

West Central Middle School

2016-2017

Student Handbook

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WELCOME TO WEST CENTRAL MIDDLE SCHOOL

On behalf of the faculty and staff, welcome to West Central Middle School. Hopefully it will be a beneficial, productive, and enjoyable experience for everyone. It will be, if we all remember and accept the responsibilities we have to the school and each other. As members of the West Central student body you will be expected to follow all guidelines and policies that are established for the welfare and well-being of the entire student body.

Take good care of your school and feel free to make suggestions for improving it. You will be expected to act like responsible students and conduct yourself in a manner that assists you to develop appropriate and useful skills for the future. Throughout your life you should be looking toward the future, but hopefully you will also have memories of the enjoyment and good experiences you have had as a student at West Central.

This handbook is presented as a source of information that should be of assistance to you during the upcoming school year. It is meant to be helpful to students, parents/guardians, and staff members as we cooperate in the planning necessary for a successful and satisfying school experience. The ultimate goal of education is to help each student work toward becoming a self-sufficient and productive member of our society and an individual who accepts responsibility for his or her own actions and who respects the individual rights of others. We hope that you will participate in many of our school's varied activities and thus find those things that will help you prepare for your future as an effective member of our school and society.

When violations of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents/guardians, 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. When determining the response for a specific violation of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturity, any mitigating circumstance, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include, but are not limited to, the actions described in this handbook.

Remember, as in most other circumstances the success you have in school will probably be directly proportional to the level of your individual efforts. Within the book there may be references to the North and the South students. This refers to students whose bus departs from either the North Campus located in Biggsville or the South Campus located in Stronghurst.

SCHOOL DAYS

Students should not be in the building prior to 7:45 a.m. unless they are there for a supervised school activity. Upon arrival students should report to the cafeteria. Any students eating school breakfast should do so as soon as they arrive.

School officially begins at 8:25 a.m. each morning during the school term. Students are expected to be in their 1st hour class at this time. School is officially dismissed at 3:15 p.m. The North end students are dismissed at that time to catch the shuttle. Students living in town leave at approximately 3:20 p.m. and the South end students are dismissed to board buses at approximately 3:30 p.m. Students are expected to leave the building at their designated time unless under the direct supervision of a teacher or coach. Students are required to have a note on file in the office to leave campus.

PARENTAL INVOLVEMENT

The school annually has an open house for all parents/guardians, which takes place at the beginning of the school year, in conjunction with locker night. At the open house, the school will discuss parental involvement and opportunities for parents/guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the open house and participate in the discussions that occur. Parents/Guardians should use the open house as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent/guardian 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 at the school. While the school provides the best education we can, it is critical to the success of students that parents/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 <http://illinoisparents.org/>.

CITIZENSHIP

The purpose of student conduct rules is to promote appropriate citizenship behavior and to provide an orderly and just method 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, Mrs., or Mr.

USE OF TELEPHONE

Students may be allowed to use a phone for a legitimate reason **prior to school beginning, at lunch, and after school**, when classes have been dismissed for the day. **The principal or other office personnel are to be asked for permission.** Students will not be called to the phone unless an emergency occurs. Any student using the phone must call collect (for long distance calls), use a calling card, or use their cell phone.

STUDENT USE OF ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and in their lockers:

- (a) permission is granted by an administrator, teacher or school staff member;
- (b) use of the device is provided in a student's individualized education program (IEP); or

- (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

- (a) using the device to take photographs in locker rooms or bathrooms;
- (b) cheating; and
- (c) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. **First offense** – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. **Second offense** – The device will be confiscated. A detention will be assigned. The student will receive the device back at the end of the day in the school office.
3. **Third offense** – The device will be confiscated. The student will be assigned two office detentions. The student’s parent/guardian will be notified and required to pick up the device in the school office.
4. **Fourth and subsequent offense** – The device will be confiscated by an Administrator. The student will be assigned an in-school suspension. The student’s parent/guardian will be notified and required to pick up the device in the school office.

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.

CELL PHONES

Cell phones are allowed to be used before school and after school. However, during the school day phones must be turned off and put away *unless given consent/permission to use during class by staff*. At any time, staff may confiscate cell phones based on the “see it, hear it, take it” clause. Students who violate the cell phone policy will have the following consequences:

1. **First offense** – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. **Second offense** – The device will be confiscated. A detention will be assigned. The student will receive the device back at the end of the day in the school office.
3. **Third offense** – The device will be confiscated. The student will be assigned two office detentions. The student’s parent/guardian will be notified and required to pick up the device in the school office.

4. **Fourth and subsequent offense** – The device will be confiscated by an Administrator. The student will be assigned an in-school suspension. The student’s parent/guardian will be notified and required to pick up the device in the school office.

If a student is suspected of having inappropriate pictures or video on their phone on school property, legal authorities will be contacted. If a student disables a phone to interfere with the investigation of an accusation involving cell phone violations and refuses to restore it to working order, they will be charged with insubordination. The student may be suspended from attending school and school activities. School property is defined as all property under the direction and control of the school district.

CYBER BULLYING

Cyber bullying involving West Central students is prohibited. Cyber bullying is bullying through email, instant messaging, chat room exchanges, websites, 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 communications 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 the transmission of inappropriate photos or information over cell phones or computers. Anyone, regardless of age, sending naked pictures of a minor or video of a naked 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 naked videos of a minor 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, locked in a cabinet, 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 will be suspended from attending school and school activities. “Sexting” or possession, distribution, and/or attempts to obtain pornography of any type on school property is prohibited.

It is important for students to know that once anything is put on the Internet, Facebook, etc., it is there forever.

CAMERAS

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 will be assigned an alternative educational placement if the device is turned on. The student will receive a two hour after school detention if the device is turned off.

BOOK BAGS

Book bags are not to be taken to class, including last hour, without permission.

ANNOUNCEMENTS

Announcements will be announced over the intercom each morning as soon as they are prepared and paper copies will be posted on bulletin boards around the school. Rigid attempts will be made to prevent announcements during the remainder of the day. Announcements for the next day should be in the office in writing by 3:30 p.m.

SCHOOL SPIRIT

School spirit consists of four integral parts.

Respect: For yourself, your school, and the individual rights of others.

Courtesy: Toward fellow students, faculty, staff members, and the officials of school sponsored events.

Pride: In yourself and your school endeavors to accomplish everything you desire and have accomplished.

Winning Attitude: People who stay on top and are winners year after year, have one thing in common, "A WINNING ATTITUDE". They know that complacency breeds mediocrity, so they always give 100%. They are the best they can be. They never spend time thinking about what they have already done, because it steals time from what they have yet to accomplish.

WEST CENTRAL MIDDLE SCHOOL MOTTO

Be **H**elpful
Live up to **E**xpectations
Act **R**esponsibly
Display **T**olerance

We should all strive to develop the type of school spirit that our school, community, and team members can point to with pride.

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/guardians. If students are unhappy or feeling unsuccessful and parents/guardians 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/guardians and students. For example, we have the following part-time services in the middle school: a school nurse, school psychologist, school social worker, special education consultant, and speech and language clinician. The Title I teacher, and the special education resource teachers are full-time. All of these people are employed to assist parents/guardians, children, and teachers.

We also offer a Response to Intervention team. Students may be referred to the "R.T.I." team by parents/guardians, other students, or school personnel when there is a concern. The team will convene to identify specific areas of concern and create a plan for the student to become more successful in the school environment. Their recommendations will be shared with those who work with the student, and individual monitoring of the student will follow.

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/guardian. Parents/Guardians who feel that students have a communication delay should contact our Speech Therapist.

West Central offers special services to students who are having difficulty in the learning process. Parents/Guardians or teachers may refer students for an evaluation to determine learning styles, physical capabilities, needs, and/or behavior interventions. If the evaluation warrants, a conference will be held with the parents/guardians and staff involved, and an individualized educational plan will be developed to address appropriate interventions.

Parents/Guardians 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/guardians 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 or the special education director at Western Illinois Special Ed Co-op in Macomb, IL at (309) 837-3911. It is required by Public Act 96-257 that students must provide a written statement from a physician prior to home and hospital instruction.

TEACHER QUALIFICATIONS

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

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

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

MANDATED REPORTERS

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

SAFETY DRILL PROCEDURES and CONDUCT

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

EMERGENCY INFORMATION/STUDENT HEALTH POLICY

It is very important that the information on the student information form is as complete, updated, and as accurate as possible. Parents/Guardians should notify the school of any changes in information 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.

Students who become ill or are injured at school will be given first aid and parents/guardians will be notified. Usually students will not be sent home until arrangements have been made. In case the parents/guardians cannot be contacted, the school will use the name of the "emergency contact" on the student information form. If no one can be reached, in extreme emergencies, we will contact your physician.

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/Guardians must request in writing assistance from the school in managing a student's diabetic care plan. A diabetes care plan shall follow the requirements of Public Act 096-1485 effective 12/1/2010.

FOOD ALLERGIES

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

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 school office and dispensed to the student in accordance with a physician's instructions and/or parent's/guardian'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 epinephrine 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. Medications must be in the original containers and labeled with the student's name. The school **WILL NOT** supply over-the-counter medication.

