



# Heat Index

Registration Information Edition

a newsletter for the home of the Heat

## FROM PAULA'S DESK...

Dear West Central Students, Staff, Parents and Community Members:

As we look forward to the 2016-2017 school year, I am excited for the new opportunities available to the students and families of West Central C.U.S.D. #235. Thank you for the warm welcome I received this past year. I have met so many wonderful students, parents, and community members. West Central has incredible students, staff, families and community members who come together to support our mission of Providing Opportunity and Expecting Excellence. To those new to our school community, we welcome you as well and look forward to you joining our team.

The information contained in this edition of the Heat Index is for all West Central Community Unit District #235 parents, students and other stakeholders to inform you of important events for the beginning of the 2016-2017 school year. Please review all of the information contained in this document carefully and call us at (309) 627-2371 if you have any questions.

As you have probably been hearing in the media, and at the time I write this article, the State of Illinois has not passed a budget which includes a Pre-K thru 12th grade budget. State funds comprise about 1/3 of our revenue. This is about \$3,000,000. West Central C.U.S.D. #235 will be able to open August 15 and should be able to remain open the entire year without that revenue. Fortunately, we have fund balances to fall back on; however, if we do not receive those funds in FY17, we will have to significantly spend down our existing fund balances and some tough decisions may be necessary. We will continue to focus on what is best for kids as much as possible. I have been told that legislators will be meeting every Wednesday in June, so hopefully, they will be able to work together



to pass a budget soon.

We have a couple administrative changes for the new school year. Mr. Ben Rees will now lead as the High School Principal. We wish Mr. Schneider well in his position as the Principal of Illini West in Carthage. Mr. Jason Kirby will take over as the High School Assistant Principal, Athletic Director, and Head Football Coach replacing Mr. Rees. We have an outstanding and dedicated team of administrators who are here to provide our students and staff with exceptional educational experiences in our student-centered school district.

My mission continues to be to maintain and grow a rigorous teaching and learning environment that provides every student with a sense of belonging while helping students to grow intellectually, emotionally and socially. It is critical to every student's success that he/she graduates from high school with the skills necessary to pursue and achieve his/her goals and dreams. We have taken several steps toward that goal this past school year.

A Student Advisory Council was established. The goal in assembling this group was to seek input from students with a variety of interests and use that input to assess the educational experience students are receiving here at West Central. We have used that input to make some improvements already and will continue to use the feedback to create quality opportunities for our students.

Students in the Student Advisory Council communicate the desire for a rigorous curriculum. Students want the curriculum to prepare them for both college as well as the workforce. For the

coming year, students at the high school will have access to many online dual credit options as well as a Work Study Program. Elementary students will be introduced to a new math curriculum called EngageNY. This is a rigorous math curriculum that is closely aligned with the new Illinois Learning Standards. It will develop problem solving and critical thinking skills. This will be a new way of teaching for our elementary staff and a new way of learning for our students and parents. We will do our very best to provide as much information as possible to parents that will allow them to assist their child. We will begin implementation at all grade levels of the Next Generation Science Standards which has dictated a revision in our science sequence of courses. Implementation of our district wide 1:1 initiative will continue. For this school year, we will be 1:1 in 3rd - 12th grades.

We take very seriously that you have entrusted the young people of this community to our care, and together we will work diligently to put what is best for students at the forefront and provide opportunities to achieve excellence. Our focus will be on safety, continuous improvement and communication. We will keep you informed through newsletters, emails, social media, phone and/or text messages. In addition, take a moment to visit our district and school websites at [www.wc235.k12.il.us](http://www.wc235.k12.il.us). We welcome constructive comments and suggestions that will help us to improve the West Central District and make us the best we can be.

Our dedicated custodial and maintenance staff are working hard to get the buildings ready for the upcoming school year, so that we can provide safe and clean learning environments. New lockers have been installed at the middle school facility. They look wonderful, and we are asking students to assist us in keeping them looking nice by using magnets rather than tape when hanging items on the lockers. New boilers are being installed as part of life/safety proj-

ects at both the middle school and high school. This will help us to better control the climate in those facilities and reduce maintenance costs. Measures are also being taken to ensure the safety of our students and staff. Work is being done at the high school to allow classrooms that are currently in our modular buildings outside of the building to be taught inside the main facility. This will eliminate the need for students to have to go outside of the building into the elements to get to a class. The wall of windows in the west hall of the high school will be replaced with a new wall. A security hall will be built between the main high school facility leading out to the Industrial Arts and Agriculture building. Again, this will eliminate the need for students to go outside to get to class. An additional security measure is being taken to place a security system at the main entrance of each instructional building (elementary, middle school, high school). This system will include a camera with a buzzer system for guests to use to enter the building. A two-way communication screen will be installed within each office area that will allow school personnel to see and communicate with the visitor requesting access to the building. Approved visitors will then be buzzed into the building. All external doors will be secured throughout the school day.

