

**2017-2018**

# **STUDENT HANDBOOK**



**WEST CENTRAL ELEMENTARY SCHOOL**

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**District Website: [www.wc235.k12.il.us](http://www.wc235.k12.il.us)**

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## **Welcome to West Central Elementary**

On behalf of the faculty and staff, welcome to West Central Elementary School. We hope it will be a beneficial, productive, and enjoyable experience.

This handbook is provided to the students to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as an interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and trators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. All situations will be handled on a case by case basis. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturity, any mitigating circumstances, and the affect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in the handbook. Please be aware that handbook and school rules apply to all school sponsored events, even those occurring off campus, (such as a field trip, etc...)

## **CITIZENSHIP**

The purpose of the student conduct rules is to promote appropriate citizenship behavior and our hope is to provide an orderly and just approach to teaching students that the best approach to living is one of respect for others and self-discipline of one's own behavior. Students must address their teachers as Miss, Mr., Ms., or Mrs. We will start the first part of the day with reciting the Pledge of Allegiance.

**SECURITY** – For security purposes, cameras have been installed throughout the building, grounds, and on school buses and will be accessed as needed.

## **PARENTAL INVOLVEMENT**

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

Everyone is responsible for the success of the students. While the school provides the best education we can, it is critical to the success of students that parent/guardians assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

The state's resources on parental involvement can be located at: [www.schoolcommunitynetwork.org](http://www.schoolcommunitynetwork.org)

## **PARENT-TEACHER COMMUNICATION OPTIONS**

There are several different ways for parents and teachers to stay in communication throughout the school year. These include but are not limited to: Remind Text Messaging, Skyward, Email, and

Phone Calls. Grades 3 through 5 utilize a daily planner to communicate assignments, and some teachers send home a behavior chart on a daily basis so that you are aware of your students behavior for a particular day. Please consult your teacher on their preferred type of communication between home and school.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be held in the fall and the spring. Parents, teachers, or administration may request a conference for students at any time, if they feel the circumstances so warrant.

### **PARENT TEACHER COMMITTEE**

All parents are encouraged to attend the PTC meetings. Anyone who is interested in helping the school and children are welcome and encouraged to participate. Do not wait for a special invitation. Watch the school calendar for meeting dates.

### **PARENT PHONE MESSAGING SYSTEM**

West Central has a message alert system called Connect-ED. This system allows the district to communicate with parents by phone, email and text. Any changes or cancellation due to weather, as well as reminders and announcements, can be delivered by our system. There is no cost for this service and you may request a form and additional information from the office. Please remember that if you change your phone number(s) or email address, notify the office so we can update our files.

Additionally, you may follow West Central CUSD 235 on Facebook to receive important updates.

### **EMERGENCY INFORMATION**

It is very important that the information on the emergency form is as complete, updated, and as accurate as possible. Parents should notify the school of any changes in information on the form at the beginning of school or when a change takes place. Please be sure that the people listed on the form such as emergency contacts, are aware that they are on the forms.

### **SAFETY DRILL PROCEDURES AND CONDUCT**

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

### **VISITORS**

The District encourages visits by the parent/guardians. All visitors shall report to the building Principal's office.

School and classroom visits shall not be disruptive or in any way interfere with the instructional program. All visits and visitors shall be subject to the authority of the building principal who may restrict or limit visits, or visitors as he/she considers necessary.

All visitors and parents are reminded that all doors are locked during the day. We do this for the safety of the children. When arriving on campus, please push the button and wait for someone to buzz you into the office.

## **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act (820 ILCS 147\30) 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. Letters verifying participation in this program are available from the school office upon request.

## **EMERGENCY PROCEDURES DURING INCLEMENT WEATHER**

During an emergency (loss of water, loss of electricity, ice storm, blowing snow storm, fog, etc.) students may be sent home early and/or school may be cancelled. Parents should plan in advance to have someone responsible for their children if they are sent home early from school. When this occurs, the administration will announce this through the Connect-Ed messaging system to all available numbers including the local radio stations. The local ABC, NBC, and CBS affiliates will also be notified.

## **SCHOOL DAY**

Students should not arrive at school before 7:50 a.m. as there is no supervision before this time.

Any student arriving after 8:30 or leaving before 3:10 must be signed in or out in the Elementary Office by a parent or guardian.

School officially begins at 8:30 each morning during the school term. Students are expected to be in their first hour class at this time.

If the students are not in their assigned room when school starts at 8:30, they will be marked Tardy. Required instructional minutes will be considered when determining half day absences.

School is officially dismissed at 3:15 P.M. Students are expected to leave the building at this time unless under the direct supervision of a teacher.

Students will be expected to go to their regular destination after school unless they have a signed note from a parent stating that they are to do otherwise. If a parent is changing the destination by phone, please call before 2:30 in the afternoon. Parents that will be picking up their children after school are required to send a note to school or contact the office staff that day.

## **ATTENDANCE POLICIES**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Regular and punctual patterns of attendance are expected of each student enrolled in the West Central School District. Absences and tardiness are to be kept at a minimum. The following attendance policies reflect this District's philosophy.

It is the feeling of the Board of Education, Administration, and Teaching Staff that no student should be absent unless it is absolutely necessary.

**Absences** - Parents of students who are absent for any reason need to phone the West Central Elementary office the morning that the student is absent. Parents will be contacted by phone if we do not receive a call. The student is also expected to provide a written statement that has been signed by the parent or guardian upon their return to school if contact has not been made by telephone. Failure to do so may result in an unexcused absence.

The principal, at his discretion, has the right to request a written statement from a physician explaining the nature of the absence.

Parental notes or calls - while helpful - do not by themselves make absences or tardies excused. That is, parents cannot "excuse" students from the requirement to attend school and individual classes.

**Anticipated absences** - Anticipated absences may be approved as long as the following conditions are met: (these are considered excused absences).

- A. Reasons for such absences are travel or any other extended absences with parents and other emergencies as determined and defined by the principal.
- B. All make-up work must be arranged prior to the student's absence and completed work must be submitted at the time of the student's return to school.

**Excessive Student Absenteeism** – At 5 absences, a warning letter will be sent to parents or guardians concerning truancy concerns. After 10 absences, either excused or unexcused, a Doctor's note or administration approval is required upon return to school. Students must present proof from a doctor within 2 school days upon returning. At 10 absences, the office will inform parents that any additional unexcused absences will result in the ROE/Truancy officer being notified.

**Truancy** - Severe, chronic truancy and tardiness to school are extremely disruptive to the educational process and to the education of the individual student. A written report will be filed with the Regional Office of Education for action by the Truancy Officer for students that fall into the legal definition of truant.

**Absences fall into two categories:**

- A. Unexcused
  - 1. Students may receive credit for work handed in by time designated by the classroom teacher.
- B. Excused
  - 1. An emergency which could not be foreseen. Ordinary errands, failure to plan ahead, and shopping are not considered emergencies.

2. Unavoidable absences are those caused by factors that are beyond the control of the parties involved. Examples might include a blocked road, power failure, testifying in court, and similar situations.
3. Absences for medical reasons would include illnesses, medical appointments, and similar situations.
4. Permitted or prearranged absences include such situations as family vacation (although these absences for vacations are not encouraged), attendance at a funeral, and similar situations.
5. If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for *equivalent* academic credit.

**Make-Up Work** - Students who have been absent from school should have all missed assignments completed within the same number days in which they were absent from school or make other arrangements with individual teachers.