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.

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, 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).

RECOMMENDED HEALTH PROCEDURES

In order to promote, maintain, and restore health, these basic principles regarding ill children should be followed.

1. Students dismissed from school because of illness should remain indoors and be under observation for 12 hours. This will help to eliminate students returning to school when they are still ill.
2. Students who have a fever should not return until their temperature remains normal for 24 hours.
3. Students who have a communicable disease should return to school when doctors say they are not contagious, and they feel well enough for school. Signed permits from doctors may be required for re-entry if so designated by the principal or nurse.
4. All students should be carefully observed for skin rashes, fever, and virus-type illnesses. Physicians should be consulted whenever indicated.

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 had a fever need to be fever free without having taken fever reducing medication such as aspirin, Tylenol, or ibuprofen prior to returning to school. Students who have a fever will be sent home.

HEAD LICE POLICY

The policy of our school and the State Department of Health requires students with a communicable disease such as head lice to be excluded from school. Parents/Guardians are required to notify the school nurse if they suspect their child has head lice. Infested students will be sent home following notification of the parent/guardian. Parents/Guardians 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/guardians or family members. Upon return to school, students will be rechecked by the school nurse. If any nits or lice are noted in the hair, students will not be readmitted to school. Parents/Guardians should bring the box or label of lice shampoo used when students return. We appreciate your cooperation with the above procedure.

BIRTH CERTIFICATE REQUIREMENT

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 be turned over to law enforcement officers after a reasonable timeline has been provided for families to comply with the legal requirement of providing the certified birth certificate to the school.

HEALTH EXAMINATION and IMMUNIZATION REQUIREMENTS

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.

All immunizations and shots must be kept current in accordance with state requirements. Any student entering the school district from out of state must have a physical completed in the year prior to entry.

All students entering the 6th – 12th grade will be required to show proof of receiving one Tdap. Tdap is the adult tetanus and pertussis vaccine. Note there is a difference in tetanus boosters: Dtap is child tetanus and pertussis, TD is adult tetanus and Tdap is adult tetanus and pertussis. The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring “risk-assessed” or screening for lead poisoning. Failure to comply with the above requirements by September 2 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 2, the student must present, by September 2, 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. Physicals must be done by a physician, physician’s assistant, nurse practitioner, or osteopath. They may not be completed by a chiropractor.

EXEMPTIONS

A student will be exempt 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.
- Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

SPORTS PHYSICALS

Sports physicals are required before any student can participate in any athletic practice or contest. These are required every year and must be done by a physician, physician’s assistant, nurse practitioner, or osteopath. They may not be completed by a chiropractor.

DENTAL EXAMINATIONS

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child’s report card until the student presents:

- (1) proof of a completed dental examination, or
- (2) that a dental examination will take place within 60 days after May 15.

VISION AND HEARING SCREENINGS

School Screenings

School health personnel perform vision and hearing screening of students. The parents/guardians of a child may request a screening at any time.

Vision screening will be done, as mandated, for preschool, kindergarten, 2nd grade, 8th grade, special education students, teacher referrals, and new students.

Hearing screening will be done, as mandated, for preschool, kindergarten, 1st grade, 2nd grade, 3rd grade, special education students, teacher referrals, and new students during the school year.

Screenings and Required Exams

School 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.

EMERGENCY PROCEDURES FOR INCLEMENT WEATHER

The district will use the Connect-Ed system to make weather related emergency announcements. We will put announcements on the following radio/television stations:

| | | | |
|---------|-------|---------|-------|
| KBUR-AM | 1490 | WLSR-PM | 92.7 |
| KGRS-PM | 107.3 | KKMI-PM | 93.5 |
| KBKB-FM | 101.7 | KDMG-FM | 103.1 |
| KBKB-AM | 1360 | WIUM-FM | 91.3 |
| WRAM-AM | 1330 | TV 4 | CBS |
| WMOI-FM | 97.7 | TV 6 | NBC |
| WGIL-AM | 1400 | TV 8 | ABC |
| K-FM | 105.3 | TV 18 | FOX |
| FM | 94.9 | | |

COMPLAINTS/GRIEVANCES

It is the goal of the district to resolve students'/parents'/guardians' complaints and grievances at the lowest level. Students/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 teachers cannot resolve the complaint, the students/parents/guardians may discuss this matter with the principal within 10 days. If the principal cannot resolve the matter, the students/parents/guardians may discuss it with the superintendent within 10 days after speaking with the principal.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARRASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors 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, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the

aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is 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:

Mrs. Kathy Lafary
1514 US Route 34
Biggsville, IL 61418
(309) 627-2339
lafary-kathy@wc235.k12.il.us

Mr. Chris Conlee
215 West South Street
Stronghurst, IL 61480
(309) 924-1681
conlee-chris@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 HARASSMENT/TEEN DATING VIOLENCE

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests a sexual favor(s), and/or engages in other verbal or physical conduct of a sexual or sex-based nature, including sexual violence, or 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 Prohibited

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

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, dean of students, 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.

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

SPECIAL EDUCATION SERVICES

The special education programs at West Central Community Unit School District #235 are designed to provide services to students who have learning or behavioral disabilities. Students with disabilities have individual educational programs that outline the type and amount of special education services provided. A referral procedure for procuring special education services is outlined and available at the school.

A student with a disability who has an individualized education program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has finished four years of high school. The student is encouraged to participate in the promotion ceremony of his/her school class.

When a student with a disability reaches 18 years of age all educational rights transfer from the parent/guardian to the student, unless the school district is otherwise notified. The transfer of all special educational rights will occur unless the court has determined that the student is incompetent.

An explanation of procedural safeguards is available to parents/guardians of students with disabilities. A copy of these procedural safeguards is available at the district office or the principal's office.

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 the principal's office.

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 or to the student after five years (unless the student has been deemed incompetent by the court).

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 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

BEHAVIORAL INTERVENTION GUIDELINES

As required by law, the West Central Community Unit School District #235 Board has adopted guidelines for Behavioral Interventions for students with disabilities. These guidelines establish the process for the district to comply with P.A. 87-1103. Teachers and administrators will use behavioral interventions to promote and strengthen desirable student behaviors and reduce

inappropriate behaviors. The complete handbook can be obtained at the district office or from the Special Needs Coordinator.

SECTION 504 POLICY

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

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children 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.

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.

ATTENDANCE POLICIES

Illinois law requires that whoever has custody or control of any child between six (by September 1) 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 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.

Parents/Guardians hold the key to good attendance. The student who is permitted to miss school for anything less than the most legitimate reason is often the one who soon loses interest in school and becomes a potential dropout.

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.

Parents/Guardians are asked to phone the office before 9 a.m. the morning that the student is absent. A school representative will attempt to contact the parents/guardians at home or at work if the school is not notified. If the office doesn't receive a phone call, students are expected to provide a written statement signed by the parent/guardian upon their return to school. In order for a student absence to be considered excused, the office must receive written notice within two school days after returning. Failure to do so may result in an unexcused absence.

At 5 absences, a warning letter will be sent to parents/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

A parent/guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1,500.00.

Students will receive a **ZERO** for all **UNEXCUSED** absences or work not handed in by the time allowed by the teacher. It is the feeling of the School Board, administration, and teaching staff that no student should be absent unless it is absolutely necessary.

EXCUSED ABSENCES

Student absences will be considered excused if they are related to:

- A. Personal illness, medical or dental appointments.
- B. Serious illness in family.
- C. Quarantine in the home.
- D. Death of relative or close friend.
- E. Religious holiday.
- F. Other reasons that may be excused by the superintendent, principal, or their designee prior to the requested absence.

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

ANTICIPATED ABSENCES

Anticipated absences may be approved if the following are met:

- A. Travel or other extended absences with parents/guardians 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 returning back to school. Any work assigned during the student's absence and not provided to the student prior to being gone will be given to the

student on his/her return and the student will be given two days for each day absent. Failing to follow these guidelines may result in an unexcused absence.

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. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or miscarriage.

TARDIES

1. Students are counted tardy if they are not in their classroom when the bell rings. This includes not only between core classes but also at the beginning of the day, lunch period, physical education, and exploratory classes.
2. When a student has received 5 tardies in a quarter, he or she will serve a week of lunch detentions. During this time students are to spend their time working on material for school.
3. When a student has received 10 tardies per quarterly grading period, he or she will serve a detention.
4. When a student has received 15 tardies per quarterly grading period, he or she will serve a one hour after school detention.
5. After 20 tardies a quarter, students will serve a 1 day alternative educational placement.

RULES FOR PERFECT ATTENDANCE

A student may still be eligible for perfect attendance as long as he/she has at least 5 clock hours at school and cannot arrive late or leave early more than twice per school year. Any student receiving an unexcused absence will not be eligible for perfect attendance.

HOMEWORK REQUESTS

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

When students are absent the school asks parents/guardians to make homework requests before 1:00 p.m. This will allow teachers the time necessary to gather assignments and materials needed during their afternoon teaming time. Homework will be available for pick-up between 2:45 p.m. – 4:00 p.m.

