

Wesclin Elementary Schools

Parent/Guardian & Student Handbook



2026-2027

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Welcome

It is a pleasure to welcome you to one of the two Wesclin Elementary Schools. We are happy to have your family within this school district.

As a student, we hope you enjoy and benefit from the many school experiences that you will encounter while attending Wesclin Elementary Schools. As a parent, we wish to work together with you in order to make the building a place of enjoyment for your children, while still providing the best possible educational learning opportunities for all students.

Our district encourages visits by board of education members, parents, guardians, and taxpayers to all Wesclin buildings. Contact your building administrator if you would like to arrange a visit.

The purpose of this handbook is to provide students and parents with various information about school procedures and policies presently followed in the schools. A "table of contents" is provided, so parents and students may have a quick reference to the information that is provided in this handbook. If the information that you are seeking is not in this manual, please contact the school about the matter.

This handbook is intended to be a guide that will assist you with the general information about Wesclin Elementary Schools. It is not intended to provide all the answers to every question, but it is a framework that outlines services and responsibilities of students, families, and the school.

Once again, we are happy to welcome you to your school and may this year be both enjoyable and academically rewarding to you.

Wesclin Elementary Schools

The Wesclin Elementary Schools are part of the Wesclin Community Unit School District No. 3 (Wesclin CUSD #3) which includes the communities of New Baden, New Memphis, and Trenton, Illinois, located in the western section of Clinton County.

Trenton Elementary

Principal: Angela Woll
wolla@wesclin.org
Secretary: Jodie Matheis
matheisj@wesclin.org

315 North Main St.
Trenton, IL 62293
Phone: 618-224-9411
Fax: 618-224-9417

New Baden Elementary

Principal: Patrick Weathers
weathersp@wesclin.org
Secretary: Dana Wolfslau
wolfslaud@wesclin.org

700 Marilyn Dr.
New Baden, IL 62265
Phone: 618-588-3535
Fax: 618-588-4364

Chapter 1: Introductory Information and General Notices

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The board's comprehensive policy manual is available for public inspection through Wesclin website.

The school board governs the school district and is elected by the community. Current school board members are:

Mr. Jeff Stroot, President
Mr. Jared Poettker, Vice-President
Mrs. Tina Litteken, Treasurer
Mr. Dustin Biggs, Secretary
Mr. Zach Peters, Member
Mrs. Samantha Mohme, Member
Mr. Stephen Brown, Member

The school board has hired the following administrative staff to operate the schools:

Mrs. Jennifer Filyaw, Wesclin Superintendent
Mr. Zack Huels, Assistant Superintendent
Mr. Patrick Weathers, New Baden Elementary Principal
Mrs. Angela Woll, Trenton Elementary Principal
Mrs. Jaime Bonsall, Special Services Coordinator

Grade Level

Trenton Elementary includes Early Childhood Education, Preschool, and Kindergarten through 3rd Grade.

New Baden Elementary includes Kindergarten through 3rd Grade.

Handbook Acknowledgment

This acknowledgment is signed during registration and the handbook is available online.

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and school board policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and Wesclin policies may be amended during the year and that such changes are available on Wesclin website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with school and school district rules, policies, and procedures.

Wesclin School Calendar 2026-2027

Thurs. Aug. 13	No School – Teacher Institute, Open Houses
Fri. Aug. 14	Student first day with 11:30 SIP Dismissal
Mon. Aug. 17	First full day of school
Mon. Sept. 7	No School – Labor Day
Fri. Sept. 18	No School – Teacher Institute
Fri. Oct. 2	11:30 SIP Dismissal
Mon. Oct. 12	No School – Columbus Day
Wed. Oct. 21	Full Day of Attendance – P/T Conf. evening
Thurs. Oct. 22	11:30 Dismissal – P/T Conf. afternoon & evening
Fri. Oct. 23	No School due to Conference Week
Wed. Nov. 11	No School – Veterans Day
Wed. Nov. 25 – Fri. Nov. 27	No School – Thanksgiving Break
Fri. Dec. 11	11:30 SIP Dismissal
Sat. Dec. 19 – Sun. Jan. 3	No School – Winter Break
Mon. Jan. 4	School Resumes
Fri. Jan. 15	11:30 SIP Dismissal
Mon. Jan. 18	No School – Martin Luther King, Jr. Day
Fri. Feb. 12	No School – Teacher Institute
Mon. Feb. 15	No School – Presidents' Day
Fri. Mar. 12	11:30 SIP Dismissal
Thurs. Mar. 25 – Mon. Mar. 29	No School – Spring Break
Tues. Mar. 30	School Resumes
Fri. Apr. 16	No School – Teacher Institute
Fri. May 7	11:30 SIP Dismissal
Thurs. May 20	Last Day of School (NO emergency days used)
Thurs. May 27	Last Day of School (if 5 emergency days used)

End of Quarter Dates

End of Quarter 1	October 9, 2026
End of Quarter 2	December 18, 2026
End of Quarter 3	March 12, 2027
End of Quarter 4	May 20, 2027 (or last day of school)

Recognition

The Wesclin Elementary Schools are fully recognized by the Illinois State Board of Education in Springfield, Illinois.

Mission Statement

The mission of the Wesclin Elementary Schools is to meet the educational and social emotional needs of our students, to promote the love of learning, and to create a positive outlook on life.

