

West Lincoln-Broadwell



Elementary School District #92



Home of the Wolverines!



STUDENT HANDBOOK

2022-2023

Updated June 2022

HANDBOOK DISCLAIMER:

This handbook is intended to describe the working relationships within the school, its practices, procedures, rules and regulations. The handbook may be supplemented from time to time as necessary. It should serve as a code of conduct, but in no event is this Handbook intended to constitute a contractual agreement and is not intended to be binding upon the School District or the Board of Education. If you cannot find answers regarding who, what, when, where, or why in this Handbook, you are strongly encouraged to ask for clarification. Do not guess.

PHILOSOPHY OF DISCIPLINE

There can be no statements on discipline without mention of the basic principles of good classroom management; without some discussion of realistic and relevant curriculum; without indication of the responsibilities of everyone who plays a part, directly or indirectly, in the instructional program; or without references to the forces, institutions and people who have shared in developing the minds and personalities of young people. It is also an oversimplification to expect that acts of disruption and violence can be dealt with effectively by a list of prescriptive punishments. Effective solutions must address themselves to the causes and climate of unacceptable behavior in addition to suggestions for consequences.

A school program in citizenship training, however well intentioned and directed, could never approach the degree of influence which a parent has on a child. If this influence of character development and self-control is neglected, the school's task becomes more difficult. But when the objective of the school and parent is to build and support a community of learners, the task of the school becomes obvious to all. The West Lincoln-Broadwell Elementary School is committed to the goal of a safe and orderly process of instruction. This commitment requires that everyone, members of the Board of Education, school administration, teachers, parents and students assume their share of responsibility toward the attainment of that goal.

The district utilizes a respectful approach to problem solving. The first step for resolving a problem is to speak directly with involved parties. If the problem is unresolved, only then is it appropriate to move to the next level of authority. For further clarification regarding the district's philosophy of discipline, please refer to Board Policy 7:190.

STUDENT RESPONSIBILITIES

STUDENTS WILL:

- be responsible for his or her own actions
- be responsible for knowing the discipline policy of the school
- be responsible for knowing the code of conduct for students detailed in this Handbook
- be responsible for being prepared and bringing necessary materials to class
- obey school and classroom rules
- obey city, state and federal laws
- respect the rights of fellow students and school personnel

- respect authority both in school and at school sponsored activities
- respect school and community property
- not use abusive language, verbal or written
- not disrupt the educational process
- not use obscene or derogatory gestures
- not steal or abuse another person's property
- not bring weapons of any kind to school
- not chew gum or eat candy/snacks at school (other than during designated times by staff)
- practice habits of personal cleanliness and dress appropriately
- be punctual and attend school regularly
- attain the best possible level of academic achievement
- not bring any illegal nor illicit drugs, over the counter drugs, prescription drugs or alcohol of any kind to school
- take pride in their school by participating in classroom functions/activities

STUDENT RIGHTS

STUDENTS HAVE THE RIGHT TO:

- a meaningful learning experience
- a safe educational environment and protection from physical or verbal abuse
- an appropriate and challenging curriculum
- assistance in making decisions on educational goals
- be disciplined in private, if possible
- be disciplined in a humane and appropriate manner
- adult representation when in conflict with school authority
- a school climate free of violence and disruption
- a written code of conduct (the Handbook)
- knowledge of the reasons for any discipline which may be administered
- due process in matters of exclusion from school for disciplinary purposes
- confidentiality as mandated by state and federal laws

PARENT RESPONSIBILITIES

PARENTS WILL:

- review this Handbook, the school's code of conduct, with their child
- assume responsibility for their child's prompt and regular school attendance
- instill in the child respect for lawful authority, for the rights of others, and for private and public property
- talk with their child about school activities; share with their child and with teachers an active interest in report cards and in school progress
- safeguard the physical and mental health of their child and be responsible for periodic health examinations as required by law

- attend individual and/or group conferences and, whenever possible, special school programs
- plan the time and place for homework assignments; provide necessary supervision
- cooperate with the school in fulfilling recommendations made
- cooperate with the school in carrying out disciplinary actions taken in the best interest of their child
- acknowledge periodic official reports of their child's academic progress
- delegate to the Superintendent/Principal the function of formulating administrative rules and regulations designed to carry out Board policies
- not use obscene or derogatory gestures, or use abusive language, verbal or written
- call the teacher first, the Principal next, the Superintendent next, and the School Board last to clarify questions or concerns.