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up any missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

STUDENT ELIGIBILITY

Students must be doing passing work in all of their core subjects including exploratory classes. Eligibility will be turned in each week on Thursday at the end of the school day and eligibility will run Monday to Sunday. Grades will be figured cumulatively for each semester. This means the weekly grade check is for all grades earned up to that point. All students will be provided an opportunity to raise their grades in all classes each week. If a student is on the ineligibility list three consecutive weeks for the same class during any one particular activity's season, they will automatically be dropped from the activity for that season. If a student isn't provided an opportunity to raise their grade during that week, then it would not result in a student being dismissed from the team due to three consecutive weeks of ineligibility. Students **can** be allowed to practice while ineligible but **will not** be permitted to participate in any I.E.S.A. games or contest. Students must be in attendance for ½ the day to participate in extracurricular activities. Generally speaking, a student must be signed in before noon to participate. The principal may grant permission to play under extreme circumstances.

STUDENT SCHEDULE CHANGES

Students wishing to change class schedules must do so before the second full day of the semester. Requests made after the second full day will be denied. Prior to a schedule change being considered, the student must present a written request from the parent/guardian.

PROGRESS REPORTS – REPORT CARDS

Progress is the very foundation of education, and it is the school's obligation to give private periodic reports of a student's progress. These reports are a vital form of communication between the school and the parents/guardians. All progress reports must be based upon full information, accurately and honestly reported, with the proper maintenance of confidentiality. The appropriate teachers or other professional personnel will issue a report depicting the student's progress. In addition to the periodic reports, parents/guardians will be notified when a student's performance requires special attention and concern.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in the middle school will be taking standardized tests. All students' grades 6-8 will be tested on the standardized test named PARCC (Partnership for Assessment of Readiness for College and Careers). Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students in achieving their best performance by doing the following:

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

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 is based on successful completion of the curriculum, attendance and 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. Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of teachers and principal. Middle School students who receive two (2) F's in core subjects will not be permitted to advance to the next grade level unless special circumstances merit advancement or conditional advancement to the next grade. The final placement will rest with the Administration and the Board of Education.

GRADING SCALE

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

HONOR ROLL

An Honor Roll will be announced and published after the close of each grading period for sixth, seventh and eighth grades. All core academic subjects taken for credit will be counted. For the purpose of Honor Roll the computer does not round scores up.

| | |
|-----------------------------|--------------|
| High Honor Roll | 3.60 to 4.00 |
| Honor Roll | 3.20 to 3.59 |
| No “F’s” and No Incompletes | |

SKYWARD ACCESS

Student’s individual classroom grades and assignment information is posted for parents/guardians and students to view. Parents/Guardians are encouraged to register for their confidential password through the office. Effort will be made by all teachers to update gradebooks quickly and accurately.

LOST TEXTBOOKS, LIBRARY BOOKS, AND PERSONAL ITEMS

Students should be aware that (1) if you don’t return the textbook(s) or library book(s) for which you are responsible or (2) if you return a book which shows signs of damage or defacing beyond “fair” normal wear and tear, that the policy of the district is to charge you for the full value of the book at the time it was checked out.

SCHOOL VISITORS

Students who wish to have someone visit classes with them must have prior approval of the principal and must make appropriate arrangements with their classroom instructors. Visiting students must be in grades six through eight. Students will not be allowed to have visitors when exams or tests are being given. Only one visitor per year is allowed.

All visitors must report to the office and sign in and sign out when they leave. We ask that interruptions to the students’ educational day be kept to a minimum. Students will be called to the office in the case of an emergency.

SCHOOL VISITATION RIGHTS

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

RIGHT TO INSPECT AND REVIEW SCHOOL RECORDS

A parent or any person specifically designated in writing as a representative of a parent shall have the right to inspect a copy of all student permanent and temporary records of that parent's child. A student, upon reaching the age of 18, shall have the right to inspect and copy his school student records. School student records are confidential and information from them will not be released other than as provided by law.

The School and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, grade level, birth date and place, parents' names and address, academic awards, honors, information in relation to school-sponsored activities, organizations, and athletics, and period of attendance at the school. Any parent/guardian may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents/guardians certain rights with respect to their student's records.

These rights are:

- The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
- The right to request the amendment of the portion of the student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
- The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. 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, juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student, and in other cases permitted by law.
- The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:
Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue. SW, Washington, D.C. 20202-4605

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 personal 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/Guardians 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 upon request, 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.

ALTERNATIVE EDUCATIONAL PLACEMENT

(Alternative Educational Placement replaces term "in school suspension")

The parent/guardian of a student who is assigned an A.E.P. will receive a notice by mail or telephone of the reasons for the assignment and how many days the student will serve. The student will report to the principal's office as soon as he or she arrives at school. The student will continue to do assignments for the assigned day or days to insure that he/she keeps up with classmates.

Students will receive credit for the class work the teacher assigned if completed correctly and during the time allowed. The student will not have any contact with other classmates in the building during the length of the placement. Students serving an A.E.P. are not allowed to attend any extracurricular activities or events that occur on the same day in which the A.E.P. is served.

SEARCH AND SEIZURE

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

LOCKER AND LOCKS

Each student will be assigned a locker. Students are permitted to use only one locker each. Students are not permitted to switch lockers or use their own locks without office permission. Each student may check out a lock to use during the year for his or her locker only. Lockers are school property and may be searched by the building principal or his designee when there is reasonable cause for concern about the safety and well-being of the student or other students attending school. Students are to keep all items inside lockers. No food or drink is to be kept in a locker unless it is the student's lunch. Drinks must be in a sealed, unopened container when brought to the school. There will be a fee of \$5.00 assessed if the student loses or does not turn in the lock at the end of the year. Otherwise, there is no charge for the use of the lock.

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 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 the 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.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

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

INTERVIEW BY OUTSIDE AGENCIES

As a general rule, individuals from outside the district may not interview students. If an individual, such as a law enforcement officer, Department of Children and Family Services, wishes to interview students, the request must come through the office. The office will attempt to contact parents/guardians when possible. Such requests will be granted only when such an interview is required or permitted by law. When a parent/guardian is not present, school administration may take the place of the parent/guardian, (en loco parentis) to insure that the student's rights are not violated.

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 and based on students' unique characteristics such as fingerprint, voice recognition or retinal scan.

NOON HOUR

The policy of the school is to operate a "Closed" noon hour. This means that students must be in the cafeteria or other assigned areas during their lunch period. Students who live in town may go home for lunch upon written request from their parents/guardians. Requests must be given to the office. Students must sign in and sign out each time they go home for lunch.

PARENT TEACHER COMMITTEE

Anyone who is interested in helping their school and their children are welcome and encouraged to participate.

PHYSICAL EDUCATION NO DRESS POLICY/PHYSICIAN NOTE POLICY

Student must wear tennis shoes, navy blue shorts, and gray, red, or navy blue t-shirt with sleeves and nothing inappropriate on the t-shirt. (Refer to Dress Code, page 24). Missing any one of these three items counts as a “No dress”. Two points will be taken off the student’s daily points for each item missing. The third time a student has items missing he/she will have to call home and inform his/her parents/guardians that they have been missing their PE clothes several times within a given quarter. The fourth time within a quarter a “No Dress” occurs the student will be issued a lunch detention. The fifth time within a quarter a “No Dress” occurs will result in a before school “morning” detention. The sixth time within a quarter a “No Dress” occurs the student will be issued a half hour after school detention. Students not dressing for PE may be in danger of not being allowed to participate in extracurricular activities that day.

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.

PERSONAL VALUABLES

Students shouldn’t leave anything of personal value in the building. Attempts shall be made to safeguard all personal property in the school, but in no case will the school assume liability for it.

FUND RAISING

Students may raise funds for school-sponsored events with the permission of the administration. Students who do not return collected funds will be denied participation in future fund-raisers until funds are returned. Fund raising by students for events that are not school sponsored must also be approved by the administration if promoted at school or at school sponsored activities.

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/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;
- Repeated disciplinary offenses;
- Other reasons determined by the school.

SEX EDUCATION

State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases.

Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, hygienic, and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Request to Examine Instructional Material

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement and return it to your child's classroom teacher within 5 days.

I request to examine the instructional materials and course outline for this class.

SEX EQUITY

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

STUDENT CONDUCT

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.

ATTENDANCE AT SCHOOL-SPONSORED DANCES

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

DRESS CODE

The administration and staff reserve the right to regulate extreme modes of dress or any type of dress that is distracting or disruptive to the education process. As a general rule, students' undergarments should not be visible. As a general rule, shorts should have an inseam measuring at least five inches. Skirts should not be shorter than mid thigh unless shorts with an inseam of at least five inches are worn underneath the skirt. Baggie pants which show underwear and/or low back skin or midsections are not acceptable school apparel. Jeans/pants are not to have holes where undergarments could be visible. Spaghetti straps, off the shoulder tops, halter tops and tube tops are not permitted. Clothing or apparel promoting products which are illegal for use by minors or displaying obscene material, profanity, or references to subversion are not allowed. Coats, hats, gloves, and kerchiefs are not to be worn in the school building. Shoes should be tied or fastened for student safety. While the primary responsibility rests with the parents/guardians, the administration reserves the right to judge what is proper and what is not. Students wearing inappropriate clothing will be required to change.