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual/potential, marital/parental status, including pregnancy.

No student shall, based on sex or sexual orientation, or gender identity 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.

Any student may file a sex discrimination complaint under Wesclin's Title IX Grievance Procedure.

Any student may file a sex equity complaint under Wesclin's Uniform Grievance Procedure. A student may appeal the board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property (including sidewalks at pickup and drop off), 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 any animal on school property for any reason, you must contact the building principal.

School Volunteers

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. Volunteers may be required to get a background check and fill out other paperwork. The building principal will determine this.

Parent and teacher involvement is also encouraged through the New Baden Elementary PTO and the Trenton Elementary PTG.

Invitations & Gifts

Invitations and gifts may only be passed out if they are in no way exclusive. For example, if ALL the boys in a class or grade, or ALL the girls in a class or grade, or 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.

Automated Calling System

Wesclin utilizes a 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.

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. An email will also be sent through TeacherEase.

Reports in the morning will be given between 6:00 a.m. and 8:00 a.m.. The announcement will state "WESCLIN SCHOOL DISTRICT" will be closed (not Clinton County). 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.

Video Monitoring Systems

A video monitoring system may be in use in public areas of the school building and on our district school buses. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on 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.

School Pictures

Each year students will have two opportunities to be photographed and individual colored portraits may be purchased by the parents. The purchase of these school pictures is strictly on a voluntary basis. School pictures are in the Fall (used for the Yearbook) and again in the Spring.

Yearbooks

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

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. Flyers can be emailed to Ryann Mugele at mugeler@wesclin.org and she can add them to our district webpage.

Open House

Open House for grades K-3 will be held from 4:00 – 6:00 p.m. at both TE and NBE on Thursday, August 13, 2026 (the night before school begins). Details will be emailed through TeacherEase over the summer.

Elementary School Activities & School Parties

Two school parties are held during the school year: Halloween / Fall Fest and Christmas. Refreshments are served at each party and each child is asked to provide a small donation to cover the cost of these events. Notes will be sent home when the money is to be collected for this purpose or the money is collected at the beginning of the year along with supplies. In order to assure student safety and grade/age level appropriateness, we ask that all party games be submitted to the classroom teacher for review. ***Please do not bring siblings to parties unless specified as a family event.***

Lost and Found

Lost and found articles should be turned in to the building office. The items will be kept in a Lost and Found location near the office in each elementary school. At the end of each semester, unclaimed items will be donated.

Visit Your School

As a parent, you are encouraged to visit the school and become acquainted with our teachers, principals, and other personnel.

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property (including sidewalks at pickup and drop off) or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products (including vaping).
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product or illegal drug.

9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detected, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects Wesclin or a school function.

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the building principal or superintendent 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.

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, Smart Watches, & Mobile Telecommunications

Students are not permitted to have these devices in the elementary buildings unless turned off and in backpack. If you feel that your child needs to carry a phone, please contact the building principal. Fitness trackers (such as FitBit) will be handled on a case by case basis depending on distraction.

Website

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

How to Get Effective Responses

Address your concerns with the first-line contact FIRST. If necessary, progress through the line of other contacts until the matter is resolved.

Student Academic Performance, Conduct, and Social Development

Teacher ⇨ Principal ⇨ Superintendent ⇨ Board of Education

Building Issues (Curriculum, Instructional Practices, Activities)

Principal ⇨ Superintendent ⇨ Board of Education

Safety and Security

Principal ⇨ Superintendent ⇨ Board of Education

District Finances and Building Maintenance

Superintendent ⇨ Board of Education

District Policies, Practices, and any other Concerns

Superintendent ⇨ Board of Education

Please Note: The Board of Education is always the final level of appeal and, as such, is not the first contact on any issue.

TeacherEase

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 log in to www.teacherease.com using their email address to view not only grades, but discipline as well.

School & district emails come through TeacherEase, so be sure that you sign up for an account to keep up to date with important information.

Parent – Teacher Conferences

Scheduled parent-teacher conferences will be held on October 21 and October 22, 2026. These conferences will be arranged between parents and teachers in early October.

The parent-teacher conference is a time set aside for parents and teachers to talk openly and honestly about the progress of the student. Generally students do not attend this conference. Students may attend the conference if the teacher and/or parents believe there is a reason to do so. If the parents wish for the student to attend the conference, the parent should contact the teacher to make arrangements prior to the conference.

Conferences between parents and teachers need not be restricted to this one scheduled meeting. Parent-teacher conferences may be arranged during the school year by contacting one another for an appointment.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

If you need assistance, help is also available from the following organizations:

- National Suicide Prevention Lifeline: Call or text 988
- Crisis Text Line: Text HOME to 741741
- Safe2Help Illinois: Call 844-4-SAFEIL(723345) or Text SAFE2 (72332)

Registration

Students entering the Wesclin District for the first time need to complete the registration forms provided by the school. A certified birth certificate and proof of residency must be presented at the time of initial registration into Kindergarten or any first time student into Wesclin.

Students transferring from other elementary schools must register and furnish the complete name and address of the school last attended in order for a transcript of official record to be obtained.

Returning students register online through TeacherEase. An email is sent to families mid-summer providing a registration link. New students entering the elementary schools in New Baden and Trenton will complete the registration forms in their home schools. Application forms for free and reduced meals, textbooks, and fees are available in the registration packet. Wesclin superintendent or his/her designee grants approval.

