

Wolf Branch School District

2023-24 Parent/Student Handbook

Message from Dr. Nicole Sanderson, Superintendent

Dear Wolf Branch Community,

Welcome to Wolf Branch School District! I am proud to serve as the new Superintendent for the 2023-2024 school year. While the shift has already started in some respects, I will formally begin the superintendency role July 1, 2023, following the retirement of Mr. Scott Harres, who served our district as a teacher, principal, and superintendent for over 30 years. He has been a friend to many and loved by all. I am honored to have been chosen to follow in his footsteps.

I am eager to continue to contribute and enhance practices, on a much different scale, at Wolf Branch School District in my new role. I am a firm believer in leading by example with respect, honesty, and fairness. I believe in excellence and am not only committed to promoting it academically, but also enhancing the physical, intellectual, social-emotional, and wellbeing of all students. Our work is challenging, but rewarding.

Starting my 25th year as an educator, and having served in the district for fifteen years already, I have had a front seat to the admirable sense of pride and tradition Wolf Branch is known for offering. Our reputation is second to none. Both current and alumni students beam with pride when they share their history and ties to Wolf Branch. That is largely due to the reputation and commitment our school community has built over the years. Our school community is like no other. We have a fantastic partnership with our parents and students, coupled with strong, resilient, and passionate school faculty and staff that has contributed to our continued success. There is a collective effort on everyone's part to do whatever it takes to help our students become the best versions of themselves.

On a personal note, my husband and I have four children. Our daughter (19) is at Indiana University-Bloomington, and our three sons are 16, 12, and 10. My husband is a real estate agent for Coldwell Banker Realty-Gundaker in Town and Country and the General Manager for the St. Louis Jr. Blues hockey organization. All three of our sons play competitive ice hockey and we love visiting with our daughter every chance we get. In our spare time, we enjoy traveling to our beautiful National Parks and hanging out with our families. We live a family-first lifestyle and truly enjoy one another's company.

For those of you that know me and have worked with me, I hope I serve you proudly. Thank you for the years of support in my previous role and I look forward to our ongoing quest to continue great things here at WB. For those of you that haven't had the opportunity to work with me in any type of capacity-yet, I hope to live up to your expectations for your child(ren)'s educational journey. I understand firsthand the challenges our elementary, middle, and high school years come with and know that together we can make a difference. Today is a different world for our children and it's imperative to join together to help equip them with the tools they need to succeed.

Please feel free to contact me at any time—email, call, or stop in to see me. I look forward to the year ahead.

Sincerely,
Dr. Nicole Sanderson

Foreword

This handbook will provide parents and students with important information about Wolf Branch School. It helps summarize the ideas, procedures and policies followed at Wolf Branch District. Obviously, a handbook cannot anticipate all questions and cannot provide every answer. The office staff and principals are available to help with answers and clarifications. Cooperation between the home and school is important and essential. We hope that this handbook assists in building and maintaining that positive relationship. *Please note that updated changes may occur throughout the summer and parents will be notified in August upon students returning to school.*

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History of the Wolf Branch School District

It is generally believed that Wolf Branch derived its name from the encounters locals had with wolves that were known to frequent this area. However, how much of a hazard wolves were to the local community back in the 1860s is not clear. Wolves were known to prowl about the creek (referred to then as a branch) and woods, thus providing the site with the name Wolf Branch.

The first Wolf Branch schoolhouse consisted of a one-room log structure set on one acre of land that had been deeded to the school on August 3, 1863 by Adam and Eva Bagley. The school was built along what is today known as Illinois Route 159. It is believed that the log structure was used for a short time before it was replaced by a one-room brick building. The bricks were made by hand in Mr. Bagley's brickyard. In 1921, a new brick structure replaced the first brick schoolhouse and served as Wolf Branch School until 1957. The students moved from the brick schoolhouse to the newly constructed, multi-room school currently located on Huntwood Road. Several additions have been made to the one-room structure, which later served as a cabinet shop and residence.

Student life in the late 1800's and early 1900's was quite unlike student life today. The area around Wolf Branch School was primarily a farming community and children were expected, if not needed, to help out around the family farm. In keeping with that need, classes usually started after the harvest in late fall and let out in early spring in time for planting season. It was not uncommon for students to remain at school through age 19.

There were no yellow school buses back then. Most children walked – some quite a few miles. Back then, the school was located atop a hill in the midst of farmland accessible only by remote, unpaved farm roads through the fields. It was not until 1920 that a paved road in front of the one-room brick schoolhouse running from Route 159 to Smelting Works Road was constructed. A few years later, Huntwood Road was paved to connect Route 159 to Old Caseyville Road, providing the school district with a good hard surface, east-west road. In 2007, Huntwood Road was extended beyond Old Caseyville to connect with Sullivan Drive.

Wolf Branch Elementary School downsized somewhat in 2003 from a K-8 school to a K-5 school plus the addition of a pre-kindergarten program funded by the parents of participating Pre-K students. Wolf Branch Middle School opened its doors in August 2003 to a student body of 317 in grades six through eight. Located at 410 Huntwood Road, just ¼ mile from Wolf Branch Elementary School, the middle school featured 30 classrooms, and a gymnasium that connected to a multipurpose room and cafeteria. The school also boasted two large computer labs, three science labs, a multi-media center, separate band and chorus rooms, and an art center. Set back from the road, Wolf Branch Middle school further provided for the well-being of its students with large athletic fields, an all-weather running track, and a playground.

In 2009, two major construction projects impacted the school district. First, Huntwood Road was improved with a center turn lane, curbs, gutters, and sidewalks. Also, Wolf Branch Elementary School underwent a Health/Life Safety renovation to upgrade its entryway, administrative and support service offices, kitchen, gymnasium, bathrooms, and security system.

Shortly after the start of the 2017-2018 school year, the Wolf Branch Middle School suffered significant mine subsidence resulting from movement that occurred in an abandoned, underground mine. Engineers from the Illinois Department of Natural Resources - Surface Mining Division determined that the west half of the school had dropped anywhere from 8 inches to 28 inches, and that the entire building was unsafe for occupancy. In a two day turn-around, staff, as well as community volunteers, turned out to help, and all necessary equipment/supplies was quickly moved into the elementary school.

Once the Board of Education opted to rebuild the middle school, the decision was made to completely grout all of the mine voids located approximately 200 feet below the school, as well as demolish the gymnasium, multipurpose room, locker rooms, kitchen, and music rooms, and gut the library and office complex.

After two years of demolishing, planning and estimating, reconstruction began in March, 2020, and was completed in July, 2021. All of the demolished and gutted portions of the middle school were replaced, and the entire building was improved by utilizing energy-saving and environmentally-friendly components, as well as state-of-the-art technology amenities. Beginning in August, 2021, grades 5-8 once again occupied the middle school, while grades PreK-4 remained at the elementary school.

Current Enrollment

Wolf Branch School District has a total enrollment of approximately 800 students and is continuing to grow every day. Our district encompasses 4 square miles and is often referred to as a *hidden gem*. Our district is made up of two schools, Wolf Branch Elementary School (WBES) and Wolf Branch Middle School (WBMS). WBES serves approximately 450 students Preschool - Fourth Grade and is also a proud hosting site for approximately 30 students in an autism program through Belleville Area Special Services Cooperative (BASSC). WBMS serves approximately 350 students in Fifth-Eighth Grades.

Wolf Branch School District Philosophy **Vision Statement**

The Wolf Branch School District, in active partnership with parents and the community, will promote excellence in a respectful and caring environment in which all students learn and grow. This partnership shall empower all students to develop strong self-esteem and to become engaged learners, informed decision-makers, and responsible, considerate, contributing citizens in an ever-changing society.

Mission Statement

The Wolf Branch Board of Education emphasizes that students and their development are the focus of attention in all educational endeavors of the district.

To fulfill this mission, the Board believes the following objectives must be achieved:

1. The Board will provide safe, healthy and attractive facilities that are conducive for the achievement of a quality education.
2. The Board, in conjunction with the Administration, will provide fiscal oversight to ensure that district resources are being utilized in a responsible manner that allows for the procurement of a highly qualified faculty and staff, as well as proper materials and resources.
3. The Board is dedicated to the improvement of the educational process by promoting professional development for the faculty and staff, and values constructive input.
4. The Board is dedicated to the students' development of ability in the following educational goals:
 - a. Master the educational standards developed by the federal and state agencies.
 - b. Develop a positive attitude toward learning.
 - c. Develop good character and moral integrity.
 - d. Develop an awareness of personal rights and responsibilities as well as those of others.
 - e. Cope with ever-changing conditions.
 - f. Develop respect and appreciation for cultural diversity.
 - g. Become a productive citizen by understanding the importance of service to society.
 - h. Become familiar with the global opportunities that await them.