COMMUNITY RELATIONS

All visitors on school property will conduct themselves appropriately pursuant to Board Policy 8:30. This includes any type of verbal or physical misconduct of ANY other person in attendance. Adults are role models for our students. Adults will conduct themselves in a positive matter. If this cannot be accomplished, visitors are asked not to attend.

PARENT RIGHTS

PARENTS HAVE THE RIGHT TO:

- know that disruptive action of a few will not interfere with the opportunities of the majority for academic and social growth
- be granted reasonable access to all school records pertaining to their child
- receive periodic official reports of their child's academic progress
- be given the opportunity to confer with their child's teacher and/or Principal/Superintendent regarding academic placement, progress, and social adjustment
- share in activities of the school community or any parent organizations
- share in their child's right to due process procedures in matters of exclusion from school for disciplinary purposes
- be notified of their child's violation of school rules and regulations
- be notified of academic or behavioral concerns
- address the School Board with questions or concerns upon following proper procedures
- request their child's classroom teachers' qualifications
- request a visit to their child's classroom ---- limited to one hour increments

ADMINISTRATION/TEACHER/RESPONSIBILITIES

THE ABOVE WILL:

- show concern and respect for each student, parent, and staff member
- develop and enforce a Classroom Discipline Plan that is approved by the Superintendent and/or Principal

- be guided by professional ethics in relationships with others
- inform parents about academic progress and conduct with students in a timely manner using a variety of tools
- supervise students during passing times and designated class times
- plan and conduct an effective and motivating instructional program
- manage well-ordered classroom routines that contribute to instruction and the development of civic responsibility
- be sensitive and responsive to all needs of the students
- know and enforce the rules courteously, consistently and fairly
- deal with misconduct quickly, firmly, and impartially
- handle behavior problems according to the code of conduct detailed in this Handbook
- report undesirable school situations to the Superintendent/Principal promptly
- take advantage of opportunities of academic growth at all levels
- not use obscene or derogatory gestures, or use abusive language, verbal or written
- maintain confidentiality

It is the task of the teacher to move all students toward academic success. Accordingly, the teacher will:

- a. address the special needs of students utilizing available social services
- b. utilize a variety of teaching strategies in the classroom to address the varying needs of learners
- c. encourage the use of higher order thinking skills (including critical thinking) within the classroom
- d. expect a student's final effort to be his or her best effort.

-Mandated Reporters

ADMINISTRATION/TEACHER RIGHTS

THE ABOVE HAVE THE RIGHT TO:

- a safe and productive workplace
- be treated with respect by students, parents, fellow staff members and the school administration
- require students to abide by the code of conduct and behave in an orderly manner
- use reasonable force, if necessary, to protect him/herself, other persons including another teacher or student, or property
- protection against any loss of, damage to, or destruction of personal property as a result of any assault/battery during school activities
- support and assistance in the maintenance of control and discipline in the classroom
- initiate a conference with all parties involved in a student behavior problem that has not been satisfactorily resolved
- Confidentiality

PARAPROFESSIONAL/STAFF RESPONSIBILITIES

PARAPROFESSIONAL/STAFF WILL:

- show concern and respect for each student, parent, and staff
- implement school discipline rules
- read the school Handbook
- report any infraction of rules or inappropriate behavior to the appropriate authority
- not use obscene or derogatory gestures, or use abusive language, verbal or written

PARAPROFESSIONAL/STAFF HAVE THE RIGHT TO:

- to be treated with respect by students, parents, and staff
- to a safe and productive work place
- to use reasonable force, if necessary, to protect him/herself, another teacher, or student
- to protection against any loss of, damage to, or destruction of personal property as a result of any assaults/battery during school activities
- Mandated Reporters

