

**Wolf Branch School District**  
125 Huntwood Road  
Swansea, Illinois 62226  
Phone (618) 277-2100 Fax (618) 277-9786

## **2020-2021 Student Handbook**

### **Forward**

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.*

### **Administration**

Mr. Scott Harres, Superintendent  
Dr. Nicole Sanderson, Assistant Superintendent  
Mrs. Jennifer Poirot, School Principal  
Mrs. Stacey Sommerfield, Assistant Principal

### **Wolf Branch Board of Education**

Bob Lonsdale, President	Keith Padgett, Vice President
Doug Gray	Katie Kramkowski
Dawn Murphy	David Parker
Del Schaefer	

**Board Secretary:** Cathy Wilson

**Treasurer:** Mary Jo Hanvey

### **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.

### **Wolf Branch Student Code of Ethics**

I will respect the rights of other people at all times.  
I will strive to maintain an open mind toward people.  
I will be sportsmanlike as a participant or spectator.  
I will be clean in person, thought, speech and behavior.  
I will obey all safety rules for other people and myself.  
I will give all authority due respect.  
I will always be courteous to everyone.  
I will put school work before other activities.  
I will be honest at all times.

### **History of the Wolf Branch School District**

Wolf Branch School was founded in 1863 and was formerly located along the highway (Route 159) in the brick building now occupied by the cabinet shop. There were two buildings at that location before the present building.

The first schoolhouse was a one-room log structure built on an acre of land deeded to the school on August 3, 1863, by Adam and Eva Badgley. It is not known exactly how long the original log schoolhouse was used, but probably not very long. It was later replaced by a one-room building made out of handmade bricks from Mr. Badgley's brickyard. In 1921, this first brick building was replaced by another one-room building (now the cabinet shop), which served as Wolf Branch School until 1957, when the present school was started at its current location along Huntwood Road. There have been several additions since the original one room structure.

It is known that wolves prowled about in the area of the nearby creek or "branch" which gave the school its name, Wolf Branch School. One of the county expenditures for 1909 included \$104 as the amount paid during the year for wolf scalps.

Attending school in the late 1800's and early 1900's was quite different than it is today. The school was very isolated with farmers' field roads the only way of getting to the school. About 1920, the present asphalt road from Route 159 east to Smelting Works Road was built. A few years later, Huntwood Road was built connecting Route 159 with Old Caseyville Road providing the school district a good hard-surfaced east-west road.

Classes started later in the fall and let out earlier in the spring because the children had to help around the farm. The boys helped plant and harvest crops and cut and store firewood. The girls helped with the lighter work and were frequently able to attend school more than the boys who sometimes attended school only three months a year. As a result, it was not uncommon for students to remain in school until they were 19 years old.

The social and recreational highlight of the school year was the big picnic held on the last day of school. It was an all-day affair of games and food with each family bringing a basket lunch which would be placed on a long table for all to eat. Box socials were also very popular events. The girls would try to outdo each other in decorating the prettiest box lunch. Spelling bees also provided entertainment as well as spirited competition.

In 1985/86 single-family homes mushroomed in the district and student enrollment ballooned to over 900. As the development and population continued to flourish in the district, the decision was made to upgrade the existing facility. Online capabilities were made available for all of the classroom computers as well as those in the two computer labs. In addition, the building was air-conditioned in the mid 1990's.

Beginning in August 2003, Wolf Branch opened a new Middle School, making the existing building at 125 Huntwood Road an Elementary School for grades kindergarten through five. With additional space available, the District initiated a pre-kindergarten program funded by tuition payments from participating families. Fifteen students were enrolled in the first year.

Wolf Branch Middle School opened with 317 students enrolled in grades 6, 7, and 8. With 113, 000 square feet and a capacity of 750 students, it was constructed with future growth in mind. Located at 410 Huntwood Road, just ¼ mile west of the Elementary School, the new school was built with thirty classrooms, a gymnasium connected to a multi-purpose room, cafeteria, two computer labs, three science labs, a library and media center, a band room, a choral room, and an art room. Athletic fields and playground areas were also provided.

In September of 2017, the Wolf Branch Middle School started experiencing structural damage caused by underground mine subsidence. After extensive evaluation, it was determined that a portion of the building was not safe for occupancy. Therefore, the decision was made to temporarily house the Middle School students at the Elementary School until repairs can be safely completed at the Middle School campus.