Meet our Team

Wolf Branch Board of Education	Administration
<p>Bob Lonsdale, President Keith Padgett, Vice President Doug Gray Katie Kramkowski Dawn Murphy David Parker Anne Dulski</p> <p>Board Secretary: Candice Rice</p>	<p>Dr. Nicole Sanderson, Superintendent Mrs. Lisa Brentlinger, Director of Student Services Mrs. Jennifer Poirot, Elementary School Principal Ms. Stacey Sommerfield, Middle School Principal</p>

District Office	Elementary School	Middle School
<p>410 Huntwood Swansea, IL 62226 P: 618-277-2100 Fx: 618-235-2376</p> <p>Office Hours: 7:30 a.m. – 3:30 p.m.</p>	<p>125 Huntwood Rd Swansea, IL 62226 P: 618-277-2100 Fx: 618-277-9786</p> <p>Office Hours: 7:30 a.m. – 4:00 p.m.</p> <p><u>School Hours (M, T, TH, F):</u> K-4 Regular School Hours 8:00 a.m.– 3:00 p.m.</p> <p>Preschool Hours 7:45 a.m. -2:45 p.m.</p> <p><u>Wednesday Schedules:</u> K-4 8:00 a.m.–2:00 p.m. <i>Students may arrive at: 7:50 a.m.</i></p> <p>Preschool 7:45 a.m.-1:45 p.m. <i>Students may arrive at: 7:45 a.m.</i></p>	<p>410 Huntwood Rd Swansea, IL 62226 P: 618-277-2100 Fx: 618-277-5461</p> <p>Office Hours: 7:30 a.m. – 4:00 p.m.</p> <p><u>School Hours:</u> Regular School Hours (M, T, TH, F) 8:10 a.m. – 3:10 p.m.</p> <p>Wednesday Schedule 8:10 a.m.–2:10 p.m. <i>Students may arrive at: 8:00 a.m.</i></p>

Wolf Branch School District 2023 - 2024 Calendar

AUGUST	12 DAYS OF PUPIL ATTENDANCE
AUGUST 14, 2023	NO SCHOOL TEACHER INSTITUTE DAY
AUGUST 15, 2023	NO SCHOOL TEACHER INSTITUTE DAY
AUGUST 16, 2023	FIRST DAY FOR STUDENT ATTENDANCE
AUGUST 22, 2023	WOLF BRANCH BOARD OF EDUCATION MEETING
SEPTEMBER	20 DAYS OF PUPIL ATTENDANCE
SEPTEMBER 4, 2023	NO SCHOOL, LABOR DAY
SEPTEMBER 26, 2023	WOLF BRANCH BOARD OF EDUCATION MEETING
OCTOBER	20 DAYS OF PUPIL ATTENDANCE
OCTOBER 6, 2023	NO SCHOOL TEACHER INSTITUTE DAY
OCTOBER 9, 2023	NO SCHOOL, COLUMBUS DAY
OCTOBER 13, 2023	END OF THE FIRST QUARTER
OCTOBER 24, 2023	WOLF BRANCH BOARD OF EDUCATION MEETING
NOVEMBER	17 DAYS OF PUPIL ATTENDANCE
NOVEMBER 7, 2023	NON-ATTENDANCE DAY FOR STUDENTS/Parent Teacher Conferences 12:00-8:00
NOVEMBER 9, 2023	Early Dismissal 1:45pm/Parent Teacher Conferences 2:15- 8:00pm
NOVEMBER 10, 2023	NO SCHOOL, VETERANS DAY
NOVEMBER 22, 2023	NON-ATTENDANCE DAY
NOVEMBER 23, 2023	THANKSGIVING DAY - NO SCHOOL
NOVEMBER 24, 2023	NON-ATTENDANCE DAY
NOVEMBER 28, 2023	WOLF BRANCH BOARD OF EDUCATION MEETING
DECEMBER	14 DAYS OF PUPIL ATTENDANCE
DECEMBER 19, 2023	WOLF BRANCH BOARD OF EDUCATION MEETING
DECEMBER 21, 2023	FIRST DAY OF WINTER BREAK
JANUARY	18 DAYS OF PUPIL ATTENDANCE
JANUARY 4, 2024	NO SCHOOL, TEACHER INSTITUTE DAY
JANUARY 5, 2024	CLASSES RESUME
JANUARY 5, 2024	END OF THE SECOND QUARTER
JANUARY 15, 2024	NO SCHOOL, MARTIN LUTHER KING DAY
JANUARY 23, 2024	WOLF BRANCH BOARD OF EDUCATION MEETING
FEBRUARY	20 DAYS OF PUPIL ATTENDANCE
FEBRUARY 19, 2024	NON- ATTENDANCE DAY
FEBRUARY 27, 2024	WOLF BRANCH BOARD OF EDUCATION MEETING
MARCH	16 DAYS OF PUPIL ATTENDANCE
MARCH 15, 2024	END OF THE THIRD QUARTER
MARCH 19, 2024	WOLF BRANCH BOARD OF EDUCATION MEETING
MARCH 25, 2024	FIRST DAY OF SPRING BREAK
APRIL	21 DAYS OF PUPIL ATTENDANCE
APRIL 1, 2024	CLASSES RESUME
APRIL 19, 2024	NON-ATTENDANCE DAY
APRIL 23, 2024	WOLF BRANCH BOARD OF EDUCATION MEETING
MAY	16 DAYS OF PUPIL ATTENDANCE
MAY 22, 2024	END OF THE FOURTH QUARTER
MAY 22, 2024	LAST DAY OF SCHOOL-Early Dismissal
MAY 28, 2024	WOLF BRANCH SCHOOL BOARD MEETING

**Thursday, May 22, 2024 - The last day of school IF NO EMERGENCY DAYS ARE USED.
PLEASE DO NOT SCHEDULE ANY VACATIONS BEFORE THURSDAY May 30, 2024.**

General Information

For your convenience, all updated changes from last year are highlighted yellow.

Annual Registration for All Students

Registration for all students will be held each year prior to the opening day of school. ALL STUDENTS, new and those returning must register and provide three proofs of residency. Families attending on an approved affidavit will be required to submit additional paperwork. Please understand ALL affidavits are checked on initially and periodically throughout the school year by our School Resource Officer. *Wolf Branch School District reserves the right to request updated residency documents at any time.* New students must provide their original birth certificate (the school will make a copy and return the original), and health and immunization records. Fees will be payable at this time. Any child entering school mid-term should have a parent check with the office to make arrangements for registration and payment fees. A student transfer form from the child's previous school verifying the student is in good standing is required for new students. A report card and previous level of attendance performance are also to be presented.

School Resource Fees

Resource fees for the school year will be \$125.00 Kdg. – 8th grade. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

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

The Household Eligibility Application for a fee waiver may be obtained through the respective school office. Additional considerations may be granted for any student fees following a significant loss of family income due to severe illness or injury, unusual expenses such as fire, flood or storm damage, unemployment, or any emergency situation.

Failure to Pay Fees

Failure to pay lunch fees, book fees, BASIC fees, library fees, activity fees, or insufficient check status fees may result in loss of privileges for students, including, but not limited to, field trips, activities, etc. The district also reserves the right to implement a "cash only" mandate for any family that submits checks containing insufficient funds.

Lost and Damaged Books

Books which are lost or damaged by other than normal wear will be paid for by the student at the full replacement cost of the book.

Insufficiently Funded Checks

Checks returned due to "Insufficient Fund in Account" will be assessed a \$25.00 service fee. If not paid within 7 days of the original date of return. The check will be resubmitted to the bank for payment. If returned a second time, the service will increase to \$50.00. If still not paid in full, the district may exercise its right to file a cause of action in small claims court or other appropriate court. Any online unsettled transaction will be assessed a \$25.00 service fee.

TeacherEase

With this student data management system parents have access to view current attendance, grades, lunch balances, fees and daily bulletins. If a parent does not have access to the internet please contact the school office to make other arrangements. Parents are assigned a username and password for each student.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe. Late assignments may be assessed a penalty. **Third** – eighth grade teachers record assignments on Google Classroom or teacher emails. Students in grades second – eighth are issued assignment books to record class assignments.

Classroom Parties

Permission for all class parties must be obtained from the principal. There are two class parties per school year: Halloween and winter. The Pre K – 4th grade Valentine party is arranged by the classroom teacher. All activities are to receive the approval of the classroom teacher.

Treats & Snacks [K-8]

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. Treats and snacks must be for the entire class and not single out students. 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. **Monster/Energy(Red bull, Rockstar, etc.) type of drinks are not allowed in school at any time.** Drinks are prohibited from the classroom, unless a student has a note from a medical doctor explaining the need for water to be with that student at all times. Students may keep a water bottle in their locker and breaks will be provided throughout the day ensuring that students will have ample opportunities to stay hydrated. Students may take a school appropriate drink to the cafeteria for lunch. **Eating in the hallways is prohibited unless a staff member is aware and has given approval.**

Birthday Treats/Snacks:

When sending in treats/snacks, please keep in mind teachers have limited time throughout the day for celebrations. If providing a birthday treat/snack, please contact your child(ren)'s teacher in advance for approval and an agreed upon date/time and for a list of "allowable" treats/snacks. Any item(s) sent that are not on the approved list for the respective classroom will be sent home and not permitted. Likewise, treat bags and extra decorations are not permitted.

Valuables at school

Students should not bring valuable items to school. The school district will not be responsible for personal items brought on school grounds.

Lockers

Hallway lockers, as well as P.E. locks for each, are provided for grades 5-8 students. The lockers and locks, however, remain the property of the school at all times and may be searched if reasonable suspicion is found. Students are encouraged to secure their lockers at all times. The school assumes no responsibility for items within the lockers. Students are responsible for their books and personal items.

Classroom Visits/Visitors

Visits must be arranged through the principal 24 hours in advance prior to the desired observation date and must not interfere with the class sessions. A badge must be obtained in the office for all visits in order to ensure the safety of the boys and girls. Visitors must be prepared to show a valid photo ID. Once given an approved badge, the badge must be worn on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. Unless accompanied by an adult that has received permission from the principal, no minors, other than current Wolf Branch students, may visit the classrooms. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass/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 with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

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.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system will be in use in public areas of the school building. These systems have 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.

