from that point will login to www.teacherease.com using their email address to view not only grades, but discipline as well.

Website

The District website is www.wesclin.org. Use this site to find forms, schedules, upcoming events, and contact information for school faculty and staff.

Parent/Teacher Conferences

Conferences will be held at the end of the 1st Quarter. Each parent will have an opportunity to meet with teachers during these scheduled times to discuss their child's educational progress. Although, any time during the school year, if questions or concerns arise regarding your child's education, we encourage you to contact the teacher. **2026-2027 Parent/Teacher Conferences: October 21 and 22.**

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Registration

Students entering the Wesclin District for the first time need to complete a registration form provided by the school. A certified birth certificate and proof of residency must be presented at the time of registration.

Students transferring from other schools must register and furnish the complete name and address of the school last attended so that a transcript of their official record can be obtained.

All students entering Wesclin Middle School will complete the registration forms. Application forms for free and reduced meals, textbooks, waivers, and fees are available in the registration packet. The District Superintendent or his/her designee grants approval.

Student Drop Off and Pick Up

All parent pick-up/drop-off should take place in the north parking lot. Please follow the procedures set aside for all parents: 4th and 5th grade parents please follow the loop, 6th-8th grade parents please park in the diagonal spots. Always use extreme caution during pick-up/drop-off, as there are a large number of students exiting or entering the building during these times.

Chapter 2: Attendance and Grading Policies

Attendance Policy (Student)

Absence from school is one of the most common causes for failure or low grades. Most employers of high school graduates are as interested in attendance as in grades. Attendance and grades are part of each student's permanent record. Students are expected to attend all classes and assigned activities unless there are justifiable reasons for being absent. Parents, with the aid of the school, are responsible for ensuring regular, punctual attendance. Poor attendance and truancy will be reported to parents.

PARENTS ARE TO TELEPHONE THE SCHOOL (224-7355) BETWEEN THE HOURS OF 7:00 A.M. and 9:00 A.M. TO REPORT THEIR STUDENT'S ABSENCE. PARENTS ARE ENCOURAGED TO LEAVE A VOICEMAIL IF THEY CALL PRIOR TO 7:00A.M.

Students, who are absent and their parents have not called the office to report the absence, will be considered absent without justifiable cause and will result with an "unexcused absence." The student, **upon returning to school**, may present the attendance officer a parent/guardian written note fully explaining the cause of the absence. Upon receiving the absence note from the parent, an "excused absence" designation **may** be given.

Absence Classifications

Excused Absence: Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are

responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Unexcused Absence: An absence due to truancy or to any cause, which the administration cannot approve, is classified as unexcused.

Absence Limit and Medical Statement

The parents/guardians will be allowed to excuse a student up to 10 days per year. Any absences accrued after the 10-day period must be verified by a doctor's excuse. If a doctor's excuse is not received, the absence shall remain unexcused. Extenuating circumstances will be evaluated by the administration on a case by case basis.

Partial Day Absence

Permission to miss class for a personal emergency, important business or medical and dental appointments that cannot be scheduled during non-school hours must be obtained in the office. Students must present a parent/guardian written note or an appointment card from a medical office. In no case should a student leave the school grounds without reporting to the office nor shall a student report late to school without first checking into the office. Failure to do so will result in an unexcused absence.

Students who become ill at school should report to the office to be excused for the remainder of the day. In order for a student to participate or attend a scheduled extracurricular practice or activity on a school afternoon or night, **he/she must be in attendance at school no later than 11:20 am and stay until the end of the school day.** The only exception will be a pre-arranged administrative approved appointment (i.e. funeral, doctor's appointment, etc.)

Religious Observances/Instruction

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
 - b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Tardiness

All school policy (4th-8th Grade)

Students tardy to school in the morning must report directly to the middle school office to obtain an admittance slip before entering class. Students more than 10 minutes tardy will be counted as absent for the period. The following process will be followed for chronically tardy students:

3 tardies to school = Lunch Detention

6 tardies to school = After School Detention

9 tardies to school = In School Suspension

This process will continue in increments of three on a quarterly basis.

Locker Policy (6th-8th Grade) - Backpacks will not be allowed

Students will be issued a locker for their use throughout the year. Locks will be available for purchase during registration. As stated above, backpacks are not allowed for student use during the school day. Backpacks must remain in their lockers during school hours.

Before and After School

When students arrive at school, they will report to the south gym or the cafeteria for breakfast. Supervision is not provided until 7:30 a.m., so we ask that students and parents make every effort to not arrive until this time. The north doors will be locked until 7:30 am, if entry is needed into the building prior to then, the students must enter through the front doors.

After arriving on school grounds, students must receive permission from the office to leave. No student should be in the building after **3:30** p.m. unless supervised by a teacher. Groups using the building must use only the section of the building reserved for them and leave all rooms and equipment in proper condition for resumption of classes the next day.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral letter to the truancy officer for 5-8 unexcused absences
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Advanced Placement

Invitations to participate in the Advanced Math Program are made to those students who have demonstrated strength in their regular Math class, iReady Diagnostic tests, IAR tests, strong teacher recommendation, or passage of a high honors placement test. Students not maintaining an 85% or higher average may be placed on probation for nine weeks. Students failing to improve their grade after this probationary period may be reassigned to a regular Math class.