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE**

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 at least 5 calendar days 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 for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. A physician's letter stating the circumstances which warrant home/hospital instruction is required.

### **GRADING and PROMOTION**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance.

The final placement will rest with the Administration.

### **STANDARDIZED TESTING**

Students and parents/guardians should be aware that students will take standardized tests throughout the school 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. Parent can assist their student 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.

4. Remind and emphasize for students the importance of good performance on standardized tests.
5. Ensure students are on time and prepared for tests, with appropriate materials.
6. Teach students the importance of honesty and ethics during the performance of tests.
7. Encourage students to relax on testing day.

We will be administering our state assessments again this year as follows: (Test, Grades, Window, Time)

- Illinois Science Assessment-Mar 1-Apr 30, 5th Grade, 1 hr
- PARCC-Mar 5-April 20, 3rd-5th
- ELA - approx. 4.5 hrs
- Math - approx. 4 hrs

### **SKYWARD FAMILY ACCESS**

Skyward family access is a computer web address that allows parents/guardians to monitor student progress through the internet. Student attendance, grades, discipline information, lunch account balances, and emergency contact information is available for viewing. This system will allow you to verify that homework is being turned in and you will have a quick update on quiz/test scores. Each family is assigned a log in and the system is password protected. This system is free to parents/guardians. Please contact the office for additional information and to sign up for this access.

### **ELEMENTARY GRADING SCALE**

An explanation of the Kindergarten grading system will be included on report cards. The First Grade grading scale is listed below. Grades Two through Five will follow a traditional grading system also listed below.

#### **ELEMENTARY GRADING SCALE FOR GRADES ONE.**

90-100 E  
 80-89 M+  
 70-79 M  
 65-69 M-  
 0-64 U

#### **ELEMENTARY GRADING SCALE FOR GRADES TWO - FIVE.**

94-100 A  
 90-93 A-  
 87-89 B+  
 83-86 B  
 80-82 B-  
 77-79 C+  
 73-76 C  
 70-72 C-  
 68-69 D+  
 66-67 D  
 65 D-  
 0-64 F



## **PERMANENT 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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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 15 school 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 copy rights 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. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. 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.

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

- 3. 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.

- 4. 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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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. 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; 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; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**5. 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

**6. The right to prohibit the release of directory information.**

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

Name  
Address  
Grade level  
Birth date and place  
Parent/guardian names, addresses, electronic mail addresses, and telephone numbers  
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.

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>2</sup>**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

**8. 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.**

**9. 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:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605*

## **EXTRA SERVICES**

The West Central School District wants all students to have a rewarding and enjoyable school experience. To meet this goal we need ongoing communication between home, school, and particularly among teachers, students and parents. If students are unhappy or feeling unsuccessful, and parents feel that we can be of assistance, they should not hesitate to call.

The staff has developed a plan to assist students who may experience problems at school. The school district has many individuals who are available to help parents and students. For example, we have a Part-time School Nurse, a School Psychologist, a Part-Time School Social Worker, a Special Education Director, a Speech and Language clinician, the Title 1 Teachers, and the Special Education Teachers. All of these people are employed to assist parents, children, and teachers.

## **EDUCATION of CHILDREN WITH DISABILITIES**

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 22<sup>nd</sup> 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’s office.

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 all independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

## **RESPONSE TO INTERVENTION**

We do offer Response to Intervention (known as RTI), which is a multi-tier approach to the early identification and support of students with academic concerns. In the RTI model, a small group of staff members can review a student’s record if a student is experiencing academic difficulty. The goal is to work with the student and parents to identify a method of teaching that will help a student achieve academic success. A student in RTI then has his/her academic progress monitored frequently to see if these interventions are sufficient to help the student catch up with peers. If the student fails to show significant improvement despite several well-designed interventions, this failure to “respond to intervention” can be viewed as evidence of an underlying learning disability. One advantage of RTI is that it allows schools to intervene early to meet the needs of struggling learners. Another is to find specific learning styles that benefit a particular student. This information can be very helpful to both teachers and parents. If a further evaluation is necessary, a conference will be held with the parents and staff involved, and an individualized educational plan (IEP) can be developed to address appropriate learning accommodations.

## **TEACHER ASSISTANCE TEAM**

We offer a Teacher Assistance Team. Students may be referred to TAT by parents or school personnel when there is a behavior concern. This referral for a student may lead to an evaluation to determine learning styles, physical capabilities, needs, and/or behavioral interventions. A small

group of staff members will convene to identify specific areas of concern and create a plan for the student to become more successful in the school environment. Parents will also be encouraged to participate in these meetings. The recommendations of the TAT Team will be shared with those who work with the student and individual monitoring will follow.

### **SPEECH AND LANGUAGE**

Speech and language services are also provided for students ages 3 - 21. Students who receive these services are identified either through our Preschool and Kindergarten Screening or through a referral from either a teacher or a parent. Parents who feel that students have a communication delay should contact our Speech Therapist.

### **SPECIAL EDUCATION SERVICES**

The special education programs available at West Central Community Unit School District are designed to provide services to students who have learning or behavioral disabilities. Students with disabilities have individual educational programs (IEP) that outline the type and amount of special education services provided. A referral procedure for procuring special education services is available at the school.

Parents who have concerns about their student's performance in school should share their concerns with the teachers. If not satisfied, feel free to contact the building principal. If parents feel that students may be in need of a special education program and have been denied that opportunity, they should contact our special education coordinator at 309-627-2339.

The school district has an established policy and procedure regarding behavior guidelines for students with disabilities. A copy of these behavioral guidelines is available at the district office or in the principals' offices.

Upon graduation or permanent withdrawal of a disabled student, temporary school records containing special education information, which may be of continued assistance to the student, may be transferred to the custody of the parent.

### **SECTION 504**

A disabled student who has an impairment that substantially limits one or more major life activities, but does not qualify for special education services, may have a Section 504 plan developed to provide appropriate accommodations. The school has a Section 504 policy available for review at the district office.

### **DISCIPLINE of STUDENTS with DISABILITIES**

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. 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.

### **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENTS**

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

- The student's parent/guardian agrees that the student must utilize the time set aside for

- physical education to receive special education support and services, or
- The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized educational program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

### **ENGLISH LANGUAGE LEARNERS**

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

### **TITLE I POLICIES**

The purpose of Title I is to meet the educational needs of struggling and/or at-risk students. The focus of our programs will be the improvement of achievement in reading, language arts, and math as resources and time permit. Our goal is to enable every child to read at grade level to insure success in school. Research clearly shows that children, including low-achieving children, can succeed when expectations are high and all children are given the opportunity to learn challenging material. All parents/guardians can contribute to their children's success by helping at home and becoming partners with teachers so that children can achieve high standards. A close working relationship among the classroom teacher, Title I teacher, and parent/guardian is necessary in order to identify and provide support for those students at risk.

In the fall of each year, all students within the building will be given a reading assessment. Based on local, state, and federal selection program guidelines, the Title Program will be developed to best meet the needs of all of our students.