PALS

Playing and Learning After School (PALS) is available for students in grades Kindergarten through Grade 5 at both elementary schools. The program provides care before and after school for parents who pay an extra fee. Registration packets will be available during school registration or can be picked up in either school office at any time. Operating times are 6:00 – 7:30 a.m. at NBE and 6:30 – 7:30 a.m. at TE, then from 2:45 – 6:00 p.m. at both schools.

Summer PALS is also offered during the summer from 6:00 a.m. – 6:00 p.m.. This is for Wesclin students who have completed Kindergarten through Grade 5.

Protected Crossings

Adult crossing guards are present in Trenton to aid children across busy highways before and after school hours.

Trenton	Broadway & Main St.	7:00 – 8:00 a.m. & 2:40 – 3:20 p.m.
	Hwy 160 & 3 rd St.	7:00 – 8:00 a.m. & 2:40 – 3:20 p.m.

Parents should inform and encourage students to cross at these protected points for safety purposes.

Student Drop Off and Pick Up

Parents bringing or picking up students by car at the school should make every effort to position the vehicle in order that the student will not be required to cross the road when leaving or entering the car. Cars should not be parked in restricted areas; wherever yellow curbs or no parking signs appear. Certain areas must be left open in order for school buses to enter these areas for student drop off and pick up. Parents and students may not walk between buses.

At New Baden Elementary, students are to be dropped off and picked up in the parking lot on the **East side of the building**.

At Trenton Elementary, students are to be dropped off at the main entrance on the **East side of the building** in the morning and picked up at the doors on the **West side of the building** after school.

Students should be dropped off no earlier than 7:30 a.m., but before 8:00 a.m. and picked up promptly at 2:45 p.m. If your child will eat breakfast at school, please make sure they arrive before 7:50 a.m..

Field Trips

Should your child's class participate in a field trip, it is necessary that parents give written permission allowing children to be transported. All students **MUST** return from the field trip with their classmates unless there is a family emergency. Chaperones are limited to parents, grandparents, or legal guardians of the student. The number of chaperones will be determined by the location of the trip and/or teacher discretion. ***Please do not bring siblings on a field trip.***

Parents invited by the classroom teacher may ride school-owned buses to aid in pupil supervision while on field trips. Students may be assigned to parents and students are to obey the directions of the adult supervisors as they would the regular classroom teacher. Poor behavior and/or attendance can render a student ineligible to attend a field trip.

Chapter 2: Attendance and Grading Policies

Attendance

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 Wesclin in which he or she resides, during the entire time school is in session. 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 ensure that the child attends school during the entire time school is in session.

Requirements of Attendance

The progress of a student at school depends greatly upon regular attendance and punctuality. Students are expected to be in school on a regular basis unless the student is physically or mentally ill or serious illness or death in the immediate family occurs. If a student needs to be absent from school, a phone call or email from the parent to the office is necessary stating the reason for such absence. 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. Extenuating circumstances will be evaluated by the administration on a case by case basis.

Illinois School Law requires parents or caregivers to call the school and report a student absence for that particular day. **Calls should be made as early as possible before 8:15 a.m. to explain the absence. You can leave a message if nobody is available to answer. You can also email the school secretary.**

If the school receives no phone call and the student is not present at school, a call to you or the emergency number will be made to determine the reason for the absence.

Students are expected to be at school on time in the morning. Students will be allowed two unexcused tardies per grading period. Further unexcused tardies will result in notification from the principal and possible disciplinary action. An example of an excused tardy would be a medical appointment.

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 more than 1% but less than 5% (2 – 8 days) of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% (9 days) or more of the prior 180 regular school days without valid cause are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue, such as warning letters, phone calls, meetings, and Regional Office of Education referral.

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 student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or event, or for religious instruction. The student's parent/guardian must communicate with the building principal prior to 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.

Make-Up Work

If a student is absent for any reason, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

For every day a student is absent from school, that student has one day to make up and turn in the work missed.

Arrival and Dismissal Times

At Trenton Elementary and New Baden Elementary, students enter the building between 7:30 and 8:00 a.m.

Classes begin promptly at 8:00 a.m. If your child will be eating breakfast at school, please be sure they arrive before 7:50 a.m.

Students are dismissed at 2:45 p.m. each day.

Parents will be informed, by phone or email, of any undue delay which will cause the student to arrive home at a later time.

Leaving the Building and School Grounds

Students are to leave the building and school grounds immediately after school is dismissed. If parents wish for the student to return to the playground area, this should not be permitted earlier than 6:00 p.m. (when the PALS program ends).

Grading & Promotion

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

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

After each nine-week period, on a scheduled basis, a grade report will be issued to each student. These forms are to be carried home to parents. The report card contains academic grades, personal growth, and attendance record. Parents are asked to review, sign, and have the student return the report to the classroom teacher within two school days after the date of issue.

The following grading scale is used by the Wesclin district for grades 1 – 3:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and Below
I	Incomplete

Kindergarten and Music use the following scale:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Kindergarten Students must meet or exceed the following requirements to be promoted to First Grade:

Reading - 85% average in the following areas

- Identify all uppercase letters
- Identify all lowercase letters
- Identify all letter sounds
- Identify all sight words

Math - 85% average in the following areas

- Identify numbers 1-20
- Write numbers 1-20
- Count a group of 10 objects
- Add where sum is no more than 10
- Subtract within a set of 10

Students in grades 1 – 3 will be considered for retention if his/her yearly grades indicate a failure in both core subjects: Mathematics and English Language Arts. Averages from each quarter will be used to determine whether a student will be retained.

