

# **West Central Pre-Kindergarten**

1514 US Route 34, Biggsville, IL 61418

Phone (309)627-2339 Fax (309)627-9919

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

**Superintendent**

**Paula Markey**

**Superintendent's Secretary**

**Jaime Shultz**

**Elementary Principal**

**Kathy Lafary**

**Assistant Elementary Principal**

**Joe Pilger**

**Special Education Coordinator**

**Shaila Ayer**

**Speech & Language Therapist**

**Miranda Gullberg**

## **Pre-Kindergarten Staff**

### **Classroom Teachers**

### **Classroom Assistants**

Jessica Burrell

Taylor Perry

Deb Lescallett

Jadee Landers

Amanda McClay

Sheena Shultz

### **Parents as Teachers Staff**

**Family Specialist**

Amy Gipe

## **WELCOME**

The West Central Early Childhood Program welcomes you to the West Central School District. We are very pleased that you have chosen to enroll your child in our program. We are looking forward to being an important part of your child's preschool years.

This handbook has been designed to provide you with important information about our Early Childhood Program and the policies and procedures that will affect you and your child.

## **PHILOSOPHY STATEMENT**

West Central #235 Pre-Kindergarten believes...

That all children should enjoy success in school!

In the need for an early educational intervention program!

That all children should be learning at their developmental level!

In developmentally age appropriate experiences focused on language and pre-literacy skills!

Individual needs must be met!

Communication is vital!

That families, schools, and community should be united as one!

## THE PRE-KINDERGARTEN PROGRAM

The Pre-Kindergarten program is funded by the Illinois State Board of Education Early Childhood Block Grant. The program focuses on helping children between the ages of 3 and 5 years obtain the necessary skills to ready themselves for Kindergarten. Children are enrolled based on developmental screenings held annually.

## REQUIRED INFORMATION

Every child will need a copy of his or her **certified birth certificate**, a physical examination, an updated immunization record, and a signed parent contract. The physical exam must be performed by a medical doctor or doctor of osteopathy, or a physician's assistant or nurse practitioner working under a medical doctor. A PHYSICAL COMPLETED BY A CHIROPRACTOR WILL NOT BE ACCEPTED.

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

### Immunization schedule

DPT	OPV or IPV
2 months	2 months
4 months	4 months
6 months	18 months
18 months	4-6 years
4-6 years (booster good for ten years)	

### MMR

- 1<sup>st</sup> dose 15 months of age or older
- 2<sup>nd</sup> dose upon entry to Kindergarten

### Hepatitis B

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

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

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

Children entering preschool for the first time must show proof of having at least one lead level drawn. This can be a level drawn anytime in the past, as long as there is record that a normal level has been established.

However, please remember that upon entering kindergarten, a second level will need to be drawn at least one year from the initial test.

### **PARENT/GUARDIAN INVOLVEMENT**

**Parents are their child's first teacher!** Therefore, parent/guardian involvement is a vital component of a successful Pre-Kindergarten program. There are a variety of ways parents/guardians can participate in the Pre-Kindergarten program. Family nights, field trips, parent night, parent/teacher conferences, and volunteering in the classroom are just a few ways. When you enroll your child in the Pre-Kindergarten program you agree to participate in the program. All parents/guardians are invited to visit classrooms at any time. You may observe your child or participate in any activities. Weekly time arrangements can be set up if any parent would like to help in the Pre-K classroom on a regular basis. All upcoming activities will be noted in the weekly classroom newsletter.

It is the responsibility of the parents/guardians to notify your child's teacher of custodial matters. This includes the sharing of information with non-custodial parents, restraining orders that affect your children and any other legal matters relative to your child and school. We must have a copy of the agreement on file in our office. Any questions about this please talk to Jaime Shultz.