7th and 8th Advanced Math students will take Pre-Algebra as seventh graders and Algebra I as eighth graders. A seventh grader, in Advanced Math, who fails to maintain a 85% or higher average will be placed in Regular Math class as an eighth grader. Eighth graders who pass Algebra I with an 85% average or better will receive one year of high school math credit. However, as part of the Weslin High School policy this will **NOT** be part of their high school GPA. These students will be allowed to take Geometry as freshmen. Students who average an 84% or less will not earn a high school credit and will be required to repeat Algebra I during their freshman year.

Band and Chorus

Students enrolled in Band and Chorus are expected to make a year-long commitment. They will only be allowed to withdraw from these classes if the parents and teachers agree that it is for academic reasons.

High Honors/Honor Roll

The High Honor Roll is defined by making all A's.

The Honor Roll is defined by making A's, and no more than two B's

Physical Education

The State of Illinois requires that every student enrolled in school must participate daily in physical education. All students must wear tennis shoes to participate in physical education. If the proper shoes are not worn, points will be deducted from their daily grade.

Report Cards

Report cards are available online to all students on a quarterly (nine week) basis through our TeacherEase system. If a paper copy is needed, parents may contact the office. Report cards contain academic grades and attendance.

Retention

Wesclin Middle School policy states that a student will be considered for retention if his/her yearly grades indicate a failure in **TWO** or more of the core subjects: mathematics, science, ELA, or social studies. Averages from each quarter will be used to determine whether a student will be retained.

Response to Intervention Plan

What is Response to Intervention?

Response to Intervention (RtI) is a federal and state initiative to meet a wide range of students needs through general education services. In the RtI model, students participate in a universal screening, which is administered three times per year, to determine academic areas of need. Students showing deficits in reading and/or math will receive research-based interventions in addition to daily classroom instruction. Based on the results of the benchmark, students are placed into one of three tiers of intervention, and interventions will continue until the student makes sufficient progress. If the student continues to demonstrate difficulty in reading and/or math, additional interventions will be put into place, and the student may be referred to CARE Team, the schoolwide problem-solving team, to collaborate with teachers and building professionals, including administrators, school psychologist, and school social worker, to develop effective interventions.

● Identification Process

- A universal screening is conducted with all students at Wesclin Middle School three times per year (fall, winter, and spring) to measure reading and math instructional levels as well as student growth. At WMS, AIMSWeb assessments are utilized for reading and iReady Diagnostic assessments are utilized for math. These assessments provide information regarding students' vocabulary knowledge, reading comprehension, math calculation, and math application skills.
- Based on the results of the benchmark, students are divided into three categories: at or above target (Tier I), near target (Tier II), below target (Tier III), and interventions are implemented. Progress is monitored via progress monitoring using AIMSWeb assessments, iReady diagnostic testing, data collection, and teacher report to determine if interventions are effective. Charts and graphs are available on the AIMSWeb and iReady websites to show improvement, and building interventionists are responsible for overseeing the plans and monitoring progress.
 - Tier I is ideally 80% of the student population, and these students receive the research-based core curriculum as presented to all.
 - Tier II is ideally 15% of the student population. Students who fall “near target” on benchmarks are designated as Tier II. In addition to the core

curriculum, they receive additional daily interventions in the designated subject area.

- Tier III represents ideally 5% of the student population, and encompasses students who fall “below target” on benchmarks. In addition to the core curriculum and individualized interventions, they receive individualized supported interventions in the designated subject area.
- When students have made appropriate progress based on the data collected as described above, they are recommended for placement in a lower tier. These decisions are made in collaboration with the CARE Team. If a student does not make progress despite multiple weeks in tiered instruction (at least 12-18 weeks), a student may be recommended for a special education evaluation. Parents are notified of all tier movement decisions via a letter sent home.

CARE Team

The CARE Team is a group of education professionals, led by a coordinator, coming together to consider student-specific data, brainstorm possible strategies/interventions, and develop a plan of action to address a student-specific need.

Team members include but are not exclusive to: CARE Team coordinator, building representative, school administration, school psychologists, special education coordinator, grade/content area general educators, special education teachers, various specialists and other behavior/mental health professionals.

Teachers will notify parents of students who are referred to the CARE Team.

Chapter 3: Student Fees and Meal Costs

Student Fees

The school establishes fees and charges to fund certain school activities, including textbook rental and workbook purchase. Some families may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parents or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Fee Waivers

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if:

- The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
- The student or the student’s family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children); or
- The student’s parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal.

Students withdrawing from, or enrolling into the school system during the school year will receive or pay a prorated student fee.

School Breakfast & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 8:10 a.m. Lunch is served every school day from 11:18 a.m. to 1:10 p.m., except when there is an 11:45 a.m. or earlier dismissal.

The fees for the 2023-2024 school year are as follows:

Breakfast:	4th: \$1.75	Lunch:	4th: \$2.75
	5th - 8th: \$1.85		5th - 8th: \$2.90

Students wishing to bring their lunch may do so and eat in the cafeteria. White or chocolate milk is available for \$0.65 to students who would like to purchase milk with their meal from home

You can find an online link to the school menu at www.wesclin.org

Free or reduced price meals are available for qualifying students. An application is available at registration or you can contact the building principal.

Free and Reduced-Price Food Services

Free or reduced price meals are available for qualifying students. Applications are available at registration or you can contact the building principal. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal.