Thank you for your support of our efforts to provide a safe, quality, and comprehensive education for all of our students. Your support is appreciated and necessary for continuous improvement. The entire District #235 staff and Board of Education work thoughtfully to make decisions focused on doing what is best for our students. Please feel free to contact me if I can be of assistance to you. Enjoy the remaining weeks of summer. We will see you at registration on August 2, 3, and 8!

Yours in Education,  
Paula Markey

Dear Parents/Guardians:

The following information is for all West Central Community Unit District #235 parents and students to outline and explain important events for the beginning of the 2016-2017 school year. If you have any questions, please call the Unit Office at 627-2371.

### STUDENT REGISTRATION Elementary Gym

August 2nd	1pm - 7pm
August 3rd	1pm - 7pm
August 8th	9am - 1pm

### CHROMEBOOK PARENT MEETING

On August 3, 2016, at 6:00 p.m., in the Elementary cafeteria there will be a parent meeting for all incoming 3rd grade parents and parents of students new to the district.

### STUDENT FEES

Fees for the 2016-2017 school year will be collected when you register. Free and reduced lunch and book fee waiver applications will also be available for eligible families. Please make every attempt to register your child/children at one of these times. This will help ensure a smooth start to the new school year.

### REGISTRATION FEES

Kindergarten through Fifth Grade - \$55.00  
Sixth through Eighth Grade - \$65.00  
Ninth through Twelfth Grade - \$75.00

### HIGH SCHOOL LAB FEES

These fees are not waived for any reason.

Behind the Wheel Driver's Education.....	\$150.00 (plus \$20.00 to Sec. of State - permit)
All Art Classes.....	\$25.00
Art Appreciation	
Art I	
Art II	
Drawing	
Ceramics I	
Ceramics II	
Photo Graphics	
Accounting I.....	\$15.00
Accounting II.....	\$15.00
Orientation to Family & Consumer Science.....	\$20.00

Textiles & Designs I.....	\$20.00
Textiles & Designs II.....	\$20.00
Nutrition & Culinary I.....	\$25.00
Nutrition & Culinary II.....	\$25.00
Culinary Occupations I.....	\$35.00
Orientation to Industrial Arts.....	\$20.00
Drafting.....	\$10.00
Electricity.....	\$25.00
*Building Trades.....	\$25.00
*Advanced Building Trades.....	\$25.00
Precision Metal (Welding).....	\$25.00
Woodworking.....	\$25.00
Advanced Woodworking.....	\$25.00

\*Not offered during the 2016-2017 school year

### OPTIONAL INSURANCE FEES

This insurance is optional to all students. Parents who do not wish to purchase this insurance must sign a waiver.

School Time Coverage.....	\$29.00
24-Hour Coverage (does not cover football).....	\$105.00
Grades 9-12 Tackle Football Coverage.....	\$171.00

### HEALTH REQUIREMENTS

The Illinois School Code requires that every student entering PreK, Kindergarten, Sixth Grade and Ninth Grade must have a physical examination reported on a special state mandated form.

**KINDERGARTEN STUDENTS:** Need to show proof of current physical examination and immunizations, dental exam, and vision exam. Immunizations that are required: Diphtheria, Tetanus, Pertussis (DPT); Poliomyelitis (IPV); Mumps, Measles, Rubella (MMR) (unless your child has had the disease but required to show proof from your physician); 2 doses of Varicella (chicken pox) (unless documented by a physician that child has had the chicken pox); series of 3 Hepatitis B; 2 lead screenings at least one year apart or one done at the time of the physical if they have never had one done.

**KINDERGARTEN THRU 11TH GRADE STUDENTS:** Need to show proof of having 2 doses of varicella (unless documented by a physician that child has had the chicken pox).