WHEN AND WHERE CONDUCT RULES APPLY

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

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

PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - A. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - B. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - C. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - D. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - E. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
 - (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - F. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one:

- (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or
 - (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- G. Drug paraphernalia, including devices that are or can be used to:
- (a) ingest, inhale, or inject cannabis or controlled substances into the body; and
 - (b) grow, process, store, or conceal cannabis or controlled substances.
- H. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

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

bullying, bullying using a school computer or a school computer network or other comparable conduct.

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

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

- (a) on the student's person;
- (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile;
- (c) in a school's student locker, desk, or other school property;
- (d) at any location on school property or at a school-sponsored event; or
- (e) in the case of drugs and alcohol, substances ingested by the person.

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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

DISCIPLINARY MEASURES INCLUDE

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

CORPORAL PUNISHMENT

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

WEAPONS PROHIBITION

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

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

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

GANG & GANG ACTIVITY PROHIBITED

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

1. wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or
2. use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
3. request any person to pay protection or otherwise intimidate, harass or threaten any person;
4. commit any other illegal act or other violation of district policies,
5. or incite other students to act with physical violence upon any other person.

RE-ENGAGEMENT OF RETURNING STUDENTS

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

Public Act 94-994: SEX OFFENDER REGISTRATION

Effective Date: January 1, 2007

This act requires the principal or teacher of a public or private elementary or secondary school to notify the parents/guardians of children attending the school that information about sex offenders is available to the public. To obtain information on registered sex offenders living within the school district, go to the Illinois State Police website at www.isp.stateil.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 made

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.

HAZARDOUS AND INFECTIOUS MATERIALS

The Superintendent or designee(s) shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides, and infectious materials.

WEST CENTRAL STUDENT FEES

| | | |
|-------------------|----------------------------|--------|
| Book Rental | K-5 | \$55 |
| | 6-8 | \$65 |
| | 9-12 | \$75 |
| Drivers Education | \$150 plus \$20 for permit | |
| Lunch | Pre-K-5 | \$1.85 |
| | 6-8 | \$1.95 |
| | 9-12 | \$2.15 |
| | Adult | \$2.50 |
| | Extra Milk | \$.25 |
| Breakfast | Pre-K-12 | \$1.30 |

*Students will be limited to \$8.00 in breakfast and lunch charges.

WEST CENTRAL DISTRICT #235 BUS RULES

SCHOOL BUS CONDUCT

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 as that expected of a teacher. Students should obey the driver cheerfully and promptly. The right 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 failure on the part of a student to cooperate with bus rules, action will be taken which will follow a progressive series of disciplinary steps. In the event of a disciplinary problem, the driver will notify the parents/guardians and the respective office. Students with repeated disciplinary offenses and more serious offenses will be subject to losing bus privileges either temporarily or permanently.

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

DISCIPLINARY ACTIONS WILL BE AS FOLLOWS:

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

Disciplinary actions will be as follows:

1. Verbal warning by the driver
2. Verbal warning and the driver will call parents/guardians
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/guardians will be notified of the suspension and the reason by phone if possible. The parents/guardians may request a hearing before the Principal and/or Superintendent. If such hearing is not satisfactory, the parent/guardian 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 yellow 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 and/or office personnel.
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/Guardians 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/guardian 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/Guardians 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/guardian 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/guardians 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/guardians or other responsible adult. No students will be allowed to ride home with anyone but an adult or an approved sibling.

WEST CENTRAL SCHOOL DISTRICT #235

ATHLETIC/EXTRA-CURRICULAR POLICIES

2016-2017 SCHOOL YEAR

I. PHILOSOPHY

A. General

1. It is understood that participation in any extra-curricular activity is a privilege, not a right. Therefore, students who choose to participate in any extra-curricular activity are expected to maintain habits and behaviors that will reflect favorably on themselves, their families, and the West Central School District #235. These expectations apply all year round.
2. Extra-curricular activities are defined as all athletic teams, clubs, organizations, or events not included in the regular graded curriculum: provided, however that no event shall be included in the graded curriculum merely for the purpose of avoiding the application of this policy.

B. Goals

These policies are designed to promote the following goals:

1. To abide by the rules of the Illinois High School Association and the Illinois Elementary School Association as well as the policies and regulations that have been set forth by West Central High School and West Central Middle School.
2. To teach the benefits of teamwork and cooperation as well as to develop a competitive character and to maintain high standards of sportsmanship.
3. To teach and to encourage appropriate health and safety practices in all activities including good nutrition and health habits as well as the use of training rules and regulations which promote personal and team fitness.
4. To promote West Central School District #235 athletic programs and extra-curricular activities within our surrounding communities.
5. To develop elementary and intramural interscholastic programs that enhance and benefit the athletic and extra-curricular programs of the District.

II. SPORTSMANSHIP

A. General

1. Good Sportsmanship is fundamental to all interscholastic sports and activities. The teaching and practice of good sportsmanship is one of the major goals of all sports and extra-curricular activities at West Central School District #235.
2. The Board of Education expects that good sportsmanship will be exhibited consistently by all representatives of District #235 (fans, participants, parents/guardians, coaches/sponsors and other staff).
3. Both the IESA (Illinois Elementary School Association) and the IHSA (Illinois High School Association) hold the School District and District administrators responsible for good sportsmanship in all athletic and extra-curricular Activities.

B. Good sportsmanship is shown both by attitudes and by actions.

Examples of specific actions that demonstrate good sportsmanship include, but are not limited to, the following:

1. Cheering for good effort and performance.
2. Congratulating opponents for good performance.
3. Maintaining a highly competitive attitude without degrading or insulting opponents.

4. Willingly accepting the instructions and judgment of proper officials.
5. Learning the rules and strategies of the game or activity.
6. Playing by the rules of the game or contest.
7. Treating opposing players, coaches, and cheerleaders with respect.
8. Treating judges, referees, and other officials with respect. This does not preclude appropriate questions or challenges to referees or other officials in the manner prescribed in the rules for the activity or event.

C. Poor sportsmanship is shown both by attitudes and by actions.

Examples of specific actions that demonstrate poor sportsmanship include, but are not limited to, the following:

1. Inappropriate language directed towards coaches, players, or officials.
 - a. Taunts or insults.
 - b. Obscene or profane language.
 - c. Excessive yelling with the obvious intent to be obnoxious or disruptive to the contest or activity in progress.
2. Loss of control - For example, throwing or slamming articles around.
3. Deliberately committed or “Dirty Play” rule violations.
 - a. Obvious or deliberate violations of rules.
 - b. Major or flagrant violations that result in serious penalties:
 - i. Personal fouls in football deliberately committed.
 - ii. Technical fouls due to deliberate acts.
 - iii. Disqualifications because of deliberate actions.
 - iv. Deliberately rude or insulting behavior.
4. Refusal to accept the decisions of coaches or officials.

D. Spectator Conduct and Sportsmanship for Athletic Extracurricular Events

Because unsportsmanlike conduct affects not only opponents, but also fellow participants and team members, remedial actions appropriate for all affected parties shall be taken following flagrant or deliberate poor sportsmanship or any action which causes significant embarrassment or damage to the reputation and image of West Central School District #235.

1. Any person, including adults, who behave in an unsportsmanlike manner during an athletic or extracurricular event, may be ejected from the event the person is attending and/or denied admission to school events for up to a one calendar year after a Board of Education hearing. Examples of unsportsmanlike conduct include:
 - a. Using vulgar or obscene language;
 - b. Possessing or being under the influence of any alcoholic beverage or illegal substance;
 - c. Possessing a weapon;
 - d. Fighting or otherwise striking or threatening another person;
 - e. Engaging in any activity which is illegal or disruptive; and
 - f. Harassing participants, coaches, or officials in such a manner as to cause personal embarrassment or serious interference with the normal progress of the activity.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least 10 days before the Board of Education hearing date, containing:

- a. The date, time, and place of the Board hearing;
- b. A description of the unsportsmanlike conduct;
- c. The proposed time period that admission to school events will be denied;

- d. Instructions on how to waive a hearing.
2. Poor sportsmanship by coaches/sponsors/staff members and participants:
 - a. Coaches, sponsors, and staff members shall not engage in, promote, or condone unsportsmanlike behavior, since they serve as role models for participants and are generally held responsible for the attitudes and behavior of participants. **Poor sportsmanship is never acceptable.**
 - b. Whenever there has been a flagrant or major act of unsportsmanlike behavior by a student (such as a personal foul in football, a technical foul for unsportsmanlike behavior in basketball, or any ejection or disqualification in an activity), the coach or director of the activity will determine the immediate actions or consequences that may be appropriate, which may include, but are not limited to:
 - i. A warning or reprimand;
 - ii. A short or long period of non-participation or suspension; and
 - iii. Appropriate apologies.
 - c. For students and participants, deliberate or repeated flagrant acts of poor sportsmanship may be considered sufficient cause for suspension or removal from the activity in addition to other discipline that may be imposed by the principal.
 - d. As soon as practical following any flagrant or serious act of unsportsmanlike behavior (such as those that result in a major penalty, a disqualification or an ejection), the coach/director will meet with the respective principal to report the immediate actions taken or the consequences determined for the unsportsmanlike behavior, as well as the circumstances surrounding the behavior.
 - e. Following the meeting between the principal and the coach/sponsor, reduced or additional consequences may be imposed as deemed appropriate.
 - f. For school personnel, all deliberate or repeated flagrant acts of poor sportsmanship may be considered as violations of contract and sufficient cause for suspension from duty or for termination, as well as sufficient reason for non-renewal of any extra-curricular contract.

