Wesclin Middle School

Student Handbook

2018-2019

Table of Contents

Chapter 1: Introductory Information & General Notices	**Page #**
Animals on School Property	8
Automated Calling System	10
Cell Phones & Mobile Telecommunications	13
Change of Address/Telephone Number	11
Closed Campus	8-9
Emergency School Closings	10
End of Quarter Dates	7
Equal Opportunity & Sex Equity	8
Fire/Storm Alarms	10
Fundraising	10
Grading Scale	9
How to Talk to Your Schools	8
Invitations & Gifts (4th & 5th Grades)	9
Lost & Found	13
Open House/Orientation	13
Outside Organizations	12
Parent/Teacher Conferences	13-14
Parent-Teacher Involvement	12
Parties (4th & 5th Grades)	9
Registration	14
School Start Times	7
School Visitation Rights	13
School Volunteers	9
Sign In/Sign Out	10
Social Work Services	12
Student Drop Off & Pick Up	14
Teacher Ease	13
Telephone Usage	13
Treats & Snacks	9
Video & Audio Monitoring Systems	12
Visiting Our School	10-11
Website	13
Wesclin Administrative Staff	5
Wesclin Board of Education	5
Wesclin Middle School Bell Schedules	11-12
Wesclin Middle School Faculty	5-6
Wesclin Office Staff	5
Wesclin School Calendar 2018-2019	7
Withdrawal from School	11
Yearbooks	12

Chapter 2: Attendance & Grading Policies	
Absence Classifications	15
Absence Limit & Medical Statement	15
Advanced Placement	17
Attendance Policy (Student)	14-15
Band & Chorus	17
Before & After School	16
CARE Team	21
High Honors/Honor Roll	17
Homework Club	17
Homework Hotline	18
Partial Day Absence	15-16

Physical Education 17
Religious Observances 16
Report Cards 18
Response to Intervention (RtI)/What is RtI? 18-19
Retention 18
Tardiness 16
Truancy 16-17
Universal Screening 19
Wesclin RtI Procedures 20

Chapter 3: Student Fees & Meal Costs

School Breakfast & Lunch Program 22
Student Fees 21

Chapter 4: Transportation

Bus Transportation 22-23

Chapter 5: Health & Safety

Care of Students with Diabetes 24
Communicable Diseases 27
Head Lice 28
Health Related Reasons to Keep Your Child Home from School 26
Home & Hospital Instruction 24-25
Immunization, Health, Eye, & Dental Examinations 25-26
Safety Drill Procedures & Conduct 28
Sex Education Instruction 28-29
Student ID Badges 28
Student Medication 27
Students with Food Allergies 24

Chapter 6: Disciplinary Procedures & Measures

Bullying 34
Cafeteria 32
Cheating 36
Cyber-Bullying 36
Delegation of Authority 29
Denial of Privileges 33-34
Disciplinary Measures 31-32
Dress Code 31
Expulsion 34
Expulsion Procedure 34
Gang Activity 36
Hazing 336
Illegal Drugs: Student Conduct 37
In School Suspension 33
Lunch Detentions 32
Prevention of & Response to Bullying, Intimidation, & Harassment 34-35
Prohibited Student Conduct 30-31
Sexual Harassment 36-37
Student Discipline 29
Suspension Due Process 33
Suspension (Out of School) 33

Chapter 7: Internet & Technology Procedures

Access to Social Networking Passwords & Websites 37
Internet Acceptable Use 38-41

Chapter 8: Search & Seizure

Search & Seizure	41-42

Chapter 9: Athletics & Extracurricular Activities

Athletic Eligibility	43
Athletic Rules Policy	43-44
Athletics	42
Athletic Transportation	44
Extracurricular Organizations	44
Participation Fees	44-45
School Dances	45
Sportsmanship	45
Student Assemblies	45
Student Athlete Concussions & Head Injuries	44
Wesclin Middle School Honor Society	45

Chapter 10: Special Education

Discipline of Students with Disabilities	46
Education of Children with Disabilities	46
Request to Access Classroom or Personnel for Special Education Evaluation	46-47