# Wolf Branch School District 2020 - 2021 Calendar

## AUGUST

AUGUST 17, 2020  
AUGUST 18, 2020  
AUGUST 19, 2020  
AUGUST 25, 2020

9 DAYS OF PUPIL ATTENDANCE  
NO SCHOOL TEACHER INSTITUTE DAY  
NO SCHOOL TEACHER INSTITUTE DAY  
FIRST DAY FOR STUDENT ATTENDANCE  
WOLF BRANCH BOARD OF EDUCATION MEETING

## SEPTEMBER

SEPTEMBER 7, 2020  
SEPTEMBER 22, 2020

21 DAYS OF PUPIL ATTENDANCE  
NO SCHOOL, LABOR DAY  
WOLF BRANCH BOARD OF EDUCATION MEETING

## OCTOBER

OCTOBER 9, 2020  
OCTOBER 12, 2020  
OCTOBER 27, 2020  
October 28, 2020

20 DAYS OF PUPIL ATTENDANCE  
NO SCHOOL TEACHER INSTITUTE DAY  
NO SCHOOL, COLUMBUS DAY  
WOLF BRANCH BOARD OF EDUCATION MEETING  
Early Dismissal 1:45pm/Parent Teacher Conferences 2:15- 8:00pm

## NOVEMBER

NOVEMBER 2, 2020  
NOVEMBER 3, 2020  
NOVEMBER 11, 2020  
NOVEMBER 24, 2020  
NOVEMBER 25, 2020  
NOVEMBER 26, 2020  
NOVEMBER 27, 2020

16 DAYS OF PUPIL ATTENDANCE  
Early Dismissal 1:45pm/Parent Teacher Conferences 2:15- 8:00pm  
NON-ATTENDANCE DAY  
NO SCHOOL, VETERAN'S DAY  
WOLF BRANCH BOARD OF EDUCATION MEETING  
NON-ATTENDANCE DAY  
THANKSGIVING DAY - NO SCHOOL  
NON-ATTENDANCE DAY

## DECEMBER

DECEMBER 15, 2020  
DECEMBER 21, 2020

14 DAYS OF PUPIL ATTENDANCE  
WOLF BRANCH BOARD OF EDUCATION MEETING  
FIRST DAY OF WINTER BREAK

## JANUARY

JANUARY 4, 2021  
JANUARY 5, 2021  
JANUARY 18, 2021  
JANUARY 26, 2021

18 DAYS OF PUPIL ATTENDANCE  
NO SCHOOL, TEACHER INSTITUTE DAY  
CLASSES RESUME  
NO SCHOOL, MARTIN LUTHER KING DAY  
WOLF BRANCH BOARD OF EDUCATION MEETING

## FEBRUARY

FEBRUARY 15, 2021  
FEBRUARY 23, 2021

19 DAYS OF PUPIL ATTENDANCE  
NON- ATTENDANCE DAY  
WOLF BRANCH BOARD OF EDUCATION MEETING

## MARCH

MARCH 23, 2021

23 DAYS OF PUPIL ATTENDANCE  
WOLF BRANCH BOARD OF EDUCATION MEETING

## APRIL

APRIL 1, 2021  
APRIL 2, 2021  
APRIL 5, 2021  
APRIL 6, 2021  
APRIL 27, 2021

18 DAYS OF PUPIL ATTENDANCE  
NON-ATTENDANCE DAY  
NON-ATTENDANCE DAY  
NON-ATTENDANCE DAY  
NON-ATTENDANCE DAY  
WOLF BRANCH BOARD OF EDUCATION MEETING

MAY  
MAY 25, 2021  
MAY 31, 2021

20 DAYS OF PUPIL ATTENDANCE  
WOLF BRANCH SCHOOL BOARD MEETING  
NO SCHOOL, MEMORIAL DAY

**Monday, May 24, 2021 - The last day of school IF NO EMERGENCY DAYS ARE USED.  
PLEASE DO NOT SCHEDULE ANY VACATIONS BEFORE SATURDAY, JUNE 5, 2021.**

**I. Information Concerning the School Year**

**A. Regular School Hours (M, T, TH, F)**

**School Hours 8:00 a.m. – 3:00 p.m.**

**Wednesday Schedule**

**School Hours 8:00 a.m.–2:00 p.m.**

**Office Hours**

School Office 7:30 a.m. – 4:00 p.m.

