Wesclin Middle School

Student Handbook

2020-2021

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Chapter 1: Introductory Information and General Notices

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

Wesclin Board of Education

Mr. Paul Josias
Mr. Matt Fridley
Mrs. Connie Elmore
Mr. Aaron Hoerchler
Mrs. Tina Litteken
Mrs. Stacy Wellen
Mr. Jeff Stroot

Wesclin Administrative Staff

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

Wesclin Office Staff

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

Wesclin Middle School Faculty

Melodi Arentsen	8th ELA, 6th ELA
Courtney Athmer	Speech Language Pathologist
Anthony Behrman	8th Math, Head Softball Coach
Brian Berberich	Head Baseball Coach
Agnes Berkemann	5th Social Studies
Julie Boeckman	4th Grade
Chris Brandmeyer	5th Science
Daryl Brokering	Assistant Principal/Athletic Director/Social Studies
Deanna Croissont-Clossen	4th-6th PE
Luke Davis	Middle School Band Director
Mary Deterding	4th-6th Special Education
Justin Dunning	8th Boys Basketball Coach
Nicole Emig	8th Science
Courtney Fisher	7th Math, Cheerleading Coach
John Groennert	6th Social Studies, Assistant Baseball Coach
Amy Haar	5th Math
Nick Hollenkamp	7th Social Studies, Assistant Track Coach

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

2020-2021 Wesclin School District Calendar

Wednesday, August 12 No School - Teacher Institute
Thursday, August 13 Open House for all students
Friday, August 14 No School - Teacher Institute
Monday, August 17 First Day of School
Monday, September 7Holiday - Labor Day – No School
Friday, September 18No School – Teacher Institute
Monday, October 12 Holiday - Columbus Day – No School
Wednesday, October 21 Full Day School Attendance - Parent/Teacher Conference in Evening
Thursday, October 22 Half Day School Attendance – Parent/Teacher Conference in afternoon and evening
Friday, October 23 No School
Tuesday, November 3 - No School - Election Day
Wednesday, November 11 No School – Veteran's Day
Wednesday, November 25 through Friday, Nov. 27 No School – Thanksgiving Break
Monday, December 21 through Friday, January 1 No School - Winter Break
Monday, January 4 School Resumes
Monday, January 18 Holiday – Martin Luther King Birthday – No School
Friday, February 12 Teacher Institute – No School
Monday, February 15 Holiday - President's Day – No School
Thursday, April 1 through Monday, April 5 No School - Spring Break
Wednesday, May 19 LAST DAY OF SCHOOL – IF NO SNOW DAYS ARE USED
Friday, May 28 Last day of School if 7 Snow days are used

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SCHOOL START TIMES

Full Attendance Day

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

Half Attendance Day

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

END OF QUARTER DATES

End of Quarter 1	***October 14***
End of Quarter 2	***December 18***
End of Quarter 3	***March 11***
End of Quarter 4	***May 19***

How to Talk To Your Schools

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

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

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

Equal Opportunity and Sex Equity

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

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

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

Animals on School Property

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

Closed Campus

Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of departure for the day, unless permission to leave is granted by the building principal or a designee. Leaving campus without permission may result in an Out-of- School Suspension.

School Volunteers - Covid19 requirements supersede this information

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Invitations & Gifts (4th & 5th Only)

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

Treats & Snacks

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

Grading Scale

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

Parties (4th & 5th Grade Classroom only)

Halloween – Classroom parties will be held during homeroom time.

Christmas – Christmas parties will be held during homeroom time, date to be announced.

Emergency School Closings

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

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

Automated Calling System

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

Fire/Storm Alarms

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

A storm drill announcement will come directly from office personnel via the intercom system. Students will proceed to their designated place of safety. Further instructions may be given over the intercom system.

Fundraising

All fund raising projects must be approved by the principal. The fundraising request form can be found on the school website or you can call the office. Tickets or articles of any kind, other than those associated with school-sponsored activities, are not to be sold on school property by students or outside organizations.

Sign In/Sign Out

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

Visiting our School - Covid19 requirements supersede this information

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

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

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

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 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.
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 detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied 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 the district or a school function.