**SECOND GRADE STUDENTS:** Need to show proof of dental exam

**SIXTH GRADE STUDENTS:** Need to show proof of current physical examination and immunizations and dental exam. Immunizations that are required: Diphtheria, Tetanus, Pertussis (DPT); 3 doses of Hepatitis B at recommended intervals; 2 doses of Varicella (unless your child has had the disease but required to show proof from your physician); 1 dose of Tdap; and 1 dose meningococcal conjugate vaccine.

**NINTH GRADE STUDENTS:** Need to show proof of current physical examination and immunizations. Immunizations that are required: Diphtheria, Tetanus, Pertussis (DPT); 3 doses of Hepatitis B at recommended intervals; 2 doses of Varicella (unless your child has had the disease but required to show proof from your physician); 1 dose of Tdap.

**SIXTH GRADE THRU 12TH GRADE STUDENTS:** Need to show proof of having 1 dose of Tdap; 3 doses of Hepatitis B administered at recommended intervals.

**SEVENTH GRADE:** Need to show proof of 1 dose of meningococcal conjugate vaccine.

**12TH GRADE STUDENTS:** Need to show proof of having 2 doses of meningococcal conjugate vaccine, unless the first dose was administered after 16 years of age. In this case, only 1 dose after 16 years of age is required.

**ALL NEW STUDENTS** entering an Illinois school for the first time are required to have a physical, dental and vision exam.

**DENTAL EXAM-** Dental Exams are required in Kindergarten, 2nd grade and 6th grade. If you don't have dental insurance, you must complete a waiver. Those can be provided upon request.

**VISION EXAM-** Exams must be performed by an optometrist or ophthalmologist. If you don't have vision insurance, you must complete a waiver. Waivers will be provided upon request.

*Exclusion date for the 2016-2017 school year is September 2, 2016; if any of the above state mandated requirements are missing, your child will be excluded from school until all state mandated requirements have been met.*

Parents are encouraged to assist in maintaining a healthy classroom atmosphere by taking steps to assure their children are free of any communicable scalp conditions before returning to school.

## STUDENTS WITH MEDICAL CARDS

West Central Community Unit District is a "Health Care Provider" with the Illinois Department of Public Aid/Medicaid. Medicaid reimbursement is a source of federal funds approved by Congress to help schools maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, West Central CUSD #235 will claim Medicaid/Kidcare reimbursement for services provided. These claims will not have an impact on your ability to receive Medicaid funding either now or anytime in the future. **Please bring a copy of your child's/children's medical card with you to registration to complete the necessary form.**

## ATHLETIC PHYSICALS

Students in Sixth through Twelfth Grades who plan to participate in athletics must have a physical examination before they will be permitted to participate in the first practice of any sport. Parents should note that an athletic physical is good for thirteen months. Therefore, it is best to have a sports physical done in June, July or early August. A regular school physical for 6th and 9th Grades ONLY satisfies the athletic requirement for one year.

## STUDENTS ENTERING KINDERGARTEN AND/OR NEW TO THE DISTRICT

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

To be eligible for admission to kindergarten, a child must be 5 years old on or before September 1 of that school term. Any student enrolling in the school district for the first time must present an original certified copy of a birth certificate before enrollment can be completed. Birth certificates can be received from the office of records (County Clerk) of the county and state in which a person was born. **The school cannot accept hospital or baptismal certificates.** Proper evidence of a recent physical examination, a dental examination, an eye examination, the Illinois required immunizations and proof of residency must also be submitted upon enrollment regardless of the age or grade level. New students are asked to bring a copy of their previous transcript and/or individual education program.

## BREAKFAST & HOT LUNCH PROGRAM

The school cafeteria will be in operation Tuesday, August 16, the first full day of school. Prices for the 2016-2017 school year are:

Breakfast	
PreK - 12th Grade .....	\$1.30 daily
Extra Milk (PreK & K) .....	\$.05 carton or \$25.00/year
Lunch	
PreK, Kindergarten - 5th Grade.....	\$1.85 daily
6th - 8th Grades.....	\$1.95 daily
9th - 12th Grades .....	\$2.15 daily
Adults .....	\$2.50 daily
Extra Milk.....	\$.25 carton

West Central uses a pre-paid system, which relies on parents maintaining a positive balance in their family account. You can control the amount of money which each family member is allowed to spend at each mealtime. Parents with questions about this system or about their account balance during the year are asked to contact Jaime Shultz at the West Central Unit Office at 309-627-2371.