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal about whether your child(ren)'s charges may be carried over at the end of the school year.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

Chapter 4: Transportation

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

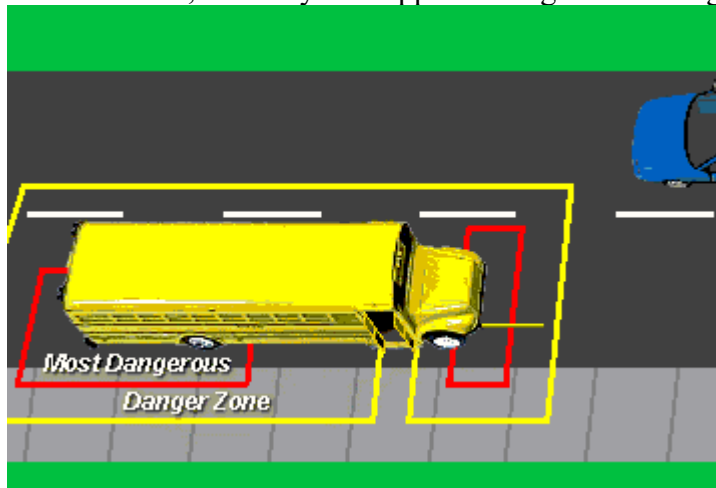
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Be aware of moving traffic and pay attention to your surroundings

2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
12. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the school office.

Chapter 5: Health and Safety

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof (on Illinois-approved forms available at school or through website) that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Pre K or ECE
2. Entering Kindergarten or the first grade;
3. Entering the sixth and ninth grades; and
4. Enrolling in an Illinois school for the first time, regardless of the student's grade.
5. Entering any grade that has immunization requirements

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead

poisoning. While not required for school entrance, everyone 6 months and older is recommended for **annual influenza vaccination**, with rare exceptions (CDC).

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

The school district includes informational materials regarding influenza and influenza vaccinations and meningococcal disease and meningococcal vaccinations developed, provided, or approved by the Department of Public Health under Section 2310-700 of the Department of Public Health Powers and Duties Law of the Civil Administrative Code of Illinois when the board provides information on immunizations, infectious diseases, medications, or other school health issues to the parents or guardians of students.

Eye Examination

All students entering Kindergarten or an Illinois school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection; must use Illinois Certification or Religious Form.
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Health Related Reasons to Keep Your Child Home from School

Wesclin will follow IDPH Communicable Disease Guidelines 2002.

- Do not send if your child **has a fever over 100 degrees**. Do not send until he/she has been free of fever for 24 hours **WITHOUT THE USE OF MEDICATION**, such as Tylenol or Ibuprofen.
- Do not send if your child is **vomiting or has diarrhea**. Do not send back until your child has been vomit and diarrhea free for 24 hours.
- Do not send if your child has a **rash** of unexplained origin with accompanying symptoms (such as fever, headache, sore throat, swollen glands), until he/she has been seen and diagnosed by a doctor.
- Do not send if your child has an **uncontrollable cough**, or is coughing up **yellow/green phlegm**, or has **shortness of breath**.
- Do not send if your child has been diagnosed with **strep throat** until he/she has been taking antibiotics for 12 hours. However during outbreaks or in the setting of recurrent infection, IDPH recommends individuals stay home at least 24 hours on effective antibiotics AND fever free or symptoms improving if fever not present.
- Do not send if your child has **pink or red eyes** that have **white or yellow drainage** and has accompanying symptoms (such as fever, headache, swollen glands), until he/she has been seen by a doctor and is cleared to return to school.
- Do not send if your child has **chicken pox** for a minimum of five days or until all pox are dry and scabbed over.
- Students who are excluded from school for lice or nits must be cleared by the district nurse or building principal prior to returning to school.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, **a medication authorization form must be completed for all prescription and non-prescription medications.**

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

School staff may provide basic first aid and comfort measures for minor health concerns during the school day. This may include the use of over-the-counter topical products for minor skin irritations (itching, redness, insect bites).

Products are used in small amounts as appropriate based on the student's symptoms at the time of the visit. Parents/guardians will be notified if a condition is more serious or does not improve.

If you prefer that your child not receive OTC topical products at school, please notify the school nurse in writing.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s). **If you don't want your child to receive any of these life saving medications during an emergency please provide a note stating that you decline with a parent/guardian signature.**

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

- Parents are required to notify the school nurse if they suspect their child has head lice.
- Students diagnosed with live head lice do not need to be sent home early from school. They can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. **It will be determined by the school nurse, depending on the severity of infestation if the student can remain at school or not.**
- The school will provide written instructions to the parent or guardian regarding appropriate treatment for the infestation.
- A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child has been treated for head lice, no live lice are present, and the majority of the nits have been removed. The school nurse or principal will make the determination. Infested children are prohibited from riding the bus to school to be checked for head lice.