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

Change of Address/Telephone Number

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

Withdrawal from School

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

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

8th Grade	8:15 – 8:47	1st Hour (Homeroom)
	8:50 – 9:38	2nd Hour
	9:41 – 10:26	3rd Hour
	10:29 – 11:14	4th Hour
	11:14 – 11:54	Lunch
	11:56 – 12:41	6th Hour
	12:43 – 1:28	7th Hour
	1:31 – 2:16	8th Hour
	2:18 – 3:03	9th Hour
7th Grade	8:15 – 8:47	1st Hour (Homeroom)
	8:50 – 9:38	2nd Hour
	9:41 – 10:26	3rd Hour
	10:29 – 11:14	4th Hour
	11:16 – 12:01	5th Hour
	12:01 – 12:41	Lunch
	12:43 – 1:28	7th Hour
	1:31 – 2:16	8th Hour
	2:18 – 3:03	9th Hour
6th Grade	8:15 – 8:47	1st Hour (Homeroom)
	8:50 – 9:38	2nd Hour
	9:41 – 10:26	3rd Hour
	10:29 – 11:14	4th Hour
	11:16 – 12:01	5th Hour
	12:03 – 12:48	6th Hour
	12:48 – 1:28	Lunch
	1:31 – 2:16	8th Hour (end of day per Covid19)
	2:18 – 3:03	9th Hour

5th Grade	11:40 – 12:20	Lunch
4th Grade	12:28 – 1:08	Lunch

Social Work Services

Social Work services are available for every student in the school. These services include, but not limited to; assistance with educational planning, interpretation of test scores, helping to develop study skills, and help with home, school and/or social concerns. Students wishing to visit the social worker should come to the middle school office and request an appointment.

Video & Audio Monitoring Systems

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

Yearbooks

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

Outside Organizations

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

Parent — Teacher Involvement

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

Open House / Orientation

Each year an open house and/or orientation is scheduled at Wesclin Middle School. All parents and students are invited to meet the teachers and visit the classrooms.

2020-2021 Open House: August 13 - All students are invited to attend during their specific time based on their last name. 9:30-10:30 A-G, 11:00-12:00 H-M, 12:30-1:30 N-S, and 2:00-3:00 T-Z

Lost and Found

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

Telephone Usage

Students may use the school telephone in the main office to contact their parents/guardians, but first must secure permission from the office staff.

Personal Electronic Devices

All technological devices should be stored in their locker during the times of 8:15-3:03. These devices are NOT allowed in the classroom, at lunch, PE, or at recess. Cell phones ARE allowed on field trips. Students who choose not to follow the cell phone guidelines will be subject to discipline determined by the administration **(1st offense=phone being confiscated and a parent will be called to pick it up, 2nd offense=lunch detention will be issued and parent will be called to pick up, 3rd offense=after school detention will be issued and the student will be required to check the phone into the office on a daily basis if brought to school)**
Headphones are generally required everyday for classroom purposes, therefore students are allowed to have them, but they are NOT to be worn in any other location in the building.
All technology devices that are brought to school are the responsibility of that individual and not the school. As stated above, all devices should be secured in a locked locker throughout the day.

Teacher Ease

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

Website

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

Parent/Teacher Conferences

Conferences will be held at the end of the 1st Quarter. Each parent will have an opportunity to meet with teachers during these scheduled times to discuss their child's educational progress. Although, any time during the school year, if questions or concerns arise regarding your child's education, we encourage you to contact the teacher.
2020-2021 Parent/Teacher Conferences: October 22 (evening only) & October 23 (afternoon & evening) - Due to Covid19 all conferences will be held virtually

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.

Registration

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

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

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

Student Drop Off and Pick Up

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

Chapter 2: Attendance and Grading Policies

Attendance Policy (Student)

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

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

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

Absence Classifications - Covid19 requirements supersede this information

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

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

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

Absence Limit and Medical Statement - Covid19 requirements supersede this information

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.

Partial Day Absence

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

Students who become ill at school should report to the office to be excused for the remainder of the day. In order for a student to participate or attend a scheduled extracurricular practice or activity on a school afternoon or night, **he/she must be in attendance at school no later than 11:20 am and stay until the end of the school day.** The only exception will be a pre-arranged administrative approved appointment (i.e. funeral, doctor's appointment, etc.)

Religious Observances

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

be given an opportunity to make up any examination, study, or work requirement.