Chapter 11: Student Records & Privacy

Student Privacy Protections	49-50
Student Records	47-49

Chapter 12: Parental Right Notifications

Accident Insurance Information	51-52
Asbestos	52
Closing	54
English Language Learners	51
Interview of Students by Law Enforcement	52-53
Mandated Reporters	52
McKinney-Vento Homeless Education Program	51
Pesticide Application Notice	52
Sex Offender Notification Law	53
Sex Offender & Violent Offender Community Notification Laws	53
Standardized Testing	51
Teacher Qualifications	50-51
Transfer to Another School	52

Chapter 1: Introductory Information and General Notices

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

Wesclin Board of Education

Mr. Paul Josias
Mr. Matt Fridley
Mrs. Connie Elmore
Mr. Aaron Hoerchler
Mrs. Tina Litteken
Ms. Sandra Padak
Mrs. Stacy Wellen

Wesclin Administrative Staff

Mrs. Jennifer Filyaw	Superintendent
Mr. Roger Freeze	Wesclin Middle School Principal
Miss Jamie Pence	4th & 5th Grade Transition & Special Services Coordinator
Mr. Daryl Brokering	5th Grade Social Studies/Assistant Principal/Athletic Director

Wesclin Office Staff

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

Wesclin Middle School Faculty

Melodi Arentsen	8th ELA, 6th ELA
Courtney Athmer	Speech Language Pathologist
Anthony Behrman	8th Math, Head Softball Coach
Julie Boeckman	4th Grade
Chris Brandmeyer	5th Science
Pat Bringaze	Beginning Band
Daryl Brokering	Assistant Principal/6th Social Studies
Deanna Croissont-Clossen	4th-6th PE
Madeline Donovan	7th Math
Justin Dunning	8th Boys Basketball Coach, Head Baseball Coach
Nicole Emig	8th Science, Adapted PE
John Groennert	6th Social Studies,
Amy Haar	5th Math
Nick Hollenkamp	7th Social Studies
Kelly Hughes	6th Math

Dawn Isenhower	4th Grade
Tami Kleinhoffer	6th-8th Cross Categorical, ELA
Larisa Kloeckner	5th Special Education
Heather Lauderdale	7th Science
Kim Marchal	7th ELA
Darci Materkowski	6th ELA
Janey McKillip	8th Social Studies
Lisa Middleton	Dance Coach
Lindsay Miller	7th-8th ELA
Tim Moore	6th - 8th P.E., Health
Dawn Musenbrock	4th - 6th PE
Angie Oelrich	4th Grade
Kristen Oster	Head Librarian
Amy Page	6th–8th Chorus, General Music
Cathy Powers	Social Worker
Gretchen Rakers	6th-8th Special Education, Math and Head Volleyball Coach
Laura Ringler	4th Special Education
Lisa Ross	5th Grade ELA
Clare Sedlacek	Cheerleading Coach
Jenni Schaller	6th Science
Jarrod Tobin	Assistant Basketball Coach
Rodney Washburn	Middle School Band Director
Amy Woods	4th Grade
Eric Wuebbles	6th-8th Cross Categorical, History & Science, and Cross Country

2018-2019 Wesclin School District Calendar

Monday, August 13	No School - Teacher Institute
Tuesday, August 14	No School – Teacher Institute
Wednesday, August 15	First day of School
Monday, September 3	Holiday - Labor Day – No School
Friday, September 21	Early Dismissal - School Improvement Day
Monday, October 8	Holiday - Columbus Day – No School
Wednesday, October 17	Full Day School Attendance - Parent/Teacher Conferences in Evening
Thursday, October 18	Half Day School Attendance – Parent/Teacher Conference in afternoon and evening
Friday, October 19	No School
Monday, November 12	No School – Veteran's Day
Wednesday, November 21 through Friday, Nov. 23	No School – Thanksgiving Break
Friday, December 14	Early Dismissal - School Improvement Day
Monday, December 24 through Friday, January 4	No School - Winter Break
Monday, January 21	Holiday – Martin Luther King Birthday – No School
Friday, February 15	Teacher Institute – No School
Monday, February 18	Holiday - President's Day – No School
Friday, March 8	Early Dismissal – School Improvement Day
Thursday, April 18 through Monday, April 22	No School - Spring Break
Friday, May 10	Early Dismissal – School Improvement Day
Monday, May 20	LAST DAY OF SCHOOL – IF NO SNOW DAYS ARE USED
Monday, May 27	Holiday – Memorial Day - No School
Friday, May 31	Last day of School if 8 Snow days are used