### **SCHOOL DAYS**

**School officially begins at 8:30 a.m. each morning. Students are expected to be in their classrooms at this time. Students may be dropped off at the Biggsville campus no earlier than 7:50 a.m. Any student arriving after 8:30 a.m. or leaving before 3:10 p.m. must be signed in or out in the Office by a parent or guardian. School is officially dismissed at 3:10 p.m. Students are expected to be on a bus or to be picked up at this time.**

### **ATTENDANCE**

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

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

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

The West Central Elementary Staff, at their discretion, has the right to request a written statement from a physician explaining the nature of the absence.

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

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

The Pre-Kindergarten classes are in session Monday through Friday. All children are required to attend class on a daily basis. **If your child will not be in attendance, due to illness or other reasons, please notify the Office (627-2339) before 9:00 a.m.**

**PARENTS MUST SUPPLY THE OFFICE WITH A WRITTEN AND DATED NOTE IF YOUR CHILD WILL BE RIDING A DIFFERENT BUS HOME. WE UNDERSTAND THAT EMERGENCIES MAY COME UP THROUGHOUT THE DAY BUT IT IS YOUR RESPONSIBILITY TO NOTIFY THE SCHOOL WHEN THINGS CHANGE!**

**EMERGENCY PROCEDURES DURING INCLEMENT WEATHER**

In case school is delayed, cancelled or dismissed early, a Connect-Ed message will be sent. In addition the following radio and television stations will be contacted and asked to broadcast this information to our community:

WMOI-WRAM FM 97.7 or AM 1330 Monmouth  
WRMJ FM 102.3 Aledo  
FM 94.9 Galesburg  
KBUR-KGRS FM 107.3 or AM 1490 Burlington  
WGIL AM 1400 Galesburg  
KKMI & KDMG FM 93.5 Burlington

WIUM FM 91.3 Macomb  
WHBF TV 4  
KWQC TV 6 Davenport  
KLJB TV Fox 18  
WQAD TV 8

**Parent Phone Messaging System**

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

**ILLNESS**

If your child has a fever of 100.0 or higher, diarrhea, or a contagious disease (including head lice and chicken pox) he/she must be kept at home until he/she is no longer contagious and has been **SYMPTOM FREE FOR 24 HOURS**. Parents **must inform the Office (627-2339) when a child is being kept home due to an illness**. Students who become ill or injured at school will be given first aid. Parents will be contacted immediately. It is your responsibility to see that the office has current phone numbers for yourself and your emergency

contacts. In case the parents cannot be contacted, the school will use the name of the “emergency contact” on the emergency form. If no one can be reached, in extreme emergencies, we will contact your physician.

### **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 are strongly encouraged to have students treated and back to school in one (1) day. After two (2) days students will be considered truant. **Students will not be permitted to ride the bus to school, but must be brought to school by parents or family members to be rechecked by the School Nurse at the Elementary prior to returning to class.** If any nits or lice are noted in the hair, students will not be readmitted to school. Parents are encouraged to bring the box of lice shampoo used when students return to school. We appreciate your cooperation with the above procedure.

### **ADMINISTERING MEDICINE TO STUDENTS**

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

The School recognizes, however, that occasionally a medication must be administered during the school day. When a medication must be administered during the school day, a certified aide, if available, shall administer the medication.

If a certified health aide/school nurse is not available, a certified staff member designated by the building principal shall either: (1) supervise the child self-administer the medication, or (2) administer the medication him or herself.

All medications dispensed shall be prescribed by a licensed physician, dentist or podiatrist. Students who are recovering from a temporary illness or students on long term medication who require medication during the school day may bring medication to school following these guidelines:

- A. Medication must be brought to the school in the original package or appropriately labeled container.
  1. Prescription drugs shall display:
    - Student’s name
    - Prescription number
    - Medication name/dosage
    - Administration route and/or other direction
    - Date and refill
    - Licensed Prescriber’s name
    - Pharmacy name, address & phone number
    - Name or initials of pharmacist
  2. Over the counter medications (OTC) shall be brought to school and stored with the manufacturer’s original label indicating the ingredients and the student’s name affixed to the container.