Tardiness

All school policy (4th-8th Grade)

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

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

Locker Policy (6th-8th Grade) Backpacks will be allowed due to Covid19

Students will be permitted at their lockers during the following times…
6th Grade - prior to 1st hour, after 5th hour, and end of the day
7th Grade - prior to 1st hour, after 5th hour, after lunch, and end of the day
8th Grade - prior to 1st hour, after 4th hour, after lunch, and end of the day

Before and After School

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

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

Truancy- Covid19 requirements supersedes this information

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

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

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

- Referral letter to the truancy officer for 5-8 unexcused absences
- Reporting to officials under the Juvenile Court Act

- Referral to the State's Attorney
- Appropriate school discipline

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

Advanced Placement

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

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

Band and Chorus

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

High Honors/Honor Roll

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

Homework Club

The Homework Club will be held Monday-Thursday from 3:05 till 4:00. This will start after the first six weeks. It will be monitored by teachers and is open to anyone who wishes to stay and get additional help in any subject that they feel they need help in. **There will be no transportation.** For the safety of your child, please provide a note if your child will need to leave before 4:00. You will need to come in and pick up your child from the office.

Homework Hotline

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

Physical Education

The State of Illinois requires that every student enrolled in school must participate daily in physical education. All students must wear tennis shoes to participate in physical education. If the proper shoes are not worn, points will be deducted from their daily grade.

Report Cards

Report cards are issued to the students on a quarterly (nine week) basis. An actual paper copy will be given to 4th-5th students, but 6th-8th reports will only be available on TeacherEase. If a paper copy is needed, parents may contact the office. Report cards contain academic grades and attendance.

Retention

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

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 may 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 Middle School three times per year (fall, winter, and spring) to measure reading and math instructional levels as well as student growth. At WMS, STAR Enterprise comprehensive assessments are utilized in both reading and math, which provides 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

STAR, data collection, and teacher report to determine if interventions are effective. Charts and graphs are available on the STAR website 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 in collaboration with the CARE Team. 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.

CARE Team

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

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

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

Chapter 3: Student Fees and Meal Costs

Student Fees

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

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

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

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

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

School Breakfast & Lunch Program

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

The fees for the 2020-2021 school year are as follows:
Breakfast: $1.40 (K-4); $1.50 (5-8) **Lunch: $2.35 (K-4); $2.50 (5-8)**

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

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

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

Chapter 4: Transportation

Bus Transportation

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

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

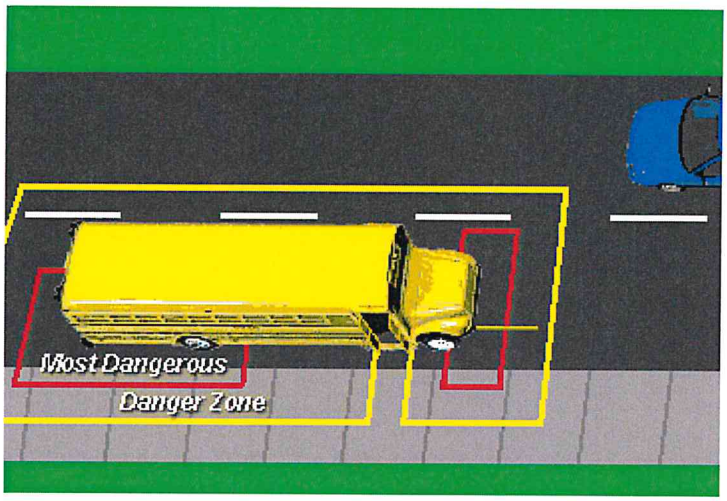
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or

bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

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

Chapter 5: Health and Safety - Covid19 requirements supersedes this information

Students with Food Allergies

State law requires our school district to annually inform parents 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 support 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, physician assistant or licensed advanced practice registered nurse 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.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

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

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof (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 Pre K or ECE
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) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. While not required for school entrance, everyone 6 months and older is recommended for **annual influenza vaccination**, with rare exceptions (CDC).

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.

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 and sixth 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 Illinois Certification or Religious Form.
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
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.

Health Related Reasons to Keep Your Child Home from School

Wesclin will follow IDPH Communicable Disease Guidelines 2002.

- Do not send if your child **has a fever over 100 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, 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 24 hours.