District Office 7:30 a.m. – 4:00 p.m.

**Students may arrive at: 7:45 a.m.**

- B. 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.
- C. Hot Lunch Program.** The district offers a hot lunch program including a la carte in grades 5-8. Menus are posted on the web site and balances can be checked online. The price for the entrée lunches will be \$2.55 per student (milk included). Students who bring their lunch and wish to purchase milk will pay 55 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. Free or reduced lunch applications are available at registration and throughout the school year. Students in grades 5-8 will only be permitted to buy extras 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.
- D. 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 busses 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 in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones. 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.***

- E. **Resource Fees.** Resource fees for the school year will be \$120.00 Kdg. – 8<sup>th</sup> grades. A waiver of fees shall be granted for all students who qualify for free lunches according to the Household Eligibility Application. A waiver will also 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, or any similar emergency situation.
- F. **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.
- G. **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.
- H. **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.
- I. **Homework.** Wolf Branch students are expected to turn in homework on time unless a student is absent. Late assignments will be assessed a penalty. First – eighth grade teachers record assignments on Google Classroom or teacher emails. Students in grades second – eighth are issued assignment books to record class assignments.

- J. **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 alert system will be activated for school closings and emergencies. Please make sure your contact information is always kept up to date.
- K. **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.
- L. **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.
- M. **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.
- N. **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.

- O. 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.
- P. 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.
- Q. 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.**

- R. **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.
- S. **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.
- T. **School Visitation Rights.** The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.
- U. **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.
- V. **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](http://www.wbsd113.org).
- W. **Recess.** Students will be allowed outdoor recess if temperature and windchill is above 25 degrees.
- X. **Emergency Drills.** Wolf Branch School District periodically participates in a number of safety drills throughout the school year. These drills consist of fire evacuation drills, tornado drills, bus evacuation drills and school intruder drills.

## **II. Student Information**

- A. Students may use the office telephone only for urgent matters.
- B. **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. 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.

- C. **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 – 4<sup>th</sup> grade Valentine party is arranged by the classroom teacher. All activities are to receive the approval of the classroom teacher.
- D. **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. 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 any drink to the cafeteria for lunch.
- E. **Lockers.** Hallway and P.E. 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. Students who have lost their lock will be required to pay a \$7.00 replacement fee.

### **III. General Rules of Conduct**

- A. Students 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. Students 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. See page 19 for the school district dress code.
- C. Students 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. 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. Students 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.
- F. **Search and Seizure** - In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as

well as of students and their personal effects. "School authorities" includes school liaison police officers.

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

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

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

### ***Students***

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.

## **G. Discipline/Behavior Plan**

### ***Wolf Branch School District Behavior Plan***

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.**

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes, vapes, vape pens, and other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - 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.
  - 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. "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.
  - g. 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.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using a cellular telephone, smartphone, video recording device, personal digital assistant

(PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and 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 telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is 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 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 bullying, hazing or any kind of aggressive verbal or physical behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
10. Engaging in inappropriate comments regarding race, religion, sexual preference and gender.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being tardy/absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. 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.

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

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

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

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

#### **When and Where Conduct Rules Apply**

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

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

#### **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 dropout of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges/extracurricular activities.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Before or After-school study or Saturday study provided the student’s parent/guardian has

been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)

8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between 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 or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Students that are serving an in-school or out of school suspension are not permitted to be on school grounds or attend after school functions during the duration of their suspension.

#### **Re-Engagement of Returning Students**

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

#### **Discipline of Students with Disabilities**

##### **Behavioral Interventions**

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.

##### **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.

#### **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 14<sup>th</sup> 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**

### **Corporal Punishment**

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

### **H. Weapons Policy**

According to Board Policy 7:190 – Student Discipline- The possession of a weapon or look-alike (including, but not limited to a knife of any kind, pistol, revolver, stun gun, taser, or other firearm, bludgeon, blackjack, metal knuckles, throwing star, dagger, razor, stiletto, switchblade knife, tear gas projector or bomb or any object containing noxious liquid gas or substance; or any object used as a weapon to inflict bodily harm on another person) upon the premises of Wolf Branch School District #113, at any time, may result in immediate notification of parents, notification of police, immediate suspension from school, and a recommendation to the Board of Education for expulsion. A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

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

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

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

#### **I. 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.

#### **J. 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.

**K. Student Dress Code/Student Appearance:** Any attire that detracts from school routine is not permitted. 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. Proper dress is the responsibility of the student and his or her parents.