Emergency Closing of School

The Superintendent shall notify TV Channels 2, 4 and 5 as early as possible in the event that school will be closed due to inclement weather or any type of emergency that requires closing the school. Our social media and alert system will be updated/activated for school closings and emergencies. Please make sure your contact information is always kept up to date. Directions will be shared in the message sent out on the day's expectations. In the event we take an eLearning day in place of a traditional snow day or emergency day, students should log into their Google Classrooms for further directions from their specific teachers. All assignments/tasks will be due at the designated due date noted by the corresponding teacher.

[\(Please see the Wolf Branch eLearning Plan-click here\)](#)

Recess/Outdoor Event Temperatures

Due to severe weather conditions, there will NOT be outdoor recess/sporting events if the Heat Index is above 104 degrees or if the weather feels less than 25 degrees. When after school sporting events are canceled due to inclement weather, teams/parents will be notified of the schedule changes.

Emergency Drill

Wolf Branch School District periodically participates in a number of safety drills throughout the school year. 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 lockdown drill to address an intruder incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students. In the event a school emergency happens, please know the district will work closely with our local first responders in the training that has been provided over the years.

REUNIFICATION PROCEDURES

In some emergency situations, students may be relocated to another facility for safety. In such an instance, Wolf Branch School District's Emergency Response Plan incorporates a systematic approach to reuniting children with their parents. Due to the unpredictable nature of any emergency and for the safety of the students the District will only be able to notify parents where the Parent/Student Reunification Site is located at the time of the emergency. This will be communicated through the Wolf Branch Alert System (email/phone/text), and Wolf Branch websites.

In order to ensure student safety, it is necessary for the District to establish protocols related to picking up students. Please understand that the reunification process can be time consuming so parents/guardians are urged to be patient. School personnel will do everything possible to reunite parents and students as quickly and safely as possible. Therefore, please be advised of the following guidelines when picking up a student from a Parent-Student Reunification Site:

- Upon arrival, please report to the area designated as "Parent Reunification Point." District Team members will greet you and provide you with a student release form.
- You will be required to present valid identification. This step is required to protect your child from any unauthorized individuals attempting to pick up your child. The school could be receiving assistance from outside agencies and, therefore, may not know you.
- Students will only be released to you or an individual designated on the student's emergency contact. It is critical that the information and phone numbers are current in Teacherease. We will be using this information to contact you through the District's notification system with the evacuation process and location for picking up your child. Please go online to Teacherease to update your information.
- You will be required to sign for the release of your child. This is extremely important as it is our only means of ensuring that all students are accounted for at all times. Please do not take your child from the reunification center without signing for their release.

It's understandable that parents/guardians will be worried and want to be reunited with their children as quickly as possible. However, this system has been established to ensure student safety. Parents/Guardians may be jeopardizing their child's, or another child's safety by not adhering to these procedures.

Lunch Program

The district offers a hot lunch program including a la carte in grades 5-8. Menus are posted on the website and balances can be checked online. The price for the entrée lunches will be \$2.85 per student (milk included). Students who bring their lunch and wish to purchase milk will pay 70 cents per carton. It is the parent's responsibility to check lunch balances. The district will monitor lunch balances regularly; however, notices will not be sent home. Students with excess of negative \$10.00 will be given an alternative lunch until sufficient funds are available. Each student at Wolf Branch is issued a lunch account pin number. Students in grades 1-8 are expected to enter their lunch number as they come through the cafeteria line. Kindergarten students will get their numbers over winter break and will be asked to memorize their number and will begin entering their number in the second semester. Free or reduced lunch applications are available at registration and

throughout the school year. Preschool-4th grade students are not allowed to purchase extra lunch items. Students in grades 5-8 will only be permitted to buy extra items if lunch balances are in good standing. Students with Free/Reduced status will only be permitted to purchase extras if there is money in their account. **Students are not allowed to have Grub-Hub, DoorDash, UberEats, or any other local delivery services of food establishments deliver lunches.** In the event a parent would like to eat lunch with their child(ren), parents are encouraged to sign their child out in the office. In order to remain in good attendance status students are expected to return on-time from lunch for their next hour class. If tardiness becomes a problem, the district reserves the right to refuse a student from leaving during lunch hours and require students to be signed out from school for the rest of the day. **When sending lunch into school, please refrain from glass bottles that hold drinks and be mindful students share two microwaves. Students are allowed to reheat a dish, but should not be cooking items out of the consideration for students they are sharing the microwave with.**

Transportation Program

Transportation will be provided for those students residing more than 1 ½ miles from the school. Transportation will also be available for those students who reside in areas designated by the Board of Education as hazardous. Changes to the normal mode of transportation must be in writing and pre-approved by the building principal. **We are not able to guarantee phone messages to students.**

Bus Conduct

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

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

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

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the 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 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. Students should have devices put away upon reaching

- their stop. If a student does not comply, the driver has the authority to revoke the student's privilege to have an electronic out on the school bus.
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
 12. Bus riding is a privilege, not a right. Students are to behave properly and follow the instructions of the bus driver. Safety for all students is a primary concern. Students wishing to ride the bus must report to the same designated stop each day and must be on time at that designated school bus stop. The bus is not required to wait for passengers to arrive. Proper conduct at stops is required.
 13. Profanity will not be tolerated.
 14. Be absolutely quiet when approaching a railroad-crossing stop.
 15. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
 16. Only students who are assigned to a bus may ride that bus. An administrator must approve any bus changes.
 17. Students may be assigned seats by the driver or school personnel.
 18. Kindergarten and first grade parents or older siblings must be at the bus stop to pick up students from the bus.
 19. Students who are brought back to school due to inappropriate supervision will be sent to BASIC until 6:00pm for an additional charge. If this happens more than once, the administration and bus company reserve the right to remove the student from bus services.

Please note the procedures for students that remain on the school bus in the afternoon and return to the school.

First Offense-Students will be taken to BASIC and parents must pay a \$25 fee.

Second Offense-Students will be taken to BASIC, parents must pay a \$25 fee and the student will lose bus privileges for one day.

Third Offense-Students will be taken to BASIC, parents must pay a \$25 fee and the student will lose bus privileges for three days.

Fourth Offense-Students will be taken to BASIC, parents must pay a \$25 fee and the student will lose bus privileges for five days.

Every offense after will result in the student being taken to BASIC, parents must pay a \$25 fee and the student will lose bus privileges for five days at a time.

School Dress Code

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats (including hoods on sweatshirts), coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin (crop-tops) and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.

If there is any doubt about dress and appearance, the building principal will make the final decision. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline. Proper dress is the responsibility of the student and his or her parents.

Students choosing to dress in this manner will not be permitted to attend class until they change into appropriate attire.

Any questions or doubts parents have regarding clothing should be directed to the administration.

Backpacks

Backpacks or book-bags are to be placed in students' lockers upon arrival at school. Backpacks must remain in students' lockers until dismissal from school. Clear or see-through backpacks will be allowed for students with special needs who need to carry a backpack during the school day.

Student Behavior/Discipline

Students:

- A. shall not bring excessive money to school. Money, jewelry, and electronics brought to school shall be kept by, and be the sole responsibility of the student. Large sums of money will be confiscated and held in the office until picked up by a parent of the student involved.
- B. should wear clothing appropriate for prevailing weather conditions. During cold weather these should include coats, gloves and caps. Students will go outdoors unless the weather is at least 25°F.
- C. are not to be in the hallways or restrooms without permission. Students shall get permission to use restrooms before school, lunchtime and at recess time. Students shall refrain from leaving the classrooms for restroom usage unless absolutely necessary. Students abusing this usage shall be sent to the office.
- D. shall remember an entire school is often judged by the behavior and appearance of just one of its students. Each student must be aware that he/she has a special responsibility in helping to create and uphold standards for the entire student body. Profanity will not be tolerated. Parents of any student involved in vandalism may be referred to the police and be required to make restitution for damages.
- E. at Wolf Branch have a right to an atmosphere that is conducive to learning. When students create a disturbance they not only disrupt their own learning process but also that of the other students in their class. It is the responsibility of the student to be aware of the rules and regulations which govern them while in the Wolf Branch

District or any of its sponsored functions or activities. Every teacher has jurisdiction over any student in the entire school.

Depending on the seriousness of the offense or the persistence of the undesirable behavior, various types of consequences may be assigned including, but not limited to immediate suspension from school, in-house suspension, or detention. Detentions may be assigned during lunch periods, before school, or after school. Whenever appropriate, students/parents will be notified one day in advance of a detention assignment. Please note technology misuse is incorporated. **Copies of all School District policies on student behavior are available online through the School District's website or in the school office.**

Student Behavior-Policy 7:190

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is

prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

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

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- 11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.

12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).

2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal punishment is prohibited. *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 reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Isolated Time Out, Time Out, and Physical Restraint

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

Weapons

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

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* include modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

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, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is 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 ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.