- 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 or until all pox are dry and scabbed over.
- Students who are excluded from school for lice or nits must be cleared by the district 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, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. 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.

Self-Administration of Medication

A student may possess and self-administer an epinephrine 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 School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies 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 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 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 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. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications 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).

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.

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. Infested students will be sent home following notification of the parent or guardian.

3. The school will provide written instructions to the 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.

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 drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill 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.

Student ID Badges

All students (4th-8th) are required to wear their lanyard and ID throughout the day. Faculty and Staff will be monitoring both entrances in the morning and all students must present their ID before being allowed to enter the building. Each student will receive one ID at the beginning of the year, along with one free replacement, then a three dollar charge per ID if it continues. Student ID's must be visible at all times. After School Detention will be issued to students on their third offense, and thereafter.

Sex Education Instruction

Various topics related to sex education are discussed with students at Wesclin Middle School. In 5th grade, students are given the option of participating in a presentation about puberty. In the 6th grade, they are given the option to participate in a presentation about AIDS. In both 7th and 8th grade, the health curriculum includes AIDS education and human reproduction.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district presentation or curriculum related to sex education related topics. If you would like to review the materials, please contact the building principal.

Chapter 6: Disciplinary Procedures & Measures

Student Discipline

Teachers and other certified educational personnel should maintain discipline in the schools. In

all matters relating to the discipline in and the conduct of the school and the school children, they stand in the relations of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardians.

Cooperation among parents, teachers, and administrators are both necessary and desirable. In order for the student to benefit from disciplinary procedures, it is most important that they understand the reasons for such actions. Discipline should be fair and constructive, not arbitrary or excessive.

The development of discipline is a major element of the maturation process. As a child matures, he/she must progress from the need of external control to internalized self-discipline necessary to become an effective, responsible adult. The goals of a disciplinary policy are to develop self-control, orderliness, and efficiency. The elements of a disciplinary policy must focus on these goals for the institution in its corrective, behavior modification measures.

An individual has the right to the opportunity of a public supported education. However, an individual does not have the right to interfere with the rights of others to an education in a safe, secure, and orderly manner. The rights of an individual and the institution must be balanced.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may use reasonable force as needed to maintain safety for other students and remove students from a classroom for disruptive behavior.

The Superintendent and Building Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials. Including all varieties of 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 are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances (to include cannabis, hashish, and marijuana) look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.

4. Using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon.
5. Using personal electronic devices, unless authorized by a teacher or other school personnel

6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.

7. Bullying, fighting, using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.

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

9. Unexcused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.

10. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.

11. Involvement in gangs or gang related activities, including the display of gang symbols, paraphernalia, and gang related tattoos and body piercings.

12. Hate crimes and slurs: the commission of slurs or one or more crimes against another by reason or race, religion, gender, or such classification.

13. Committing arson or distribution of narcotics while associated with a school activity will result with an automatic recommendation for expulsion.

14. Public display of affection to include but not limited to kissing.

15. Laser lights are not permitted.

Dress Code

The administration believes all students should dress in a manner appropriate for school. The general rule to follow is, if you think it might be inappropriate, it probably is. We have some general rules to follow:

1. Students shall not wear spaghetti straps, halter-tops, basketball jerseys or shirts that are low cut under their arms without a shirt under it or shorts that are too revealing. Bare shoulders, backs, and midriffs are unacceptable.
2. Boys or girls shall not wear sunglasses, sweatbands, hats or caps, bandanas, or wear their hoods

up

3. Clothing advertising alcohol, drugs, sexually suggestive or a derogatory message is not permitted. Inappropriate writing on the back of shorts is not allowed.
4. Shorts and skirts must also be of appropriate length. A general guideline that may be used to determine this is the length shall be no shorter than fingertip length (ring finger) when standing with arms at the side.
5. Properly fitting clothes are to be worn. Pants and shorts must be worn at the waistline; "sagging" is prohibited.
6. Spiked apparel and accessories or chains that can be used as weapons should not be worn in the building.
7. Any types of clothing that expose undergarments are not permitted.

Students dressed inappropriately will be required to change clothes. They will be given an opportunity to change into other clothes or call home to have parents bring alternate clothing. If this is not an option the school will provide alternate clothing. Student who abuse this privilege or refuse to change clothing may be subject to disciplinary action.