BOARD OF EDUCATION RESPONSIBILITIES

THE BOARD OF EDUCATION WILL:

- provide necessary leadership in school related decision making
- assume fiscal responsibility for the funding process of the district
- provide trained personnel, and appropriate equipment and materials as recommended by the Superintendent and/or Principal for a quality educational program
- adopt policies which facilitate an atmosphere conducive to good learning and behavior
- delegate to the Superintendent and/or Principal the function of formulating the administrative rules and regulations designed to carry out Board policies
- develop and make available a set of policies which guide and direct the business of learning at the school
- Mandated Reporters

Board of Education

Tom Kissel, President, 217-737-2596
Brad Luckhart, Vice President 217-671-0690
Mike Simonson, Secretary 217-737-7234
Steve Goodman, 217-737-7166
Patrick Hake, Member 217-732-7585
Brett Conrady, (217) 871-4587
Scott Goodman, 217-732-8700

Section 1: Introductory Information & General Notices

REGISTRATION AND FEES

Registration dates and fees are published each year in the [Lincoln Courier](#), TeacherEase, and www.wlb92.org prior to the start of school. Payment is expected at registration. **Please make checks payable to WL-B #92.** See page 35 for a full listing of school fees.

DAILY SCHEDULE

School begins at 8:15 a.m. for all Pre-School students. Pre-School will be dismissed at 3:00 p.m. daily. School begins for students in K-8 grades at 8:15 a.m. and dismisses at 3:00 p.m. daily. Students will arrive at school between 7:50 a.m. and 8:15 a.m. **Doors will remain locked until 7:50 a.m. All drop off students will enter through the cafeteria door beginning at 7:50 a.m.**

Students are to leave school grounds and report home at dismissal time, unless participating in a supervised school activity or receiving tutoring from teachers. The playground is not supervised after school is dismissed. When students leave for home, they may not return unless supervised.

It is strongly encouraged for reasons of safety, that parents dropping off or picking up their children in cars, do so on the west side near the cafeteria doors. Please proceed through the parking area in one direction moving from south to north. Parents picking up their children after school are encouraged to remain in the cafeteria until the dismissal bell rings.

Buses will pick up regularly departing afternoon students at 3:00 p.m. on the west side near the gym entrance. For safety reasons around the buses, **please only pick up children by car by waiting in the car line that assembles in front of the gymnasium doors.**

SCHOOL CLOSINGS

Announcements of school closings or early dismissal will be made through TeacherEase, school website, and the following radio and T.V. stations: News Channel 20, News Channel 17 WAND, and FIX 96. **School Reach automated messaging will also be utilized. Please do not call the school to inquire about early dismissal on inclement weather days.**

ABSENCES AND EXTRA-CURRICULAR ACTIVITIES

In the event a student misses classes on the day of an extra-curricular event, he/she may not participate or attend the event, which includes athletic practice sessions, unless the absence is classified as being “excused” (funeral, dental, doctor appointment, etc.) by the Principal/Superintendent. In order to participate in extracurricular events and/or practice sessions, a student must be in school a minimum of 2 ½ hours of the afternoon class time. Students that are

in attendance during afternoon hours are expected to obtain all assignments from classes missed in the morning. It is a student's responsibility to discuss work and when the work is due.

SCHOOL SPONSORED FIELD TRIPS AND AFTER SCHOOL ACTIVITIES

Field trips, class trips, and after school activities are an extension of classroom activities. Students on these trips are expected to conduct themselves as they should within the classroom. All school rules of conduct and behavior apply to students representing West Lincoln-Broadwell off campus. A student who is a discipline problem and/or at risk of academic failure may be deemed ineligible to participate in school trips at the discretion of the teacher and administration. Parents will be notified in advance of field trips.

VISITORS

All visitors to the school are required to sign in and wear a visitor's pass. Parents are asked not to go directly to the classroom.