Prevention of and Response to Bullying, Intimidation, and Harassment-Policy 7:180

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 District 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 nonschool-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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes *cyberbullying* 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.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school

safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

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

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

1. Excessive talk about or knowledge of sexual topics
2. Keeping secrets
3. Not talking as much as usual
4. Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
5. Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
6. Overly compliant behavior

7. Sexual behavior that is inappropriate for the child's age
8. Spending an unusual amount of time alone
9. Trying to avoid removing clothing to change or bathe

Emotional signs:

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

Warning Signs of Grooming Behaviors

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

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

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

Warning Signs of Boundary Violations

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

1. Favoring a certain student by inviting the student to "hang out" or by granting special privileges
2. Engaging in peer-like behavior with a student
3. Discussing personal issues with a student

4. Meeting with a student off-campus without parent/guardian knowledge and/or permission
5. Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
6. Transporting a student in a school or private vehicle without administrative authorization
7. Giving gifts, money, or treats to an individual student
8. Sending a student on personal errands
9. Intervening in a serious student problem instead of referring the student to an appropriately trained professional
10. Sexual or romantic invitations toward or from a student
11. Taking and using photos/videos of students for non-educational purposes
12. Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
13. Inviting a student to an employee's home
14. Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
15. Invading personal space

If you believe you are a victim of child sexual Privately messaging a student

16. Maintaining intense eye contact with a student
17. Making comments about a student's physical attributes, including excessively flattering comments
18. Engaging in sexualized or romantic dialog
19. Making sexually suggestive comments directed toward or with a student
20. Disclosing confidential information
21. Self-disclosure of a sexual, romantic, or erotic nature
22. Full frontal hugs

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

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

Harassment Prohibited-Policy 7:20

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

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school provided transportation is prohibited. For purposes of this policy, the term *teen dating violence occurs*

whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, School Resource Officer, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student’s same gender. Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District’s Title IX Coordinator.

Nondiscrimination Coordinator:

Nicole Sanderson
Name
410 Huntwood Rd.
Address
Swansea, IL 62226
618 – 277-2100
Telephone

Complaint Managers:

Elementary School	Middle School
Jennifer Poirot- Principal 125 Huntwood Road Swansea, IL 62226 jpoirot@wbsd113.org Dr. Debbie Pellegrino-Guidance Counselor 125 Huntwood Road Swansea, IL 62226 dpellegrino@wbsd113.org Mr. Kurt Eversman-School Security Officer 125 Huntwood Road Swansea, IL 62226 keversman@wbsd113.org	Stacey Sommerfield- Principal 410 Huntwood Road Swansea, IL 62226 ssommerfield@wbsd113.org Susan Solsten-Social Worker 410 Huntwood Road Swansea, IL 62226 ssolsten@wbsd113.org Mr. Kurt Eversman-School Security Officer 410 Huntwood Road Swansea, IL 62226 keversman@wbsd113.org

Discipline of Special Education Students

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

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Due Process

The Board of Education has authorized the Superintendent or his/her designee to suspend students for drug abuse, alcohol abuse, and gross disobedience of school rules and regulations while in attendance on school property or the school bus. Recognizing the student's right to an education as protected under the due process clause of the 14th Amendment, the following steps will be followed:

1. A notice of the suspension and charges, whether oral or written, will be given to the student, and the parents and/or guardians;
2. An explanation of the reasons for the suspension will be given immediately after the notice of suspension is given;
3. If a student denies the charges, some explanation of the evidence against him/her and an opportunity for the student to explain his/her version of the incident will be provided;
4. The parents or guardians shall be notified immediately and given a statement of the reasons for suspension;
5. The parents may request a review of the principal's decision by the Superintendent of Schools.
6. All action taken will be in accordance with the State and Federal Laws and the rules and regulations of the Illinois State Board of Education, and in the best interests of all parents and students of Wolf Branch School District #113.

Discipline Appeal Process

Wolf Branch School District has established the following:

- First Appeal – Principal or designee**
- Second Appeal – Superintendent or designee**
- Third Appeal – Board of Education**

Gang & Gang Activity Prohibited

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

Violence Policy

Any student who threatens a staff member or staff member's family with bodily harm will have the incident reported to the local authorities by a member of the administration. This behavior will not be tolerated and will be considered grounds for suspension. Any student who threatens to damage the property of a staff member or staff member's family will have the incident reported to the local authorities by a member of the administration and the incident also be considered grounds for suspension of the student. Any student who threatens another student with bodily harm or damage to another student's property will be dealt with by the administration in an appropriate manner. Options will include suspension from school.

Students who engage in this type of behavior may also, at the discretion of the administration, be required to complete an anti-violence program. This program will be developed by Wolf Branch staff and will consist of not less than 6 hours training, and may include supervision by the Swansea police.

Search and Seizure of Students

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 authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, backpacks, 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. School authorities may include school resource and/or security officers. 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.

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.

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.

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.

Wolf Branch Middle School

Behavior Plan

Level 1 Infractions: Minor Violations consequence assigned by teacher	
Behavior:	Possible Consequences:
<ul style="list-style-type: none"> • Profanity • Inappropriate physical contact • Refusal to follow directions • Excessive talking/Yelling Out • Possession of Electronic Device/Electronic violation • Eating/Drinking in hallways or classrooms without permission • Sustained disruptions following 3 or more redirects • Any violation of common areas (restroom, cafeteria, hallways, etc.) 	<ul style="list-style-type: none"> • Warning by teacher • Loss of computer privilege/phone taken • Time out • Parent Contact and Student/Teacher conference • Lunch Detention • Conference with administration • Conference with social worker/SRO • Loss of privileges • Before or after school detention • School based community service • Repeated violations will result in level 2 consequence: (ex: 3 lunch detentions=1 ASD)
Level 2 Infractions: Major Violations, consequence assigned by administrator	
Behavior:	Possible Consequences:
<ul style="list-style-type: none"> • Profanity or gestures directed at someone • Blatant Defiance • Blatant refusal • Physical aggression • Inappropriate display of affection • Disrespect towards staff • Purposeful destruction of property • Violation of acceptable use agreement • Cheating-1st offense=automatic grade of 0 • Harassment/Bullying/Cyberbullying • Forgery • Skipping Class/Leaving class without permission • Unauthorized Location • Chronic Lying 	<p>In addition to Principal/Social Worker/ Conference with student</p> <ul style="list-style-type: none"> • Parent conference/phone call • Lunch Detention • Time spent in office • Loss of privileges • Before/After school detention • Loss of Chromebook privilege • In school suspension • Out of school suspension (Conference with student upon arrival back) • Conference with Social Worker/SRO • Repeated violations will result in level 3 consequence: (ex: 3 ASD=an ISS or OSS)

Level 3 Infractions:
Major Violations, consequence assigned by administrator

Behavior:	Possible Consequences:
<ul style="list-style-type: none"> Fighting Bullying/Cyberbullying Cheating 2+ offense=0 assigned and ASD Threat to a student or staff member Possession of Dangerous Weapon Extortion Possession/Use of Tobacco/Alcohol/Cannabis Vandalism Threat to Life Theft 	<p>Mandatory Parent/Student/Admin Conference</p> <ul style="list-style-type: none"> In school suspension Out of school suspension (Conference with student upon arrival back) Up to 10 days out of school suspension and a possible recommendation for expulsion Police involvement may be utilized based on the judgment of the Admin

Classroom Tardy Consequences:
3 tardies-Parent Call, 4 tardies-lunch detention,
5 tardies-Parent Call and after-school detention

Cell Phone Policy: AWAY FOR THE DAY

Phones should be put away upon arriving in the building and until they are out of the building at the end of the day.

Students in violation of this procedure are subject to the following consequences:

Offenses	Disciplinary Actions
First Offense	The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
Second Offense	The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
Third & subsequent offenses	The device will be confiscated. The student will be assigned a detention. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

Student Attendance

The compulsory attendance law requires that every student shall attend school regularly. Each student shall be in class every day on time unless illness, death in the immediate family, mental or behavioral health, or a family emergency beyond the control of the student, makes this impossible. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

In the event a student needs to leave school early, students shall remain in class until parents arrive, sign out the child, and request the child's presence.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

School commences each day at 8:00. Students, who arrive late for class at the beginning of the day, must report to the office for a tardy slip. Tardies are also issued at the Middle School for students who arrive late to the beginning of each class period.

Tardy and Absence Policy

Students will be allowed four tardies per quarter. Once students reach the designated amount of tardies, the following procedure will be followed:

1. After the fourth tardy, parents will be contacted to discuss tardy concerns.
2. If the problem continues, parents will be required to attend a meeting with the school principal and district personnel.
3. If the problem is not rectified after the second meeting, the parents will be required to attend a meeting with the school principal, district personnel and the district truancy officer.
4. Once the district truancy officer is notified, a referral to the St. Clair County Truancy Review Board will be submitted for further assistance.

Arriving at school on time each day is considered to be a life skill, responsibility. When students arrive late for class they lose precious instructional time. They also take time from their fellow classmates by interrupting the learning process with a late entry into the classroom. This is an unfair situation for all and interferes with everyone's achievement.

Absence -- It is essential that parents report their child's absence. This must be done before 8:30 a.m. on the day of the absence. The parent may place the absentee message on the special extension at 277-2100. The message must include a reason for the absence. Those parents not calling the school office shall be notified of the child's absenteeism. If you do not call, state law requires us to contact you, if no one is reached the absence is considered unexcused.

- a. Student absence from school is considered "excused" under the following criteria as established by Illinois School Code.
 1. Illness (after 10 cumulative absences physician's note will be required)
 2. Mental or behavioral health (will be excused up to 5 days before a medical note is required)
 3. Appointment - verified with a physician's note
 4. To attend a funeral
 5. In observance of a religious holiday or activity
 6. Family emergency
 7. A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty

member of the uniformed services and has been called to duty for, is on leave from or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment.

b. **Planned school absences. Vacations should be planned after the last scheduled day of the year or during school vacations due to the fact that makeup work cannot take the place of classroom instruction.** In the event this is not possible, the office and the homeroom teacher should be made aware of the situation in advance of the absence. **Communication between parents and teachers is essential.** However, absence of this nature will be considered unexcused. While a portion of the homework may be available prior to the planned absence, the majority of it will need to be completed upon return. During the time away, keep checking your computer/phone (Google Classroom) each day to see what assignments/projects need to be completed. Unless other arrangements have been made, please keep in mind that teachers will expect students that miss school because of an unexcused absence to be prepared and up-to-date upon the student's return. An incomplete grade will be recorded until all of the work is made up to the satisfaction of the teacher and then graded.

c. Parents will receive a notification after the third and eighth day their child has been absent from school. This notification is to express our concern for the absenteeism and inform you if the absences continue, the district truancy officer will be notified. After ten cumulative absences, students will be **expected** to provide documentation for any appointments to be recorded as an excused absence. If documentation is not given, student absences will be recorded as an automatic unexcused absence.

d. Whether an absence is excused or unexcused, the district reserves the right to request documentation for any absence.