SCHOOL START TIMES

Full Attendance Day
High School - 8:00-2:48
Middle School - 8:15-3:03
Elementary School - 8:00-2:45

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

END OF QUARTER DATES

End of Quarter 1	***October 12***
End of Quarter 2	***December 21***
End of Quarter 3	***March 8***
End of Quarter 4	***May 20***

How to Talk To Your Schools

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

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

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

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

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

Animals on School Property

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

Closed Campus

Students are to remain in their assigned buildings and on the school's grounds continuously from

the time of reporting to the time of departure for the day, unless permission to leave is granted by the building principal or a designee. Leaving campus without permission may result in an Out-of- School Suspension.

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.
Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Invitations & Gifts (4th & 5th Only)

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

Treats & Snacks

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

Grading Scale

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

Parties (4th & 5th Grade Classroom only)

PARCC – A PARCC party will be held after the conclusion of testing. It will be held during homeroom, date to be announced.
Halloween – No costumes will be permitted on Halloween. Classroom parties will be held during homeroom time.
Christmas – Christmas parties will be held during homeroom time, date to be announced.

Emergency School Closings

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

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

Automated Calling System

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

Fire/Storm Alarms

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

The storm drill signal is a series of short rings on the regular bell system. Students will proceed to their designated place of safety. Further instructions may be given over the public address system.

Fundraising

All fund raising projects must be approved by the principal. Tickets or articles of any kind, other than those associated with school-sponsored activities, are not to be sold on school property by students or outside organizations.

Sign In/Sign Out

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

Visiting our School

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

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

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

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

Change of Address/Telephone Number

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

Withdrawal from School

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

Wesclin Middle School (6th- 8th Grade) Bell Schedule

8th Grade	8:15 – 8:47	1st Hour (Homeroom)
	8:50 – 9:38	2nd Hour
	9:41 – 10:26	3rd Hour
	10:29 – 11:14	4th Hour
	11:14 – 11:54	Lunch
	11:56 – 12:41	6th Hour
	12:43 – 1:28	7th Hour
	1:31 – 2:16	8th Hour
	2:18 – 3:03	9th Hour
7th Grade	8:15 – 8:47	1st Hour (Homeroom)
	8:50 – 9:38	2nd Hour
	9:41 – 10:26	3rd Hour
	10:29 – 11:14	4th Hour
	11:16 – 12:01	5th Hour
	12:01 – 12:41	Lunch
	12:43 – 1:28	7th Hour
	1:31 – 2:16	8th Hour
	2:18 – 3:03	9th Hour

6th Grade	8:15 – 8:47	1st Hour (Homeroom)
	8:50 – 9:38	2nd Hour
	9:41 – 10:26	3rd Hour
	10:29 – 11:14	4th Hour
	11:16 – 12:01	5th Hour
	12:03 – 12:48	6th Hour
	12:48 – 1:28	Lunch
	1:31 – 2:16	8th Hour
	2:18 – 3:03	9th Hour
5th Grade	11:40 – 12:20	Lunch
4th Grade	12:28 – 1:08	Lunch

Social Work Services

Social Work services are available for every student in the school. These services include; assistance with educational planning, interpretation of test scores, helping to develop study skills, and help with home, school and/or social concerns. Students wishing to visit the social worker should come to the middle school office and request an appointment.