Students entering or leaving during the day must be signed in or out by an adult. Lunch leaves unaccompanied by a parent or parent representative are not allowed.

Parents are invited to attend school at any time. It is helpful, however, for parents to call the school prior to the visit. Please help us by making arrangements in advance (minimum of 24 hours) of the date and time of a visit. Visits are limited to one hour per Board Policy.

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 access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by contacting the Superintendent/Principal. A student may appeal the 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).

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual/potential marital or parental status. Any student may file a discrimination grievance by contacting the Superintendent/Principal.

SCHOOL VOLUNTEERS

All volunteers must contact the superintendent/principal to obtain authorization before volunteering. There is an application process that must be followed.

INVITATIONS AND GIFTS

Party invitations or any type of gift for classmates should not be brought to school unless you bring enough for the entire class.

TREATS/SNACKS/WATER

All students are allowed to bring a water bottle (preferably clear) to school for water consumption during the day. Water bottles may be placed on student desks and be available to the student during class.

Treats for any occasion must be arranged in advance with the classroom teacher. Treats and snacks may not require refrigeration unless previously arranged and must have a clearly printed list of ingredients on the packaging. **Please be mindful of peanut allergies and Gluten free diets.**

WLB highly encourages all snacks/treats brought to school to be a healthy choice. This means snacks/treats do NOT contain high sugar, high fat content. These types of foods can affect attention and behavior. In turn, students do not function at their highest potential.

WLB is a proud **CATCH**® school!

GO Foods	SLOW Foods
<p>GO foods include mostly fruits, vegetables, whole grains, lean meats, and lower-fat dairy products. GO foods are lower in fat or sugar, and they are whole foods (they are less processed and therefore contain more of their natural health goodness).</p> <p>Suggested GO foods to send to school:</p> <ul style="list-style-type: none">• Fresh Fruits• 100% Fruit Leather• Fresh Vegetables• 100% Fruit/Veggie Juice• Baked Tortilla Chips• Graham Crackers• Low-Fat String Cheese• Low-Fat Cottage Cheese• Skim (Fat-Free)/1% Unflavored Milk	<p>SLOW foods are higher in fat or sugar, and are more processed than GO foods. WHOA foods are highest in fat or sugar, and are the most processed, relative to foods in the GO and SLOW categories.</p> <p>Suggested SLOW foods to send to school:</p> <ul style="list-style-type: none">• Dried Fruits (with sugar)• Fruit Leather (with sugar)• Sherbet• Nuts• Seeds (e.g., sunflower or pumpkin)• Animal Crackers• Vanilla Wafers• Granola Bars• Cereal/Fruit Bars• Goldfish• Pretzels• Baked Chips• Low-Fat Popcorn• Low-Fat Pudding• Low-Fat Yogurt/Yogurt Drinks• Low-Fat Cream Cheese



Please see Wellness Policy

TELEPHONE

Students will not be called from their classes to accept phone calls, except under emergency situations. Messages will be taken. **Students may place calls only with the permission of a school staff member during the school day.**

STUDENTS WITH FOOD ALLERGIES

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

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to support your student so he/she can access education as effectively as students without disabilities. Parent must notify superintendent/principal of any life threatening food allergies.

Section 2: Attendance, Grading, Homework, Programs, and Promotion

ATTENDANCE

The importance of your child being in school every day and on time cannot be stressed enough. Regular daily attendance is necessary to achieve the greatest success in school. Each day's absence makes it more difficult for a student when he or she returns. For absences due to illness of five (5) or more consecutive days, a doctor's excuse is required. If specific health procedures are needed for an individual student, please alert the Principal in writing regarding the specific accommodations. Every effort will be made to ensure the health and welfare of our students. Should a student have an absence record of more than 18 days per year, that student may be advised to repeat a grade.

ABSENCE NOTIFICATION REQUIREMENTS

Illinois law states that contact must be made between the school and the home within the first two hours of the school day in the event of an absence. In order for your school to implement this requirement, we are asking each parent to call the school office to notify us of the absence of your child. This must be done on a daily basis, especially when your child will miss more than one school day. When no phone call or contact is received by the school by 9:00 a.m., the school will attempt to reach the parents for a reason(s) for an absence. If you do not have a telephone, please have a friend, neighbor or relative call the school with the necessary information. Our school's phone number is 732-2630.