Homework

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

Music

Wesclin Schools offer a variety of music experiences for all of its students. Regular instruction in music takes place beginning in Kindergarten. As this is a regular part of the elementary curriculum, grades are earned based on a number of projects, in-class activities, homework assignments, etc.

Each school will present one all-school program. in either December or May (TE and NBE alternate programs). Performances will be in the afternoon and evening. This presentation is the culmination of several weeks of classroom instruction and, therefore, **attendance at these performances is expected**. Any unusual circumstances that may prevent a child from attending this performance should be reported to the music teacher in advance except in the case of a true emergency (illness, death in the family).

Physical Education

Elementary students will have PE daily. Students must wear appropriate footwear (laced, rubber-soled gym shoes). If they wear other shoes to school, they must bring gym shoes in order to change.

If you feel that your child is too sick or injured to participate in PE, you must communicate this to the PE teacher. If the absence is more than three consecutive days, a doctor's note may be required.

Students with an Individualized Education Program. may also be excused from physical education courses for documented reasons.

Response to Intervention Plan

What is Response to Intervention?

Response to Intervention (RtI) is a federal and state initiative to meet a wide range of students' needs through general education services. In the RtI model, students participate in a universal screening, which is administered three times per year, to determine academic areas of need. Students showing deficits in reading and/or math will receive research-based interventions in addition to daily classroom instruction. Based on the results of the benchmark, students are placed into one of three tiers of intervention, and interventions will continue until the student makes sufficient progress. If the student continues to demonstrate difficulty in reading and/or math, additional interventions will be put into place, and the student will be discussed during Data Day meetings or will be referred to CARE Team, the schoolwide problem-solving team, to collaborate with teachers and building professionals, including administrators, school psychologist, and school social worker, to develop effective interventions.

Identification Process

- A universal screening is conducted with all students at Wesclin Elementary Schools three times per year (fall, winter, and spring) to measure reading and math instructional levels as well as student growth. AIMSweb assessments are utilized in reading and iReady assessments are utilized in math. They provide information regarding students' vocabulary knowledge, reading comprehension, math calculation, and math application skills.
- Based on the results of the benchmark, students are divided into three categories: at or above target (Tier I), near target (Tier II), below target

(Tier III), and interventions are implemented. Progress is monitored on a bi-monthly basis via progress monitoring using AIMSweb and iReady, data collection, and teacher report to determine if interventions are effective. Charts and graphs are available through AIMSweb and iReady to show improvement, and building interventionists are responsible for overseeing the plans and monitoring progress.

- Tier I is ideally 80% of the student population, and these students receive the research-based core curriculum as presented to all.
 - Tier II is ideally 15% of the student population. Students who fall “near target” on benchmarks are designated as Tier II. In addition to the core curriculum, they receive additional daily interventions in the designated subject area.
 - Tier III represents ideally 5% of the student population, and encompasses students who fall “below target” on benchmarks. In addition to the core curriculum and individualized interventions, they receive individualized supported interventions in the designated subject area.
- When students have made appropriate progress based on the data collected as described above, they are recommended for placement in a lower tier. These decisions are made during Data Day or CARE Team meetings. If a student does not make progress despite multiple weeks in tiered instruction (at least 12-18 weeks), a student may be recommended for a special education evaluation. Parents are notified of all tier movement decisions via a letter sent home.

Chapter 3: Student Fees and Meal Costs

Student Fees

Wesclin 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 free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
- The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children); or
- The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

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

The fees for the 2026-2027 school year are as follows:

Kindergarten:	\$70.00 (includes \$10 technology fee)
Grades 1 – 3:	\$102.00 (includes \$10 technology fee)

School Breakfast & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 8:00 a.m. Lunch is served every school day, except when there is an 11:30 a.m. or earlier dismissal.

Breakfast: \$1.85 Lunch: \$2.85

Students wishing to bring their lunch may do so and eat in the cafeteria. White or chocolate milk is available for \$0.70 to students who would like to purchase milk with their meal from home.

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

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

Here are the ways that you can pay for meal accounts:

- Send a check to school with your child at any time. Checks should be made out to “Wesclin.”
- Pay online through “My School Bucks” found on www.wesclin.org (Processing fees may apply.)

Free and Reduced-Price Food Services

Free or reduced price meals are available for qualifying students. Applications are available at registration or you can contact the building principal. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the building principal.

When the parents/guardians of students are unable to pay for their child(ren)’s meal services, meal charges will apply per a student’s eligibility category and will be processed by Wesclin accordingly.

A student’s eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Illinois State Board of Education.

The building principal and district staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to Wesclin will be made on a regular basis and before the end of the school year. Contact your building principal about whether your child(ren)'s charges may be carried over at the end of the school year.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). Wesclin will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. Wesclin will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the building principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in Wesclin and does not qualify for free meal benefits or refuses to apply for such benefits, the building principal will direct the next course of action. Continual failure to provide meal money may require Wesclin to notify the Illinois Department of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Chapter 4: Bus Transportation & Conduct

Wesclin 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.