III. ELIGIBILITY

In order to be eligible for interscholastic competition, students must meet the eligibility requirements of their respective associations (IESA or IHSA) and West Central School District #235.

A. IESA Policies

1. Students can participate through age fourteen (14) at the seventh (7th) grade level and through age fifteen (15) at the eighth (8th) grade level. If a student in either age division turns older from the beginning of the first practice date through the final event of the IESA tournament, he or she will not be qualified to participate at all during that activity season.
2. No student may participate at the same age level for two different school years in the same sport or activity.
3. All students shall be in grades five through eight and shall not have passed eighth grade standing.
4. A student shall be doing passing work in all school subjects according to the local school District grading policies.
5. Grades shall be cumulative for the school's grading period. Students who transfer will become eligible to participate on the eleventh (11th) attendance day, if they meet all other eligibility requirements.

B. West Central Middle School Policies

1. Students must be doing passing work in all subjects.
2. Eligibility will be checked on a weekly basis to govern eligibility for the following Monday through Sunday.
3. Grades shall be cumulative for the school's grading period. Grades will be figured cumulatively for each semester.

C. IHSA Policies - High School students must meet the following eligibility standards:

1. A student must be passing at least twenty (20) credit hours of high school work per week.
2. A student must have twenty (20) credit hours of high school work for the previous semester. This work must be completed in the semester for which credit is granted or in a recognized summer school program approved by the Board of Education and for which graduation credit is received.
3. A student can be eligible for no more than eight (8) semesters.
4. A student can be eligible for no more than four (4) school years of competition.
5. A student can be eligible if he/she will not be nineteen (19) years old prior to August 15 of any school year.

D. West Central High School Policies

1. Students entering ninth (9th) grade have a clean slate academically upon entrance to high school.
2. Eligibility will be checked on a weekly basis to govern eligibility for the following Monday through Sunday. Any student failing MORE THAN ONE subject in one week will be ineligible to participate in athletic or other extra-curricular activities the following week.
3. Grades shall be cumulative from the beginning of the current semester.
4. Any student failing more than one subject in a semester will not be eligible to participate in extra-curricular activities the following semester until at least the mid-term of the next quarter. If the student is not failing more than one subject at mid-term, the student will become eligible the following week and regular eligibility requirements will apply.
5. To practice or participate in an extra-curricular activity on a regular scheduled school day, students must be in attendance at school a minimum of one-half day (normally, at least 150 minutes). With **advance approval of a coach or sponsor and the administration**, students may be allowed to practice or participate without a half-day attendance under certain conditions.

E. Physical Examinations/Insurance

1. A current physical must be on file for any student wishing to participate in athletics in West Central #235. A sport physical examination is good for thirteen months.
2. A copy of work, family, school (or football) insurance must be on file for each student participating in athletics.
3. No student/athlete may practice or participate without a current physical and proof of insurance on file.
4. The head coaches in each sport will ensure complete compliance with these requirements before students may practice or participate.

F. Authority and Responsibility

1. The building principal has ultimate authority and responsibility for all decisions regarding student eligibility.

2. Actions or rulings regarding eligibility do not require a formal hearing for students, only a determination of the actual facts involved in a particular matter.

IV. Use of Tobacco, Alcohol, Other Drugs & Criminal Violations/Serious Misbehavior

A. General Conditions

1. The use or possession (in any form) of alcohol, steroids or other drugs (other than prescription drug prescribed by a physician) is strictly prohibited.
2. The use or possession of tobacco in any form or any other products associated with smoking is strictly prohibited. This would include but not be limited to the use of E-cigarettes (electronic cigarettes).
3. Activities of a criminal nature or serious misbehavior which threatens the safety and welfare of others are strictly prohibited under this Policy. Such activities include, but are not limited to: charges of criminal violations; arson; bomb threat; theft (including burglary/robbery); malicious destruction of property; sexual assault/assault; physical threat or attack; possession or use of a weapon, ammunition, or explosive; possession of a firearm; possession of stolen property; forgery; or any felony or serious misdemeanor. Penalties for violations imposed under this policy shall be in addition to all penalties imposed under State or Federal laws and other school rules and regulations.
4. This policy shall apply to all participants on a year-round basis, including summers and vacations, both on and off school premises.
5. Exemption: Students supervised by their parents, grandparents, or guardians in public situations (such as in eating establishments, weddings, and similar situations) shall not be deemed to be in violation of this policy merely by their presence. When determining whether this exemption should apply, the Principal may consult with law enforcement personnel.

B. Disciplinary Procedures

1. The principal/coach/sponsor will initiate disciplinary action by investigating the infraction upon notification by a school representative. The parent/guardian will be notified of the alleged violation concerning the extracurricular policy.
2. The principal/coach/sponsor will attempt to verify the offense by giving the student an opportunity to present information on his or her behalf.
3. The principal, athletic director (if the student involved is a participant in athletics,) guidance counselor (if the student is not a participant in athletics,) and coach/sponsor will meet and make a ruling as soon as possible following any rule infraction.
4. The principal will contact the parent/guardian of any disciplinary action by registered letter.
5. The first day of any suspension will be determined upon the finding that rules in this extra-curricular policy were violated. This decision will be done in a timely manner. Students, during the school year, not out for an activity covered by this policy, will begin their suspension when their activity begins. They must miss at minimum one contest or event.
6. Individuals involved in drama, music, and other Fine Arts programs will be prohibited from participating in the next scheduled contest or performance.
7. Individuals involved in any school sponsored organizations will be prohibited from participating in the next organizational event/activity.
8. Any appeal to any decision regarding enforcement of this policy will follow standards and policies as set by the West Central Board of Education.

C. Penalties- Any violation of the stated policy will result in the following actions:

If the infraction occurs during the time the student is participating:

- a. The suspension will begin from the date of the infraction.

If the infraction occurs during off season:

- b. The suspension will begin the first date of practice.

The student will not be allowed participation in at least 1 contest/game.

1. **FIRST OFFENSE** by a participant shall result in the suspension from all extra-curricular activities for 30 days. If a suspension is not completed during a given year, the suspension will be carried over to extra-curricular activities the next year. If the first offense infraction is for substance abuse (including tobacco), the student must submit to a substance abuse evaluation, at the student's expense. The substance abuse program must be approved by the Administration. The student must obtain a referral sheet from the Administration indicating the offense infraction. The student must provide evidence of the substance abuse evaluation as validated by a signed certificate of evaluation. The certificate of evaluation shall include a brief synopsis of participation, continuum plan, and prognosis. Failure to provide a certificate of evaluation to the Administration will invalidate the Option for First Offense. The purpose of this requirement is for the student to be evaluated and obtain help if needed.

OPTION FOR FIRST OFFENSE:

Voluntary Admission by the student and/or parent/guardian to the coach/sponsor or Administration of a first offense infraction will result in a reduction of the suspension from 30 days to 15 days. Voluntary admission may **NOT** be used by a student if the rule infraction is already known by the school.

2. **SECOND OFFENSE** by a participant shall result in the suspension from all extra-curricular activities for 180 school days. The suspension shall begin from the date of the second rule infraction. If the suspension is not completed during a school year, the suspension will carry over into the following school year.

OPTIONS FOR SECOND OFFENSE:

- a. **Substance Abuse (including tobacco):** If the student is willing to participate in a substance abuse program, at his/her own expense, the second offense infraction will be reduced to 90 school days. The substance abuse program must be approved by the Administration. The student must obtain a referral sheet from the Administration indicating the offense/infraction. In order to participate in contests during the organization's events in which he/she will be eligible the student must provide evidence of successful completion of the substance abuse program as validated by a signed certificate of completion which shall include a brief synopsis of participation, continuum plan, and prognosis. Failure to provide a certificate of completion will invalidate the Option for Second Offense. This may be a carry over suspension.
 - b. **Other than Substance Abuse:** The student must perform 10 hours of community service to the school district under the supervision of a coach/sponsor, Administration and/or his/her designee; the second offense infraction will be reduced to 90 school days. The community service must be served within the 90 school day suspension.
3. **THIRD OFFENSE** by a participant shall make the student ineligible to participate in any extra-curricular activities at West Central High School and West Central Middle School for his/her school career.

Substance Abuse Evaluation – The student will obtain an evaluation and at minimum will be required to complete a brief educational session with behavioral and

peer contracts. These contracts, with the required signature of the student and parent/guardian (unless emancipated), will be returned to both the substance abuse counselor and Administration. Additional sessions may be needed at the discretion of the substance abuse counselor.