Make-Up Work During Absences

When students are absent(excused or unexcused), students shall be expected to complete missed assignments and these shall be included in their grade records. If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. The student will be permitted the same number of days as he/she was absent to complete the make-up work. The student is responsible for obtaining assignments from his/her teachers.

Academic Information

Promotion/Retention Policy

When a child is being considered for retention, there is a careful weighing of all the possible advantages and disadvantages before a decision is made. Promotion is based upon attaining a minimum of a "C- (2.65)" GPA for the year with no annual average grade of 2 Ds, 1 F or a Below Standards (BS) in any core subject. The final decision for placement for the next year rests with the school authorities.

Social Promotion Policy

The following is a summary of the recently enacted legislation **Illinois House Bill 452 Social Promotion (105 ILCS 10-20.9a)** affecting promotion policies of all school districts within the state of Illinois. The promotion policy as adopted by Wolf Branch incorporates this language:

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. This system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on PARCC Test, or other testing. **A student shall not be promoted based upon age or any other social reason not related to academic performance.** The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record of each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's grade

include:

1. a miscalculation of test scores;
2. a technical error in assigning a particular grade or score;
3. the teacher agrees to allow the student to do extra work that may impact the grade
4. an inappropriate grade system used to determine the grade; or
5. an inappropriate grade based on an appropriate grading system.

Summer School

Students in danger of retention may have the opportunity to attend summer school. Students are required to meet the attendance and curricular requirements. The administration shall determine course completion and grade advancement.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. A district approved assessment will provide information on an appropriate placement for the student. Please contact the building principal for additional information.

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: KIDS (kindergarten only), Curriculum Based Measurement (K-8 Benchmarks), IAR (Grades 3-8), ISA (Grades 5 and 8 only), and various grade level assessments. Parents/Guardians 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/Guardians can assist their students achieve their best performance by doing the following:

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

District Curriculum: Successful completion of the district's curriculum is a must. The school year is divided into approximately four equal grading periods consisting of about nine weeks.

1. Grades can be viewed through TeacherEase at any time for grades 3-8. For grades PreK-2, please feel free to contact the classroom teacher to discuss evidence of learning.
2. District-wide parent/teacher conferences are conducted throughout the school at the end of the first grading periods. The purpose of these conferences is to interpret all aspects of each student's progress to the parents. Parents and teachers may request individual conferences at other times during the year.
3. Grading Scales are used in determining a student's academic status.

Grading Scale

Kindergarten, 1st, 2nd Elementary School Grades K-4 Specials Art/PE/Music/Tech. MS Grades 5-8 Encores	MS - Meets Standards AS – Approaching Standards BS – Below Standards <i>*Grades in specials are based on skills, participation and assessments.</i>	
Grades 3 – 8	A+(100) A(94-99) A-(92-93) B+(90-91) B(86-89) B-(84-85)	C+(82-83) C(77-81) C-(75-76) D+(73-74) D(71-72) D-(70) F(69 & Below)
8th Grade Algebra Course	A+(100) A(92-99) A-(90-91) B+(89-88) B(82-87) B-(80-81)	C+(78-79) C(77-72) C-(70-71) D+(68-69) D(62-67) D-(70-71) F(69 & Below)

Honor Roll will be awarded in grades 5-8 by earning the following:

1. High Honor – 4.67 and higher
2. Honor Roll – 4.17 to 4.66 with no grades lower than a B

Valedictorian Status is an honor awarded each year at graduation. In order to achieve this, the following criteria has been established:

- Completion of 7th grade advanced math
- Completion of 8th grade algebra
- Maintained the highest cumulative GPA in grades 6-8

Valedictorian status for a student transferring from another district will be considered on a case by case basis.

Technology Practices/Information

School Issued Devices

Wolf Branch School District is proud to offer students a variety of technology. Students in grades K-8 will participate in our 1:1 Chromebook program. Regardless of equipment assigned, students are expected to adhere to the following expectations:

- Students will receive instruction from school district staff on the proper use of each device.
- Students will be required to sign and adhere to the *Wolf Branch Parent/Student Handbook*
- Students are expected to treat all devices as a valuable piece of equipment.

General Precautions for Chromebooks

The assigned chromebook is school property. All users will follow expectations in the Wolf Branch Parent/Student Handbook for technology. Chromebook devices for use at school and in some cases at home. Our 1:1 Program provides mobile computing and wireless technology to all students, and has been designed to enhance the delivery and individualization of instruction. The following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an individual school issued device.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.

- Cords and cables must be inserted carefully into the device to prevent damage.
- Chromebooks are expected to be kept clean. Please be mindful of what is around your device. Chromebooks are not allowed around food, drinks, markers, fingernail polish, white out, etc.
- Chromebooks and its case must remain free of any writing, drawing, stickers, candy, food droppings or labels that are not the property of the WBSD.
- Chromebooks are not allowed on the playground, at lunch or in PE, unless directed by a teacher.
- Under no circumstances should the devices be open or on while in the locker room, hallways, restrooms or on the bus.
- Chromebooks must never be left unsupervised. Unsupervised areas include, but are not limited to: the school grounds and campus, cafeteria areas, unlocked classrooms or lockers, bathrooms, buses, PE lockers and hallways.
- Students are responsible for keeping their device's battery charged for school each day.
- Students are not to modify or rearrange keys on the keyboard.
- Students must take precautions to prevent damage to the device; for example, do not leave the device where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- Students must take all precautions to prevent theft; for example, do not leave any devices unattended.
- The district will provide some predetermined apps.
- Students are to use the device to access only socially and educationally appropriate materials and websites.
- Students must not use the device to purchase goods and services via the Internet.
(Parents/Guardians/Students are charged with full responsibilities for any financial obligations incurred from the inappropriate use of the device.)
- Chromebooks and accessories are the property of WBSD and must be returned at the end of the academic year, upon withdrawal from WBSD, or at the request of a teacher or administrator. Willful failure to return the device in accordance with the stated conditions will result in criminal prosecution. (Includes: chromebook, chromebook case, charger and mouse-if requested by student.)
- Since the devices are the property of Wolf Branch School, officials of the school have the right to review all material stored on or accessed by any device. School officials may revoke a student's use privileges for misuse or violation of policies.

Wolf Branch Warranty

The Wolf Branch Warranty Plan has been added to all individual devices. This plan will cover one minor repair to the device (i.e. cracked screen, damaged keyboard, etc). However, it does **NOT** cover lost or stolen devices and/or accessories.

Furthermore, any unknown damage caused to the device will be the sole responsibility of the assigned student. *Parents will be responsible for all costs incurred to the device and accessories for negligence.*

All students are expected to maintain the overall working condition of their issued Chromebook to the best of their ability. In the event the device breaks or is not functioning correctly it is the student's responsibility to bring the device to the technology office for repair. Repairs that are considered normal wear and tear or accidental damage beyond the student's control will be covered by the school. Broken screens due to items such as but not limited to: headphones, usb cables, and charge cables closed between the screen and body will not be covered by the school. In addition, devices that are dropped while carrying the device with the screen open will not be covered. The student will be responsible for the cost of repairs which are posted below. A determination of accidental damage based on these factors will be determined by a member of the technology department/administration. Any student who damages another student's device will be responsible for the cost of repairs to the device and possible disciplinary action. In the event a student's device needs repair due to student negligence as determined above, fees may be incurred up to the entire cost of replacement of the device if it cannot be repaired. Costs to repair items due to student negligence are listed below:

1. Screen Replacement: \$95
2. Lost/Damaged Charger: \$40
3. Damaged Keyboard: \$25

4. Damaged/Lost Case: \$35
5. Replace entire chromebook: \$375
6. Audio Board: \$30
7. Battery: \$50
8. Bezel: \$25
9. Top/Bottom Cover: \$30
10. Camera: \$20
11. Palmrest Assembly: \$35

Caring for Chromebooks

Carrying Chromebooks--The protective cases provided with the device have padding to protect it from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Always transport Chromebooks with care and in the WB issued protective case.
- Never lift the Chromebook by the screen.
- Never carry Chromebooks with the screen open.
- Protective cases must be worn across the body properly while transferring the Chromebook.
- Chargers are to be kept at home at all times. No chargers are to be brought to school.
- The mouse is to be stored in the external pouch of the protective case.
- No other items should be carried in the school issued cases (i.e. books, pencils, papers, glue, hand sanitizer, etc.)

Charging Chromebooks--Chromebooks are intended for use at school each day. Students are responsible for bringing their charged Chromebook to all classes. Only charge your device with the provided charger. Chargers must be left at home. The expectation is that the Chromebooks are brought to school charged. There will be a limited number of charging stations available on a first come first served basis. **Classroom teachers will refer chronic offenders to administration.**

Screen Care--The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Make sure there is nothing on the keyboard before closing the lid. (ie. pencils, pens)
2. Do not lean on the top of the device when it is closed.
3. Do not place anything near or on the device that could put pressure on the screen.
4. Do not place anything in the carrying case that will press against the cover. (Except the mouse in its external pouch)
5. Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
6. Do not "bump" the device against lockers, walls, car doors, floors, etc. as it could break the screen.