A written request shall be obtained from the parent(s)/guardian(s) requesting the medication be given during school hours. The request must include responsibility to assure that the licensed prescription order, written request and medication are brought to the school.

Medication must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area.

The parent(s)/guardian(s) will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, the certified school nurse/health aide will discard the medication in the presence of a witness.

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 the 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.

#### **VISION AND HEARING SCREENINGS**

Screenings and Required Exams Vision and hearing screenings are not substitutes for a complete eye and ear examination by an appropriate doctor. Your child will not be required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that an evaluation is on file at the school. Your child will not be required to undergo this hearing screening if an audiologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision and hearing screening is not an option. If a vision or hearing examination report is not on file at the school for your child, your child in the mandated age, grade, or group will be screened.

#### **SECTION 504**

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

#### **SAFETY**

A number of procedures are followed for the safety of all children and staff. **Visitors MUST enter through the main entrance and check in at the office before proceeding to a classroom.** Visitors will be identified by

wearing a visitor's badge. When you leave the building please sign out in the office. No admittance will be allowed through any door. We practice fire, tornado, and lockdown drills to educate our children and staff about emergency procedures. Emergency procedures are posted in each classroom and in various locations throughout the building.

### **STRANGER DANGER/ABUSE**

Students will receive instruction and tips to avoid situations which could lead to child abduction. Students may also receive instruction on child abuse or inappropriate touching. Please contact Jessica Burrell if you have any questions. A written request may be made by a parent/guardian requesting that their child be excluded from such instruction.

### **SUPPLIES**

Pre-Kindergarten will need a LARGE book-bag (one that a folder easily fits in); a box of Kleenex, gym shoes (Velcro or slip-on), a blanket and a mat for nap time (please no sleeping bags). A complete set of extra clothes (a shirt, pants, underwear and socks) need to be kept in your child's locker. **When dirty clothes are sent home, please promptly send another extra set.** Classroom teachers may assign supplies specific to his/her classroom. Please check our building's giving tree for suggested classroom donations. If your child isn't potty trained, you will need to send pull-ups and wipes. **REMEMBER TO CHECK YOUR CHILD'S BOOK-BAG EVERY DAY!!**

### **BREAKFAST**

Breakfast costs \$1.20 and is served from 7:50 a.m. until 8:30 a.m. Students will not be allowed to charge more than eight dollars for breakfast and lunch. **Please do not send breakfast from home for your child. If the children eat breakfast at school, it needs to be the breakfast served at the school.**

### **LUNCH**

Lunch will be served at 11:00 a.m. Adult lunch prices are \$2.50 and you may pay the secretary for your lunch. Students may eat school lunch or they may bring a sack lunch. School lunches are \$1.85 a day. Extra milk costs \$0.25. Students will not be allowed to charge more than eight dollars for lunch.

### **FOOD ALLERGIES**

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

### **PLAYGROUND**

We play outside everyday, weather permitting, as long as the heat index isn't above 100 degrees or a wind chill isn't below 32 degrees, so please dress your child accordingly (boots, warm coat, long pants, hats and mittens). Our playground is designed for children to develop their gross motor skills. Playground rules have been created with the safety of every child in mind. Our playground is inspected on a daily basis. Students are supervised by staff members while using the playground. The playground is closed when school is not in session.

### **NAPTIME**

The children will have rest/nap time every afternoon. This will be anywhere from an hour to an hour and a half long. A blanket, and/or soft toys are permitted at nap time to make your child comfortable. At this age children need a down time to rest their bodies and their minds.

### **SNACK TIME**

The Pre-Kindergarten children will be offered a snack every afternoon. Monthly snack donations are appreciated (there are twenty children in each classroom). This break is not only important for their growing bodies, but it is also a welcome social and educational break. Table manners are discussed and practiced. Children will be served milk during snack. Snack milk is **\$25.00** and needs to be paid for at the beginning of the year. Birthdays can be celebrated with a special treat and you may contact your child's teacher with any questions.