Substance Abuse Program – The student will repeat the process of first offense requirements. At minimum the student will be required to participate in a t least 12 hours of educational/behavioral sessions addressing substance abuse as it relates to personal history indicated by the evaluation.

4. Involvement in a situation by a student in extra-curricular activities other than IESA recognized:
 - a. If the student is involved in extra-curricular activities not recognized by the IESA, penalties will be determined by the principal under the guidelines of the extra-curricular policy and that activity's guidelines or constitution.
 - b. Under the rules of suspension, students must attend and participate in all practices and activities deemed necessary by the coach or sponsor, excluding events such as contests or competitions. Events include games or organization field trips or any other event which is specific to the organization under which the suspension is being served. Students are expected to participate in fund raisers or work related activities that benefit the organization or the school. Students under suspension may be permitted or expected to participate in local performances or exhibitions such as plays, concerts, etc.; but they may not participate in any official contest sanctioned by the IESA, IHSA, or similar organization.
 - c. Penalties for athletic violations and other violations will be imposed separately. They may run concurrently as determined by the principal.
5. In the event that the violation occurs near the end, or after the end of a season, or between seasons, the period of suspensions shall carry over until the next season in which the student regularly participates.
6. Students who are charged with a criminal act or serious misbehavior are not eligible for reduced suspensions.

D. Extra-Curricular Activities

1. Extra-curricular activities or organizations not governed by the IESA or the IHSA or beyond the scope of classroom participation include organizations such as: Student Council, FFA, National Honor Society, Spanish Club, Art Club, Math Club, Science Olympiad, and AFS.
2. In the event of a Policy violation and suspension, students involved in any school sponsored extra-curricular activity are subject to this policy and the guidelines set forth in each organization's constitution. Written notice, giving details of all penalties imposed, will be provided as specified in F.2.
3. In the event of a policy violation and suspension, students involved in extra curricular activities are subject to this policy and may be suspended from field trips or events connected with these organizations if the field trips or events fall within the time period of suspension.
4. Members of the Cheerleading Squad and the Dance Squad will be treated in a manner similar to participants in other athletic activities.
5. Students elected to a position of honor or trust, such as student council which represent the school, may be required to forfeit these positions upon violation of the Athletic/Extra-Curricular Policy. Such a determination shall be made by the sponsor and administration.

V. COMMUNICATION

A. Chain of Command/Chain of Communication

1. Whenever a problem or a grievance develops in an extra-curricular activity or sport, the following chain of communication is to be followed by the person who has a problem or grievance.
 - a. Level I - As soon as practical the person who has a problem or grievance will first attempt to solve the problem with the coach or sponsor involved, since the coach or sponsor has primary responsibility for the conduct/control of practices and contests. It is the responsibility of the party in grievance (student, parents, or other person) to contact the coach/sponsor first and then to follow the chain of command/communication if the problem remains.
 - b. Level I - Communications are to be held at an appropriate time and in an appropriate location. The grievant should contact the school as soon as practical to contact the coach or sponsor so that an appropriate time and place for a conference can be arranged. Immediately before, during, or immediately after practice, or immediately before or after a contest is not an appropriate time for such communications. Coaches/directors have other duties and responsibilities at such times, and there is not an opportunity for private and open communication.
 - c. Level I - This process shall be completed in a prompt and timely manner.
 - d. Level II - If the situation is not resolved at Level I, the grievant may appeal to the principal.
 - e. Level III - Superintendent.
2. If a problem or grievance cannot be resolved at lower levels of the chain of command/communication, normal grievance procedures as outlined in School Board Policies should be followed.

B. Letters and Awards

1. Letters and awards shall be granted according to criteria developed by coaches/sponsors and approved by the building principal (and the Athletic Director when appropriate). The criteria shall specify activities and participation requirements for all awards (letters, plaques, trophies, etc.), as well as any criteria that may cause loss or forfeiture of awards. Students must be in good standing at the end of the season to receive a letter or award.
2. The criteria for each sport/activity shall be prepared in written form and explained to participants and parents before the beginning of the sport or activity, or as soon as practical in the case of new coaches.

C. Relationships among Participants, Parents, and Coaches/Sponsors and Conduct of Practices

1. General
 - a. In any successful program, it is essential that coaches, parents/guardians, and participants understand each other's goals and expectations.
 - b. For this reason, coaches and sponsors will meet with participants and parents/guardians in advance of the season to present and to discuss their philosophies, goals, expectations, and contest rules.
 - c. At this meeting, schedules of games/contests and practices will be provided to all participants along with a written contract listing expectations and training/practice rules for the participants.
 - d. At this time, coaches will inform parents/guardians and students of any special equipment or requirements for the activity as well as discussing costs that may be incurred by the participants or their parents/guardians.

- e. No student will be allowed to practice for or participate in extra-curricular activities until parent(s)/guardians have met with the coach/sponsor, contracts and medical releases have been signed, and proof of insurance and physical forms have been supplied, if required. Parents/Guardians who object to the emergency medical release form for religious or other legitimate reasons may request a meeting on this matter with the coach and the administration who will consider all objections and make written ruling on the objections. This written ruling will include the reasons on the objection, all pertinent related facts, and all agreements that are made by the parties involved. All decisions will be subject to IESA and/or IHSA rules. The athletic/extra-curricular policy will be reviewed at least yearly. Parents/Guardians, participants, coaches, sponsors, and other interested persons may recommend changes to ensure discipline, equity, and fairness to all.
2. Expectations for Participants
 - a. Participants will observe training/practice rules.
 - b. Participants will give their best efforts at all times - both in practice and in contests.
 - c. Participants will represent West Central School District #235 in a positive manner and demonstrate good sportsmanship at all times
 - d. Unless excused by the coach or sponsor, participants are expected to be present for and participate fully in all practices and activities.
 - e. Participants who know in advance that they will be absent from practice or an event for appointments or other good reasons should discuss their absence with the coach or sponsor in advance.
 - f. Participants who have conflicts because of work, family responsibilities, or other activities are expected to discuss those conflicts (in advance when possible) with the coach or sponsor to determine whether they can give sufficient time and energy to each activity or responsibility. Coaches and sponsors are aware of these conflicts and will attempt to resolve them on an individual basis.
 - g. Participants are to comply fully with District policies and regulations for participation in extra-curricular activities.
 3. Expectations for Parents/Guardians
 - a. Parents/Guardians will attend pre-season meetings and support participants by attending events when possible.
 - b. Parents/Guardians will maintain realistic expectations for their children, no matter what their natural or developed ability level.
 - c. Parents/Guardians should be supportive of their child's participation.
 - d. Parents/Guardians- should refrain from publicly challenging or second-guessing the style, decisions, or philosophy of the coach or sponsor.
 - e. In cases where there is conflict or misunderstanding, parents/guardians will attempt to resolve problems through channels as outlined in Section V of this Policy.
 - f. Parents/Guardians will exhibit good sportsmanship both at events and in discussions with others as defined in Section II of this policy.
 4. Conduct of Practices/Miscellaneous Provisions
 - a. When school is not in session due to bad weather or other serious emergency, the following provisions will be observed:
 - i. As a general rule, when school is canceled in the morning or during the day due to bad weather, all practices, contests, and performances are also canceled.
 - ii. On any day when school is not in session due to bad weather the previous day the principal will have discretion to permit practice if it is determined

that there is a good reason for the practice, that roads are reasonably well-cleared, and that there will not be serious danger or hardships for parents/guardians or students.

- iii. Using discretionary powers, the principal may permit a contest or performance to be held under conditions similar to those listed above.
- b. The length, time, and dates of practices shall be determined by the coach/sponsor of each activity.
- c. Coaches/sponsors must consider participants' ages, physical condition and physical limitations, as well as academic and community demands upon students when determining the length and intensity of practices.
- d. When setting practice times and schedules, coaches/sponsors shall have respect for and give appropriate consideration to the needs of families and parents/guardians, as well as church and community organizations.

D. Changing From One Sport to Another

1. A student may change from one sport to another, including cheerleading, under the following conditions:
 - a. The student must have approval from the coach of the new sport.
 - b. The student must have parental and administrative approval for the change.
 - c. The change must be made before the first contest or performance in either sport.
2. No change will be allowed if the above conditions are not met.

E. Transportation To and From Events

1. Participants are expected to use school-provided transportation both when going to and returning from contests events.
2. If a student misses the bus they are not eligible to participate in that contest unless the coach permits an exception due to a serious emergency or unusual hardship.
Note: Failure to be on time for the bus is not ordinarily considered a hardship or emergency.
3. Coaches/sponsors will ordinarily permit participants to go home with their own parents/guardians (rather than returning to school) after a contest or event.
4. After an away contest or event, participants may be permitted to go with other parents/guardians (rather than returning to school) provided they have written (or personal) permission of the participants' parents/guardians. Normally, approval for this option shall be given by the coach/sponsor or administration in advance.