A balanced literacy philosophy serves as the foundation of the program. Recognizing the federal and state emphasis to assist learners in their early years, our first priority is to provide assistance for those students in Kindergarten through Second grade. Our program is also based on the belief that such assistance should be provided within the regular classroom structure, wherever possible, to supplement the reading and language arts instruction that our students currently receive. Our second priority is to focus on those students in 3<sup>rd</sup> through 5<sup>th</sup> grades who are not meeting the Illinois State Standards, providing services first to those in the Did Not Yet Meet Expectations Level and then to those students who scored in the Partially Met Expectations Level. This assistance will also be provided where possible within the regular reading/language arts classroom structure as funding permits. In addition, we will provide assistance to Middle School students as identified in need based on reading assessment results and teacher referrals.

Parental Notification of Teacher Qualifications: In accordance with Public Law 107-110, Section 1111, in schools receiving Title I, Part A funding, parents may request information regarding the professional qualifications of their students' classroom teacher.

## **TEACHER QUALIFICATIONS**

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional paraprofessionals or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

## **SCHOOL / PARENT COMPACT**

The West Central Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

### School Responsibilities

The West Central Elementary School will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

Using a reading/language arts and math curriculum aligned to the Illinois State Standards, the school will provide daily instruction in reading/language arts and math skills to all students. Identified students will receive extra assistance from Title I teachers and reading paraprofessionals daily. The Illinois Snapshots of Early Literacy (ISEL) will be administered to all Kindergarten through First grade students in the fall and spring. The Aimsweb Reading Curriculum Based Measurement will be administered to all Second through Fifth grade students in the fall, winter, and spring, and first grade students mid-year and spring. Information gained from these assessments as well as from the PARCC Assessment will be used to inform classroom instruction and identify areas of concern. Instruction will also be focused on the District Exit Outcomes identified by staff. Assessments on these outcomes will be performed quarterly. Additional assessments, such as Spelling Inventory and STAR, are given and results are reviewed.

Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Parent conferences may be held with staff at any other time throughout the school year upon request.

Provide parents with frequent reports on his/her child's progress. Aside from parent-teacher conferences, parents will receive quarterly reports on student progress through the use of the district report cards at the end of each grading period. Mid-term reports will be available online and sent home upon request to keep parents informed. Any parent wishing more frequent reporting may contact the school and arrange a conference at the convenience of both teacher and parent.

Provide parents reasonable access to staff members. Staff will be available in the elementary building for consultation with parents during regular school hours from 7:45 am until 3:45 pm daily. Parents should contact the school office (627-2339) to arrange for a time to meet with their child's teacher.

Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities. Parents are encouraged to volunteer, participate and observe school activities. If a parent wishes to volunteer time assisting the school, he/she should contact the school and arrange to meet with the principal. Notices of school or specific classroom activities in which parents are invited to participate or observe will be sent home with students. If a parent has any questions about their desire to visit school, they are encouraged to contact the school office.

#### Parent Responsibilities

We, as parents, will support our child's learning in the following ways:

Monitoring and encourage attendance.

Ensuring that homework is completed.

Monitoring amount of television children watch.

Volunteering in child's classroom.

Participating, as appropriate, in decisions relating to my child's education.

Promoting positive use of my child's extracurricular time.

Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, or other school advisory or policy groups. Any parents interested in volunteering to serve on one of these committees should contact the building principal.

#### Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

Do my homework every day and ask for help when I need it.

Read at least 30 minutes every day outside of school time.

Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

#### **DELEGATION OF AUTHORITY**

Each teacher, and any other school personnel when students are under his/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.

## **CONDUCT/DISCIPLINE**

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on buses, and when attending or engaging in school activities on or off school property. Students who exhibit inappropriate behavior shall be subject to discipline.

Disciplinary measures may include, but are not limited to: removal from classroom, loss of recess, detention, suspension, and expulsion. 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.

## **PROHIBITED STUDENT CONDUCT**

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes (e-cigarettes).
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence 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, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. The use of anabolic steroids, or any other drug for performance enhancement, is strictly prohibited. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon.
5. Using electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the building principal. Electronic devices include pocket and all similar – electronic communication devices.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
8. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
9. 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 including threats made on an Internet website; or (b) endanger the health or safety of students, staff, or school property, including threats made on an Internet website.
10. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
11. Using bullying, cyberbullying, violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
12. Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person's personal property.
13. Unexcused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.



14. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
15. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.
16. Students shall not leave the school building without permission from school staff.
17. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
18. Engaging in teen dating violence.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but no limited to:

1. On school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function or event; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

### **DISCIPLINARY MEASURES**

Basic School Rules. (HEAT EXPECTATIONS.)

- Have Respect.
- Expect Excellence.
- Act Responsibly.
- Together be Safe.

Classroom teachers will have Classroom or Grade Level expectations and consequences at graduated levels. Failure to follow rules will result in loss of privileges and/or a disciplinary referral to administration. Classroom or Grade Level Discipline Plans will be in Back-To-School materials.

If a student severely misbehaves the principal will become involved immediately. Parents will be contacted by in person, telephone, e-mail, or mail when a student is referred to the office. A student may be isolated from his/her class or lose more than one noon recess depending on the severity of the problem.

Detentions may be assigned by the classroom teacher. These detentions will be held before/after school and supervised by a member of the teaching staff. Parents/Guardians will be provided a minimum of 24 hour notice so that transportation can be arranged by the parent/guardian.

The staff understands that most of our students are not discipline problems, and students that follow the school rules consistently will be rewarded within the classroom.

### **COMPLAINTS/GRIEVANCES**

It is the goal of the district to resolve parents/guardians complaints and grievances at the lowest level. Parents/guardians are encouraged to address problems to appropriate teachers or other licensed employees, rather than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teachers, the parents/guardians may discuss this matter with

the principal. If the matter cannot be resolved by the principal, the parents/guardians may discuss it with the superintendent after speaking with the principal.

### **MANDATED REPORTERS**

Staff members are mandated by the State of Illinois to report to the Child Abuse Hotline whenever there is a reasonable suspicion that a student has been abused or neglected. This call may be caused by bruises or burns on a student, or statements that a student may make to a member of the staff. Failure of a staff member to report a possible child abuse situation can lead to legal charges being filed against that member of the staff.

### **SEX OFFENDER NOTIFICATION**

We are now required to distribute information on where to find information on child sex offenders residing in the district. This information can be found on the Illinois State Police Web Site. Go to the Illinois State Police Homepage and then follow the directions on the right side of the page. This is the current web address. (<http://www.isp.state.il.us/sor>).

### **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):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be with respect to their child's special educational services.
- 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.

### **SEARCH AND SEIZURE**

To maintain order and security in the schools, school administration or designee by administration may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the students, and without a search warrant.

A Canine Unit (handler and dog) may be used in the above-described searches. School authorities may also seize any illegal, unauthorized materials or contraband discovered in the search. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, and/or apparatus used for the administration of

controlled substances, alcoholic beverages, inhalers (containing alcohol), tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for a report to local law enforcement authorities.

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 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**

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 reasonable 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.

### **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.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **STUDENT BIOMETRIC INFORMATION**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian. Biometric information means information that is collected from students based on their unique characteristics, such as fingerprint, voice recognition or retinal scan.

### **INTERVIEWS BY OUTSIDE AGENCIES**

As a general rule, individuals from outside of the school district may not interview students. If an individual, such as a Law Enforcement Officer or representative from Department of Children and Family Services, wishes to interview students, the request must come through the administrative office. Such a request will be granted only when such interviews are required or permitted by law.