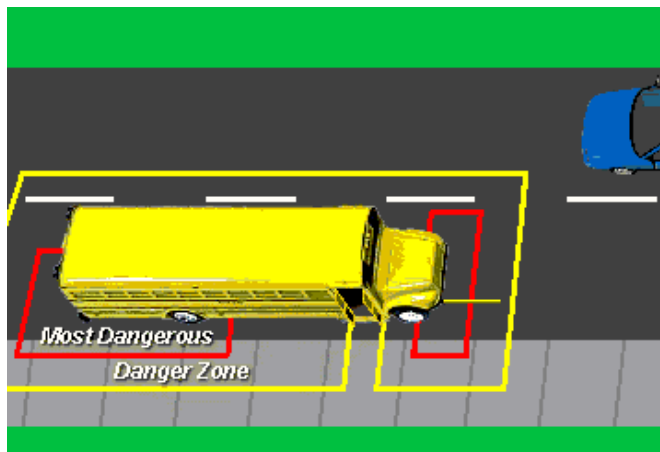
A video monitoring system may be used on our district school buses. These systems have been put in place to protect students, staff, and school property. If a discipline problem is captured on videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

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

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather.
3. 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.
4. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
5. 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.
6. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
7. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
8. 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.
9. 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.

10. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
11. 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.
12. 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.
13. Never run back to the bus, even if you dropped or forgot something.



***** It is a STATE LAW that you must stop and wait when a bus has the stop arm and stop sign out. *****

Thank you in advance for your cooperation in keeping our kids safe.

Students are expected to follow all school rules when riding the bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

For questions regarding school transportation issues, contact your child's school office.

Chapter 5: Health and Safety

Health Related Reasons to Keep Your Child Home from School

Wesclin will follow IDPH Communicable Disease Guidelines

- Do not send if your child **has a fever over 100.4 degrees**. Do not send until he/she has been free of fever for 24 hours **WITHOUT THE USE OF MEDICATION**, such as Tylenol or Ibuprofen.
- Do not send if your child is **vomiting or has diarrhea**. Do not send until your child has been vomit and diarrhea free for 24 hours.
- Do not send if your child has a **rash** of unexplained origin with accompanying symptoms (such as fever, headache, sore throat, swollen glands), until he/she has been seen and diagnosed by a doctor.
- Do not send if your child has an **uncontrollable cough**, or is coughing up **yellow/green phlegm**, or has **shortness of breath**.
- Do not send if your child has been diagnosed with **strep throat** until he/she has been taking antibiotics for 12 hours. However, during outbreaks or in the setting of recurrent infection, IDPH recommends individuals stay home at least 24 hours on effective antibiotics AND fever free or symptoms improving if fever not present.
- Do not send if your child has **pink or red eyes** that have **white or yellow drainage** and has accompanying symptoms (such as fever, headache, swollen glands), until he/she has been seen by a doctor and is cleared to return to school.
- Do not send if your child has **chicken pox** for a minimum of five days and until all pox are dry and scabbed over.
- Students who are excluded from school for lice or nits must be cleared by Wesclin nurse or building principal prior to returning to school.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, **a medication authorization form must be completed for all prescription and non-prescription medications.**

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

School staff may provide basic first aid and comfort measures for minor health concerns during the school day. This may include the use of over-the-counter topical products for minor skin irritations (itching, redness, insect bites).

Products are used in small amounts as appropriate based on the student's symptoms at the time of the visit. Parents/guardians will be notified if a condition is more serious or does not improve.

If you prefer that your child not receive OTC topical products at school, please notify the school nurse in writing.

Self-Administration of Medication

A student may possess and self-administer an epinephrine auto-injector (e.g. EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a Student Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors or medication required under a qualifying plan. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program., qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a

designated caregiver pursuant to this procedure is prohibited. Wesclin may not deny a student attendance at school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medication for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s). If you do not want your child to receive any of these life-saving medications during an emergency, please provide a note stating that you decline with a parent/guardian signature.

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Influenza

Influenza (flu) is a very contagious viral infection that affects the air passages of the lungs. It is one of the most severe and common viral illnesses of the winter season. The flu is a respiratory disease, but it can affect the whole body. **A child can become suddenly ill with any or all of these symptoms: Fever, which may be as high as 103°F to 105°F, body aches, which may be severe, headache, sore throat, cough that gets worse, tiredness, runny or stuffy**

nose. In some cases, your child may also have symptoms such as nausea, vomiting, or diarrhea. Most children recover from the flu within a week. But they may still feel very tired for as long as 3 to 4 weeks. The flu may also lead to lung infection (pneumonia) or death.

The flu virus is often passed from child to child through sneezing or coughing. The virus can also live for a short time on surfaces. This includes doorknobs, toys, pens or pencils, keyboards, phones and tablets, and countertops. It can also be passed through shared eating utensils and drinking. Your child can get the flu virus by touching something that was touched by the infected person, and then touching his or her mouth, nose, or eyes.

The best way to prevent flu is to have the yearly flu vaccine. Each year, a new flu vaccine is available before the start of the flu season. Talk with your healthcare provider if you have questions about how vaccines work and how well they prevent flu. The first time a child between the ages of 6 months and 8 years gets a flu vaccine, he or she will need a second flu vaccine one month later.