Parents whose students are eligible for free or reduced breakfasts and lunches may already be certified directly through the Department of Human Services; otherwise, an application form will need to be filled out at the time of registration. We are asking that all families fill out a free/reduced meal application. **Families must apply for free or reduced meals each year.** A student may receive a meal for free or at the reduced price only after having their application approved. Any meal charges incurred by a student before an application is approved will be the responsibility of the family. Information required to complete the forms include the Social Security number of the household member signing the application, family members and all other persons living in the household and the monthly income of every person listed. Application forms must be completed prior to the opening day of school for students to receive free or reduced breakfast and lunches on the first day of meals.

## E-PAY PROGRAM

In an effort to offer the most innovative payment options to the students and parents of West Central CUSD #235, we have implemented an electronic fee payment program entitled, "The Illinois Funds E-Pay". This is a secure website through the Illinois State Treasurer's Office for Illinois governmental entities. There is no convenience fee charged for using this system. The E-Pay system will allow you to pay many fees incurred as a student at West Central

via email. To access this program you simply need to go to the website at [www.wc235.k12.il.us](http://www.wc235.k12.il.us) and click on the E-Pay tab on the right side. From there, you can select from several tabs including: Elementary School Registration, Middle School Registration, High School Registration, Lunch Accounts and Miscellaneous Fees. Under each of these you will be able to pay several different fees as related to your child's account. Payment can be made by Visa, MasterCard, Discover or debit card. You will need a student ID number to pay for individual fees and a family ID number will be needed to pay on the lunch account. These numbers will be available at registration or you may email Connie Torrance at [torrance-connie@wc235.k12.il.us](mailto:torrance-connie@wc235.k12.il.us).

## FIRST DAY OF SCHOOL

All students will attend a shortened schedule on Tuesday, August 16, from 8:15 a.m. to 2:15 p.m. All bus riders will be picked up and returned at the scheduled times. Pre-K students will attend their first day of school on Wednesday, August 17.

## KINDERGARTEN THROUGH FIFTH GRADE

Students will report directly to their classroom upon arriving at school. Classroom assignments will be announced at registration.

## SIXTH THROUGH EIGHTH GRADES

Upon arriving at school, students are to report to the middle school gym for orientation.

## HIGH SCHOOL STUDENTS

Students are to report to the high school gym for orientation at 8:15 a.m.

## LENGTH OF SCHOOL DAY

The normal school day for elementary students begins at 8:30 a.m. and concludes at 3:15 p.m. The middle school students begin at 8:25 a.m. and conclude at 3:15 p.m. The high school students begin at 8:15 a.m. and conclude at 3:09 p.m. Parents are asked to not drop off their students prior to 8:00 a.m. on any school day. We will be dismissing students at 2:15 p.m. during the first week of school (August 16- August 19) for teacher's institutes.

## SCHOOL CANCELLATION

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

## CONNECT-ED MESSAGING SERVICE

West Central CUSD #235 continues to use a messaging service throughout the district. This service is called Connect-Ed and enables us to personally communicate with parents and guardians about emergency situations, school events and important issues impacting your child. It will allow us to send personalized voice messages to your family's home, work or cell phones, e-mail communication, facebook postings and even text messages. We are able to reach everyone in the district within minutes. **It is important that your school has all of your current telephone numbers and e-mail addresses so that you will not miss out on any important communications.** Please help us ensure we have your current information and what data YOU want included in our database.

There are two basic types of messages sent:

COMMUNITY: Sent to **one** primary phone and **one** e-mail. *Used for upcoming activities, changes in sports schedule and any other type of non-emergency message.*

EMERGENCY: Sent to up to **six** phone numbers and **two** e-mails.

You will be able to identify a primary phone number and e-mail address at registration. You will also be able to identify the remaining phone numbers and e-mail addresses to be contacted in an emergency. You will also be able to add a phone number for text messages.

## BUILDING SECURITY

We value the safety of our students and staff. As a result, a new security system will be installed at the main entrance of each instructional building (elementary, middle school, high school). This system will include a camera with a buzzer system for guests to use to enter the building. A two-way communication screen will be installed within each office area that will allow school personnel to see and communicate with the visitor requesting access to the building. Approved visitors will then be buzzed into the building. All external doors will be secured throughout the school day.