## **PBIS- POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS**

West Central Elementary uses a behavioral program called PBIS which stands for Positive Behavioral Interventions & Supports. Through the use of cool tools, teachers are able to instruct the students on how to behave properly in a variety of settings. PBIS stresses positive reinforcement by rewarding students for their positive behavior through the use of HEAT bucks. Students are able to spend their bucks in the school HEAT store once a month. By setting forth clear social and behavioral expectations, West Central is able to create an environment in which all students can be successful.

## **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, immigration status, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is 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 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 orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

#### Complaint Managers:

Mr. Ben Rees  
1514 US Route 34, Biggsville, IL 61418  
309/627-2377  
[rees-ben@wc235.k12.il.us](mailto:rees-ben@wc235.k12.il.us)

Mrs. Julia Burns  
215 W. South St, Stronghurst, IL 61480  
309/924-1681  
[burns-julia@wc235.k12.il.us](mailto:burns-julia@wc235.k12.il.us)

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 or purposes of determining any consequences or other appropriate remedial actions.

### **SEXUAL HARRASSMENT AND TEEN VIOLENCE PROHIBITED**

#### **Sexual Harassment**

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

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

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

different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence**

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. West Central CUSD #235 will provide an age-appropriate education about teen dating violence for students in grades 7 through 12 to aid in the understanding and identification of teen dating violence.

### **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 school district's policy, is posted on the school district website. Information can also be obtained from the school office.

### **Making a Complaint, Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

#### Complaint Managers:

Mr. Ben Rees  
1514 US Route 34, Biggsville, IL 61418  
309/627-2377  
[rees-ben@wc235.k12.il.us](mailto:rees-ben@wc235.k12.il.us)

Mrs. Julia Burns  
215 W. South St, Stronghurst, IL 61480  
309/924-1681  
[burns-julia@wc235.k12.il.us](mailto:burns-julia@wc235.k12.il.us)

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Teen Dating Violence – “Dating” or “dating relationships” means an ongoing social relationship of a romantic or intimate nature between two persons. “Dating” or “dating relationship” does not include a casual relationship or ordinary fraternization between 2 persons in a business or social context. “Teen Dating Violence” means either of the following

1) A pattern of behavior in which a person uses physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

2) Behavior by which a person uses or threatens to use sexual violence against another person, where one or both persons are 13 to 19 years old.

Teen dating violence is unacceptable and is prohibited. All students have the right to a safe learning environment. Students are to notify school staff and or administration when incidents of teen dating violence take place at the school, on school grounds, at school sponsored activities, or in vehicles used for school-provided transportation. West Central CUSD #235 will provide an age-appropriate education about teen dating violence for students in grades 7 through 12 to aid in the understanding and identifying of teen dating violence.

### **STRANGER DANGER/ABUSE**

Students will receive instruction and tips to avoid situations which could lead to child abduction. Students may also receive instruction on child abuse or inappropriate touching. We anticipate these student presentations to occur during the month of September. The parent presentation will be available prior to these sessions. Please contact the elementary principal if you have any questions. A written request may be made by a parent/guardian requesting that their child be excluded from such instruction.

### **VANDALISM**

Students are expected to treat school property with care and respect. Students found to have damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline.

### **REGISTRATION FEE**

Students are required to pay a registration fee determined by the school board. The registration fee has been set at \$55 for the 2017-18 school year. According to state law, families that qualify for free lunches may also be eligible for a registration fee waiver. Families enrolling several children that do not qualify for the fee waiver may be eligible for a registration fee payment plan according to School Board policy. This information is available at registration or from the Superintendent's office. The individual classroom teachers will distribute instructional materials.

### **LUNCH & BREAKFAST**

Daily lunch fee for students in Kindergarten through Fifth grade will be \$1.95. Adults will be \$2.50. Breakfast will cost \$1.30. Extra milk at breakfast and lunch will cost 25 cents. Kindergarten break milk will cost 15 cents. Students will not be allowed to charge more than eight dollars for lunch and breakfast. Breakfast and lunch fees can be paid at any of the building offices.

If a student's account balance falls below zero, no additional items such as extra milk and ala carte items will be allowed to be purchased until there has been money placed into the account.

### **TELEPHONE**

Students may be allowed to use a phone for a legitimate reason prior to school beginning, at lunch, and after school. The principal or other office personnel are to be asked for permission. Students will not be called to the phone unless an emergency occurs.

## **CELL PHONES**

Cell phones are to be off and stay in student book bags or lockers. Cameras, picture phones, and any other photo imaging devices are not to be in restrooms or locker rooms. Any student found to be in possession of a photo imaging device in restricted areas may be assigned disciplinary consequences.

Students will not be allowed to use or carry with them cell phones during the school day. We ask that parents not call or text their students during the day. If a parent needs to talk to their child, please call the elementary office.

If a student is suspected of having inappropriate pictures or video on their cell phone on school property, legal authorities will be contacted. If a student disables a phone to interfere with the investigation of an accusation involving a cell phone use and refuses to restore it to working order, they will be charged with insubordination. The above circumstances would not be a violation of school policy if permission was granted by school officials. School property is defined as all property under the direction and control of the school district. This policy regarding phone use would be in effect from the time the doors open and a student enters school in the morning until the time the student is dismissed from school for the day.

## **CYBER BULLYING**

Cyber bullying involving West Central Students is prohibited. Cyber bullying is bullying through e-mail, instant messaging, chat room exchanges, social network sites, or digital messages or images sent to a cell phone or personal digital assistant. Cyber bullying becomes a school issue when it disrupts the learning environment and can include problems caused by communication from home computer to home computer and cell phone to cell phone. It also becomes a school issue when it compromises the values of the school, becomes obscene or uses school owned technology. Pursuant to Public Act 97-340, under certain conditions, allows a student to be disciplined for making an explicit threat on an Internet website. "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.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **SEXTING**

The term "sexting" involves transmission of inappropriate photos or information over cell phones or computers. Anyone, regardless of age, sending naked pictures or video of a minor, can be charged with child pornography. If a person receives and keeps a naked picture or video of a minor they can be charged with possession of child pornography. Sending naked photos or videos electronically by computer or cell phone or possessing naked images of a minor, on a computer or cell phone is a violation of the law. Any suspected violation of this policy will result in electronic equipment in question being confiscated and notification of law enforcement. If a student disables a phone to interfere with the investigation of an accusation involving cell phone use and refuses to



restore it to working order, they will be charged with insubordination. The student may be suspended from school and school activities. “Sexting” or possession, distribution, and or attempts to obtain pornography of any type on school property is prohibited.

### **ELECTRONIC GAMES/MUSIC**

Students are not allowed to play with electronic games during school hours. IPOD/MP3 players and radios (as examples) will not be allowed. The unsanctioned use of head phones will also not be allowed while students are in the building during the school day. The school will not be responsible for these items.

### **PHYSICAL EDUCATION EXCUSED ABSENCE POLICY**

A note provided by a parent can only excuse a student for a length of one day. Only three parent notes will be accepted per quarter. On the day a student brings a parent note an alternate activity will be provided. This activity will include walking or a writing assignment if the note restricts the student’s movement.

Students with a pre-existing health condition (asthma, heart condition, ect ...) will be referred to the school nurse after the third note from home. The nurse will then determine if the student is able to participate. Physical Education for a particular student may be modified by the school nurse due to health conditions.