Meningitis

Meningococcal disease can cause meningitis (infection of the lining of the brain and spinal cord) and infections of the blood. **The most common symptoms of meningitis can include fever, neck or back pain, headache, neck stiffness, nausea, vomiting, and rash.** Meningococcal infection is not common; however, it is a severe disease with a significant risk of death or lasting disabilities in people who get it.

Anyone can get meningococcal disease. Certain people are at increased risk, including:

- Infants younger than one year old
- Adolescents and young adults
- People with certain medical conditions that affect the immune system
- People at risk because of an outbreak in their community

Meningococcal ACWY (MCV4) vaccine can help protect against meningococcal disease caused by serogroups A, C, W, and Y. A different meningococcal vaccine is available that can help protect against serogroup B.

Adolescents need 2 doses of a meningococcal ACWY(MCV4) vaccine:

- First dose: 11 or 12 years of age
- Second (booster) dose: 16 years of age

Any child entering 6th grade is required to show proof of receiving one dose of meningococcal vaccine ON OR AFTER THEIR 11th BIRTHDAY.

All 12th grade students are required to provide proof of having 1 dose of meningococcal ON OR AFTER THEIR 16TH BIRTHDAY.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Students diagnosed with live head lice do not need to be sent home early from school. They can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. **It will be determined by the school nurse, depending on severity of infestation, if the student can remain at school or not.**
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child has been treated for head lice, no live lice are present, and the majority of the nits have been removed. The school nurse or principal will make the determination. Infested children are prohibited from riding the bus to school to be checked for head lice.

Students with Food Allergies

State law requires our school district to annually inform parents/guardians of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

For information on home or hospital instruction, contact your building principal.

Immunization, Health, Eye and Dental Examinations

All students are required to present appropriate documentation (on *Illinois-approved forms* available at school or through website) that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering ECE or Pre-Kindergarten
2. Entering Kindergarten or the First grade;
3. Entering the Sixth and Ninth grades; and
4. Enrolling in an Illinois school for the first time, regardless of the student's grade.
5. Entering any grade that has immunization requirements.

The required health examinations must include a diabetes screening (diabetes testing is not required). Students ages one to seven must provide a statement from a physician assuring “risk-assessed” or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

While not required for school entrance, everyone 6 months and older is recommended for **annual influenza vaccination**, with rare exceptions (CDC).

Eye Examination

All students entering Kindergarten or an Illinois school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student’s report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten and the Second, Sixth, and Ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child’s report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student’s parent/guardian presents to the building principal a signed statement explaining the objection (must use IL Cert of Religious Exemption Form); or

2. Health examination or immunization requirements on medical grounds if a physician provides written verification; or
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, Wesclin maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of Wesclin's policy may contact the Building Principal.

Safety Drill Procedures and Conduct

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

School Safety Response - Standard Response Protocol (SRP)

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol. The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is taken after the directive has been given. Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

Hold – In Your Classroom or Area

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual

Secure – Get Inside, Lock Outside Doors

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual

Lockdown – Locks, Lights Off, Out of Sight

Students are trained to:

- Move away from sights
- Maintain silence
- Do not open the door for any reason

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silences
- Do not open the door for any reason
- Prepare to evade or defend

Evacuate – To a Location

Students are trained to:

- Leave stuff behind if required
- Bring phone if possible
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems

Shelter – State Hazard and Safety Strategy

Hazards might include:

- Tornado
- Hazmat
- Earthquake

Students are trained to:

- Appropriate strategies based on emergency

Adults and staff are trained to:

- Appropriate strategies based on emergency
- Account for students and adults
- Report injuries or problems

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student.

Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student

- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School. Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

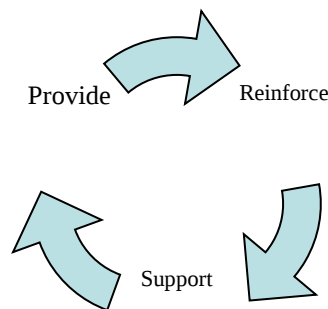
Chapter 6: Student Behavior

School Behavior and Rules

Our school is like a family; if students in school are to be safe, happy, and productive, there must be written directions or rules for all students to follow.

Rules accomplish 3 things:

1. Rules provide clear expectations of behavior.
2. Rules reinforce our school “family” values for the safety of all students, staff, and administration.
3. Rules support healthy relationships through mutual guidelines of acceptable/desired behavior.



Listed below are some of the important school rules everyone needs to know. When these rules are broken, the teacher will talk with the student about the behavior and ways to correct it in the future. If these rules continue to be broken, the actions listed above under “Discipline” will be enforced.

- (1) Respect for Teachers and Other Students
- (2) Profanity
- (3) Disobedience
- (4) Care of School Property
- (5) Fighting
- (6) Stealing
- (7) General Misconduct
- (8) Completion of School Work

The principal will at all times use his/her discretion when dealing with student related discipline problems.

School Safety Guidelines

- (1) Playground equipment is designed for enjoyment but can be dangerous if used in an unsafe manner. Listen to the supervisor on the playground for directions, and practice good safety procedures.
- (2) Students are not to bring to school any items considered dangerous, such as knives, and play guns. It is strongly suggested that no toys be brought from home and only those playground items supplied by the school be used.