Inventory Tag

Student devices and cases will be labeled with a district inventory tag. **Under no circumstances are students to modify, remove, or destroy these tags. Tampering with a district inventory tag will be treated as a level three infraction.**

Students will be charged the full replacement cost of the Chromebook for turning in a device without the tag.

Loaner Devices

Students will be allowed a loaner device two times a quarter without a consequence being assigned. However, consequences will be given to those who continually are not prepared. Consequences may include a lunch detention, before or after school detention, parent notification, or a loss of Chromebook privileges. Loaner devices may be issued to students when they leave their device for repair at the help desk. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device. Students will be expected to return the loaner by the end of the school day unless prior consent is given by the administration.

Chromebook Restrictions

Cameras/Videoing -Chromebook cameras and potential videoing should only be done under adult supervision and for school related work.

Screensavers, Backgrounds and Themes-Students are not allowed to personalize their own backgrounds and themes. Please understand all backgrounds and themes are set with a Wolf Branch wallpaper for school appropriateness.

Sound-Students must have personal earbuds to listen to audio. Sound must be muted unless permission is obtained from the teacher for instructional purposes.

Printing-Printing is not allowed from school issued devices, unless authorized by personnel. (Students will digitally publish and share their work with their teachers and peers when appropriate. Students can log into Google Chrome and print from any home device if necessary.)

Username and Passwords- Students should never share his/her account passwords with anyone unless requested by an administrator.

Acceptable Use and Access to the District's Electronic Networks

Our School District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource.

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

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

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

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall:

(1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and

(2) comply with the selection criteria for instructional materials and library resource center materials.

As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to:

(1) interacting with other individuals on social networking websites and in chat rooms, and

(2) cyberbullying awareness and response.

Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be:

(1) in support of education and/or research, and be in furtherance of the goals stated herein, or

(2) for a legitimate school business purpose.

Use is a privilege, not a right. Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are:

(1) obscene,

(2) pornographic, or

(3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,

2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,

3. Ensure student and staff privacy, safety, and security when using electronic communications,

4. Restrict unauthorized access, including "hacking" and other unlawful activities, and

5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must indicate permission (during the registration process) for the Authorization before being granted unsupervised use.

Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Violations

The failure of any user to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Unacceptable Use

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

- a. Using the electronic 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 or distributing 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, bullying, threatening or illegal material;
- m. Using the network while access privileges are suspended or revoked.
- n. Destroy data, programs, networks, or any other system or component of a system, or create, upload, download, or spread a computer virus or worm either intentionally or recklessly.

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 the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the electronic networks to be private property.
- g. Connect personal devices to the Wolf Branch network without permission from the technology department.

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

By using the District's electronic networks, the user agrees to indemnify the 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 or suspect a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks. Do not leave any District Technology logged into any Wolf Branch managed system. Student accounts will be filtered through WBSD's Internet content filter. The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act, CIPA. All devices logged into a WBSD account, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. Students may not use or install any operating system on his/her Chromebook other than the current version of Chrome OS which is supported and managed by the district. The Chromebook operating system updates itself automatically when shut completely down. Virus protection is built into the Chromebooks so additional protection is not needed. Students tampering with the WBSD network or content filter will face a severe consequence.

Vandalism

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

Telephone Charges

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

Copyright Web Publishing Rules

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

- 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.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email

The only email account that students are allowed to access while using a school issued device is that student's WBSD Google account. Please note that all emails sent via the Google server and accessed on school issued devices are not private and may be reviewed at any time and without notice. The following rules will apply when using an email account:

- **Please use email etiquette.**
- **Email should be used for school purposes only.**
- **Always use appropriate language.**
- **Do not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others.**
- **Students should maintain high integrity with regard to email content.**
- **Students are not allowed to privately chat during class without permission.**

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 in fulfilling their duties and responsibilities, and 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, such as spam or potential phishing emails should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

Access to Student Social Networking Passwords & Websites

Students will not be allowed to access social networking websites on school issued devices. Violations will result in disciplinary action. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Student Online Personal Protection Act(SOPPA)-See Technology Section

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

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

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

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

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

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

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

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

Student Use of Electronic Devices

Wolf Branch School District is not responsible for lost, damaged or stolen electronic devices. The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

Students who possess and/or use a cell phone or electronic communication devices at school must follow the responsibilities listed below:

- Students must turn their cell phones and electronic communication devices off when the school day begins.
- Cell phones and electronic communication must be kept out of sight and must be turned off during the school day.
- **Any use of cell phone cameras or voice recording features during school will be assigned a consequence.**

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is

provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. **First offense** – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. **Second offense** – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. **Third offense and subsequent offense** – The device will be confiscated. The student will be assigned a detention. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
1. **Fourth and subsequent offense** – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

Health and Wellness

Wolf Branch School Medication Policy

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 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. This includes all over the counter medication such as acetaminophen, ibuprofen, cough syrup, and allergy medicine. 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.

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).

Illness During School Hours

A student who becomes ill should report to the teacher who in turn will direct the student with a note to the nurse's office. Parents will be notified by the nurse so they may arrange proper care for the student. No facilities or personnel are available at school to provide such care. **Students may not call parents/guardians from their personal phones requesting to be picked up during the school day. The student must call from the phone in the main office or nurse's office.**

1. Fever – The student must stay home 24 hours FEVER FREE without the aid of medication before returning to school.
2. Vomiting – The student must stay home 24 hours after vomiting has stopped.
3. Diarrhea - The student must stay home 24 hours after diarrhea has stopped.
4. Pink Eye - The student must be on an antibiotic drop for 24 hours with no drainage before returning to school/activities.
5. Sore throat—Please report any cases of strep throat. The student must be on antibiotics for 24 hours before returning to school or activities.
6. Lice—Any student sent home with lice must be re-checked by the school nurse before returning to school. They must also use a lice shampoo treatment. Proof must be provided.
7. Ringworm—The student may return 24 hours after treatment started unless the lesion can be covered while in school.

When calling your student absent from school, please include the reason for his/her absence. We are required by law to report absence reasons.

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. 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.
4. Students who are not immunized for either religious or medical reasons will be excluded from schools for known cases of measles, mumps, varicella and pertussis.

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.

- A. **Prescription medications:** Prescription medications must be brought to school in the original package with a current date filled and any refill date authorized. This package must also include: the child's name, dosage, amount/route of administration and/or other directions. A medical authorization form must be signed by the physician and kept on file in your child's nurse's office. Students with significant medical needs may need a designated chaperone away from the school campus.
- B. **Non-prescription medication:** Non Prescription medication shall be brought to school in the original manufacturer's bottle/container listing all the ingredients with the child's name attached to the container. A medical authorization form must be signed by the physician and kept on file in your child's nurse's office. This form is available from the administrative office or the nurse's office.

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.

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 school principal and the school nurse. Parents/guardians are responsible for and must:

1. 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.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan
4. 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.

Care of Students with Asthma

1. If your child has Asthma that requires treatment at school, a completed Medication form signed by the physician must be submitted to the nurse.
2. If your child is capable and responsible enough to carry his/her inhaler with them and with parents approval a Self-Carry Form must be completed and submitted to the nurse.
3. All students with Asthma should complete an Asthma Action Plan which needs to be completed by both the physician and the parents. This needs to be submitted to the nurse.
4. All equipment and supplies necessary for administering Asthma medication **MUST BE** provided by the student and kept in the nurse's office.
5. If your child's Asthma is severe and requires frequent absences from school or frequent visits to the nurse for Asthma related episodes an Asthma 504 Plan can be requested.

Care of Students with Allergies/Food Allergies

1. If your child has allergies that require the use of an EpiPen, a completed Medication form signed by the physician must be submitted to the nurse.

2. If your child is capable and responsible enough to carry his/her Epi-Pen with them and with parents approval a Self-Carry Form must be completed and submitted to the nurse.
3. If your child has Food Allergies, an Allergy Care Plan and questionnaire must be completed and submitted to the nurse's office.
4. The parents must provide the Epi-Pen and any other medication needed to treat the allergy and allow the nurse to carry out the physician's instructions in the care plan.
5. The parents must keep the nurse informed of any changes in the student's allergies.

Allergens

Latex Balloons and Peanut Products are not to be used for school functions due to allergic conditions of some students. Because of these conditions personal deliveries will be kept in the office until the end of the school day and cannot be taken on the bus. If your student has a life-threatening allergy or life threatening chronic illness, please notify the building principal at 618-277-2100.

Accidents at School

The nurse or designated office personnel will provide (or direct) emergency care until either the parent or medical authorities assume responsibility. The office or nurse will notify the student's parent or other responsible person designated by the parents as soon as possible. If the parent or other emergency person is not available, and/or immediate medical attention seems warranted, 911 will be called for the paramedics/ambulance service at the parent's expense. Either the nurse or school personnel designated by the principal will accompany the child if the parent or guardian does not arrive at the school before the ambulance leaves for the hospital.

Emergency Aid to Students

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

Home and Hospital Instruction

A student who is absent from school or whose physician, physician assistant, or advanced practice 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. A note is required from any of the above medical personnel for the receipt of home or hospital instruction.

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 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 miscarriage.