## TRANSPORTATION

Bus routes will be **approximately** the same as last year. Confirmation of bus routes and "pick up" and "drop off" times will be available at registration. Please visit the transportation coordinator during registration to verify route information.

## STOP ARM LAW

Please be aware that our bus drivers are required to activate the stop arms on their buses whenever students are getting on or getting off the bus. This means that no one should pass the bus or busses going in either direction while the stop arm is activated.

## SCHOOL PICTURES

The date for school pictures has been set for Monday, September 19 for the Middle School in Stronghurst and Thursday, September 29 for Pre-K, Elementary and High School at the Biggsville Campus.

Precision Photo Imaging will be taking school pictures this year. The prices will be the same as the 2016-2017 school year.

## ATTENDANCE/ABSENCE POLICY

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Regular punctual patterns of attendance are expected of each student enrolled in the West Central School District. Absences and tardiness are to be kept to a minimum. When a student is absent because of illness, parents must notify the student's attendance office by phone before 9:00 am that the student is absent (Pre K and Elementary/627-2339; Middle School/924-1681; High School/627-2377).

## NO CHILD LEFT BEHIND

We are required by law to notify parents of their rights relating to several aspects of this legislation. The following is a synopsis of the categories identified in this law:

- 1) Parents' Right to Know, Education Qualifications: Parents have the right to request information pertaining to teacher qualifications, such as proper certification of teachers teaching their child.
- 2) Parents' Right to Know, Student Records: Parents have the right to examine their child's student file.
- 3) Pupil Rights Amendment: Parents and students have the right to opt out of student surveys that include gathering information on eight protected areas.
- 4) Pupil Rights Amendment: Parents and students have the right to deny the collection, disclosure or use of any personal information used for the purpose of marketing or selling.

For more information on these rights and notification information, please contact the district office at 309-627-2371.

## NOTICE TO WEST CENTRAL HIGH SCHOOL PARENTS

The No Child Left Behind Act requires schools to provide, upon request, directory information for their students to military recruiters. If a parent does not want this information released a signed request by the parent must be completed. This release will be available at registration.

## HIGH SCHOOL BACKPACK POLICY

Backpacks, book bags, gym bags, or purses of any kind are not allowed in classrooms during the school day. They may be brought to school but must be placed in the locker during the day. Locks will be on all the lockers and students will be assigned a locker with a lock to store all of their personal belongings.

## NOTIFICATION OF RIGHTS UNDER FERPA AND THE ILLINOIS SCHOOL RECORDS ACT

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

- 1) The right to inspect and review the student's education records within 15 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading. The parents or eligible student may ask West Central CUSD #235 to amend records that they believe are inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing. Additional information regarding the hearing procedures will be provided at that time.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA or the Illinois School Records Act authorized disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, a supervisor, and instructor, or a support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, and auditor, a medical consultant, or a therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional

responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student intends to enroll.

- 4) The right to a copy of any school student record proposed to be destroyed or deleted. Permanent student records are maintained for 60 years. Temporary records are maintained for five years after the student has graduated, transferred or permanently withdrawn. Requests for copies during these times may be directed to the school principal.
- 5) The right to prohibit the release of directory information concerning the parent's/guardian's child. Throughout the school year, the District may release directory information regarding students; limited to: name and address; gender; grade level; birth date and place; parents'/guardians' names and addresses; academic awards, degrees and honors; information in relation to school-sponsored activities, organization and athletics; major field of study; and period of attendance in school. Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the beginning of school. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.
- 6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
US Department of Education  
300 Maryland Avenue, SW  
Washington, DC 20202-4605

## SPECIAL EDUCATION

The public schools of the West Central Illinois Special Education Cooperative offers a free and appropriate education to all children. Any child age 3-21 residing in any of the school districts of Fulton, McDonough, Hancock, Schuyler and Henderson Counties is eligible for special education services if he/she is deaf, deaf-blind, hard of hearing, mentally handicapped, multi-handicapped or emotionally handicapped. The member school districts provide (1) an annual screening of all children between the age of 3-5 years, (2) hearing and vision screening at regular intervals and (3) speech and language screening by teachers and other professional personnel to identify children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting. Referrals to the West Central Illinois Special Education Cooperative may be made through the building principal, by school district personnel, the parent having primary care and custody, other professional persons having knowledge of the child's problems, the child, the State Board of Education or the Illinois Office of Education when there is reason to believe that a child may require special education services. Parents and other members of the community may review a copy of the Rules and Regulations to Govern Special Education at their district superintendent's office or at the West Central Illinois Special Education Cooperative Office at 130 South Lafayette, Macomb, Illinois 61455.