### **PROHIBITED STUDENT CONDUCT**

There will be zero tolerance and disciplinary action for students who are guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. The use of anabolic steroids, or any other drug for performance enhancement, is strictly prohibited. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon.
5. Using electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the building principal. Electronic devices include pocket and all similar – electronic communication devices.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
8. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
9. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member including threats made on an Internet website; or (b) endanger the health or safety of students, staff, or school property, including threats made on an Internet website.

10. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
11. Using bullying, violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
12. Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person's personal property.
13. Unexcused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
14. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
15. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.
16. Students shall not leave the school building without permission from school staff.

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

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

### **DISCIPLINE POLICY**

Children are learning important social skills at this age level that will determine future concepts such as right versus wrong. There will be a period of adjustment for students to learn what type of behavior is acceptable at school. However, it is very important that your child learn what is expected of him/her while at school. The following school rules address general behavior expectations for Pre-Kindergarten students. Occasionally situations arise that warrant discipline on an individual level. Parents will receive notes or phone calls regarding individual discipline situations.

### **SCHOOL RULES**

1. Keep hands, feet, and objects to yourself
2. Use listening ears
3. Use quiet voices and walking feet while inside the building.

A time-out will be given as a consequence when a rule is broken. The amount of time will be equivalent to one minute for each year of the child's age. Any discipline problems will be communicated on your child's daily sheet.

Positive behavior will be rewarded on a regular basis. Heat Bucks be given to students for abiding by the school rules. Notes will be sent home daily regarding your child's activities. Please use the daily sheet to communicate with your child's teacher when you have questions.

A time-out will be given as a consequence when a rule is broken. The amount of time will be equivalent to one minute for each year of the child's age. Any discipline problems will be communicated on your child's daily sheet.

### **POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)**

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

### **SCHOOL BUS CONDUCT**

These 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 of a teacher. Students should obey the driver cheerfully and promptly. The right of all students riding the 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 and the respective office. Students with repeated disciplinary offenses and more serious offenses will be subject to losing bus privileges either temporarily or permanently.

#### **Disciplinary actions will be as follows:**

1. Verbal warning by the driver
2. Verbal warning and the driver will call parents
3. Written referral to the office and the following actions will be taken by the principal.
  - First referral or "Bus Conduct Notice" – 1 day bus suspension
  - Second referral or "Bus Conduct Notice" – 2 day bus suspension
  - Third referral of "Bus Conduct Notice" – 3 day bus suspension
  - Fourth referral or "Bus Conduct Notice" – 5 day bus suspension and the parents and student, must appear before the Board of Education

Any additional "Bus Conduct Notice" may result in the suspension from the bus for extended days or the rest of the school year.

The principal may, if he/she deems the offense sufficient to warrant it, suspend the student on the first offense.

1. The parents will be notified of the suspension and the reason by phone if possible. The parents may request a hearing before the Principal and/or Superintendent. If such hearing is not satisfactory, the parent has recourse to a hearing before the Board 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 orderly line.
6. **LOADING:** When pupils must cross the road to reach the bus, the driver, after looking for approaching traffic, will beckon them to cross. They must cross at least 10 feet in front of the bus.

**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 out the bus windows. Windows are lowered only to the black line.
10. While the bus is in motion, pupils are to remain in seats. Seat changing while bus is in motion is not permitted.
11. The **EMERGENCY** door is used only for **EMERGENCIES!**
12. Classroom conduct is expected. Ordinary conversation is permitted with the 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 and 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 are permitted. All will be confiscated. This includes water guns, knives, fireworks, etc.
20. No animals will be transported with pupils.
21. On regular and special trips the front and rear exits must be kept clear. Pupils will keep band instruments and sporting equipment in areas designated by the bus driver.
22. No equipment should block EXITS or the DRIVER'S VIEW.
23. Students who are not regular bus students are prohibited from riding the bus to a friend's house without written permission from parent and principal.
24. Do not ask the driver to stop at places other than regular bus stops. No student will be allowed to leave the bus until they reach their regular discharge point or home unless permission is given in writing.
25. Stay off of 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 crossing and when going through towns.
30. Remember that loud talking, 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 jurisdiction of the school bus driver, unless the local board of education designates some adult to supervise the riders.