Extracurricular Activity Eligibility Random Drug Testing Administrative Procedure

PHILOSOPHY/PURPOSE

The Board of Education believes that the use of prohibited substances: alcohol, tobacco, or illegal drugs including performance enhancing drugs by students who participate in extracurricular activities presents a particular hazard to the health, safety, and welfare of students and those who compete with the student. The Board encourages students to participate in extracurricular activities, but believes the opportunity to try out for and participate in school sponsored activities is a privilege and not a right. To be eligible to try out for, or to participate in any extracurricular activities, students must agree to submit to testing for the use of prohibited substances, if selected, in accordance with this policy.

This policy has been adopted by the Board of Education of West Central School District #235 and applies to all students who participate in extracurricular activities in grades 6 - 12. This

policy is in addition to the West Central School District #235 Extracurricular Code of Conduct and all other policies regarding student conduct.

The District recognizes that there is a high incidence of alcohol and drug abuse by students nationwide. The District also recognizes that some West Central students, and in particular, participants in extracurricular activities have used alcohol and have or will experiment with illegal drugs, alcohol, and/or tobacco during their school years. Because participants in extracurricular activities are especially respected and looked up to by the student body, our community, and the communities we compete in, they are expected to be good examples of conduct, sportsmanship, and training, which include abstaining from the use of drugs, alcohol, and tobacco. Moreover, participants in extracurricular activities who use drugs can be a danger to himself/herself, or others, both in and out of the extracurricular activity.

In order to provide for the health and safety of the individual participant and other extracurricular participants, as well as provide a legitimate reason for the students to say “NO” to drug use, and to provide an opportunity for those taking drugs to receive help in locating programs which can provide assistance, the District is conducting a random drug testing program for extracurricular participants.

The program is not punitive. It is designed to prevent drug, alcohol, and tobacco usage, to educate student extracurricular participants as to the serious physical, mental, and emotional harm caused by drug, alcohol, and tobacco use/abuse, to create and maintain a safe, drug free, environment for student athletes and to assist them in getting help when needed.

The purpose of this policy is to deter the use of prohibited substances, not to provide a means which the district may punish a student other than by disqualification from participation in extracurricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to try out for and participate in extracurricular activities and for no other disciplinary purpose.

DEFINITIONS

A. Extracurricular Activities

School sponsored activities outside the regular school day, conducted by and representing West Central School District #235 where participation is voluntary, no academic credit or grades are awarded, and are competitive in nature in grades 6 - 12, including but not limited to the following list of extracurricular activities: Interscholastic Athletics, FFA, Speech, Scholastic Bowl Team, Cheerleading, Dance Squad, WYSE, ICTM, and Science Olympiad.

B. Extracurricular Participant

Any student who is trying out for or participating in any school sponsored extracurricular activity. Should any student be unsuccessful in trying out for a given activity and not choosing to be involved in any other activity for the remainder of the school year, parents/guardians should send a letter so indicating and requesting the removal of the student's name from the random list.

C. Alcohol

Any liquor, wine, beer, and other drink containing alcohol.

D. Illegal Drugs

Any substance considered illegal or controlled by the Food and Drug Administration.

E. Tobacco

Any tobacco product including but not limited to cigarettes, cigars, smokeless tobacco, or pipe tobacco.

- F. **Self-Referral**
Process of a student coming forward, voluntarily, seeking help for a problem with an illegal drug, alcohol or tobacco. This is done before a violation of the Extracurricular Code has been verified by notifying staff or administration.
- G. **Testing Cycle**
Time period for random tests is determined by the District and Testing Organization. Cycles may be weekly, monthly, quarterly, or by semester.
- H. **Dilute Specimen**
Specimen with a specific gravity of less than .023. Individual has more fluids in their body limiting the testing ability of the sample.
- I. **Testing Organization**
Organization selected by the Board of Education to conduct the random drug testing program and all required testing activities and/or tasks.
- J. **School Year**
For the purpose of this policy, the school year will begin on the Wednesday of week 6 of the IHSA calendar until week 49 of the IHSA calendar for high school students. Middle school students will start on Monday of week 4 of the IESA calendar and conclude on week 47 of the IESA calendar.

CONSENT FORM

To try out for or to participate in any school sponsored extracurricular activities, the student must read this policy and sign a consent by which the student agrees that as a condition of participation in extracurricular activities, he/she will consent to the drug testing program outlined in this procedure. This consent form must also be signed by the student's parents/guardians at the beginning of the school year prior to tryouts for a specific activity. Students deciding to participate in an extracurricular activity after the first sign-up deadline will be required to be tested after the signed consent form is returned. This testing will occur on the next scheduled test date and the extracurricular participant will then remain eligible for random testing for the remainder of the school year.

WITHDRAWAL OF CONSENT

Consent for participation may be withdrawn under the following conditions:

1. Student fails to make the team/activity under tryout procedures outlined.
2. Senior student will not be participating in any additional qualified extracurricular activities for the remainder of his/her school career.
3. Parents/Guardians must submit written request for withdrawal of consent indicating intentions in #2 above.
4. Withdrawal of consent must be sent to the appropriate building principal who will verify student is no longer participating in any qualified extracurricular event.

Should the student elect to resume participation in any qualified activity again in his/her school career, the student will be required to be tested on the next scheduled test date prior to activity tryout or participation.

NONCOMPLIANCE

If the extracurricular participant, his/her parents/guardians refuse to sign the consent form, the student will not be permitted to be a member of the activity until such consent form is signed. Also, if the extracurricular participant refuses to be tested or does not complete the test as instructed, the extracurricular participant will be considered in violation of this policy.

CONFIDENTIALITY

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the extracurricular participant, his/her parent or guardian, and school officials designated by the Superintendent. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in the West Central School District #235 Extracurricular Code of Conduct. The test results will not be part of the extracurricular participant permanent record, but will be kept in a secure file in the school office. The results for testing, negative or positive, will be kept until the student graduates. At that time all results/records of this policy, related to individual students will be destroyed.

Under this drug testing program, no staff, coach, or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than by order of a court of competent jurisdiction.

RANDOM SELECTION OF EXTRACURRICULAR PARTICIPANTS FOR TESTING

At the beginning of each school year, each extracurricular participant shall be assigned a number by the Superintendent or his/her designee. The selection of numbers will be made by the Testing Organization. The numbers will be computer generated. Students will be eligible for random testing starting on the Wednesday of week 6 of the IESA calendar until week 49 of the IHSA calendar for high school students. Middle school students will start on Monday of week 4 of the IESA calendar and conclude on week 47 of the IHSA calendar.

NOTIFICATION OF EXTRACURRICULAR PARTICIPANT SELECTION/ABSENCE

The selected extracurricular participants will be notified to report to the principal's office as needed on test day. The student will then be escorted to the test site. If the student is absent from school with an unexcused absence and the absence is not cleared within 48 hours, than the student must make up the test on their own at their own expense if the test is positive. If the make up test is negative, the district will pay the cost of the make up test.

If the absence is excused, the student will remain eligible for practice and competition, but will automatically be tested on the next date. After testing an extracurricular participant's number will be returned to the testing population and subject to reselection during the next testing cycle. Extracurricular participants will be subject to random testing throughout the school year.

SELF REFERRAL

Student self referral is a process designed to allow a student to recognize a prohibited substance problem and bring it to the attention of staff or administration. Under the Extracurricular Code of Conduct a student receives a reduction in consequence for self referring, but must receive a substance assessment and/or counseling.

Under the random drug testing policy self referrals are still available. However, once a student is selected by number/name for testing, a self referral is no longer an option. Second or any subsequent self referrals will be reviewed individually with regard to the basis for self referral and Extracurricular Code of Conduct. This review will be conducted by the Policy Committee of the Board of Education and/or the full Board of Education.

STUDENT TRANSFERS

A student transferring to West Central School District #235, grades 6 - 12, will be provided a copy of this policy/procedure. Transfer students and parents/guardians will be given a reasonable period of time (not to exceed 5 school days) to determine whether or not the student intends to participate in extracurricular activities. If, within the period of time given, the consent form is signed appropriately, the student's name will be added to the random list. If a decision is made to participate after the original timeline for a consent, the student will automatically be tested on the next scheduled test date, prior to activity tryout or participation.

PROGRAM DETAILS

TESTING PROCEDURES

1. Superintendent or designee shall assign a number to each extracurricular participant on a random basis and shall develop a master list of assigned numbers. The testing Organization shall then, from time-to-time throughout the school year, randomly select extracurricular participants for drug, alcohol and/or tobacco testing from the pool of numbers submitted by the Superintendent or designee. Testing may occur on any school attendance day. Each student participant may be tested at any time during the year.
2. No student will be given advance notice or early warning of the testing.
3. Drug, alcohol and/or tobacco testing may be performed by breath alcohol testing and/or urinalysis. Upon being selected for breath alcohol testing, a student must provide an adequate amount of breath so that measuring device can measure any alcohol concentration in the breath. Upon being selected for a urinalysis test, the student shall provide a sample of “fresh” urine according to the quality control standards and policy of the collection facility conducting the urinalysis.
4. A member of the Testing Organization will accompany the student until he or she produces an adequate, verifiable urine specimen. The student will not be under direct visual observation while providing the sample, unless there is a reason to believe the extracurricular participant will alter or substitute the specimen to be provided. If unable to produce a specimen, the student will be given up to 40 ounces of fluid. If unable to produce a specimen within 2 hours, the student will be taken to the Building Principal’s Office and told he/she is ineligible for participation in any extracurricular activity. In addition, the parent(s)/ guardian(s) will be telephoned and informed the student is unable to produce a sample for the testing procedure and he/she must be tested at a later date in order to be eligible.
5. Any specimen determined by the collecting agency to be adulterated (tampered with) or not belonging to the student being tested shall be considered as a positive test sample.
6. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site.
7. Each specimen is given to the laboratory for testing for alcohol, tobacco, or controlled substances (which may include all drugs listed as controlled substances under Illinois law, or defined by the Food and Drug Administration), and “performance enhancing” drugs, such as steroids on a suspicion only basis.