A note from a physician will be honored for the amount of time that is designated by that practitioner. A student will not be allowed back to Physical Education class any earlier than the time period on the note unless a second note from the physician shortens the originally set time. During the absent period an alternative activity will be provided. For the students who cannot participate in any movement, score keeping, time keeping, or another activity will be assigned. If able, the student will participate in walking or time on the exercise bike.

Any note excusing the student from Physical Education classes will also excuse that student from physical activity during any recess activity.

### **GYM SHOES**

All students must have a pair of gym shoes (non-marking white soles), with their names in them. Regular shoes or street shoes are not allowed in the gym. If a student wears sandals to school, they need to have a separate pair of shoes for outside Physical Education. Parents are reminded that our students often run on a cinder track when weather permits.

### **STUDENT APPEARANCE & DRESS**

Clothing or other apparel promoting products that are illegal for use by minors such as alcohol, tobacco, drugs, or obscene material are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Halter-tops, bare midriffs, and spaghetti straps are not considered appropriate school attire, as is any other garment that reveals undergarment straps.

Parents are responsible for determining what is appropriate clothing for the weather. Elementary students do have recess outside and members of the staff do have the right to decide if a jacket, coat, or sweatshirt is required. If students are not dressed warmly enough, they may have to stay in the classroom, office, or other designated supervised area.

Parents will also be responsible for determining when it is appropriate for shorts to be worn. Parents are cautioned that students are not allowed to bring pants or sweatpants to school and then change during the school day. If the weather is not warm enough for a student to attend recess with shorts, they may have to stay in the classroom, office, or other designated supervised area.

Students will not be allowed to wear a coat during the school day except for recess. Caps, hoods, and hats are not to be worn in the school building.

### **RECESS**

Unless the weather is severe, we will be having recess outside. There are no hard and fast rules used to determine when we go outside. In general, plain old common sense is used. Our elementary staff will not be taking students out when the weather is so cold as to be dangerous. However, fresh air is very beneficial. The only time students will be kept in would be for a short term following an illness (if we are requested to) or in those rare cases where a specific health problem exists and physicians make the request for a longer term.

It is important to keep in mind that this is Illinois, and we do have a cold winter season. Parents should dress students for the weather with warm hats, gloves or mittens, warm footwear, and a coat heavy enough for our normal winter weather. Even though many students ride a bus, they should still be dressed warmly. Recommended: younger students should have extra pants/socks to be kept in their locker during winter months in case their clothes get wet from playing outside.

### **LIBRARY**

The library's primary objective is the creation of an environment that will encourage our students to learn. Everyone should make proper use of the library. Computers and print materials are available to students.

If a student misbehaves, he/she will be given a warning. If there is a second offense, the student will be returned to class. Students with overdue books may be subject to loss of library privileges until the book(s) have been returned.

### **LOST AND/OR DAMAGED LIBRARY BOOKS OR TEXTBOOKS**

The students of West Central Elementary School pay a registration fee each year, but this does not cover the cost of abnormal damage done to books by some students. Therefore, it is necessary to assess fines at the end of the year for such damage (or loss).

The following guide will be used to determine the fines for lost or damaged books:

|                                    |                    |
|------------------------------------|--------------------|
| Broken backs .....                 | \$10.00            |
| Broken edges or corners (ea.)..... | \$3.00             |
| Ink marks .....                    | \$1.00             |
| Visible pencil marks.....          | \$.25              |
| Torn pages (each) .....            | \$2.00             |
| Water damage .....                 | Teacher discretion |

Lost or totally destroyed books will be assessed at depreciated levels of their purchase price:

|                   |      |
|-------------------|------|
| First year (new)  | 100% |
| Second year ----  | 80%  |
| Third year -----  | 50%  |
| Fourth year ----- | 30%  |
| Fifth year -----  | 20%  |

Students are responsible to see that all books are returned at the end of the school year. Books must be in good condition when returned.

Students are responsible for lost or damaged Henderson County Library Bookmobile books.

### **NO FAMILY PETS**

Due to liability and allergy concerns, students will not be allowed to have animals brought to school as Show and Tell items.

### **LOCKERS**

Students will be assigned a hall locker. These lockers are for the use of students during the school year but remain, at all times, the property of the school district. Students are expected to use their own locker and keep them neat. Fines may be assessed for damage to lockers. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student lockers periodically. Elementary students are not allowed to put locks on lockers.

### **ILLNESS/INJURY AT SCHOOL**

Students who become ill or are injured at school will be given first aid. Parents will be notified. In case the parents cannot be contacted, the school will use the name of the "emergency contact" on the emergency form. If no one can be reached, in extreme emergencies, emergency personnel may be notified.

### **INVITATIONS**

Students who would like to pass out invitations to classmates may do so at school ONLY if they are inviting all students in their classroom. If they are for specific students, they must not be distributed at school.

### **BIRTH CERTIFICATE**

Students that attend West Central Schools are required by state law to have a copy of a certified birth certificate in the student's permanent file. It is required by state law that names of students and their mailing address will be turned over to law enforcement offices after a reasonable timeline has been provided for families to comply with the legal requirement of providing the birth certificate to the school.

### **HEALTH EXAMINATION and IMMUNIZATIONS**

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screening for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

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.

Failure to comply with the above requirements by September 1 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 September 1, the student must

present, by September 1, 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 physical must be done by a physician, physician's assistant, nurse practitioner or osteopath. They may not be completed by a chiropractor.

Any student entering the school district from out of state must have a physical completed in the year prior to entry.

Immunization schedule:

|   |            |
|---|------------|
| DPT   | OPV or IPV |
| 2 months  | 2 months   |
| 4 months  | 4 months   |
| 6 months  | 18 months  |
| 18 months   | 4-6 years  |
| 4-6 years (tetanus booster required after 10 years) |            |

MMR

- 1<sup>st</sup> dose 15 months of age or older
- 2<sup>nd</sup> dose upon entry to kindergarten (on or after 4<sup>th</sup> birthday)

Hepatitis B

- 1<sup>st</sup> dose
- 2<sup>nd</sup> dose no less than 4 weeks following 1<sup>st</sup> dose
- 3<sup>rd</sup> dose no less than 2 months from 2<sup>nd</sup> dose and at least 4 months from 1<sup>st</sup> dose

HIB-must show proof of one dose after 15 months of age when starting preschool,

Varicella-preschool and Kindergarten must have one dose of vaccine after age one or documented proof of disease signed by physician

Lead screening is a required part of the health examination for children age six years or younger prior to admission to preschool or kindergarten.

A vision exam will be required by a licensed optometrist or ophthalmologist for kindergarten.

### **DENTAL REQUIREMENTS**

Students are required to have a dental examination prior to Kindergarten and Second Grade. A form from the dental office must be submitted to the school. By law, students that do not have a dental examination may have their report cards held by the school.

### **VISION AND HEARING SCREENINGS**

#### **School Screening**

School health personnel perform vision and hearing screening of students. The parents of a child may request a screening at any time. Vision screening will be done, as mandated, for preschool, kindergarten, 2nd grade, and 8th grade students; special education students; teacher referrals; and new students. Hearing screening will be done, as mandated, for preschool, kindergarten, 1st grade, 2nd grade, and 3rd grade students; special education students; teacher referrals; and new students during the school year.

## **Screenings and Required Exams**

Vision and hearing screenings are not substitutes for a complete eye and ear examination by an appropriate doctor. Your child will not be required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that an evaluation is on file at the school.

Your child will not be required to undergo this hearing screening if an audiologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned.