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
  - a. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols. Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
2. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
3. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin in a provocative manner and/or undergarments may not be worn at school. Tank Tops, sleeveless shirts or spaghetti straps are prohibited.
4. The length of shorts or skirts must be appropriate and not distract from the learning environment.
5. Appropriate footwear must be worn at all times.

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 discipline. If there is any doubt about dress and appearance, the building principal will make the final decision.

**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.

- L. **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.

#### IV. **Academic Information**

- A. **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.

- B. **Promotion 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 or 1 F in any core subject. The final decision for placement for the next year rests with the school authorities.
- C. **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.
- D. **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) 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.

**E. 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.
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**

<b>Kindergarten</b> <b>Elementary School Grades K-4 Specials</b> <b>Art/PE/Music/Tech.</b> <b>MS Grades 5-8 Encores</b>	MS - Meets Standards AS – Approaching Standards BS – Below Standards <i>*Grades in specials are based on skills, participation and assessments.</i>	
<b>Grades 1 – 8</b>	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)
<b>8th Grade Algebra Course</b>	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.*

## **V. Technology**

### **A. School Issued Devices**

Wolf Branch School District is proud to offer students a variety of technology. Kindergarten-first grade students have access to desktop computer labs, iPads and a number of chromebooks. Students in grades two-eight will participate in our 1:1 Chromebook program and will continue to have access to desktop computer labs. 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.

### **B. General Precautions for Chromebooks**

The assigned chromebook is school property. All users will follow expectations in Wolf Branch Parent/Student Handbook for technology. Chromebook devices for use at school and in some cases at home. The grade levels participating in our 1:1 Program (grades 2-8), which provides mobile computing and wireless technology to all students, 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, computer labs, 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.

#### **C. Wolf Branch Care Plan (WB Care Plan)**

The Wolf Branch Care Plan is an optional (non-refundable) insurance fee that parents are encouraged to purchase for individual devices. This fee is \$30.00 per year (must be paid prior to October 15 or it will default non-insurance status) and 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.** Each parent in grades Kdg-8 will be asked, in the registration portal, if they are or are not interested in purchasing the WB Care Plan. ***Parents that choose not to purchase the additional coverage will be responsible for all costs incurred to the device and accessories.***

#### **D. 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.**

### **E. 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.

### **F. Chromebook Restrictions**

***Cameras*** -Chromebook cameras should only be used under the supervision of school personnel.

***Screensavers, Backgrounds and Themes***-Students will have access to personalize their own backgrounds and themes. Please understand all backgrounds and themes will be monitored 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.

### **G. Technology Internet Acceptable Use**

Students are responsible for their ethical, socially appropriate and educational use of the technology resources of WBSD. All use of electronic network use must be consistent with the school’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific

examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The district reserves the right to refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.

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

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using 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 email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.
- 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** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network. 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 computer viruses.

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

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

**Use of Email**

The 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:

- **Always use appropriate language.**
- **Do not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others.**
- **Do not send mass emails, chain letters, or spam. Students should maintain high integrity with regard to email content.**
- **No private chatting 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 as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

### ***Confidentiality***

The District's access to the Internet, email software, hardware, and data files, are owned and controlled by the School District. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions, email, and files by persons outside, or from persons inside the District. Also, the District reserves the right to log technology use, to monitor file server space utilization by users, and to examine users' files and materials as needed; therefore, users cannot expect absolute privacy from District personnel as to their use of technology. There is no expectation of privacy when an individual is using district computers, network connections, other electronic devices, or district email, other than as specifically provided by law. All users should be aware that their personal computer files or System use may be subject to public disclosure under the Illinois Freedom of Information Act.

Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.

### ***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.

**Cell Phones and Electronic Devices – Wolf Branch School District is not responsible for lost, damaged or stolen electronic devices.** 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 camera or voice recording feature during school will be assigned a consequence.**

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. The student will also face consequences for insubordination.