After being ill, students MUST remain at home for 24 hours after their temperature has returned to normal (99 degrees or less). A sick child may infect others in their class and compromise the

educational program. Parents are required to send a doctor's excuse for absences due to illness of five (5) or more consecutive days.

Excused absence will be given for valid cause. The student has the responsibility to contact the teacher and arrange to make up the work missed. Teachers will provide homework for excused absences, but the teacher must receive the request by 9:00 a.m. for homework to be available after school. Each teacher may arrange this homework as they choose, but the student will have at least as many days as he/she was absent to make up the missed work. Suspension is an absence from school, and students who are suspended from school are expected to contact their teachers and complete the missed work.

Students leaving school during the school day for an excused cause are required to bring a note signed by the parent with the date of the known absence from school. If your child is planning to visit with another child after school, please send a note signed and dated stating that your child has permission to visit, and how the child will travel, e.g. bus or car.

TARDINESS

Students arriving late at the beginning of the day must be signed in, **by a parent**, at the office. **Tardiness will be addressed by the classroom teacher.**

TRUANCY

It is the parent/guardian's responsibility to see that their child is attending school and arrives at school prior to the beginning of the school day.

According to the Illinois School Code 5/26-2a: a "truant" is defined as "a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof". The Code further defines a "chronic or habitual truant" as "a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 175 regular attendance days". School officials are required by law to report "Chronic or habitual truants" to the Regional Office of Education. Illinois School Code continues to state (Section 26-10); "Any person having custody or control of a child . . . who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall . . . be subject to not more than 30 days imprisonment and/or fined up to \$500".

Action that can be taken:

1. Referral to Truancy Officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to State's Attorney
4. Appropriate school discipline

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent must give written notice to the building principal/superintendent at least 5 days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any classroom work missed.

GRADES AND REPORT CARDS

Report cards are issued every nine weeks for a total of four reports each school year. All report cards will be posted to TeacherEase. Paper copies will be sent and/or mailed home with students with no internet access.

Teachers are available to give students extra help before and after school. Students experiencing academic problems should seek extra help from their teachers. Study group will be offered to students on Tuesday and Thursday afternoons from 3:00 p.m.-3:45 p.m. Teachers will suggest this group for students in need of additional assistance.

Our school's grading system is as follows for students in grades 3 through 8: A (93-100), B (85-92), C (77-84), D (70-76), and F (below 70). A standards based report card is issued for students in K through 2.

Parents will receive progress reports, typically midway through the nine week grading period, for those students receiving grades of 76 or below, or whose work has dropped two letter grades since the previous reporting period. Progress reports may also be sent to parents of students who are doing excellent or superior work. Student grades will be updated in a timely manner by all teachers.

LATE ASSIGNMENT GRADING POLICY

In the event of excused absences, the due date for assignments will be adjusted to allow an equal amount of time as was missed during the absence. Maximum points will be earned. It is the student's responsibility, however, to contact the teacher and arrange to make up missed work. *Homework is to be turned in upon the teacher request.* No penalty will result for missed school days and/or assignments due to student pregnancy.

All work will be accepted and receive full credit (based on performance) within one week of the due date it was assigned. All work is expected to be turned in on due date. This is designed to provide student and parental feedback of ability. However, it is important students understand that late assignments/projects will be subject to the weekly responsibility/conduct grade (10 points) and will count as 10% of the overall grade. Students will receive a weekly grade that is based on preparedness, responsibility, and behavior in the classroom. If an assignment is turned in late, the responsibility grade will be lowered. It is very important that students are taught responsibility. Four or more "zeros" in a quarter will result in loss of quarterly PAW party.

HONOR ROLL

Our school publishes an honor roll after each grading period to recognize students in grades 5-8 who have very good and outstanding academic achievement (band and chorus, as well as physical education and health). High Honors are earned by students who maintain straight A's. Honors are earned by students who receive no grade lower than a B.