Video & Audio Monitoring Systems

Parts of Wesclin Middle School are equipped with a video and/or audio monitoring system. This system has been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Yearbooks

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

Outside Organizations

We ask that no outside organizations (examples are Scouts and Select Ball Clubs) send in items to be hand delivered to students by other students or by teachers. The process we will follow, is to add the information to our general daily announcements, as well as posting the flyer on our district website under the "Community Events" tab.

Parent — Teacher Involvement

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

Open House / Orientation

Each year an open house and/or orientation is scheduled at Wesclin Middle School. All parents and students are invited to meet the teachers and visit the classrooms.
2018-2019 Open House: August 13 - 4th and 5th Grade 6:00-6:30 in the North Gym, then 6:30-7:15 in the classrooms, 6th-8th Grade 6:45-7:15 in the South Gym, then from 7:15-8:00 in the classrooms.

Lost and Found

Lost and found articles should be turned into the building office. Students may come to the office and properly identify articles prior to claiming them. There are lost and found locations in each gym and in the hallway off the main entrance. Parents may call the school office when inquiring about lost items.

Telephone Usage

Students may use the school telephone in the school offices for local calls. Students must first secure permission in order to use these telephones. Parents should avoid calling teachers during instruction hours. Before or after school hours is recommended, but anytime in an emergency.

Cell Phones, Headphones, and Mobile Telecommunications

All cell phones and technological devices should be stored in their locker during the times of 8:15-3:03. Cell phones are NOT allowed in the classroom, at lunch, PE, or at recess. Cell phones ARE allowed on field trips, as these are not considered in classroom instructional time. Students who choose not to follow the cell phone guidelines will be subject to discipline determined by the administration. Headphones are generally required everyday for classroom purposes, therefore students are allowed to have them, but they are NOT to be worn in any other location in the building.
All technology devices that are brought to school are the responsibility of that individual and not the school. As stated above, all devices should be secured in a locked locker throughout the day.

Teacher Ease

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

Website

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

Parent/Teacher Conferences

Conferences will be held at the end of the 1st Quarter. Each parent will have an opportunity to

meet with teachers during these scheduled times to discuss their child's educational progress. Although, any time during the school year, if questions or concerns arise regarding your child's education, we encourage you to contact the teacher.
2018-2019 Parent/Teacher Conferences: October 17(evening only) & 18 (afternoon & evening)

School Visitation Rights

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

Registration

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

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

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

Student Drop Off and Pick Up

All parent pick-up/drop-off should take place in the north parking lot. Please follow the procedures set aside for all parents: follow the loop and do not park in the parking areas during this time. Always use extreme caution during pick-up/drop-off, as there are a large number of students exiting or entering the building during these times.

Chapter 2: Attendance and Grading Policies

Attendance Policy (Student)

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

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

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

Absence Classifications

Excused Absence: An absence due to personal illness, death in the immediate family, observance of a religious holiday, or an emergency situation beyond the control of the student as determined by the building principal will be considered an excused absence. Students are required however, to notify the school prior to the absence. Students who do not notify the school prior to the absence may only be excused in the event the parent or guardian explaining the reason for the absence provides a written note. An **excused absence** entitles a student to make up all assignments missed. The student will have one day, plus the number days absent to turn in make up work. It is the responsibility of the student to contact the teacher on the day he/she returns to complete a plan for doing the work that was missed.

For pre-arranged absences, the student will be expected to obtain a form from the office. They are responsible for providing this form to each teacher for a signature and in order to get the class work they will miss. In addition, the building principal will need to sign the form. The student will have the number of days gone to turn in the work missed once they return. All work not turned in during that time will result in a zero.

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

Absence Limit and Medical Statement

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

Partial Day Absence

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

Students who become ill at school should report to the office to be excused for the remainder of the day. In order for a student to participate or attend a scheduled extracurricular practice or

activity on a school afternoon or night, **he/she must be in attendance at school no later than 11:20 am and stay until the end of the school day.** The only exception will be a pre-arranged administrative approved appointment (i.e. funeral, doctor's appointment, etc.)