Vision and hearing screening is not an option. If a vision or hearing examination report is not on file at the school for your child, your child in the mandated age, grade, or group will be screened.

## **VISION REQUIREMENTS**

A vision exam and exam report is required to be completed by an optometrist or ophthalmologist for all Kindergarten and any new student entering an Illinois school for the first time. Vision waiver forms will be available upon request.

## **EXEMPTIONS TO DENTAL, VISION, PHYSICAL, IMMUNIZATIONS**

A student will be exempted from the above requirements for:

Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;

Health examination or immunization requirements on medical grounds if a physician provides written verification.

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

Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## **HEAD LICE POLICY**

The policy of our school requires students with a communicable disease such as head lice to be excluded from school. Parents are strongly encouraged to have students treated and back in school in one (1) day. After two (2) days students will be considered truant. Students will not be permitted to ride the bus to school, but must be brought to school by parents or family members. Upon return to school, students will be rechecked. If any nits or lice are noted in the hair, students will not be readmitted to school.

Parents are encouraged to bring the box or label of lice shampoo used when students return to school. We appreciate your cooperation with the above procedure.

## **COMMUNICABLE DISEASES**

Students with a communicable disease will not be allowed to attend school until their presence does not create a substantial risk to others. The term "communicable disease" means an infectious or contagious disease spread from person to person.

Students that have a fever need to be fever free without fever reducing medication such as aspirin, Tylenol, ibuprofen, prior to returning to school. Students that have a fever here at school will be sent home.

### **ADMINISTERING MEDICINE TO STUDENTS**

Parents have the primary responsibility for the administration of medicine to their children. The administration of medication while a student is at school shall, therefore, be avoided where possible.

The School recognizes, however, that occasionally a medication must be administered during the school day. When a medication must be administered during the school day, a certified health nurse or health aide, if available, shall administer the medication. If a certified health aide/school nurse is unavailable, a certificated staff member designated by the Building Principal shall either: (1) supervise the child self-administering the medication, or (2) administer the medication him or herself. Medications must be in the original containers and labeled with the students' names. The school **WILL NOT** supply over-the-counter medication.

### **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, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

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.

All medications, including non-prescription medication, will be kept in the principal's or the nurse's office, and dispensed to the student in accordance with a physician's instructions and/or parent's instruction if non-prescription. The medicine needs to be in the original container. With written instructions, signed by a physician, a student may be permitted self-administration of medication for asthma or use an ephedrine auto-injector if the pupil is at risk of anaphylaxis. 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 provided in this procedure.

A student may possess an epinephrine auto-injector (EpiPen) and/or asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, the certified school nurse/health aide will discard the medication in the presence of a witness.

Cough drops may be provided by the parents and will be kept in the nurse's office and distributed only with a written permission slip.

### **DIABETES MANAGEMENT ASSISTANCE**

West Central recognizes that diabetes is a serious and chronic condition that must be managed 24 hours a day to avoid potentially serious health risks. Parents must request in writing assistance from the school in managing a student's diabetic care plan. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. For further information, see: [www.iasb.com/law/diabmats.cfm](http://www.iasb.com/law/diabmats.cfm), Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook Procedure 1.130-E1 (Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities). A diabetes care plan shall follow the requirements of Public Act 096-1485.

### **FOOD ALLERGIES**

If a student has a dangerous or life threatening food allergy their parent or guardian is responsible to notify the school nurse in writing prior to the first day of school or as soon as the student has been diagnosed.

### **GROWTH AND DEVELOPMENT**

Fourth and Fifth Grade students may be shown a short video on growth and development. These video talks about the normal changes the body goes through during puberty. Boys will be shown the boys section of the video and the girls will be shown the girls section. After the video, the presenter may answer questions and talk to the students about hygiene. A note will be sent home 1-2 weeks prior to the video being shown. If a parent wishes for their child to not participate, a written note will excuse them from the activity.

### **FUNDRAISING**

Students may raise funds for school-sponsored events with permission of the administration and the student's parents/guardians. Students who do not return collected funds will be denied participation in future fund-raisers until the funds are returned. Fund-raising by students for events that are not school-sponsored must also be approved by the administration.

By state law, no fundraising of any kind that involves food being sold can occur between 8:30 and 3:15.

### **GUM/TREATS**

Gum should be left at home.

We invite students to bring treats to school, but please follow these guidelines:

- A. Simple treats. Some suggestions for treats would be fruit, cheese sticks, or store-packaged cupcakes or cookies. Treats being brought to school, after school has started, should be dropped off in the office.
- B. If sending drinks, cups must be provided as well.
- C. Students may bring treats to the room in the morning. If parents want to bring the treats to the classroom, please contact the teacher ahead of time.

## **POP**

Students will not be allowed to have pop with their lunch. We encourage them to have milk or juice. Bottled water will be allowed at lunch.

## **TOYS**

Toys are not allowed at school unless there is a specific request by note from the teachers for a special purpose.

## **BOOKBAGS/BACKPACKS**

Book bags and backpacks must be kept in student lockers and not carried to class.

## **TRADING CARDS**

Trading Cards (baseball, football, Pokemon, etc.) are not allowed at school.

## **LOST ITEMS**

Parents should label all student possessions. Each year we have many unclaimed items due to the fact that we cannot identify whose clothing/shoes/school supplies were left behind.

## **PERSONAL VALUABLES**

Students are not to leave anything of value in the school building. Attempts shall be made to safeguard all personal property in the school, but in no case will the school assume liability for it. Students should not carry any more cash than is necessary for the school day.

## **TRANSPORTATION CHANGES**

If a student wishes to ride a different bus than the bus that is designated their normal bus, parents will have to send a note to school to the teacher. Some buses will run at capacity and will not be able to transport extra passengers. Parents that will be picking up their children after school are required to send a note to school or contact the office staff that day.

## **SCHOOL BUS CONDUCT**

### **West Central District #235 Bus Rules**

Bus rules and regulations from the State of Illinois and West Central School District are for your safety and protection. Follow them and you will have many safe rides to school.

The driver is in complete charge. His/her relationship with pupils should be on the same plane level as that expected of a teacher. Students should obey the driver cheerfully and promptly. The right privilege of all students riding a bus is conditioned on their good behavior and observance of the rules and regulations. Safety demands complete cooperation.

In the event of a disciplinary problem, the driver will notify the parents and the respective office. Students with repeated disciplinary offenses and more serious offenses may be subject to losing bus privileges either temporarily or permanently.

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



## **DISCIPLINARY ACTIONS WILL BE AS FOLLOWS:**

Disciplinary steps:

1. Verbal warning by the driver
2. Verbal warning and the driver will call parents
3. Written referral to the office and the building administrator will issue appropriate consequences for the violation.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following guidelines. This list indicates expected safe riding behaviors as well as prohibited behaviors. NOTE: Other riding behaviors found to be unsafe or disruptive will be evaluated by the school bus driver and/or administration. All school bus related infractions will be evaluated on a case by case basis.

Any additional "Bus Conduct Notice" may result in suspension from the bus for extended days or the rest of the school year. The principal may, if he or she deems the offense sufficient to warrant it, suspend the student on the first offense.