Safety Drill Procedures and Conduct

Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

School Safety Response - Standard Response Protocol (SRP)

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol. The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is taken after the directive has been given. Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

- Hold – In Your Classroom or Area

- Students are trained to:
 - Clear the hallways and remain in their area or room until the “All Clear” is announced
 - Do business as usual
- Adults and staff are trained to:
 - Close and lock the door
 - Account for students and adults
 - Do business as usual
- Secure – Get Inside, Lock Outside Doors
 - Students are trained to:
 - Return to inside of building
 - Do business as usual
 - Adults and staff are trained to:
 - Close and lock the door
 - Account for students and adults
 - Do business as usual
- Lockdown – Locks, Lights Off, Out of Sight
 - Students are trained to:
 - Moved away from sights
 - Maintain silence
 - Do not open the door for any reason
 - Adults and staff are trained to:
 - Recover students from hallway if possible
 - Lock the classroom door
 - Turn out the lights
 - Move away from sight
 - Maintain silences
 - Do not open the door for any reason
 - Prepare to evade of defend
- Evacuate – To a Location
 - Students are trained to:
 - Leave stuff behind if required
 - Bring phone if possible
 - Follow instructions
 - Adults and staff are trained to:
 - Bring roll sheet
 - Lead students to Evacuation location
 - Account for students and adults
 - Report injuries or problems
- Shelter – State Hazard and Safety Strategy
 - Hazards might include:
 - Tornado
 - Hazmat
 - Earthquake
 - Students are trained to:
 - Appropriate strategies based on emergency
 - Adults and staff are trained to:
 - Appropriate strategies based on emergency
 - Account for students and adults

- Report injuries or problems

Sex Education Instruction

Various topics related to sex education are discussed with students at Wesclin Middle School. In 5th grade, students are given the option of participating in a presentation about puberty. In the 6th grade, they are given the option to participate in a presentation about AIDS. In both 7th and 8th grade, the health curriculum includes AIDS education and human reproduction.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district presentation or curriculum related to sex education related topics. If you would like to review the materials, please contact the building principal.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Warning signs of child sexual abuse include the following.

- Physical signs:
 - Sexually transmitted infections (STIs) or other genital infections
 - Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
 - Unusual weight gain or loss
- Behavioral signs:
 - Excessive talk about or knowledge of sexual topics
 - Keeping secrets
 - Not talking as much as usual
 - Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
 - Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
 - Overly compliant behavior
 - Sexual behavior that is inappropriate for the child's age
 - Spending an unusual amount of time alone
 - Trying to avoid removing clothing to change or bathe
- Emotional signs:
 - Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
 - Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
 - Change in mood or personality, such as increased aggression
 - Decrease in confidence or self-image
 - Anxiety, excessive worry, or fearfulness

- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization

- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School. Additional Resources include:

- National Sexual Assault Hotline at 800.656.HOPE (4673)
- National Sexual Abuse Chatline at online.rainn.org
- Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Guidance and Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting

Support

Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing

a

Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Chapter 6: Disciplinary Procedures & Measures

Student Discipline

Teachers and other certified educational personnel should maintain discipline in the schools. In all matters relating to the discipline in and the conduct of the school and the school children, they stand in the relations of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardians.

Cooperation among parents, teachers, and administrators are both necessary and desirable. In order for the student to benefit from disciplinary procedures, it is most important that they understand the reasons for such actions. Discipline should be fair and constructive, not arbitrary or excessive.

The development of discipline is a major element of the maturation process. As a child matures, he/she must progress from the need of external control to internalized self-discipline necessary to become an effective, responsible adult. The goals of a disciplinary policy are to develop self-control, orderliness, and efficiency. The elements of a disciplinary policy must focus on these goals for the institution in its corrective, behavior modification measures.

An individual has the right to the opportunity of a public supported education. However, an individual does not have the right to interfere with the rights of others to an education in a safe, secure, and orderly manner. The rights of an individual and the institution must be balanced.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may use reasonable force as needed to maintain safety for other students and remove students from a classroom for disruptive behavior.

The Superintendent and Building Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board.

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - 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 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - Any inhalant, regardless of whether it contains an 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.

- "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.
- 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.
- 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 a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) or it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual

- harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
 10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 11. Entering school property or a school facility without proper authorization.
 12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 13. Being absent without a recognized excuse.
 14. Being involved with any public school fraternity, sorority, or secret society.
 15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
 17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
 18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
 20. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the

refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The entire Student Behavior Policy is Policy 7:190 and can be found on the school district website under Board of Education. The web address is:

<https://www.wesclin.org/vnews/display.v/SEC/Board%20of%20Education%7CBoard%20Policies>

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student’s unacceptable behavior or inappropriate language, with an aim to set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Weapons Prohibition

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

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

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

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

Dress Code

The administration believes all students should dress in a manner appropriate for school. Students 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 causes a substantial disruption in the school environment. The general rule to follow is, if you think it might be inappropriate, it probably is. We have some general rules to follow:

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hoods, hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
4. Properly fitting clothing is to be worn. Midriff, Oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waistline; “sagging” is prohibited.
5. Spiked apparel, accessories or chains shall not be worn.
6. Earbuds are prohibited during the school day, unless given permission by the teacher and/or principal.
7. The length of shorts or skirts must be appropriate for the school environment.
8. Appropriate footwear must be worn at all times.
9. Blankets, stuffed animals, and toys are prohibited
10. If there is any doubt about dress and appearance, the building principal will make the final decision.

Students dressed inappropriately will be required to change clothes. They will be given an opportunity to change into other clothes or call home to have parents bring alternate clothing. If this is not an option the school will provide alternate clothing. Students who abuse this privilege or refuse to change clothing may be subject to disciplinary action.

Cafeteria

The following rules should be observed in the cafeteria:

1. Food or drinks are not permitted out of the cafeteria.

2. Return trays and utensils to the dish window.
3. Students who have finished lunch will go in the gymnasium or outside weather permitting
4. There will be **no charging** allowed when the negative balance has reached \$5.00.
5. Students accidentally spilling food or drinks on the floor are asked to report the spill to the lunch room supervisor and participate in its cleanup.