West Central CUSD #235 ensures the equal educational and extracurricular opportunities are offered to students without regard to their sex, race, color, national origin, age, religion or handicap. Questions in reference to equal opportunities may be directed to Superintendent Markey at 309-627-2371.

## WAIVERS FROM SPECIFIC UNITS OF CURRICULUM

The State of Illinois requires the district to teach units on human awareness and AIDS (Acquired Immune Deficiency Syndrome) prevention during the school term in First through Twelfth Grades. Parents who do not wish their students to participate in these units of study because of religious or personal convictions are to sign a waiver excusing their students from such instruction. Waiver forms will be available for parents' use at the time of student registration. Students excused from these specific units of work will be required to do other comparable work for class credits.

## COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS AND PROGRAMS

Persons with complaints about curriculum, instructional materials and programs should complete a curriculum objection form and use the Uniform Grievance Procedure. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form and using the Uniform Grievance Procedure.

## ADMINISTERING MEDICINES TO STUDENTS

Students will not be permitted to take medication while at school unless such medicine is given to them by school personnel acting under specific written request of the parent or guardian and under the written instructions of the student's physician. When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and consequences of such medication must also be presented to the nurse by the student's parent or guardian. Inhalers for asthmatic students are an exception to this policy as the student may keep them readily available. Parents must request in writing assistance from the school in managing a student's diabetic care plan. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan.

## PARENTAL NOTIFICATION OF TEACHER QUALIFICATIONS

In accordance with Public Law 107-110, Section 1111, in schools receiving Title I, Part A funding, parents may request information regarding the professional qualifications of their student's classroom teacher. In addition, a school that receives Title I, Part A funds will provide to each individual parent timely notice if that parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

## INSTRUCTIONAL MATERIAL

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

## PESTICIDE REGISTRY

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and employees at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), and insect and rodent baits.

The West Central School District will make every possible effort to have any necessary applications administered when staff and students are not in attendance. And finally, baits only will be used when possible.

The West Central District has therefore established a registry of people who wish to be notified. These registry forms will be available at student registration. By doing so you will either receive a letter or phone call 48 hours prior to any application.

## ASBESTOS

The Biggsville campus has been deemed as "asbestos free" and the Media and Stronghurst campuses have a current asbestos management plan on file. These plans are available at their respective offices.

## EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in an District schools attendance area may attend that school. A "homeless child" is defined as provided in the McKinney Homeless Assistant Act. A student may be considered homeless if they are living in the home of a friend or relative or do not have a permanent place to sleep at night. If you have questions about whether or not your child qualifies as homeless or what services can be provided contact the West Central Unit Office at 309-627-2371.

## EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical or mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

## 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 education and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure.

## PARENT/GUARDIAN NOTIFICATION TEEN DATING VIOLENCE PROHIBITED

This is notification that the West Central School District Board of Education has adopted and does maintain a Teen Dating Violence Policy (#7:185). The Teen Dating Violence policy can be found on the West Central School District website ([www.wc235.k12.il.us](http://www.wc235.k12.il.us)) under School Board/Board Policies/Section 7.

Questions concerning this policy should be directed to West Central Unit Office at 309-627-2371 or to your student's school principal.

## HARASSMENT OF STUDENTS PROHIBITED

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating, hostile or offensive educational environment. For additional information on this topic, please see Board policy 7:20, Harassment of Students Prohibited.

## WEST CENTRAL CUSD #235 WEB PAGE

The web page provides sports schedules, registration information, student activities, teacher newsletters and several other items. You can access it by going to [www.wc235.k12.il.us](http://www.wc235.k12.il.us). You may also sign up for automatic news updates from the web page. If you have questions about how to sign up, please ask at registration or contact us at [frakes-melinda@wc235.k12.il.us](mailto:frakes-melinda@wc235.k12.il.us).

## STUDENT PICTURES ON THE WEB PAGE

In order to protect the children of our school district and still recognize student achievement we have implemented a policy allowing for the printing of abbreviated student information, photos and student work.