1. The parents will be notified of the suspension and the reason by phone if possible. The parents may request a hearing before the Principal and/or Superintendent. If such hearing is not satisfactory, the parent has recourse to a hearing before the Board of Education. A request for a hearing before the Board should be made with the Superintendent.
2. If a pupil is suspended on the morning run, the student will be transported home before such suspension occurs.
3. Suspension from riding the bus is not suspension from school. The child is required to be in school even though suspended from riding the bus.
4. Pupils must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for those who are tardy. Waiting on one student makes all others wait longer for the bus.
5. Pupils must stand at least 5 feet away from the traffic lane where the bus will stop. There must be a single file and an orderly line.
6. **LOADING:** When pupils must cross the road to reach the bus, the driver, after looking for approaching traffic, beckons them to cross. They must cross at least 10 feet in front of the bus.
7. **UNLOADING:** Students who must cross the highway after leaving the bus must go to the right front of the bus and wait for the driver to signal before crossing. The driver must see that the way is clear before signaling students to cross. Students must look both ways before stepping out from in front of the bus. Students must never cross behind the bus.
8. Pupils must occupy the seats assigned to them.
9. Pupils must not, at any time, extend hands, arms, feet, or heads and all other objects out the bus windows. Windows are lowered only to the black line.
10. While the bus is in motion, pupils are to remain in seats. Seat changing while bus is in motion is not permitted.
11. The **EMERGENCY** door is used only for **EMERGENCIES!**
12. Classroom conduct is expected. Ordinary conversation is permitted with persons sitting near you.
13. Pupils must refrain from unnecessary conversations with drivers.
14. Throwing waste paper or other rubbish on the floor or out the window is not permitted. Discarding refused materials on highways is contrary to state law.
15. No eating or drinking on the bus is permitted (except on field trips and then permission must be granted by the bus driver)

16. Pupils must report any damage to the driver. Persons responsible for damage will not be transported until damage is repaired or paid for.
17. Smoking or striking matches is not permitted.
18. The use of profane or abusive language will not be tolerated.
19. No weapons or explosive material of any kind is permitted. All will be confiscated. This includes water guns, knives, fireworks, etc.
20. No animals will be transported with pupils.
21. On regular and special trips the front and rear exits must be kept clear. Pupils will keep band instruments and sporting equipment in areas designated by the bus driver.
22. No equipment should block EXITS or the DRIVER'S VIEW.
23. Students who are not regular bus students are prohibited from riding the bus to a friend's house without written permission from parent and principal.
24. Do not ask the driver to stop at places other than regular bus stops. No student will be allowed to leave the bus until they reach their regular discharge point or home unless permission is given in writing.
25. Stay off the road at all times while waiting for the bus.
26. Do not move toward the bus at stops until the bus has been brought to a complete stop and the driver gives the signal for you to cross.
27. No hitting or swinging sweaters, caps, book bags, etc.
28. Assist in keeping the bus clean, safe, and sanitary.
29. Be quiet when approaching railroad crossings and when going through towns.
30. Remember that loud talking or laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
31. School bus riders, while in transit, are under the jurisdiction of the school bus driver, unless the local board of education designates some adult to supervise the riders.
32. Parents shall not ride the bus unless they send a written request to school officials stating the reason for the request. School officials will determine if the parent can ride the bus.
33. Students who miss the extracurricular bus that will be transporting them to an extracurricular event will not participate in that event except in case of an emergency which will be left up to the coach's discretion.
34. Parents will be liable for any defacing or damage their student causes to a bus.

### **NOT RIDING THE BUS**

Students not riding their regular bus home after school and not riding with their parent must have a signed note from the parents/guardians stating who they will be leaving with.

If a student is riding an alternate bus home for parties, sleepovers, etc., it is required that parents/guardians of both parties send a note to the office. (Depending on the number of students assigned to a specific bus, transportation for students who are not normally assigned to that route cannot always be guaranteed. If possible, it is recommended that parents provide transportation in such cases).

### **ACTIVITY BUS REGULATIONS**

Any student who is participating in an extra-curricular activity or other school activity requiring travel must ride on school-supervised transportation to and from the activity.

Exceptions to this policy may be granted upon written request from the parents or other responsible adult. No students will be allowed to ride home with anyone but an adult or an approved sibling without a written note from the parent.

## **FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to disciplinary action.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons.

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons determined by the school.

## **STUDENT PRIVACY PROTECTIONS – SURVEYS**

### Surveys by Third Parties

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 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.
- Behavior or attitudes about sex.
- 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 eligibility for participation in a program or for receiving financial assistance under such program.

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

## **TRANSFERS**

Students who transfer into the district must meet the same requirements as those who initially enroll in the district. This includes age and immunization requirements. Upon registration of new students, record requests will be requested of the former school district. Students must be in good standing in their former district or may not be allowed to enroll in this district.

## **WITHDRAWAL FROM SCHOOL**

Should it be necessary for students to withdraw from school during the year, parents should notify the elementary office so that the school may have time to collect all personal belongings. Students accumulate many things in their school experience which they prize highly and wish to take with them when they leave. By letting the office know of the intent to withdraw students, the school will also be able to complete all school records.

## **CONCUSSION POLICY**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away. The complete concussion management plan can be accessed on the district website or calling the office.

## **STUDENT AGREEMENT FOR INTERNET/NETWORK ACCESS**

The Internet links thousands of computer networks around the world, giving West Central CUSD #235 teachers and students access to vast resources. In providing this service to teachers and students our goal is to promote educational excellence in district schools by facilitating resource sharing, innovation, and communication.

Students have access to:

1. Limited electronic mail communication with people all over the world.
2. Information and news from government sources, research institutions, and other sources.
3. Public domain software and shareware of all types.
4. Selected discussion groups on a wide range of topics.
5. Many public and private libraries and the Library of Congress.

West Central CUSD #235 does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting.

Violating the Acceptable Use Policy by accessing network resources that are objectionable, adult-oriented, or that would be disruptive to the district or its students, would negate the purpose of the district, or would materially interfere with district discipline or operation may result in:

- Restricted network access and privileges
- Loss of network access and privileges
- Legal action

In order to ensure smooth system operations, the system administrators/technology coordinators and administrators have the authority to monitor all computer usage and e-mail or any information on the network to the same extent that a student's locker may be searched or school personnel desks, offices, or classrooms may be searched. Every effort will be made to maintain privacy and security in this process.

### **Computer and Internet Terms and Conditions**

1. **ACCEPTABLE USE**- The purpose of the Internet was, and largely still is, to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of school computers must support education and research that is consistent with the Learning Outcomes of West Central CUSD #235. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **STUDENT EMAIL ACCOUNTS** – West Central District #235 offers email accounts for student use (grades 8-12). The email system has been established for a limited education purpose to include classroom activities. Some web-based educational activities require a user to have an e-mail account. The email account has not been established as a general public access or public forum. West Central District 235 has the right to place reasonable restrictions on accessing or posting of email using our email system. This email system may not be used for commercial purposes to offer, provide, or purchase products or services through the system or use the system for any other purpose except for the purpose defined by the classroom project. The school district reserves its right to review/copy any email message sent using its email system as prescribed by law. Each student is responsible for his/her individual account and should take all reasonable precautions to prevent others from being able to use his/her account. The student should have NO expectation of privacy of materials found on a school supplied or supported email service. Under no condition should a student give her/her password to another person. It is the student's responsibility to immediately notify a teacher or the system administrator you have identified a possible security problem. This document will serve as permission to use the student email service as well as other education web tools that may require the use of the email account.
3. **USE OF PERSONAL TECHNOLOGY DEVICES** – The use of personal technology devices (cell phones, computers, laptops, tablets, e-readers, etc.) to provide access to educational resources is not a necessity, but a privilege. A user does not have the right to use his or her device while at school. Approved use of devices by users during the instructional day is restricted to educational related internet access. When abuse occurs, privileges may be taken away.
  - a. Users take full responsibility for their personal devices at all times. The school is not responsible for the security of the device. West Central District 235 and its staff are not liable for any device stolen or damaged at school. If a device is stolen or damaged, it will be handled through administrative procedures in the same manner as other personal property that is impacted in similar situations.
  - b. The device must be in silent mode during the instructional day unless otherwise directed by the teacher.
  - c. The device may not be used to record, transmit, or post photographic images or video of a person or persons on campus during school activities unless this action is part of an assignment by a teacher.
  - d. During instruction time the device may only be used to access internet resources which are relevant to classroom curriculum. Non-instructional games are not