32. Cell phones are not to be used by students without proper authorization from the bus driver.

### **MANDATED REPORTERS**

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

### **SEX OFFENDER NOTIFICATION**

We are now required to distribute information on where to find information on child sex offenders residing in the district. This information can be found on the Illinois State Police Website. Go to the ISP homepage and then follows the directions on the right side of the page. This is the current web address:

[www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

### **SEX OFFENDER NOTIFICATION LAW**

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

- \*To attend a conference at the school with school personnel to discuss the progress of their child.
- \*To participate in a conference in which evaluation and placement decisions may be 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.

### **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned

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

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Mr. Chris Conlee  
R.R. #1, Box 72, Biggsville, IL 61418  
309/627-2371  
conlee-chris@wc235.k12.il.us

Ms. Julia Burns  
R.R. #1. Box 72, Biggsville, IL 61418  
309/627-2330  
burns-julia@wc235.k12.il.us

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying or purposes of determining any consequences or other appropriate remedial actions.

### **SEXUAL HARASSMENT AND TEEN VIOLENCE PROHIBITED**

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

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

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. West Central CUSD #235 will provide an age-appropriate education about teen dating violence for students in grades 7 through 12 to aid in the understanding and identification

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

Complaint Managers:

Mr. Chris Conlee  
R.R. #1, Box 72, Biggsville, IL 61218  
309/627-2371  
conlee-chris@wc235.k12.il.us

Ms. Julia Burns  
R.R. #1. Box 72, Biggsville, IL 61418  
309/627-2330  
burns-julia@wc235.k12.il.us

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline. 26 Teen Dating Violence – “Dating” or “dating relationships” means an ongoing social relationship of a romantic or intimate nature between two persons. “Dating” or “dating relationship” does not include a casual relationship or ordinary fraternization between 2 persons in a business or social context. “Teen Dating Violence” means either of the following

- 1) A pattern of behavior in which a person uses physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.
- 2) Behavior by which a person uses or threatens to use sexual violence against another person, where one or both persons are 13 to 19 years old. Teen dating violence is unacceptable and is prohibited.

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

**THINGS TO REMEMBER**

The Pre-Kindergarten class operates on the same schedule as the rest of the school district. There will be a variety of holidays and other occasions, which will cause school to be canceled. You will receive a monthly calendar that will show any changes in the schedule. Information about current events can also be found on the District website (<http://www.wc235.k12.il.us/>).

**Children in Pre-Kindergarten are encouraged to take part in hands-on activities. When dressing your child for school, be aware that hands-on can be messy from time to time. Therefore casual, comfortable, washable clothes are best.**

**There are several activities planned for your child at Pre-K. There is NO need for children to bring toys to school. The teacher can not be responsible for such personal possessions.**

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

### **PARENTS AS TEACHERS**

Parents As Teachers (PAT) is an international early childhood parent education and family support program serving families throughout birth until their child enters Kindergarten. The program is designed to enhance child development through parent education. The mission of Parents As Teachers is to provide the information, support, and encouragement parents need to help their children develop optimally during the early years. West Central Parents As Teachers program provides personal play-dates, developmental screenings, and Toddler Time. A bi-monthly newsletter is sent to all families with young children in our school district. We encourage you to participate in some or all of the Parents As Teachers sponsored events. For more information about Parents As Teachers please contact Amy Gipe at 924-1861 extension 1526.