Parents of an elementary/middle school student can choose one of the following three options:

- 1) To allow student's picture or work with grade level identified for first name only.
- 2) To allow generic school pictures in which individual students are not identified.
- 3) To NOT allow any information or work to be used. In this case, your child's picture will be blurred out or unrecognizable in group pictures.

Parents of high school students can choose one of the following three options:

- 1) To allow student's picture or work with first name and last initial, last name only or first name only.
- 2) To allow generic school pictures in which individual students are not identified.
- 3) To NOT allow any information or work to be used. In this case, your child's picture will be blurred out or unrecognizable in group pictures.

Parents will be asked to complete a form at registration choosing one of the above options.

## SKYWARD ACCESS FOR PARENTS

This program will allow you to access information about your student(s) progress at school through the internet. This service will allow you to view your student's attendance, grades, schedule, discipline information, assignments, emergency contact information and lunch account balances. We would also like to inform you that this is a free service, and you do not have to worry about sending any money at any time. If you can access the World Wide Web, you can access the Family Access Program.

In order for you to begin using Family Access, you will need a login ID and password. All parents are encouraged to sign up for this service. You may obtain this information by completing a Skyward Family and Parent Access form which will be available at registration or by emailing Connie Torrance at [torrance-connie@wc235.k12.il.us](mailto:torrance-connie@wc235.k12.il.us). (Note: Each parent must have their own login.) Once we receive your returned form, we will provide you with the instructions on how to get to the website along with your username and password.

## SKYWARD ACCESS FOR STUDENTS IN SIXTH - TWELFTH GRADES

This program will also allow students to access information about their progress at school through the internet. The student will be able to view attendance, grades, schedules and assignments. This is also a free service. In order to begin using Student Access, the student will need a login and password. The student can obtain this information at registration or by emailing Connie Torrance at [torrance-connie@wc235.k12.il.us](mailto:torrance-connie@wc235.k12.il.us).

## 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. 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 be held to the policy in the handbook. 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 use and refuses to restore it to working order, they will be charged with insubordination. The above circumstances would not be violations of school policy if permission were granted by school officials. School property is defined as all property under the direction and control of the school district. This policy will be in effect from the first bell in the morning until the student is dismissed from school for the day.

## BULLYING/CYBER BULLYING

West Central C.U.S.D. #235 realizes 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. Anyone, including students, staff members and parents/guardian, who has information about actual or threatened bullying, is encouraged to report it to the district compliant manager or any staff member immediately. A report may be made orally or in writing. Anonymous reports are also accepted by phone call or in writing. A Bullying Incident Report Form can be accessed from each building office or by visiting our website and clicking the Bullying Prevention tab at the top of the screen. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Cyber bullying involving West Central students is prohibited. Cyber bullying is bullying through email, instant messaging, chat room exchanges, Web sites, or digital messages or images sent to a cell phone or personal digital assistant. Cyber bullying becomes a school issue when it disrupts the learning environment and can include problems caused by 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.

### “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 illegal. Any suspected violation of this policy will result in electronic equipment in question being confiscated and notification of law enforcement. If a student disables a phone to interfere with the investigation of an accusation involving cell phone use and refuses to restore it to working order, they will be charged with insubordination. The student 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.

### HANDBOOKS

Again this year in a way to reduce costs, West Central Elementary, Middle School and High School will be providing their respective handbooks online. This can be accessed from our website, [www.wc235.k12.il.us](http://www.wc235.k12.il.us). At registration you will have the option to receive a hard copy of the handbook or agree to go online to access it. You will still be required to sign an acknowledgement form indicating which way you would like to receive the handbook. The Student/Parent Handbook and School District policies may be amended during the year and such changes are available on the School District website or in the school office. Also, understand that failure to return this acknowledgement and pledge will not relieve you from being responsible for knowing or complying with School and school District rules, policies and procedures.

### SENATE BILL 100 (SB100)

Senate Bill 100 is a new law regarding student discipline that goes into effect in September of 2016. The bill eliminates automatic “zero tolerance” out-of-school suspensions and expulsions. It requires schools to assess each incident against the threat of safety and disruption to the learning environment, to implement alternative discipline approaches, and to exhaust all other means of intervention before expelling students or suspending them out of school for more than three days. Students returning from an out-of-school suspension will be allowed to make up the schoolwork missed, and

students suspended out of school for more than four days will be offered access to support services. In general, this is the criteria that West Central C.U.S.D. #235 administrators have already been using when assessing a situation and determining discipline. It will require some changes to our policies which you will note in our updated Student Handbooks on our website.