Religious Observances

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

Tardiness

All school policy (4th-8th Grade)

Students tardy to school in the morning must report directly to the middle school office to obtain an admittance slip before entering class. Students more than 10 minutes tardy will be counted as absent for the period. **There will be no excuses for being tardy to school!** The following process will be followed for chronically tardy students:

3 tardies to school = Lunch Detention
6 tardies to school = After School Detention
9 tardies to school = In School Suspension
This process will continue in increments of three on a quarterly basis.

6th-8th Grade students who are chronically late to classes throughout the day, will be handled on an individual basis and subject to discipline determined by the administration.

Before and After School

When students arrive at school the 4th and 5th graders will report to the North gym or breakfast and the 6th – 8th graders will report to the South gym or breakfast. Supervision is not provided until 7:30 a.m., so we ask that students and parents make every effort to not arrive until this time. The north doors will be locked until 7:30am, if entry is needed into the building prior to then, the students must enter through the front doors.

We understand this may be impossible due to work schedules, so please contact the office for alternative options. After arriving on school grounds, students must receive permission from the office to leave. No student should be in the building after **3:10** p.m. unless supervised by a teacher. Groups using the building must use only the section of the building reserved for them and leave all rooms and equipment in proper condition for resumption of classes the next day.

Truancy

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

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

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

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

Advanced Placement

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

6th Grade Advanced Math students will work out of the same book as the regular math class, but be challenged at a higher level and work at a quicker pace.
7th and 8th Advanced Math students will take Pre-Algebra as seventh graders and Algebra I as eighth graders. A seventh grader, in Advanced Math, who fails to maintain a 85% or higher average will be, placed in Regular Math class as an eighth grader. Eighth graders who pass Algebra I with an 85% average or better will receive one year of high school math credit. However, as part of the Wesclin High School policy this will **NOT** be part of their high school GPA. These students will be allowed to take Algebra II as freshmen. Students who average an 84% or less will not earn a high school credit and will be required to repeat Algebra I during their freshman year.

Band and Chorus

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

High Honors/Honor Roll

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

Homework Club

The Homework Club will be held Monday-Thursday from 3:05 till 4:00. This will start after the

first six weeks. It will be monitored by teachers and is open to anyone who wishes to stay and get additional help in any subject that they feel they need help in. **There will be no transportation.** For the safety of your child, please provide a note if your child will need to leave before 4:00. You will need to come in and pick up your child from the office.

Homework Hotline

This information will be available on the Wesclin Middle School Website.

Physical Education

The State of Illinois requires that every student enrolled in school must participate daily in physical education. It is our district's policy that all students be properly dressed for P.E. The P.E. teachers will inform the students on what is to be considered proper dress.

For 7th and 8th grades, Wesclin PE shirts will be worn and black shorts. The shirts will be available to purchase at school registration, in the school office, or through local suppliers. Please write the student's last name on the front of the shirts with a black permanent marker.

Report Cards

Report cards are issued to the students on a quarterly (nine week) basis. Semesters are divided into two equal sections. Semester grades will be computed from the quarterly percentage average. Report cards contain academic grades and attendance.

Retention

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

Response to Intervention Plan

What is RtI?

- RTI is a federal and state initiative to meet a wide range of student needs through general education services.
- All students will be monitored through a universal screening (3 times a year); this data will be used to help determine academic areas of need.
- Students showing deficits in reading and/or math will receive research-based interventions in addition to daily classroom instruction.
- Students may be referred to the CARE Team for problem solving & collaboration to develop effective interventions.
- Students will be placed into one of three tiers:
    - Tier I students receive basic instruction in the classroom (80% of student

population).

- Tier II students will receive additional small group instruction each day in reading and/or math (15% of student population).
- Tier III students will receive additional individualized instruction each day in reading and/or math. (5% of student population).

- The interventions will continue until student makes sufficient progress; if student continues to struggle, more interventions will be put into place.

Universal Screening

A universal screening is conducted, usually as a first stage within a screening process, to identify or predict students who may be at risk for poor learning outcomes. Universal screening tests are typically brief; conducted with all students at a grade level; and followed by additional testing or short-term progress monitoring to corroborate students' risk status.