Lunch Detentions

Lunch detentions will be served on an as needed basis. Lunch detentions are served on Tuesdays and Thursdays. After a student has been assigned a third lunch detention the student will be assigned an after school detention for future discipline. The parent will be contacted by the principal/assistant principal, and the student will serve an after school detention.

After School Detentions

After School detentions are served on Wednesdays from 3:05 p.m. - 4:00 p.m. Failure to serve an after school detention within the span of 2 consecutive weeks will result in a Saturday Detention. After a student has been assigned 3 after school detentions the student will be assigned a Saturday Detention. If a student receives a total of 10 detentions (lunch and/or after school) they may serve an In-School Suspension. Any additional problems may result in an Out-of-School Suspension.

Saturday Detentions

Saturday Detention takes place two Saturdays a month from 8:30am - 10:30am. Failure to serve a Saturday Detention will result in an In-School Suspension and the student will serve the next Saturday Detention.

In School Suspension (ISS)

In School Supervision may be assigned as an intermediate step to Out-of-School Suspension. ISS begins at 8:15am (SHARP) and ends at 3:03pm. During the time of the ISS, students will be provided all their work and receive full credit for the work completed. It is the student's responsibility to turn work in on the following school day for credit.

Out of School Suspension (OSS)

Suspension out of school is a disciplinary action taken by school officials to separate a student from school for a period of ten days or less. Students who are suspended are not permitted to be on campus, to use school transportation, or to attend school sponsored activities. Students suspended from school are responsible to contact their teachers and check Google Classroom for their missed work and may make it up for 100% credit. Although there will be no extension on due dates, all work must be turned in on the day they return or on the teacher's due date.

Refusal to Serve Consequences

- Refusing to serve a lunch detention will result in an additional lunch detention as well as an after school detention.
- Refusing to serve an after school detention will result in an additional after school detention as well as a Saturday detention.
- Refusing to serve a Saturday detention will result in an additional Saturday detention as well as an In-School Suspension.
- Refusing to serve an In-School Suspension will result in an additional In-School

Suspension as well as an Out-Of-School Suspension.

Denial of Privileges (4th - 8th Grade Students)

Students guilty of repeatedly violating the middle school disciplinary code may be denied the privilege of attendance or participation at school sponsored activities, on or off school grounds. Any student accumulating **TWENTY** disciplinary points per semester from the office for disciplinary reasons will be denied the privilege of attending or participating in all Wesclin Middle School activities, on or off school grounds that are not considered part of the educational day. Students who accrue 20 or more disciplinary points in a semester are ineligible to try out for teams during the semester in which the points were accrued. Students who accrue 20 or more disciplinary points during a sports'/club season will be removed from the team and not allowed to participate until the following season of that particular sport. All points will be removed at the end of each semester. Students will accumulate disciplinary points in the following manner: Lunch detention = 3 points, After School Detention = 5 points, Saturday Detention = 5 points, In-School Suspension = 7 points, Out of School Suspension = 10 points.

Suspension Due Process

An administrator of the Wesclin School District is authorized to suspend students guilty of gross disobedience or misconduct from school and all school functions for the period not to exceed ten (10) school days. The student and/or parents are due the following procedural protection:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as it is practical.
3. Any suspension shall be reported to the parents or guardian of the student. Such a report shall contain a full statement of the reasons for suspension and a notice to the parents or guardian of their right of review. Also, a copy of the notice shall be given to the Superintendent and the Board of Education.
4. Upon request of the parents or guardian, a hearing shall be conducted by the School Board or hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board. After the hearing or upon the receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

Expulsion

The term "expulsion" refers to disciplinary action taken by the Board of Education whereby a student is separated from school attendance for a period of time in excess of ten days. The student will be removed for the balance of the current school year. The student may be permitted, upon petition, to complete required examinations in order to receive credit for courses taken in the current semester of the current year.

Expulsion Procedure

1. A statement of the reason(s) for the proposed expulsion, including any school rule which has been violated.
2. The duration of the proposed expulsion.
3. The time and place of the expulsion hearing.
4. A statement of the parents' right to be represented at the expulsion hearing by an attorney or other representative.
5. A copy of the expulsion hearing procedures.

Bullying

Bullying is defined as willful, conscious desires to hurt, threaten, or frighten someone.

Furthermore, the following shall constitute bullying behavior and will not be tolerated:

- A. Physical – Threatening or causing any kind of physical harm.
- B. Verbal – Name-calling, teasing, taunting, including any inappropriate reference to sex, family background, race, or hostile behavior toward another because he/she may be “different” from the perpetrator.
- C. Gestures – Intimidation, extortion, taking someone else's property, or unwanted interference with others or his/her work or equipment; hiding/moving another student's property; forcing a student to commit an illegal act (e.g. stealing); demanding favors, targeting perceived weaknesses (e.g. disability); exclusion from a group.

Prevention of and Response to 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 and providing all students equal access to a safe, non-hostile learning environment are important school goals.

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 orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, homelessness, 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 accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person 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.

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

Students are encouraged to immediately report bullying. A report may be made by filling out a bully report form and placing it in the "Bully Box" located just outside of the social worker's office. The "Bully Box" is checked three times a day (before lunch, after lunch, and at the end of the day). Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

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 actions.

A student will not be punished for reporting bullying or supplying information, even if the school'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. Students and parents/guardians are also encouraged to read the school district policies.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Anonymous Alerts is an online reporting mobile app that has been purchased by the district to report any incidents anonymously or after school hours.