### RACE AND ETHNICITY DATA STANDARDS

In the fall of 2007, the US Department of Education issued new guidelines on the collection and reporting of race and ethnicity data for public school students and staff. These guidelines were developed to obtain a more accurate picture of the nation’s diversity. The new data collection process requires respondents to answer a two-part question, indicating ethnicity first and then one or more of five races. This requires school districts to re-identify race and ethnicity for all students and this is to be done by parents or guardians. If a student’s parent or guardian declines to indicate race and/or ethnicity, observer identification by school district staff is required.

The information will be used in the same manner as previously collected data, e.g. in reporting and analyzing test results by race and ethnicity. This information will not be used to check immigration status, and the confidentiality of individual student information will be protected.

At registration you will be asked to complete the necessary form to identify race and ethnicity for your child/children. There will be one form per student and be sure to answer both parts of the two-part question. Remember that school district staff is required to provide any missing information by observer identification.

### ADDRESSING THE BOARD

It is the desire of the West Central CUSD #235 Board of Education to make ample time available for persons wishing to address the Board. Comments and suggestions are always welcome. However, the board requests that comments be made only during the time allotted on the agenda.

Following the allotted time for public comment, the Board may or may not choose to respond. The Board does not wish to enter into debate with the gallery. The Board meeting is open to the public for the purpose of allowing the public to listen to discussion concerning the operation of the district. It is not a meeting for the purpose of debating issues with the public.

If members of the public wish to have an issue addressed at the regular meeting, they may request the item be placed on the agenda. The agenda is planned well in advance of the meeting; therefore, requests must be submitted in writing to the Superintendent at least five working days prior to a regularly scheduled meeting.

The Superintendent serves as the executive officer of the Board; therefore, it is suggested that issues of concern should be discussed

with her first. With discussions being held on a more informal basis and with more time allotted, both sides of the issue may be better understood.

The Board would like to ask for your cooperation in this matter and would like to assure you it is interested in public input and appreciates your interest in West Central Community Unit School District.

### JUMPSTART FOR MIDDLE SCHOOL & HIGH SCHOOL STUDENTS

We will be holding a two day orientation for students entering for the first time either West Central Middle School or West Central High School on Tuesday, August 9 and Wednesday, August 10. This program has been designed to allow students new to the buildings a chance to become acquainted with their new building, some staff and expectations of either a middle school or high school student. Transportation will be provided from designated locations within the district. Sign up will be held during registration.

### ELEMENTARY OPEN HOUSE/KICK OFF

West Central Elementary will be hosting their Open House/School Kick Off on Monday, August 15 from 5:30 - 7:30 p.m. Students and their families will be able to bring in their school supplies and put them in their lockers or in their rooms. Teachers will be available for families to meet and visit. Many activities are being planned.

### MIDDLE SCHOOL OPEN HOUSE/LOCKER NIGHT

West Central Middle School will be hosting their Open House/Locker Night on Monday, August 15 from 5 - 7 p.m. Teachers will be available for students and families to meet and visit.

### HIGH SCHOOL OPEN HOUSE/LOCKER NIGHT

West Central High School will be hosting their Open House/Locker Night on Monday, August 15 from 5:30 - 7:30 p.m. Teachers will be available for students and families to meet and visit.

### FREE DEVELOPMENTAL CHECKUPS

Give your child a great start in school: participate in a free developmental checkup at West Central Elementary. All children ages birth to five years are encouraged to participate. This screening will address the following areas of your child’s development; hearing and vision, visual-motor skills, language and cognition skills, and gross motor skills. After your child completes the age-appropriate screening his/her results will be explained by our highly qualified staff.

West Central Elementary will host Screenings on Thursday, August 4, from 9am-12pm at West Central North Campus Library in Biggsville. Appointments are required for all screenings. Please schedule an appointment by calling West Central Unit Office at 309-627-2371. Screening results will determine eligibility in the Parents as Teachers (0-3 years) program and Preschool for All (3-5 years) program for the 2016-2017 school year.

Postal Customer

**SCHOOL REGISTRATION  
2016-2017  
INFORMATION INSIDE!**

West Central School Unit District #235  
RR#1, Box 72  
Biggsville, IL 61418



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