Disciplinary measures:

1. Personal counseling.
2. Withholding of privileges.
3. Seizure of contraband.
4. Lunch detention.
5. After-School Detention
6. In-School Suspension for a period not to exceed 5 school days. The building principal or a designee shall ensure that the student is properly supervised.
7. Suspension from school and all school-sponsored events for up to 10 days, provided those appropriate procedures are followed.
8. Suspension of bus riding privileges, provided that appropriate procedures are followed.
9. Expulsion from school and all school-sponsored events provided that the appropriate procedures are followed.
10. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
11. Notification of parent(s) or guardian(s).
12. Removal from classroom.

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

A student, who uses, possesses, distributes, purchases, or sells an explosive, firearm, knife, or any other object that can reasonably be considered a weapon shall be expelled for at least one year. The School Board may direct the Superintendent to modify the expulsion requirement on a case-by-case basis.

Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct.

Cafeteria

The following rules should be observed in the cafeteria:

1. Food or drinks are not permitted out of the cafeteria.
2. Return trays and utensils to the dish window.
3. Students who have finished lunch will go in the gymnasium or outside weather permitting
4. There will be **no charging** allowed when the negative balance has reached $5.00.
5. Students accidentally spilling food or drinks on the floor are asked to report the spill to the lunch room supervisor and participate in its cleanup.

Lunch Detentions and After School Detentions

Lunch detentions will be served on an as needed basis. Any student assigned a lunch detention and fails to serve it will be assigned another lunch detention. When a student has been assigned the fifth lunch detention for behavior (this does not include tardiness) the student may also be assigned an after school detention. The parent will be contacted by the principal/assistant principal, and the student will serve an after school detention in the office.
After School detentions are served from 3:05 p.m.-4:00 p.m. If a student receives a total of 10 detentions (lunch and/or after school) they may serve an In-School Suspension. Any additional problems may result in an Out-of-School Suspension.

Refusing to serve a lunch detention or after school detention may result an In-School Suspension. Refusing to serve an In-School Suspension may result in Out of School Suspension

In School Supervision (ISS)

In School Supervision may be assigned as an intermediate step to Out-of-School Suspension. ISS begins at 8:15am (SHARP) and ends at 3:03pm. During the time of the ISS, students will be provided all their work and receive full credit for the work completed.

Suspension (Out of School)

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. Although there will be no extension on due dates, and all work must be turned in the day they return.

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 a 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.

Denial of Privileges (8th Grade students only)

Students guilty of repeatedly violating the middle school disciplinary code may be denied the privilege of attendance or participation at school sponsored activities, on or off school grounds. Any student accumulating **TWENTY** disciplinary points per semester from the office for disciplinary reasons will be denied the privilege of attending or participating in all Wesclin Middle School activities, on or off school grounds that are not considered part of the educational day (mainly impacted are special treat days, the 8th Grade Dinner Dance and the Six Flags trip). All points will be removed at the end of each semester. Students will accumulate disciplinary points in the following manner:

Lunch Detention	3 points
After School Detention	5 points
Suspension (In/Out)	10 points

Examples of violations include tardy to school, tardy to class, talking during class, misbehaving, and insubordination.

Expulsion

The term "expulsion" refers to disciplinary action taken by the Board of Education whereby a student is separated from school attendance for a period of time in excess of ten days. The student will be removed for the balance of the current school year. The student may be permitted, upon petition, to complete required examinations in order to receive credit for courses taken in the current semester of the current year.

Expulsion Procedure

A. A statement of the reason(s) for the proposed expulsion, including any school rule which has been violated.
B. The duration of the proposed expulsion.
C. The time and place of the expulsion hearing.
D. A statement of the parents' right to be represented at the expulsion hearing by an attorney or other representative.
E. A copy of the expulsion hearing procedures.