- (3) Bicycles are to be parked in or near the rack in an orderly manner. Bicycle riders should always practice good safety rules to and from school at all times. Remember, the basic rule for bicycle riders is to obey the same rules of the auto driver and stay to the right edge of the roadway.
- (4) If an accident does occur at school, students are to tell the supervisor or classroom teacher immediately.

Dress Code

The general appearance, which includes appropriate clothing and personal cleanliness, of any young person is primarily the responsibility of that individual and the parents. A student's appearance should not interfere with the educational process of the class. When a student's appearance is felt to be detrimental, a parent-administrator conference will be arranged. Examples of inappropriate dress include, but are not limited to, the following: clothing with messages about tobacco or alcohol, showing one's midriff or back when standing or sitting, footwear that is disruptive or poses a danger to the student, improperly fitting clothing, pajamas, clothing depicting violence or other inappropriate messages. Shoes with wheels are not permitted. Shorts should be worn under dresses for modesty during PE and recess.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner

inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a "weapon," or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-

off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program. (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

7. Engaging in bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure, including mooning, and sexual assault.

9. Engaging in teen dating violence.

10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

11. Entering school property or a school facility without proper authorization.

12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

13. Being absent without a recognized excuse.

14. Being involved with any public school fraternity, sorority, or secret society.

15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may

reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

The entire Student Behavior Policy is Policy 7:190 and can be found on the school district website under Board of Education. The web address is: <https://www.wesclin.org/vnews/display.v/SEC/Board%20of%20Education%7CBoard%20Policies>

When and Where Conduct Rules Apply

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

1. On or within sight of school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
5. During periods of remote learning.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

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.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will

be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Students and parents/guardians are also encouraged to read the school district policies.

The entire Prevention of and Response to Bullying, Intimidation and Harassment Policy is Policy 7:180 and can be found on the school district website under Board of Education. The web address is:

<https://www.wesclin.org/vnews/display.v/SEC/Board%20of%20Education%7CBoard%20Policies>

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. Wesclin will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace free from sexual harassment is an important goal. Sexual harassment as defined in Title IX, by any person, including a District employee or agent, or student is prohibited.

The entire Sexual Harassment Policy and Grievance Procedure is Policy 2:265 and can be found on the school district website under Board of Education. The web address is:

<https://www.wesclin.org/vnews/display.v/SEC/Board%20of%20Education%7CBoard%20Policies>

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. Wesclin and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under Wesclin's Uniform Grievance Procedure. Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to Wesclin's duty to

investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If Wesclin fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

Wesclin maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with Wesclin's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to Wesclin, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Disciplinary Measures

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

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

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

In School Supervision (ISS)

In School Supervision may be assigned as an intermediate step to Out-of-School Suspension. ISS begins at 8:00 a.m. and ends at 2:45 p.m. Teachers will provide the student with work to be completed. Students will receive full credit for completed school work.

Out of School Suspension (OSS)

Suspension out of school is a disciplinary action taken by school officials to separate a student from school for a period of ten days or less. Students who are suspended are not permitted to be on campus, to use school transportation, or to attend school sponsored activities. Students suspended from school are responsible to contact the office for their missed work and may make it up for 100% credit. There will be no extension on due dates and all work must be turned in the day the student returns.

Suspension Due Process

An administrator of the Wesclin School District is authorized to suspend students guilty of gross disobedience or misconduct from school and all school functions for the period not to exceed ten (10) school days. The student and/or parents are due the following procedural protection:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing, as stated above, may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as it is practical.
3. Any suspension shall be reported to the parents or guardian of the student. Such report shall contain a full statement of the reasons for suspension and a notice to the parents or guardian of their right of review. Also, a copy of the notice shall be given to the Superintendent and the Board of Education.
4. Upon request of the parents or guardian, a hearing shall be conducted by the school board or hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board. After the hearing or upon the receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Chapter 7: Internet and Technology Policies

During the school day, students must use district-provided Chromebooks. Students are not permitted to bring their own devices.

Access to Student Social Networking Passwords & Websites

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

Acceptable Use of Wesclin's Electronic Networks

All use of Wesclin's *electronic networks* shall be consistent with Wesclin's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* includes all of Wesclin's technology resources, including, but not limited to:

1. Wesclin's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via Wesclin's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use – Access to Wesclin's electronic networks must be: (a) for the purpose of education or research, and be consistent with Wesclin's educational objectives, or (b) for legitimate business use.

Privileges – Use of Wesclin's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated

these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam., or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.

2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that Wesclin's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties – Wesclin makes no warranties of any kind, whether expressed or implied, for the service it is providing. Wesclin will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Wesclin specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – By using Wesclin's electronic networks, the user agrees to indemnify Wesclin for any losses, costs, or damages, including reasonable attorney fees, incurred by Wesclin relating to, or arising out of, any violation of these procedures.

Security – Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges – Wesclin assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email – Wesclin’s email system, and its constituent software, hardware, and data files, are owned and controlled by Wesclin. Wesclin provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. Wesclin reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via Wesclin’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with Wesclin. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of

- Wesclin. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam, or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
 5. Use of Wesclin's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or

applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English Language Learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parent/guardians
- Other activities that are for the use and benefit of the school district

Google Workspace for Education

At Wesclin School District, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students will use their Google Workspace for Education accounts to

complete assignments, communicate with their teachers, sign into their Chromebook, and learn 21st century digital citizenship skills.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Keep
- Migrate
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Further, we may allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student’s Google Workspace for Education account, and authorizes the disclosure of data (such as their school issued email address), as requested by the third-party services.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student’s settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student’s apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.

- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support.

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact your building principal who will get you in contact with our IT staff.

Chapter 8: Search and Seizure

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

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to

provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Chapter 9: Special Education

Education of Children with Disabilities

It is the intent of Wesclin to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services.

These services are provided in conjunction with Belleville Area Special Services Cooperative (BASSC).

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

Students with disabilities who do not qualify for an individualized education program., as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Mrs. Jaime Bonsall, Special Services Coordinator

618-224-7583 ext. 5613

Wesclin High School Office

Discipline of Children with Disabilities

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The school board or their designee will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. Additional information can be found in a student’s IEP and Procedural Safeguards.

Wesclin shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Exemption from PE Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team. makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program. outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program..

Service Logs

For those students receiving related services through their Individual Education Plan (IEP), personnel keep a log of their services. This service log is available for review by a child's parent or guardian during IEP meeting. In addition, a parent/guardian can request to review the log at any time. For additional information as well as to request the service log, contact Mrs. Jaime Bonsall, Special Services Coordinator.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact Mrs. Jaime Bonsall, Special Services Coordinator, 618-224-7341 ext. 5613.

Chapter 10: Student Records and Privacy

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

1. The right to inspect and copy the student's education records within 10 school days of the day Wesclin receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected.

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

2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask Wesclin to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If Wesclin decides not to amend the record, Wesclin will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by Wesclin as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with Wesclin.

Upon request, Wesclin discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student

has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

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

Name

~~Address~~

Gender

Grade level

Birth month, day, and place

~~Parent/guardian names, addresses, electronic mail addresses, and telephone numbers~~

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wesclin to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition, or retinal scan.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services. IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs. Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services. For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

You may also contact Mrs. Jaime Bonsall or Mrs. Jennifer Filyaw, for assistance.

Chapter 11: Parental Right Notifications

Teacher Qualifications

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

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

If you would like to receive any of this information, please contact the building principal.

Standardized Testing

Students and parents/guardians should be aware that students in grade three will take standardized tests throughout the year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

McKinney – Vento Education Program

If you are currently homeless and need information regarding enrolling in school and the services provided under the McKinney – Vento Act, please contact Social Worker, Mrs. Katie Wilke. Assistance and support for homeless families includes: educational organizations and schools, food bank and meal programs, local service organizations, family shelters, medical services, and others.

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, academic meetings, and behavioral meetings. Letters verifying participation in this program. are available from the school office upon request.

Parental Involvement through Title 1

The school annually has a meeting for all Parents/Guardians of students accessing the Title 1 Program. Information regarding this meeting will be sent home.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

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

The school provides Parents/Guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the

- education of their children if such Parents/Guardians so desire; and
- (d) timely responses to suggestions.

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

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

In addition to the standard educational curriculum, the school will offer programs in which Parents/Guardians may wish to become involved will be offered. For more information, contact Mr. Patrick Weathers (618-588-3535).

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Mr. Patrick Weathers (618-588-3535).

Parents/Guardians of participating children have a right to appeal the contents of this policy. Wesclin will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Mr. Patrick Weathers (618-588-3535).

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging state standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging state academic standards

expected of all students; and (3) participate and serve on Wesclin's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact your building principal.

Accident Insurance Information

The school will make available to each student a low-cost accident insurance program. The school cannot legally assume any responsibility for medical/dental expenses due to student injuries sustained in regular school activities. The purchase of the accident insurance is on an optional basis, but it is highly recommended that those parents without similar family protection consider the school accident insurance:

Two types of plans are made available:

- (1) School Time Coverage – covers students during school hours and during school sponsored activities.
- (2) Year-Round Coverage – provides accident protection to the student during a twelve month period, 24 hours per day, at school or at home.

Premiums vary year by year and according to plan selected. Insurance coverage commences only if and when premiums are paid by the parent or student.

Pesticide Application Notice

Integrated Pest Management (IP.M.) is the practice of determining and implementing the most appropriate and least hazardous techniques for controlling pests. It controls pests by emphasizing prevention and by employing physical, cultural, biological, and only as a last resort, least hazardous chemical controls.

IPM is the best approach to pest control. Every effort is made to help protect the health and safety of students and staff. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that it is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency where pesticides must be used immediately, we will notify you as soon as possible. Please contact the building principal if you wish to be added to the registry.

Asbestos

According to AHERA, each school district shall annually notify parents that Wesclin has available, upon request, the asbestos management plan for each building. These management plans can be reviewed in the principals' offices during normal working hours.

Mandated Reporters

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

Sex Offender Notification Law

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry

<https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry

<https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders

<https://isp.illinois.gov/SOR/FAQs>

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical

evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Complaints about Curriculum, Instructional Materials, & Programs, Request to Examine Materials, & Statutory Opt-Outs

Parents/guardians have the right to inspect any instructional materials used as part of their child's educational curriculum.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within Wesclin.

Employee Conduct Standards

School districts are required to include in their student handbook Wesclin's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on Wesclin's website or requested from the Superintendent's office.

**We look forward to a positive partnership between
parents and the school to help your child(ren) have
a successful educational experience!**