The Wesclin Community Unit School District has determined that it is beneficial to use the AIMSweb universal screening tool for all students when assessing reading skills. This tool monitors progress in the following areas: letter naming identification, letter/sound identification, phoneme segmentation, nonsense words, fluency, and comprehension. The subtests monitored depend on individual skill level and grade level expectations. All students are benchmarked three times a year (fall, winter, and spring) to determine if appropriate progress is being made with grade level material. Students are divided into categories: above target, near target, and below target. The students who are below target are then placed in tiers two or three depending on individual skill base and need. Once the tier is determined then interventions can be put in place to help the student build upon current skills and move toward the targeted score. The tier two and tier three students are monitored frequently to determine if the chosen intervention is improving success rate. If student is not showing improvement, then the interventions are changed to present material and skill in another modality.

Charts and graphs denoting target and student success rate are available by utilizing the AIMSweb computer site. The data team is responsible for collecting benchmark data. The data is stored and charted for each student. The reading aide for the building is responsible for collecting data for benchmarks and progress monitoring. These interventionists can access the data and provide reports for the general education teachers and staff as needed.

RTI Procedures

All students receive research based core instruction in reading & math

AIMSweb Benchmark testing takes place 3 times/year for all students

Establish students into one of three Tiers using:

- AIMSweb data
- Classroom performance
- Teacher/parent input
- Report Cards
- Standardized test data

Tier 1

- Receive research based core instruction daily in general education classroom

Tier 2

- Receive research based core instruction in general education classroom
- Additional 30 minutes of instruction in a small group setting targeting deficit skills

Tier 3

- Receive research based core instruction
- Additional 60 minutes of instruction in a small group or individualized setting targeting deficit skills

Parents of Tier 2 and Tier 3 students sent a letter explaining the area(s) of weakness & interventions to be used

Tier 2 and Tier 3 students will be progress monitored every 1-2 weeks

Students making adequate progress:

- Reduce interventions
- Continue to monitor

Students NOT making adequate progress:

- Change or increase interventions
- Refer to CARE Team
- Continue to monitor

CARE Team

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

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

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

Chapter 3: Student Fees and Meal Costs

Student Fees

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. The building principal will give additional consideration where one or more of the following factors are present:

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

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

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

School Breakfast & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 8:10 a.m. Lunch is served every school day from 11:14 a.m. to 1:08 p.m., except when there is an 11:45 a.m. or earlier dismissal.

The fees for the 2018-2019 school year are as follows:
Breakfast: $1.40 (K-4); $1.50 (5-8) **Lunch: $2.35 (K-4); $2.50 (5-8)**

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

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

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

Chapter 4: Transportation

Bus Transportation

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

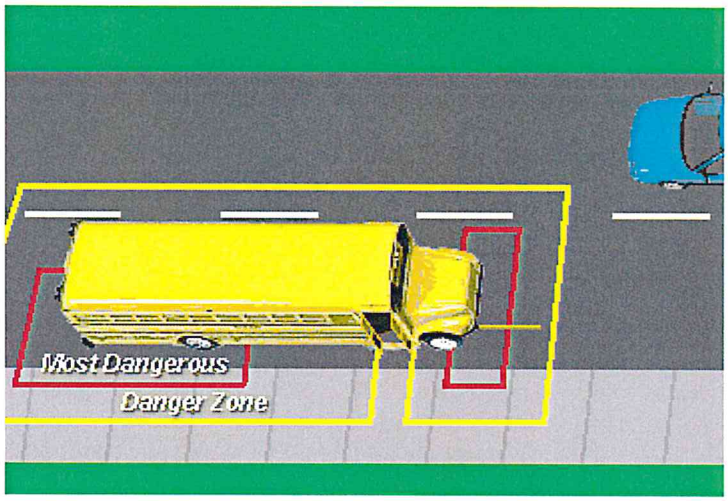
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.

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



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

For questions regarding school transportation issues, contact Mr. Jamey Rahm.