The entire Prevention of and Response to Bullying, Intimidation and Harassment Policy is Policy 7:180 and can be found on the school district website under Board of Education. The web address is: <https://www.wesclin.org/vnews/display.v/SEC/Board%20of%20Education%7CBoard%20Policies>

Cyber-Bullying

Cyberbullying is bullying that occurs via the internet (as defined above). Participation in the

behavior is subject to disciplinary action as it causes an unsettled school environment.

Hazing

Hazing is prohibited. Hazing is defined as soliciting, encouraging, aiding, or engaging in unnecessary or disagreeable actions. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Cheating

Cheating is defined as the use or possession of unauthorized materials or assistance on tests or assignments. Students providing the unauthorized materials and the students accepting it are liable for disciplinary action. Copying homework **IS** cheating and will be dealt with as such! The first offense for cheating during the school year will result in a call home to the parents and redoing the assignment(s) in question for 50% credit. Consequently, the second offense for cheating will result in a call home to the parents and a lunch detention with the principal where the assignment(s) in question will be completed for the same 50% credit.

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure. Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or 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 remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building

Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Sexual Harassment Prohibited (Title IX)

Sexual harassment affects a student's ability to learn and an employee's ability to work.

Providing an educational and workplace free from sexual harassment is an important goal.

Sexual harassment as defined in Title IX, by any person, including a District employee or agent, or student is prohibited. The entire Sexual Harassment Policy and Grievance Procedure is Policy 2:265 and can be found on the school district website under Board of Education. The web address is:

<https://www.wesclin.org/vnews/display.v/SEC/Board%20of%20Education%7CBoard%20Policies>

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Illegal Drugs

The illicit use, possession, or distribution of non-medical drugs, the use, possession, or distribution of "look alike" drugs, is not permitted on school buses, in school buildings, or on school property at any time. This includes all school sponsored and related activities, whether held during school hours or after. Students will not be permitted to attend school under the influence of illicit drugs.

Any student in violation of this policy shall be recommended for suspension and/or expulsion according to the requirements of the Wesclin Board policy 7.190. Parent and juvenile authorities shall be promptly notified. When a substance is determined to be an illicit or "look alike" drug, the identity of the student shall be given to the proper authorities for prosecution. If there is any reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the students and parents.

All prescription drugs, medicine, stimulants must be turned into the office for dispensing. A School Medication Authorization form must accompany the medicine stating the dosage and duration the student is to be taking the prescription. The form will be kept on file in the office. Medicines brought to school should be in the original container.

Chapter 7: Internet and Technology Policies

Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Chromebook Usage

Wesclin School District will provide each student with a district-owned Chromebook. Students **must** use this device at school, as outside devices are not permitted.

Chromebook Protection Insurance Program

Wesclin School District offers each family the opportunity to insure district-owned Chromebooks issued to students as part of the one-to-one program. This insurance program protects the Chromebooks against accidental damage (drops/spills), loss, theft, fire, flood, and natural disasters. The insurance policy will provide replacement cost coverage and protect the Chromebook on and off school grounds.

Annual Notice to Parents about Educational Technology/Vendors under SOPPA

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work

- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal 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.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- 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;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

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 reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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.

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.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students 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 to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email 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 is a registered 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 email 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 email system constitutes consent to these regulations.

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

- 1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
- 2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
- 3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
- 4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
- 5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
- 6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;

- b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
 8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Google Workspace for Education

At Wesclin School District, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their chrome book, and learn 21st century digital citizenship skills.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at

https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Keep
- Migrate
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Further, we may allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data (such as their school issued email address), as requested by the third-party services.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support.

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. There are no ads

shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact your building principal who will get you in contact with our IT staff.

Chapter 8: Search and Seizure

Search and Seizure

In order to maintain order safety 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 school liaison police officers.

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 building principal 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 Searches

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 school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and

not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may 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 the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Chapter 9: Athletics and Extracurricular Activities

Athletics

Wesclin Middle School has a reputation of high standards of sportsmanship and outstanding athletes. Everyone connected with the school is expected to refrain from any action that would lower that reputation. Wesclin Middle School has a well-rounded program of athletics including:

- Baseball: 6th – 8th Grade eligible to tryout
- Softball: 6th – 8th Grade eligible to tryout
- Basketball (Girls & Boys)
 - (2) 5th Grade teams (orange and black)
 - (2) 6th Grade teams (orange and black)
 - (1) 7th Grade team
 - (1) 8th Grade team
- Cheerleading: 6th – 8th Grade eligible to tryout
- Dance: 6th – 8th Grade eligible to tryout
- Volleyball (Girls)
 - (2) 5th Grade teams (orange and black)
 - (2) 6th Grade teams (orange and black)
 - (1) 7th Grade team
 - (1) 8th Grade team
- Bowling (Girls & Boys): 6th - 8th Grade eligible to tryout

- Track (Girls & Boys): 6th – 8th Grade eligible to tryout
- Cross Country (Girls & Boys): 5th – 8th Grade eligible to tryout
- Golf (Girls & Boys): 6th - 8th Grade eligible to tryout

Wesclin is a member of the SIJHSAA and is governed by the rules and regulations of these organizations.