Suicide and Depression Awareness and Prevention

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

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

In the event of needing assistance, please contact the National Suicide Prevention Lifeline 1-800-273-8255. If you find yourself or a loved one in crisis, you may also text HOME to 741741 to connect with a Crisis Counselor (Free 24/7 support at your fingertips).

Sexual Abuse Awareness

Sexual Abuse can have a serious impact on the life and development of a child, and can continue to impact the survivor later in life. Learning the warning signs of child sexual abuse is often the first step to protecting a child that is in danger. Methods

for increasing teacher, student, and parent awareness of issues regarding sexual abuse of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse; Actions that a child who is a victim of sexual abuse should take to obtain assistance and intervention; and available counseling options for students affected by sexual abuse. The school maintains student and parent resources on sexual abuse awareness. Included in this is the sexual abuse awareness handout available on the district's website. If you find yourself or a loved one in need of assistance, please contact the Sexual Assault Helpline: 1-800-871-7741 (Free, private assistance 24/7).

Student Athlete Concussions and Head Injuries

Student athletes who exhibit 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 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.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.

11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.
4. Students trying out for any sports, dance or cheerleading.

Proof of immunization against meningococcal disease is required for students in grades 6 (on or after their 11th birthday) and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Tdap, 1 Meningococcal (MCV4) (on or after 11th birthday) and 2 varicella required for 6th grade. The physical form is not considered complete until the parent/guardian has filled out and signed the "Health History" portion of the physical.

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 midterm have 30 days following registration to comply with the health examination and immunization requirements. 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 the school for the first time must present proof by the first day of the school year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: proof of a completed eye examination.

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months.

Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof 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. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification; the medical objection must contain the medical condition that waives the specific immunization.
4. 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
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Student Services

Title 1 Program

Title 1 Parental Involvement – The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title 1. These programs, activities, and procedures are described in District-level and School-level compacts.

Response to Interventions (RtI) Elementary & Middle School

Wolf Branch District makes every attempt to offer students programs and services that instruct at the individual's identified level of learning. Students qualify for Response to Intervention programs through an analysis of their daily performances and test scores. Placement in these programs does not necessarily mean a child is performing below grade level. It may indicate that the student requires additional support and attention in order to maintain grade level performance. When significant concerns continue and services may need to be increased, parents will be asked to attend a problem-solving meeting.

504 Services

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 are identified, evaluated and provided with appropriate educational services.

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

Special Education

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 that meet the definition of the Individuals with Disabilities Education Act (IDEA). 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 office. Also, any student that qualifies for a related service at school will have a related service log available at their annual review and any other time upon request.

The Wolf Branch School District participates in the Belleville Area Special Services Cooperative (BASSC) to provide services for identified students.

Programs are also available for children who have learning, social, emotional, behavioral, or physical needs that are significant to a degree that they present academic achievement. Students with concerns are monitored continuously. If progress continues to decline, parents will be invited to attend a meeting to discuss concerns and assist in developing a plan to help their child become more successful at school.

Prior to a child receiving any individual testing that is not administered to the general population, parents will receive notification and request for approval. No child is placed in any special education program nor will receive any special educational service until the parents or guardians have been informed and have participated in the decision-making process.

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Speech/Language Services

All Kindergarteners, new students and parent/teacher referrals are screened for speech and language delays. Parents are informed if the screening results indicate a need for further speech and/or language evaluation

Accommodating Individuals with Disabilities

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

English Learners (6:160)

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program and Transitional Program of Instruction.
4. Comply with any applicable State and Federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and Federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly informed of their child's progress and involvement will be encouraged.

Parent Involvement for English Learners

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet challenging state academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Program's Parent Advisory Committee. For questions related to this program or to express input in the school's English Learners Program contact Dr. Nicole Sanderson, assistant superintendent, at 618-277-2100.

Programs

Preschool

Wolf Branch Elementary School offers a full-day and half-day Preschool program for children completely potty-trained and who have reached their fourth birthday by September 1st of the current school year. Pre-kindergarten parents pay fees for their child to attend. If vacancies exist, students who turn three years old prior to March 1st can be put on a waiting list. Parents of the 3 year olds on the waiting list are notified in June to solidify a position in the program.

BASIC

Wolf Branch School District offers before and after school childcare to the parents of students who attend Wolf Branch School District (Kindergarten through grade five). Parents pay fees for their children's care.

Sports/Extracurricular/Activity Clubs

Activity Fees

Students participating in any of the extracurricular programs listed in Section XIX will be assessed an activity fee. A waiver of fees will be granted for all students who qualify for free lunches under the school lunch program.

Athletic or Team Uniforms

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

Participants Expectations

Wolf Branch is an "academics first" school. Students involved in the fall sports of softball, soccer, baseball, or **any extracurricular/activity** may start the year on probation if the fourth quarter grades from the previous year were not satisfactory. Any student involved in a school sponsored activity is subject to the **eligibility** probation policy which states: Where letter grades are applicable, a student will be placed on probationary status if he/she receives an F or two (2) D's. A student will be placed on probation also for displaying attitude, conduct, or behavior that is not acceptable in our school.

Whenever **school personnel** determine a student is not meeting the standards of Wolf Branch School District, the student **and parents** will be notified that he/she may participate in a school sponsored activity on a probationary basis for a period of two weeks. The probationary period gives the participant an opportunity to achieve the aforementioned standards. If the student is not able to handle the responsibility of **extracurriculars and academics** by achieving school standards, the student will then be temporarily removed from the **team/club/activity** until a subsequent grade check determines otherwise. A student may only be on probation once per season/session.

Any student participating in a sport, extracurricular club, or an afterschool activity will be expected to go home and come back to school if the event is NOT immediately after school hours. Students are not allowed to stay after school unsupervised for any reason.

Due to severe weather conditions, there will NOT be outdoor sporting events or after school outdoor activities if the Heat Index is above 104 degrees or if the weather feels less than 25 degrees. When after school sporting events or activities are canceled due to inclement weather, teams/parents will be notified of the schedule changes.

Sports

Wolf Branch is a member of the Belle-Fair Conference and the Southern Illinois JHS Activities Association, which sponsors various inter-conference sports and academic competitions. These activities are available to students in grades 5 through 8. Any student participating in a sport activity must have an updated **pre-participation physical exam form and concussion form on file in the school office** each year and the physical must be on file in the nurse's office. Once informed of making a team, all sport fees must be paid within two weeks. All teams affiliated with the conference are selected on a tryout basis. Sports and activities offered: Soccer, Girls Softball, Boys Baseball, Girls Volleyball, Boys Volleyball, Boys Basketball, Girls Basketball, Cheerleading, Pom Poms, Boys Track, Girls Track, Bowling, Chess Team, Scholar Bowl Wrestling and Cross-Country.

Parents of students involved in the athletics program are encouraged to join the Sports Booster Organization which provides support for the Athletic Department.

PROCEDURES FOR DETERMINING BASKETBALL LEVEL OF PLAY

1. All basketball players shall participate at their academic level during the regular season. However, a coach may, in his/her sole discretion, select a player to play up a level on a case by case basis if the coach determines that the basketball team is in need of an additional player(s) due to illnesses, absences, academic issues, or low player turnout.
2. No student athlete will be moved up to play at a higher level during regular season or post-season play, until the athletic director and/or coach has first consulted with the student and the student's parent(s)/guardian(s).
3. In the event of any dispute or disagreement between the coaching staff concerning a student playing at a higher level, the athletic director shall have the authority to make a final decision and his/her decision shall be final and binding on the coaches, and not subject to further review.

Art Club

Students in grades 5-8 are eligible to join the art club. Art club allows students to practice with their creative side while collaborating with other students who share the same interests. Students will create bonds with their fellow students through art and work on group projects that will beautify the school.

Band and Chorus

Starting in the fourth grade, students will participate in an introductory band program and may participate in an introductory chorus program. Band and chorus programs are offered at both schools for grades 4 through 8. These clubs perform concerts several times throughout the year and participate in district and state contests. All fees must be paid before participating in band or chorus.

Parents of band students are encouraged to join the Band Booster Organization which provides support for the band program.

Drama Club

Students in grades 6-8 are eligible to audition for roles in each fall play and a spring musical each year.

Chess Club

Students in grades 5-8 are eligible to join the chess team. Students learn the game of chess and compete against one another and other schools.

Model UN

Students in grades 5-8 are eligible to join Model UN. Model UN is a simulation of the UN General Assembly and its other multilateral bodies where students perform an ambassador role while debating various topics.

Scholar Bowl

Students in grades 5-8 are eligible to join. Scholar Bowl is scholastic trivia. Students compete in trivia matches against other schools. The types of questions range over several categories of: science, math, social studies, language arts, fine arts/performing arts, sports, and general information. The matches feature a blend of individual competition and team collaboration, since no individual player is likely to be an expert in all subject areas.

Student Council

Students in grades 3-8 are eligible to join. This is a year round club that meets twice a month. Student council strives to help students become responsible, contributing role models for our school community.

Math Team

Students in grades 6-8 are eligible to join the math team. Math team meets once a week and participates in 3 competitions throughout the year.

Parental Notifications

Title IX of Public Law 92-138

It is policy of Wolf Branch School District 113 not to discriminate on the basis of sex in its educational programs, activities or employment as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance may be directed to the Superintendent, Mr. Scott Harres, Title IX Coordinator, 125 Huntwood Road, Swansea, Illinois 62226.

Equal Educational Opportunities and Sex Equity(7:10)

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mr. Harres, Superintendent.

Education of Homeless Children (6:140)

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

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 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 of children.

A violation of this law is a class 4 felony.