#### **VI. Student Attendance.**

- A. 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, or a family emergency beyond the control of the student, makes this impossible.
- B. 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.
- C. **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

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

- D. 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. Appointment - verified with a physician's note

3. To attend a funeral
4. In observance of a religious holiday or activity
5. 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.

When students are absent, students shall be expected to complete missed assignments and these shall be included in their grade records. Whether an absence is excused or unexcused, the school reserves the right to request documentation for any absence.

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.

- E. 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.
- F. Permission to leave school. Students shall remain in class until parents arrive, sign out the child, and request the child's presence.
- G. **Tardiness.** School commences each day at 8:05. 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 concern.
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 to 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.

**H. Make-Up Work**

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.

**VII. Programs and Services**

**A. 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.

**B. Special Education**

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

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.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> 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.

C. **Speech/Language**

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

D. **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.

E. **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.

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.

**Preschool:** Wolf Branch Elementary School offers a half-day Preschool program for children completely potty-trained and who have reached their fourth birthday by September 1<sup>st</sup> of the current school year. Pre-kindergarten parents pay fees for their child to attend. These students are also eligible to attend a fee-based daycare. 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.

VIII. **Title IX of Public Law 92-138**

It is policy of Wolf Branch School District 113 not to discriminate on the bases 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.

**IX. 6:140 Education of Homeless Children**

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.

**X. 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 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 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 vicinity of children.

A violation of this law is a class 4 felony.

**XI. 6:160 English Learners**

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

**A. Parent Involvement**

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program or to express input in the school's English Learners Program contact Nicole Sanderson at 618-277-2100.

**XII. Title 1 Program**

Title 1 Parental Involvement – The District maintains programs, activities, and procedures for the involvement of parent/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.

**XIII. 7:10 Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, ancestry, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the bases of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedures located in Board Policy 2:260. The Uniform Grievance Procedures are available on the District's website and at the District's main office.

**A. Sex Equity**

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure located in Board Policy 2:260. The Uniform Grievance Procedures are available on the District's website and at the District's main office. A student may appeal the Wolf Branch School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and thereafter to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

**B. Administration Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.



**XIV. 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.

**XV. 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.

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.

**XVI. Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental

health;

3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

**Complaint Manager:**

Name            Jennifer Poirot  
Address        125 Huntwood Road  
                    Swansea, IL 62226  
email           [jpoirot@wbsd113.org](mailto:jpoirot@wbsd113.org)

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

**Sexual Harassment & Teen Dating Violence Prohibited**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests, sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

#### **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 Complaint; Enforcement**

**Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.**

#### **Nondiscrimination Coordinator:**

Scott Harres

Name

125 Huntwood Rd.

Address

Swansea, IL 62226

618 – 277-2100

Telephone

#### **Complaint Managers:**

Jennifer Poirot

Name

125 Huntwood Rd.

Address

Swansea, IL 62226

618-277-2100

Telephone

**XVII. 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.

#### **XVIII. Student Records**

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

- A. 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.
- B. 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.

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

## **XIX. Extracurricular Programs**

### **A. 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 **physical exam 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.

Wolf Branch is an "academics first" school. Students involved in the fall sports of softball, soccer, and baseball 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 sports 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 a teacher determines a student is not meeting the standards of Wolf Branch School, the student will be notified that he/she may participate in athletics on a probationary basis for a period of two weeks. The probationary period gives the athlete an opportunity to achieve the aforementioned standards. If the student is not able to handle the responsibility of athletics and academics by achieving school standards, the student will then be temporarily removed from the team until a subsequent grade check determines

otherwise. A student may only be on probation once per season.

#### **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.

**B. Band and Choral Programs**

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 organizations 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.

**C. Play and Musical**

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

**D. 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.

**XX. 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 a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

**Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided

the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

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

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

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

- 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.
- C. **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.
- D. **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.

E. **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.

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.

F. **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.

G. **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.

H. **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.

**I. 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.

- J. 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.

- K. Emergency Aid to Students--** Nothing in policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

**XXI. 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.

**XXII. Student Athlete Concussions and Head Injuries**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or 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.

### **XXIII. Immunization, Health, Eye and Dental Examinations**

#### **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.

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.

**XXIV. Health Concerns**

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

- A. **Smoking/Tobacco Use** – State law strictly prohibits smoking or the use of any tobacco products on school property.
- B. **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.

**XXV. 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, 125 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.

CW EDITED 2/26/2020