Athletic Eligibility

Students may only be failing one course at a time in order to be eligible. If a student is failing more than one course, they will not be eligible. Courses include: Chorus, ELA, Math, Science, Social Studies, PE, Band, and Electives. **These passing grades will be evaluated on the cumulative grade for the current quarter. Eligibility checks will be done on the last day of the school week.** Those students who do not meet this academic standard will be ineligible for participation in practices and competition from Monday-Sunday. This pattern will be followed until the athlete becomes eligible or the season ends. **All athletes must have a current physical on file with the school prior to trying out for any extra-curricular activity** and must be covered with school insurance or their parent/guardian must have sufficient insurance coverage at home for an injury occurring in an athletic event. Attendance and conduct are also factors in maintaining eligibility.

Athletics Rules Policy

Wesclin Middle School supports a well-rounded athletic program for the students of the District. It is our desire that our students have a healthy body to complement a healthy mind. Also, we believe that athletics will teach sportsmanship, fair play, healthy competitiveness and qualities of good leadership. We feel that the athletic program is a privilege and not an absolute right of the student; therefore, it is necessary for us to have certain rules and regulations in order to achieve our overall goals.

The coaches of the various athletic teams will have their own training rules and regulations; however, there are certain rules that apply to all athletes and failure to comply may mean suspension from the athletic team or from all athletic competition for the remainder of the school year. These rules need to be listed due to their serious consequences.

1. Possession or use of any alcoholic beverage or tobacco products will result in being suspended from 33% of the scheduled games. The student/athlete will be required to arrange a contact between the coach and his/her parents to discuss the suspension. The athlete may attend practice during the suspension but will not dress for games. If the infraction occurs during the last or near the last game of the sport's season, then the next immediate season the athlete participates in will draw the remaining suspension to comprise the 33% game suspension.
2. A second infraction will result in suspension from all athletic teams for the period of a calendar year. Athletes found using; selling, or possessing "marijuana/cannabis" or other illegal drugs or controlled substances (unless it is personal use prescribed by a doctor), possessing "look-alike" drugs or drug paraphernalia will automatically be suspended from all athletics for a calendar year.
3. Athletes arrested by the police for a felony or misdemeanor charge will be suspended for 33% of scheduled games. Suspension will follow the examples stated in rule #1.

These rules are in effect for the entire school year and athletes found to be in violation before their particular sport season starts or in between seasons will be suspended during the first 3 games of the sports season following the date of the violation. These rules shall be in effect for all athletic squads including cheerleaders and dance.

An athletic rule violation by a Wesclin athlete who is observed and identified by a Wesclin coach, administrator, or faculty member, or is reported by city, county, or state law enforcement personnel, or admits a violation of the rules shall be disciplined as specified in these rules.

Disciplinary action will be taken within approximately 30 days of the violation.

Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Athletic Transportation

All athletes and extracurricular participants will ride school transportation to all events. The same students will ride the bus back home unless they obtain permission from their coach or principal to ride home with their parents. No athlete or extracurricular participant may ride home with another student's parents, unless the student has a signed note from their parent stating their approval. This note must also be signed by the principal for final approval.

Extracurricular Organizations

Our extracurricular program is designed to make available as many different types of organizations and activities as possible to meet the interests of the student body. The plans, activities, and functions of each organization are decided upon and carried out by the members and their elected officers with the help of an advisor. The success of each activity depends upon the loyalty and work of the members and the capabilities of the officers. An organization is only as good as its members make it. Help make your organization and your time fruitful by participating actively. To participate in extracurricular organizations students must be passing 4 of their 5 required core classes. This includes Student Council, National Honor Society, Yearbook Staff, and any other Wesclin Middle School sponsored extracurricular organization.

Participation Fees

In order to help defray the rising costs of extracurricular activities, the following fee schedule has been adopted for the school year. This schedule applies to all athletes, cheerleaders, and dance team members. Middle School students will pay \$50.00 per sport with a \$100.00 per year maximum. There will also be a family maximum of \$200.00.

Information concerning fees:

1. There will be no fee to try out for a team. Fees will be assessed after the team has been selected.
2. The athlete must pay the fee prior to the first game of the season. An athlete will not be allowed to play in games until the fee is paid.
3. Payment of the fee does not guarantee playing time.
4. No refunds will be given should an athlete quit the squad or become ineligible/able to participate.

School Dances

Only Wesclin Middle School students are allowed to attend school sponsored dances. No other students may be guests. Like other extracurricular activities, students must be present that school day to attend. Students should stay in the designated area while the dance is taking place and have rides available when the dance is to finish. **Since dances are school functions, students need to remember that the dress code will be enforced.** Students with 20 or more disciplinary points per semester are not eligible to attend school dances during the semester in which the points are accrued.

Sportsmanship

Students should always back their team with true school spirit and show respect for their school's reputation. Students should strive to maintain favorable relations with opposing teams and schools. Students should cooperate with the cheerleaders at pep sessions and at games. This demonstration of sportsmanship should be displayed in every environment where students are representatives of the school; thus, proper conduct is required at both on and off campus events. WMS follows all SIJHSAA policies in regards to sportsmanship for all players, coaches, and fans.

Student Assemblies

All students are to move to and from the assemblies in an expeditious and orderly manner. It is expected that students will be attentive and courteous at all assemblies. The privilege of assemblies will be denied to those who are unable to conduct themselves properly and in a respectful manner. The use of personal electronic devices is prohibited.

Wesclin Middle School Honor Society

Students are eligible to apply for membership in the Honor Society immediately following the 1st Semester of their sixth grade year, and the beginning of their seventh grade year or their eighth grade year.