Bullying

Bullying is defined as willful, conscious desires to hurt, threaten, or frighten someone. Furthermore, the following shall constitute bullying behavior and will not be tolerated:

A. Physical – Threatening or causing any kind of physical harm.
B. Verbal – Name-calling, teasing, taunting, including any inappropriate reference to sex, family background, race, or hostile behavior toward another because he/she may be "different" from the perpetrator.
C. Gestures – Intimidation, extortion, taking someone else's property, or unwanted interference with others or his/her work or equipment; hiding/moving another student's property; forcing a student to commit an illegal act (e.g. stealing); demanding favors, targeting perceived weaknesses (e.g. disability); exclusion from a group.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including

communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Students are encouraged to immediately report bullying. A report may be made by filling out a bully report form and placing it in the "Bully Box" located just outside of the social worker's office. The "Bully Box" is checked three times a day (before lunch, after lunch, and at the end of the day). Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

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

Cyber-Bullying

Cyberbullying is bullying that occurs via the internet (as defined above). Participation in the behavior is subject to disciplinary action as it causes an unsettled school environment.

Hazing

Hazing is prohibited. Hazing is defined as soliciting, encouraging, aiding, or engaging in unnecessary or disagreeable actions. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Gang Activity

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang,
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang, and

3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Cheating

Cheating is defined as the use or possession of unauthorized materials or assistance on tests or assignments. Students providing the unauthorized materials and the students accepting it are liable for disciplinary action. Copying homework **IS** cheating and will be dealt with as such! The first offense for cheating during the school year will result in a call home to the parents and redoing the assignment(s) in question for 50% credit. Consequently, the second offense for cheating will result in a call home to the parents and a lunch detention with the principal where the assignment(s) in question will be completed for the same 50% credit..

Sexual Harassment

Sexual harassment is prohibited. Sexual harassment is defined as:

1. An employee's unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, that denies or limits the provision of educational assistance, benefits, or services; or that makes such conduct a condition of a student's academic status; or
2. Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature by anyone, including students, that has the effect of:
   (a) interfering with a student's educational environment;
   (b) creating an intimidating or offensive educational environment;
   (c) depriving a student of educational assistance, benefits, or services;
   (d) making submission to or rejection of unwelcome sexual conduct the basis for academic decisions affecting a student.
3. Students who believe they are the victims of sexual harassment are encouraged to discuss the matter with their principal. The principal shall determine the appropriate action.
4. The Wesclin District will offer sexual harassment sensitivity awareness training to the staff and students.

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

1. On school grounds before, during, or after school hours and at any other time when the

school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.

Illegal Drugs

The illicit use, possession, or distribution of non-medical drugs, the use, possession, or distribution of "look alike" drugs, is not permitted on school buses, in school buildings, or on school property at any time. This includes all school sponsored and related activities, whether held during school hours or after. Students will not be permitted to attend school under the influence of illicit drugs.

Any student in violation of this policy shall be recommended for suspension and/or expulsion according to the requirements of the Wesclin Board policy 7.190. Parent and juvenile authorities shall be promptly notified. When a substance is determined to be an illicit or "look alike" drug, the identity of the student shall be given to the proper authorities for prosecution. If there is any reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the students and parents.

All prescription drugs, medicine, stimulants must be turned into the office for dispensing. A School Medication Authorization form must accompany the medicine stating the dosage and duration the student is to be taking the prescription. The form will be kept on file in the office. Medicines brought to school should be in the original container.

Chapter 7: Internet and Technology Policies

Access to Student Social Networking Passwords & Websites

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

Internet Acceptable Use

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

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

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. 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 network. Some examples of unacceptable uses are:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
c. Downloading of copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;
e. Wastefully using resources, such as file space;
f. Hacking or gaining unauthorized access to files, resources, or entities;
g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
h. Using another user's account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network 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:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District 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. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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 computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone 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 web or on District websites or file servers without explicit written permission.

a. 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.
b. 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.
c. 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.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

a. The District 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.
b. 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.
c. Electronic messages transmitted via the School District'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 the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet 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.
e. Use of the School District's email system constitutes consent to these regulations.

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
   a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
   b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
   c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
   d. Is reasonably viewed as promoting illegal drug use; or
   e. Is primarily prepared by non-students.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Chapter 8: Search and Seizure

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.