B.U.G. CLUB

The B.U.G. Club (Bringing Up Grades) is to recognize 3rd through 8th grade students who bring up and maintain their grades based upon numerical averages from the previous grading period during the second, third and fourth quarters of the school year.

PROMOTION/GRADE LEVEL REQUIREMENTS

It is expected that students attend school regularly, learn appropriate grade level curriculum and be able to demonstrate their knowledge.

Criteria for promotion includes:

1. A student who is absent without **valid cause** for 18 days of the regular 175 day school year is considered truant and places their promotion in jeopardy. No more than 10 days of external suspension will be allowed.
2. Successful completion of grade level curricula.

A passing grade (no F's) for the year end average is required in all classes. Grade placement for special needs students will be determined by the student's educational team during the student's annual review.

Freshman Academy at Lincoln Community High School is an option for eighth grade students that do not meet the promotion requirements. This placement is at the discretion of administration of both institutions.

EIGHTH GRADE PROMOTION CEREMONY AWARD CRITERIA

**Each academic subject area honors an outstanding student (s).*

American Legion Award - Student should demonstrate the following characteristics: Courage, Honor, Leadership, Patriotism, Scholarship, Service.

Daughters of American Revolution – Student should demonstrate exceptional work in American History.

Megan Kissel Memorial Shining Star Award – Students should demonstrate Respect, Kindness, Honesty, Compassion, Personal Responsibility, Attitude toward Self & others, a Joy to be Around, puts a smile on your face, a helpmate to others, etc.

P.T.O. Award – Student should demonstrate an overall outstanding performance during their time as a student at WL-B, including scholastic achievement, extracurricular activity, community involvement, and citizenship.

President’s Award for Educational Excellence – Student is recognized for academic success including high grade point average, 93rd percentile in math or reading on the standardized achievement test and/or teacher recommendation.

President’s Award for Educational Achievement – Student is recognized for showing outstanding educational growth, improvement, commitment or intellectual development in their academic subjects, but do not meet the criteria for the President’s Award for Educational Excellence.

Details are available upon request.

Classroom/Subject Area Awards: Overall GPA

TEACHEREASE STUDENT MANAGEMENT SYSTEM

Common Goal/TeacherEase is an on-line, web-based assignment, announcement, grade reporting communication system available to parents with access to the Internet. Username and passwords will be given to families on the day of registration.

HOME AND HOSPITAL INSTRUCTION

A student who is absent or whose physician anticipates his or her absence for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student’s home or hospital. Any expectant mother will not be penalized for absences.

PAW Program: This is a positive approach to behavior management. Positive and appropriate behavior is rewarded by the issuance of PAW prints. Students receive PAW prints and are entered in a drawing for weekly prizes. Celebrations take place periodically to reward students for their positive behavior. Please see PAW Handbook.

WLB will provide Character Education and Social Emotional learning for students in conjunction with Tri-County Special Education Association.

ALTERNATIVE LEARNING OPPORTUNITIES

District Board Policy 6:110

MUSIC DEPARTMENT

The West Lincoln-Broadwell Elementary School District instrumental and choral program is an active program dedicated to giving students the opportunity to grow musically, socially, and academically. Through musical performance, students learn how to perform and appreciate music of a variety of styles and levels of difficulty. Through group involvement, students learn how to work together to achieve common goals and develop group discipline and respect for fellow students. Through study of melody, rhythms, singing, playing etc. students develop skills that will allow them to understand and appreciate the foundation of music as well as the aesthetics.

- Elective Band and Choir Classes
- Beginning band, Junior High Choir, and Junior High Band start in the fall of each school year. Beginning band starts in fourth grade. Students elect to take these courses and remain a member for the entire academic school year
- A variety of musical opportunities are available with band and choir classes.