To apply for membership students must meet the following criteria:

- 6th grade students must achieve a 4.0 GPA during the first semester
- 7th grade students must achieve a GPA of 3.8 or better at the completion of their 6th grade year
- 8th grade students must achieve a GPA of 3.8 or better at the completion of their 7th grade year

A letter will notify students if they are eligible to apply but they must complete the application process to become a member. Students are selected on the criteria of scholarship, service, leadership and character; therefore, members are expected to meet certain requirements in order to remain a member of the Chapter.

Requirements:

- Honor Society members receiving 8 or more discipline points will be dismissed.

Honor Society meetings are held during the school day.

Student Council

Elections for Student Council Representatives will be held in September. The officers are elected and will be held by 8th grade students. In addition, there will be four 8th grade, six 7th grade, and four 6th grade representatives elected to the Council. Students must have a petition completed and signed. This allows the student to be on the ballot for election. Student Council Representatives will serve on various committees throughout the year. Some activities include: Red Ribbon Week, Courtesy Week, Spirit Week, Dances, Penny War, Class Games, Pep Rallies, Citizenship Projects, Concessions at Home Basketball Games, and many more fun activities!

Our purpose is to provide meaningful activities for our student body and to help train members in leadership qualities. The Wesclin Middle School Student Council enhances the school environment as it promotes school spirit and serves our community throughout the year.

Committee meetings are held during school, but our projects require preparation time at home. Being a representative is a demanding job that requires much dedication, responsibility, and organization. It is a position that requires you to be an example of good citizenship to your classmates. Members must attend all meetings and maintain a 2.5 or higher grade point average. Members who receive 8 or more disciplinary points will be dismissed from the Council.

We are very proud of our Wesclin Middle School Student Council. Plan now to be a young leader in training on the Wesclin Middle School Student Council.

Chapter 10: Special Education

Education of Children with Disabilities

The Wesclin CUSD #3 school district is a member of the Belleville Area Special Services Cooperative (BASSC). It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education’s *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or

misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures. The School Board, or their designee, will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Exemption From Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

For additional information as well as to request the service log, contact Jaime Bonsall, Special Services Coordinator.

Chapter 11: Student Records and Privacy

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official

may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district;² any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first. =

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Parent/guardian names
- Name
- Grade level

- Birth month and day
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Student Privacy Protections

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or

district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services. IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs. Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services. For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131> . You may also contact the superintendent, Mrs. Jennifer Filyaw, for assistance.

Chapter 12: Parental Right Notifications

Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the building principal.

Standardized Testing

Students and parents/guardians should be aware that students will take standardized tests throughout the year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year
2. Ensure students get a good night's sleep the night before exams
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing
5. Ensure students are on time and prepared for tests
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

McKinney – Vento Homeless Education Program

If you are currently homeless and need information regarding enrolling in school and the services provided under the McKinney – Vento Act, please contact your school office to find out how to contact Katie Wilke. Assistance and support for homeless families includes: educational organizations and schools, food bank and meal programs, local service organizations, family shelters, medical services, and others.

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the building principal.

Accident Insurance Information

The school will make available to each student a low cost accident insurance program. The school cannot legally assume any responsibility for medical/dental expenses due to student injuries sustained in regular school activities. The purchase of the accident insurance is on an optional basis, but it is highly recommended that those parents without similar family protection consider the school accident insurance:

Two types of plans are made available:

1. School Time Coverage – covers students during school hours and during school sponsored activities.
2. Year Round Coverage – provides accident protection to the student during a twelve month period, 24 hours per day, at school or at home.

Premiums vary year by year and according to the plan selected. Insurance coverage commences only if and when premiums are paid by the parent or student.

Pesticide Application Notice

Integrated Pest Management (IPM) is the practice of determining and implementing the most appropriate and least hazardous techniques for controlling pests. It controls pests by emphasizing prevention and by employing physical, cultural, biological, and only as a last resort, least hazardous chemical controls.

IPM is the best approach to pest control. Every effort is made to help protect the health and safety of students and staff. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that it is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency where pesticides must be used immediately, we will notify you as soon as possible. Please contact the main office if you wish to be added to the registry.

Asbestos

According to AHERA, each school district shall annually notify parents that the district has, available upon request, the asbestos management plan for each building. These management plans can be reviewed in the principals' offices during normal working hours.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry: <https://isp.illinois.gov/Sor/Disclaimer>
- Illinois Murderer and Violent Offender Against Youth Registry: <https://isp.illinois.gov/MVOAY/Disclaimer>
- Frequently Asked Questions Concerning Sex Offenders: <https://isp.illinois.gov/SOR/FAQs>

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Complaints About Curriculum, Instructional Materials, and Programs, Request to Examine Materials, and Statutory Opt-Outs

Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum.

A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Parent or Guardian Opt-Outs

No student is required to take or participate in the following classes or courses, and no disciplinary or academic penalty exists for refusing to take or participate in such a course or program.

- Family life (emotional, psychological, physiological, hygienic and social responsibilities)
- AIDS, including in grades 6 through 12, its prevention, transmission and spread.

If you do not want your child to participate in these classes or courses, please complete the “Request to Examine Materials and Statutory Opt-Outs” form.

Closing

Thank you for taking the time to review the procedures and guidelines associated with Wesclin Middle School. It is our hope that your child will have a wonderful educational experience. If at any time you need assistance, have questions, or concerns, please do not hesitate to call.

Wesclin Middle School
Where together...WE Dream, WE Believe, and WE Achieve