CHAIN-OF-CUSTODY

1. The testing organization will provide appropriately trained staff members, set up the collection environment, guarantee specimens, and supervise the chain-of-custody.
2. A District or testing organization staff member will escort students to the collection site. No student is allowed to go to his or her locker. The staff member should minimize classroom interruptions. Athletes may be called after school, perhaps during practice time.
3. Before a student’s urine is tested by the laboratory, he or she must sign any form that may be required by the testing laboratory. If a student chooses, he or she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student’s possession until a seal is placed upon the bottle and the student signs that the specimen is sealed. The seal may be broken only by the lab testing specimen.
5. If the seal is tampered with or broken, after leaving the student’s possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular activities subsequent to a retest.
6. The testing organization staff member will obtain the urine specimen. Students will be instructed to remove all coats and wash their hands in the presence of the staff member

before entering the restroom stall. The stall door/curtain will be closed while student provides a urine specimen. The staff member will wait outside the restroom stall/curtain. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off, and sealed with evidence tape. All garbage containers will be removed from the restroom stall.

7. After it is sealed, the specimen will be transported to the testing laboratory by testing organization personnel. The testing organization will report the results to the Building Principal or designee.

TESTING RESULTS

1. The Forensics Laboratory will notify the testing organization of a positive test that shows the drug residues are in the student's system after using at least two different types of analyses. The Medical Review Officer (MRO) -a physician- of the testing organization will notify the student's parent/guardian of the results of a possible positive drug screen. The student or his/her parent/guardian may submit any documented prescription or explanation of a positive test result. The MRO will discuss any possible physical/medical history with parent/guardian. If such a condition/history exists, within the physician's guidelines, he will deem the drug screen negative. When no condition/history exists in the physician's guidelines, he will deem the drug screen positive. The results of the drug screen will be given to the school district's designated confidential contact. The Building Principal or designee will notify the students and his or her parent/guardian of confirmed test results and any effects on student's eligibility status.

If the testing organization and MRO are unable to reach the parent/guardian after three documented attempts, the school district's designated confidential contact will be notified to have the parent/guardian call to speak with the Medical Review Officer to complete the verification of the positive drug screen.

Breath alcohol positive tests are confirmed at the time of the testing with a second test. Results are given immediately to the school district's designated contact.

2. In addition, the student or parent/guardian may request that the split sample of the original urine specimen be tested again by a certified laboratory at the parent/guardian cost. Only the original sample will be retested. This request should be made within twenty-four (24) hours of the notification of the first positive test results to have the specimen tested. The testing organization can request the testing laboratory to send the specimen to another certified lab. The request must be made by the Medical Review Officer (MRO) to the testing laboratory upon request of the parent/guardian to the MRO. The family cannot directly contact the testing laboratories, as this would break the confidentiality of the specimen being tested. The testing organization will bill the family for the cost of the split specimen analysis. Should the test be confirmed as positive, and there is not a satisfactory explanation for the positive results, the student will be considered to be in violation of the Code of Conduct. If it is determined by mutual consent of both testing facilities that the first test was invalid, the parent will be reimbursed the cost of the retest. The student will be reinstated if the test is determined valid.
3. If the test is verified "positive," the Building Principal or designee will meet with the student and his or her parent/guardian. The student and parent/guardian will be given the names of counseling and assistance agencies. The student may not participate in extracurricular activities until the required "follow-up" test is completed.
4. A "follow-up" test may be required after the suspension period is served or after such an interval of time that the substance previously found would normally be eliminated from the body, whichever comes first. The testing organization will be contacted to set up the "follow-up" test. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities. If a "positive" result is obtained from the "follow-up" test, or any later test, it will be considered a subsequent violation. In addition, the School District

reserves the right to continue testing at any time during the remaining school year any participating student who had a verified “positive” test.

5. In case of a positive test, the coach or sponsor shall not be directly informed of specific results; they shall only be notified of the student’s eligibility status. The results of “negative” tests will be kept confidential.
6. Drug testing results sheets will be available to the Building Principal or designee. Names will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the Building Principal or designee has access.

FINANCIAL RESPONSIBILITY

1. Under this policy, the School District will pay for all initial drug tests and all “follow-up” drug tests requested by the District if student signs up by the fall deadline.
2. Students deciding to participate in an extracurricular activity after the first sign-up deadline will be required to be tested after the signed consent form is returned. The cost of this test would be the financial responsibility of the student’s parent-guardian.
3. A request for another test of a split sample specimen is the financial responsibility of the student’s parent/guardian.
4. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or the student’s parent/guardian.

OTHER RULES

Apart from this drug testing program, the Illinois High School Association/Illinois Elementary School Association, as well as each activity’s coaching staff or sponsor may have their own training rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement, is subject to the consequences as defined in those rules and requirements.

TESTING NEGATIVE

The parents/guardians of the extracurricular participant who tests negative will be notified by mail as soon as practical of the district’s receipt of the information.

TESTING POSITIVE

If the test results are positive, the extracurricular participant will be considered in violation of West Central School District #235 Athletic/Extracurricular Policies. The student and parents/guardians will be notified as soon as practical. The consequences of this violation are outlined in the Athletic/Extracurricular Policies in the school handbook.

ENFORCEMENT

The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline in extracurricular activities.

EXPENSES

Funding for this program will be by Board of Education action.

CONCUSSION INFORMATION SHEET

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.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays lack of coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents/guardians and students is the key to student-athlete's safety.

If you think your child has suffered a concussion:

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Student-athlete Name Printed

Student-athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date

West Central Community Unit School District #235

Middle School-Parent Compact 2016-2017 School Year

The **West Central Middle School** and the parents/guardians 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/guardians, 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/guardians will build and develop a partnership that will help children achieve the State's high standards.

SCHOOL RESPONSIBILITIES

The West Central Middle School will:

- 1. Insure that all students will be taught by highly qualified teachers.** Qualifications of all current staff members can be confirmed in district records located in the district superintendent's office.
- 2. 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 Learning Standards, the school will provide daily instruction in reading/language arts and math skills to all students. Identified students will receive extra assistance from the Title I teacher daily. Information gained from past students performance on the PARCC Test 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.
- 3. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
Parent-teacher conferences will be held twice a year in the fall and spring of the given school year. Conferences may be held with staff at any other time throughout the school year upon request.
- 4. Provide parents/guardians with frequent reports on their children's progress.**
Aside from parent-teacher conferences, parents/guardians 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 posted on Skyward Family/Student Access to keep parents/guardians informed. Any parent/guardian wishing more frequent reporting may contact the school and arrange a conference at the convenience of both teacher and parent/guardian.
- 5. Provide parents/guardians reasonable access to staff.**
Staff will be available in the Middle School building for consultation with parents/guardians during regular school hours from 7:45 am until 3:45 pm daily. Parents/Guardians should contact the school office (924-1681) to arrange for a time to meet with their child's teacher.

6. **Provide parents/guardians opportunities to volunteer and participate in their child's class and to observe classroom activities.**
Parents/Guardians are encouraged to volunteer, participate and observe school activities. If a parent/guardian 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/guardians are invited to participate or observe will be sent home with students. If a parent/guardian **has any questions about their desire to visit school, they are encouraged to contact the school office. Parents/Guardians are encouraged to provide input on revisions and evaluations of the compact and programs yearly.**

PARENT/GUARDIAN RESPONSIBILITIES

We, as parents/guardians, will support our children's learning in the following ways:

- **Monitoring 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/guardians 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.**
- **Attend school on a regular basis and come prepared for class.**
- **Read at least 30 minutes every day outside of school time.**
- **Give my parents/guardians or the adult who is responsible for my welfare all notices and information received by me from my school every day.**

STUDENT AGREEMENT FOR INTERNET/NETWORK ACCESS

The Internet links thousands of computer networks around the world, giving West Central School District #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 School District #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 School District #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 School 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 School 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/his 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 School 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 School District #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 School District #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 School District #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 School District #235 administrators and teachers will deem what is unacceptable use, and their decision is subject only to confirmation by West Central School District #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 School 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.



WEST CENTRAL CUSD#235
1514 US Route 34, Biggsville, IL 61418-9711
Phone: 309/627-2371 / Fax: 309/627-2453
www.wc235.k12.il.us

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