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: Athletics and Extra-curricular Activities

Athletics

Wesclin Middle School has a reputation of high standards of sportsmanship and outstanding athletes. Everyone connected with the school is expected to refrain from any action that would lower that reputation. Wesclin Middle School has a well-rounded program of athletics including:

*Baseball: 6th – 8th Grade eligible to tryout
*Softball: 6th – 8th Grade eligible to tryout
*Basketball (Girls & Boys)
- (2) 5th Grade teams (orange and black)
- (2) 6th Grade teams (orange and black)
- (1) 7th Grade team
- (1) 8th Grade team

*Cheerleading: 6th – 8th Grade eligible to tryout
*Dance: 6th – 8th Grade eligible to tryout
*Volleyball (Girls)
- (2) 5th Grade teams (orange and black)
- (2) 6th Grade teams (orange and black)

(1) 7th Grade team
(1) 8th Grade team
*Track (Girls & Boys):6th – 8th Grade eligible to tryout
*Cross Country (Girls & Boys): 6th – 8th Grade eligible to tryout

Wesclin is a member of the SIJHSAA and is governed by the rules and regulations of these organizations.

Athletic Eligibility

Students **must maintain passing grades in 3 of their 4 required core classes each week. These passing grades will be evaluated on the cumulative grade for the current quarter. Eligibility checks will be done on the last day of the school week.** Those students who do not meet this academic standard will be ineligible for participation in practices and competition from the following Saturday to the day of the next eligibility check. This pattern will be followed until the athlete becomes eligible or the season ends. **All athletes must have a current physical on file with the school prior to trying out for any extra-curricular activity** and must be covered with school insurance or their parent/guardian must have sufficient insurance coverage at home for an injury occurring in an athletic event. Attendance and conduct are also factors in maintaining eligibility.

Athletics Rules Policy

Wesclin Middle School supports a well-rounded athletic program for the students of the District. It is our desire that our students have a healthy body to complement a healthy mind. Also, we believe that athletics will teach sportsmanship, fair play, healthy competitiveness and qualities of good leadership. We feel that the athletic program is a privilege and not an absolute right of the student; therefore, it is necessary for us to have certain rules and regulations in order to achieve our overall goals.
The coaches of the various athletic teams will have their own training rules and regulations; however, there are certain rules that apply to all athletes and failure to comply may mean suspension from the athletic team or from all athletic competition for the remainder of the school year. These rules need to be listed due to their serious consequences.

1. Possession or use of any alcoholic beverage or tobacco products will result in being suspended from 33% of the scheduled games. The student/athlete will be required to arrange a contact between the coach and his/her parents to discuss the suspension. The athlete may attend practice during the suspension but will not dress for games. If the infraction occurs during the last or near the last game of the sport's season, then the next immediate season the athlete participates in will draw the remaining suspension to comprise the 33% game suspension.
2. A second infraction will result in suspension from all athletic teams for the period of a calendar year. Athletes found using; selling, or possessing "marijuana/cannabis" or other illegal drugs or controlled substances (unless it is personal use prescribed by a doctor), possessing "look-a-like" drugs or drug paraphernalia will automatically be suspended from all athletics for calendar year.
3. Athletes arrested by the police for a felony or misdemeanor charge will be suspended for 33% of scheduled games. Suspension will follow the examples stated in rule #1.

These rules are in effect for the entire school year and athletes found to be in violation before their

particular sport season starts or in between seasons will be suspended during the first 3 games of the sports season following the date of the violation. These rules shall be in effect for all athletic squads including cheerleaders and dance.

An athletic rule violation by a Wesclin athlete who is observed and identified by a Wesclin coach, administrator, or faculty member, or is reported by city, county, or state law enforcement personnel, or admits a violation of the rules shall be disciplined as specified in these rules. Disciplinary action will be taken within approximately 30 days of the violation.

Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Athletic Transportation

All athletes and extracurricular participants will ride school transportation to all events. The same students will ride the bus back home unless they obtain permission from their coach or principal to ride home with their parents. No athlete or extracurricular participant may ride home with another student's parents, unless the student has a signed note from their parent stating their approval. This note must also be signed by the principal for final approval.

Extracurricular Organizations

Our extracurricular program is designed to make available as many different types of organizations and activities as possible to meet the interests of the student body. The plans, activities, and functions of each organization are decided upon and carried out by the members and their elected officers with the help of an advisor. The success of each activity depends upon the loyalty and work of the members and the capabilities of the officers. An organization is only as good as its members make it. Help make your organization and your time fruitful by participating actively. To participate in extracurricular organizations students must be passing 4 of their 5 required core classes. This includes Student Council, National Honor Society, Yearbook Staff, and any other Wesclin Middle School sponsored extracurricular organization.