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.

School Visitation Rights Act

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.

Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.wbsd113.org.

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian may request special accommodations from building principal.

Teacher Performance Assessment

Illinois has launched a performance assessment initiative to ensure pre-service teachers (student teachers) have the necessary knowledge, skills and dispositions to be effective educators before teaching licenses are issued. As part of this Teacher Performance Assessment, pre-service teachers must video their performances and the impact the instruction is having on student learning. Students and their voices must be recorded and student work samples scanned as evidence that learning is occurring. To protect their identity, students' last names are not used on the recording or on any documents submitted to the team of evaluators of the teaching performances. **Parents, who do not want their children recorded or their children's work samples scanned, should contact the principal in writing annually stating so.**

Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

Suicide and Depression Awareness and Prevention-See Health and Wellness Section

Sexual Abuse Awareness-See Health and Wellness Section

Prevention of and Response to Bullying, Intimidation, and Harassment-See Student Discipline Section

Harassment & Teen Dating Violence Prohibited-See Student Discipline Section

Student Online Personal Protection Act(SOPPA)-See Technology Section

Student Privacy

The District has adopted and uses several policies and procedures, regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Student Records

This is to advise you of the Department of Education's guidelines pertaining to the Privacy Rights of Parents and Students.

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 (including, electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

Student Records Act – Three types of records are maintained in the district:

1. Permanent Record – Basic identification information, transcripts
2. Temporary Record – All information not required to be in the permanent record including family background information, test scores, psychological evaluations, special education files, disciplinary information. The temporary file will be reviewed periodically and will be destroyed entirely within five years following graduation or permanent withdrawal.
3. Directory information – Unless a written request is submitted on a yearly basis stating that the parents do not want directory information used, Wolf Branch District #113 assumes permission is granted.

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

1. The right to inspect and copy the student's education records within 10 business 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. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. 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 sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

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

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to

comply with the requirements of FERPA.

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

Exemption From Physical Education Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Family Life & Sex Education Classes

Sex education and sexual abuse instruction are part of the sixth through eighth grade Wolf Branch health curriculum. Parents will be notified in advance of the subject instruction. The subject matter covered in the classes may include: instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor and transplantation. Upon written request of the parent, alternative study can be assigned to the student.

Flyer Distribution**Policy 8:25 – Advertising and Distributing Materials in Schools Provided by Non-School Related Entities**

No material or literature shall be posted in schools or distributed to students by non-school related organizations or individuals.

Commercial Companies

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) scoreboards; or (4) other appropriate locations. The advertisements must be consistent with this policy and its implementing procedures and must be approved by the Wolf Branch School Board. No Board approval is needed for commercial material related to graduation or class pictures.

No individual or entity may advertise or promote its interests by using the names or pictures of the Wolf Branch School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

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 and distributed in elementary and/or middle schools.
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.

Pest Control Management

Wolf Branch School District #113 has an integrated Pest Management Policy #4:160, which incorporates building maintenance, sanitation, physical barriers, and as a last resort, the safest and most effective form of pesticide. This policy complies with the law requiring that public schools notify parents at least 48 hours prior to the application of pesticides on school property. Excluded from the notification requirements are disinfectants, sanitizers, insecticides, and rodent killing baits. Although the district has no intention of spraying or fogging with pesticides during the school day when children are in attendance, the administration has created a voluntary notification registry. By placing 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 and pesticides must be used immediately (not when children are present), the district will notify you as soon as possible. Please contact the office if you wish to be added to the list.

Acknowledgments/Permissions During Registration

Parents will be asked to acknowledge or give permission during our registration process on the following items below. Should you have questions prior to registering, please contact one of the school offices and we will be happy to discuss or clarify the information.

Parent/Student Handbook Agreement

You will be asked to acknowledge receiving and/or being provided electronic access to the Parent/Student Handbook and that you have read the materials and understand all rules, responsibilities and expectations. It will also note that you understand that the Parent/Student Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office at any time. Your acknowledgement also indicates that you understand not agreeing to this acknowledgement will not relieve you or your child from being responsible for knowing or complying with School and School District rules, policies and procedures.

HIPAA – Compliant Authorization for Exchange of Health & Education Information

Parents will be asked to authorize Wolf Branch School District #113 to exchange health and education information records for the purpose listed below.

Purpose: This information will be used for the following purpose(s):

1. Education evaluation and program planning
2. Health assessment and planning for health care services for treatment at school
3. Medical evaluation and treatment

This authorization is valid for one calendar year. You will be asked to understand/recognize:

- 1) That you may revoke this authorization at any time by submitting written notice of the withdrawal of consent.
- 2) That health records, once received by the school district, may not be protected by the HIPAA Privacy Rule, but will become education records protected by the Family Educational Rights and Privacy Act.
- 3) That if you refuse to sign, such refusal will not interfere with your child's ability to obtain health care.

Asbestos Management Plan

Asbestos containing building materials (ACBM) are present within the Elementary Building of the Wolf Branch School District #113. In accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA), an accredited inspector and management planner have completed a review of the locations, quantities and friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos fibers. Copies of the asbestos management plan for the Wolf Branch Elementary School, which includes the inspection report, are located in the office of the Wolf Branch School District, 410 Huntwood Road, Swansea, Illinois. The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability will be provided upon request.--*We ask during registration you are aware of this information.*

Acceptable Use of Wolf Branch School District's Electronic Networks

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the Acceptable Use of Electronic Networks will result in the loss of privileges, disciplinary action, and/or appropriate legal action. By answering yes, this document is legally binding and indicates the parties who agreed have read the terms and conditions carefully and understand their significance.

I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in

a school setting. I will discuss the Acceptable Use of Electronic Networks with my child. I hereby request that my child be allowed access to the District's electronic network, including the Internet.

Field Trips

Throughout the school year, your child may attend field trips. Each trip will include careful planning, teacher chaperones, and meaningful follow-up. The teacher will send a detailed note home with your child prior to any field trip his/her class takes. Your permission during registration indicates for your child to attend school field trips throughout the school year.

Photo Authorization

You will be asked to give permission for the school to post group, individual photos, or video/audio recordings of your child or your child's work on district, school or classroom sites. Names or identifiable information is not attached to online student photos.

Video Authorization

You will be asked to grant consent to the Wolf Branch School District to allow a student-teacher or current Wolf Branch teachers to create video or audio recordings that may identify your child and to use that video or audio recordings specifically and exclusively for instructional purposes only. This consent is valid for the entire time your child is enrolled in the District. You may revoke this consent at any time by notifying the Building Principal.

Interstate Photography

Wolf Branch School District will provide parent email addresses to our photographer, Interstate Photography for the following purposes:

- To receive communication and reminders about upcoming picture days
- To provide Interstate with a secure link between the child and parent by providing the parent with an individual code for each child's pictures
- To provide parents with proof of their child's pictures.

Interstate will not sell, share, or send continued marketing. All email addresses are used solely for communicating picture day, providing proofs, and creating the secure connection of parent to child. After the school year, all emails are purged from our system. You will be asked to give permission to share your information with Interstate Photography.

Concussion Waiver

Each student AND his or her parent/guardian must read and sign this Agreement to Participate before being allowed to participate in physical education or athletics. By checking **yes** at registration, you are acknowledging the following:

- a. You have read the Agreement to Participate and understand its terms: [Click here.](#)
- b. You give your permission for your child or ward to participate in physical education or athletics.

Consent to Bill

The purpose of this permission (also known as consent) is to share records and information, **if needed**, about students with disabilities that fall under the care of Medicaid. When you give consent during registration, the school district will be able to seek partial reimbursement for services provided at school by Medicaid. Each year, the district will provide you with notification regarding your permission; you do not need to sign a form every year. This will be collected from everyone no matter your Medicaid status or your child's need for services. This allows this information to be kept confidential and impartial. Under Federal law, the school district cannot share with Medicaid information about your child without your permission. (34 C.F.R 99.30(b); 34 CFR 300.154(d)(2)(iv)(A)-(B)). As you consider giving permission, please be advised of the following:

- 1) The school district cannot require you to sign up for Medicaid for your child to receive health-related and/or special education services to which your child is entitled.
- 2) The school district cannot require you to pay anything towards the cost of your child's health-related and/or special education services. This means that the school district cannot require you to pay a copay or deductible so that it can charge Medicaid for services provided. The school district can agree to pay the copay or deductible if any such cost is expected.
- 3) If you give the school district permission to share information with and request reimbursement from Medicaid:
 - a. This will not affect your child's available lifetime coverage or other Medicaid benefit; nor will it in any way limit your own family's use of Medicaid benefits outside of the school.

b. Your permission will not affect your child's special education services or IEP/IFSP rights in any way if your child is eligible to receive them.

c. Your permission will not lead to any changes in your child's Medicaid rights; and

d. Your permission will not lead to any risk of losing eligibility for other Medicaid or Medicare-funded programs.

4) If you give permission, you have the right to change your mind and withdraw your permission at any time.

5) If you withdraw your permission or refuse to allow the school district to share your child's records and information with Medicaid for the purpose of seeking reimbursement for the cost of services, the school district will continue to be responsible for providing your child with the services, at no cost to you.

Please mark "YES" to AGREE to give permission to the School to share with Medicaid records and information concerning your child and their health-related services, as necessary. Indicating yes means you have read the notice and understand it and any questions you had were answered.

or

Please mark "NO" to DISAGREE to give permission for the School to release information for Medicaid billing purposes and Essentially meaning you DO NOT give consent for the School to access/bill Medicaid insurance for provided services.