Equipment

1. All school instruments/equipment are to be handled with proper care and respect. This includes music. Any items abused, lost, or broken will be paid for by the student who damages the item.
2. Students are NOT to handle other's instruments/equipment. If a student damages another's instrument, the student responsible for the damage will pay for the repair.
3. Students will purchase their own band method materials such as book and supplies from a music store of their choice.

LIBRARY

The West Lincoln-Broadwell library design promotes independent and literate citizens of the 21st century. Our school will move forward in today's society with increasing knowledge of the digital world, literacy, research, and access to current information.

Library materials are circulated using the automation program, Destiny: a web-based program which provides access to the library catalog.

Web Address: wblibrary.follett.destiny.com

Library Information: librarywlb92.weebly.com

The needs of the West Lincoln-Broadwell library are based on knowledge of the curriculum and existing collection. These needs are given first consideration in selection of materials used to enhance the classroom curriculum. Responsibility for selection of library materials rests with the library media specialist, whom operates within the policies set forth by the West Lincoln-Broadwell School Board.

Kindergarten may checkout one book per library visit. 1st-8th grade may checkout two books per library visit. The loan period is two weeks. No student may check out more than five books at a time. Books must be returned to the library to renew checkout. Resources must be signed out at the circulation desk if taken outside the library media center.

If a book is lost or damaged, the book must be paid for before additional books can be checked out. A lost book is categorized as a book that has not been returned within a month of check out. Payment for a lost book will be reimbursed should the book be found and returned in good condition. Debts remaining at the end of the school year will be turned into the main office. Any items checked out at the time a student withdraws from school must be returned and paid for upon withdrawal.

PHYSICAL EDUCATION

P. E. uniforms are required for grades 6 - 8. The uniform consists of a WL-B Physical Education t-shirt and appropriate bottoms (shorts, leggings, etc.), socks, and tennis shoes. T-shirts will be ordered at registration at a reasonable cost per student. Additional uniforms may be purchased at the office should one be needed. **Uniforms should be washed regularly.** Names must be written with permanent marker on front of shirt and in shorts. No other markings should be on the uniform. Ripped or torn shirts are not permitted.

Students are expected to dress for and participate in P. E. class every day. Please contact the P. E. instructor to make arrangements for any exceptional or unusual situations. If a student does not dress and participate in P. E., he/she may not dress and participate in after school activities.

ART

Art is offered one time per week for all students in kindergarten to fourth grades. An Art Club may be offered for grades 5th-8th before or after school if interest warrants.

STUDY GROUP

Study group is offered to all students (teacher referral) afterschool on Tuesdays and Thursdays. This program begins at 3:00 p.m. and ends at 3:45 p.m. Study group offers students an opportunity for extra help.

BETA CLUB (Returning Fall 2022)

The National Beta Club recognizes high academic achievement, promotes character and social responsibility, encourages service involvement to school and community, fosters leadership skills, and provides settings for your child to develop interpersonal relationship skills. Members are selected by staff and faculty each spring. Please visit www.betaclub.org for more information about this honor.

There is a fee for BETA members.

Members will be inducted into BETA Club during the Honors Day Assembly in May. The date will be announced at a later date.

Club meetings will be held monthly on the second Tuesday of each month in a classroom at WLB. Each student must attend a minimum of five meetings from September to May to remain an active member.

TITLE I

As a parent or guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to know the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. Federal law gives you the right to receive the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

- Whether Illinois has licenses or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
- The teacher's college major.
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the school office.

RESPONSE TO INTERVENTION

Students are assessed (benchmarked) three times per year (fall, winter, spring) in the areas of reading fluency, reading comprehension, math computation and math reasoning (concepts and applications). The data collected from assessments is used to differentiate instruction and identify skill deficits to be addressed individually. There are three tiers of intervention (additional instruction in deficit areas).

Tier I: Whole Class Intervention

Response to Intervention (RtI) Block Groups

Tier II: Small group (less than 10 students with one certified staff member) instruction beyond classroom curriculum.

Tier III: Intensive intervention time to meet deficit areas.

Interventions/Strategies are research-based and aligned with Common Core Standards.