Participation Fees

In order to help defray the rising costs of extracurricular activities, the following fee schedule has been adopted for the school year. This schedule applies to all athletes, cheerleaders, and dance team members. Middle School students will pay $50.00 per sport with a $100.00 per year maximum. There will also be a family maximum of $200.00.

Information concerning fees:

1. There will be no fee to try out for a team. Fees will be assessed after the team has been selected.
2. The athlete must pay the fee prior to the first game of the season. An athlete will not be allowed to play in games until the fee is paid.
3. Payment of the fee does not guarantee playing time.
4. No refunds will be given should an athlete quit the squad or become ineligible/able to participate.

School Dances (6th — 8th Grade only)

Only Wesclin Middle School students are allowed to attend school sponsored dances. No other students may be guests. Like other extracurricular activities student must be present that school day to attend. Students should stay in the designated area while the dance is taking place and have rides available when the dance is to finish. **Since dances are school functions, students need to remember that the dress code will be enforced.**

Sportsmanship

Students should always back their team with true school spirit and show respect for their school's reputation. Students should strive to maintain favorable relations with opposing teams and schools. Students should cooperate with the cheerleaders at pep sessions and at games. This demonstration of sportsmanship should be displayed in every environment where students are representatives of the school; thus, proper conduct is required at both on and off campus events. WMS follows all SIJHSAA policies in regards to sportsmanship for all players, coaches, and fans.

Student Assemblies

All students are to move to and from the assemblies in an expeditious and orderly manner. It is expected that students will be attentive and courteous at all assemblies. The privilege of assemblies will be denied to those who are unable to conduct themselves properly and in a respectful manner. The use of personal electronic devices is prohibited.

Wesclin Middle School Honor Society

Students are eligible to apply for membership in the Honor Society immediately following the 1st Semester of their sixth grade year, the first week of their seventh grade year or their eighth grade year.

To apply for membership students must meet the following criteria:

- 6th grade students must achieve a 4.0 GPA during the first semester
- 7th grade students must achieve a GPA of 3.8 or better at the completion of their 6th grade year
- 8th grade students must achieve a GPA of 3.8 or better at the completion of their 7th grade year.

A letter will notify students if they are eligible to apply but they must complete the application process to become a member. Students are selected on the criteria of scholarship, service, leadership and character; therefore, members are expected to meet certain requirements in order to remain a member of the Chapter.

Requirements:

- Honor Society members receiving 6 or more discipline points will be placed on probation for a maximum of four weeks.

Honor Society meetings are held during the school day.

Chapter 10: Special Education

Education of Children with Disabilities

The Wesclin CUSD #3 school district is a member of the Belleville Area Special Services Cooperative (BASSC). It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

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

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

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Exemption From Physical Education 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.

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.

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 an 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 Jamie Pence, Special Services Coordinator.

For further information, please contact Jamie Pence, Wesclin Special Services Coordinator.

Chapter 11: 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 15 school days of the day the District 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. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. 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 the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be send 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 the District decides not to amend the record, the District 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 the District 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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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.Upon request, the District 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, the District may release directory information regarding students, limited to:

   Name
   Address
   Gender
   Grade level
   Birth date 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 to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.[1]Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.
7. 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.
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

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The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Student Privacy Protections

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

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.

Chapter 12: Parental Right Notifications

Teacher Qualifications

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

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

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

Standardized Testing

Students and parents/guardians should be aware that students 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
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 Homeless 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 your school office to find out how to contact the district social worker. 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.

English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the 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 (IPM) is the practice of determining and implementing the most appropriate and least hazardous techniques for controlling pests. It control 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 main office if you wish to be added to the registry.

Asbestos

According to AHERA, each school district shall annually notify parents that the district 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.

Interview of Students by Law Enforcement

In the event that a law enforcement official wishes to talk to a student at Wesclin Middle School, parents will be contacted before any meeting will take place.

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 the district.

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.

Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

> You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:
> http://www.isp.state.il.us/sor/.
>
> You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:
> http://www.isp.state.il.us/cmvo/.

Closing

Thank you for taking the time to review the procedures and guidelines associated with Wesclin Middle School. It is our hope that your child will have a wonderful educational experience. If at any time you need assistance, have questions, or concerns, please do not hesitate to call.