- permitted.
  - e. Students must comply with teacher's instructions regarding use of devices in their classroom.
  - f. While at school all internet access shall occur using the district's wireless network. The school's network filters will be applied to their internet access using personal devices and should not be circumvented. Students will not use their own data plans for internet access during the instructional day.
  - g. The school may collect and examine any device at any time for the purpose of enforcing the terms of this agreement and the student code of conduct, including investigating student discipline issues.
  - h. Students should not depend upon access to electrical power at school for use of personal devices. Device batteries should be charged prior to bring the device to school.
  - i. District personnel will not be responsible for the repair or update of personal technology devices.
  - j. Students remain subject to all school code of conduct rules when using personal technology devices on school premises.
4. **NETWORK ETIQUETTE**- Users are 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 get abusive in your messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - c. Do not reveal personal addresses, phone numbers, or passwords of students or colleagues.
  - d. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - e. All communications and information accessible via the network should be assumed to be private property.
  - f. Student subscriptions to electronic mailing lists are not allowed on West Central CUSD #235 accounts.
  - g. Downloaded material is not allowed unless permission is given by the supervising teacher.
  - h. From time to time, West Central CUSD #235 system administrators will make determinations on whether specific uses of the network is consistent with the acceptable use practice.
5. **ACCURACY OF INFORMATION**- Use of any information obtained via the Internet is at your own risk. West Central CUSD #235 specifically denies any responsibility for the accuracy or quality of information obtained through district accounts. Information (including text, graphics, video, etc.) from Internet sources used in student papers and reports should be cited the same as references to printed materials.
6. **SECURITY**- Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Downloading of information onto the hard drives of West Central CUSD #235 computers is prohibited, unless authorized by a teacher or administrator. If you feel you can identify a security problem on the Internet, you must notify a teacher or administrator. Do not demonstrate the problem to other users. Users shall not intentionally seek information on, obtain copies of, modify files, other data,

or passwords belonging to other users, or misrepresent other users on the network. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to district computers.

7. **VANDALISM** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the networks, software, hardware, and data of the District, another user, the Internet, or any other network. This prohibits degrading or disrupting of equipment, software, or system performance. It also includes, but is not limited to, the uploading or creation of computer viruses. The introductions/use of disks, thumb drives or CD's and laptops from outside sources is prohibited unless approval is obtained and the disks/drives are scanned for viruses before allowing access the District's network. User is responsible for any and all costs related to the repair or restoration of any damage done through vandalism or failure to follow proper procedures. The District will use the legal system to seek restitution.
8. **UNACCEPTABLE USE**- West Central CUSD #235 administrators and teachers will deem what is unacceptable use, and their decision is subject only to confirmation by the West Central CUSD #235 Board of Education. Some examples of unacceptable use include, but are not limited to the following:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation.
  - b. Unauthorized access or downloading of software, electronic files, e-mail, or other data (commonly referred to as "hacking").
  - c. Downloading copyrighted material for other than personal use.
  - d. Using the network for private financial or commercial gain.
  - e. Wastefully using resources, such as file space or paper.
  - f. Gaining unauthorized access to resources or entities.
  - g. Invading the privacy of individuals.
  - h. Using another user's account or password.
  - i. Posting material unauthorized or created by another individual without his/her consent.
  - j. Posting anonymous messages.
  - k. Using the network for commercial or private advertising.
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
  - m. Using the network while access privileges are suspended or revoked.
  - n. Bypassing or attempting to bypass the network firewall or network filtering system.
9. **PRIVILEGES**- Use of the district's Internet and network is a privilege, and not a right, and unacceptable use will result in the cancellation of those privileges. The system administrator/technology coordinator and administrators will make decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. Their decision is final.
10. **NO WARRANTIES**- The district makes no warranties of any kind, whether expressed or implied, for services it is providing. The district will not be responsible for any damage the user suffers. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence or the users' errors or omissions.

11. **INDEMNIFICATION**- The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to or arising out of any violation of these procedures.
12. **UNAUTHORIZED USE OF THE NETWORK/INTERNET** – Before using the network/Internet, students must have permission from a District staff member who must assume supervisory responsibility for the student’s use.
13. **CHARGES AND FEES**- The district assumes no responsibility for any unauthorized charges or fees incurred from Internet purchases placed by the user, including any per-minute surcharges imposed by vendors on the Internet. (These sites indicate before usage any charges that may be incurred and often require a credit card number to access further information.)
14. **OFF-SITE ELECTRONIC TECHNOLOGY** – West Central District #235 may discipline a student whose personal web site or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of the District’s Technology System.
15. **CONSEQUENCES FOR VIOLATIONS** – A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of System privileges, (2) other discipline including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

**The failure of any user to follow these procedures will result in loss of privileges, disciplinary action, and/or legal action.**





**Student Medical Authorization Form**

*To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.*

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*To be completed by the student's physician, physician assistant, or advanced practice RN (Note: for asthma inhalers only, use the "Asthma Inhalers" section below):*

Physician's Printed Name: \_\_\_\_\_  
 Office Address: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
 Medication name: \_\_\_\_\_  
 Purpose: \_\_\_\_\_  
 Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_  
 Time medication is to be administered or under what circumstances: \_\_\_\_\_  
 Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_  
 Diagnosis requiring medication: \_\_\_\_\_  
 Is it necessary for this medication to be administered during the school day?  Yes  No  
 Expected side effects, if any: \_\_\_\_\_  
 Time interval for re-evaluation: \_\_\_\_\_  
 Other medications student is receiving: \_\_\_\_\_  
 \_\_\_\_\_  
 Physician's signature \_\_\_\_\_ Date \_\_\_\_\_

**Asthma Inhalers**

*Parent(s)/Guardian(s) please attach prescription label here:*

**For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:**

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30).

**Please initial below to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.**

\_\_\_\_\_  
Parent/Guardian initials

**For all Parents/Guardians:**

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors or opioid antagonist to my child when there is a good faith belief that my child is having an anaphylactic reaction or opioid overdose, whether such reactions are known to me or not (105 ILCS 5/22-30, amended by P.A. 99-480). **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and**

I agree to 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 the administration or the child's self-administration of medication.

\_\_\_\_\_  
Parent/Guardian printed name

Address (if different from Student's above): \_\_\_\_\_

Phone: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

|  |
|--|
| Cross-references:<br>PRESS 7:270, <i>Administering Medicines to Students</i><br>PRESS 7:270-AP, <i>Dispensing Medication</i><br>PRESS 7:270-E, <i>School Medication Authorization Form 1</i> |
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