Problem Solving Team (PST)

PST Members: parent(s) and/or guardians, classroom or referring teacher, district administrator or LEA, RtI Director, school psychologist and/or social worker, and teachers/paraprofessionals providing intervention times. Other individuals will attend as needed.

- Students are referred by classroom teachers for significant skill deficits that have been in tiered interventions for a minimum of six weeks with little or no progress shown,

- Parent(s) and/or guardians are notified prior to the meeting date and time. Attendance is highly encouraged in order for collaboration between home and school to be successful.
- Deficits are discussed along with current interventions. The TEAM (all members) collaborate and provide insight using data and personal area expertise.
- A plan of action is developed for a certain amount of time. The team will reconvene to monitor the plan's effectiveness.

Progress Monitoring

This is a term used that simply means ongoing assessment of students. During intervention timeframes, students are assessed in deficit areas to show progress. This data is used to make informed decisions about interventions that are used to address skill deficits.

STUDENT INSURANCE

Student accident insurance is available on an optional basis. **Students are, however, required to show proof of insurance or purchase student accident insurance at the time of registration.**

SECTION 3: STUDENT FEES, RESIDENCY, AND SCHOOL LUNCH/BREAKFAST PROGRAM

STUDENT RESIDENCY

Student residency must be established at time of registration and must conform to state law and district policy. (See School Code Section 10-20.12b and District Policy 7:60 for further clarification.)

ADMISSION PROCEDURE

1). All students must register for school each year on the dates, times, and location that is designated.

First time parents/guardians of the district must present a:

- Certified copy of the student's birth certificate.
- Proof of residence
- Proof of disease immunization record, dental examination, vision examination and required physical examination as required by law and Board Policy.
- If a pupil's change of residence is due to the military service obligation of the person with legal custody of a student, (with a written request from this person), he/she can maintain his/her residency as determined prior to the military obligation.
- The district allows a dependent of United States military personnel who is housed in temporary housing located outside of the district to enroll if the dependent will be living within the district within 6 months after the time of initial enrollment and the military personnel seeking to enroll the dependent under this exception provides proof that the dependent will be living within the boundaries of the district within 6 months.

WITHDRAWAL FROM SCHOOL

Students of families moving from the district should notify the school office as soon as possible so that school records can be transferred. Transferring students should clean out their desks/lockers and P. E. lockers on their last full day in the school district. All fees and/or fines should be paid. All uniforms, textbooks, musical instruments, and any school property must be returned prior to withdrawal.

FEES AND WAIVERS/FREE AND REDUCED-PRICE FOOD SERVICES

Eligibility Criteria for Free and Reduced Food Services:

- Income eligibility
- Family-size

****Guidelines set by the U.S. Department of Education annually.****

Parents will be notified at the beginning of each school year, by letter, of eligibility requirements, the application process, and any other information required by law.

Fees will be charged for certain materials, supplies, and activities. Fees will be waived upon application when a student is currently eligible for free lunches and breakfasts or when the student's family demonstrates other compelling evidence of severe economic hardship under standards set by the Board of Education. There is no waiver of certain charges not considered "fees" under law, such as charges for fines, the purchase of pictures or yearbooks, optional travel, or admission to school dances, athletic or social events. When an application for waiver of fees is denied, written notice is given within 30 days, and the family may appeal the denial to the Board of Education, which will respond within 30 days. Policy 4:140.

Breakfast is served from 7:50 a.m.-8:15 a.m. daily

Lunch is served from 11:00 a.m.-12:30 p.m. daily

Non-Discrimination Statement: In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632 9992. Submit your completed form or letter to the USDA by: Mail: USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410,

Fax: (202) 690-7442, Email: program.intake@usda.gov. This institution is an equal opportunity provider.

McKinney-Vento Homeless Assistance Act

District Board Policy 6:140

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education.

SECTION 4: TRANSPORTATION

WLB provides free transportation for any student in the District. Specialized transportation will be provided that is included in a student's Individualized Education Plan (IEP). Please see District Board Policy 4:110 for full details and for transportation reimbursement and dispute resolution.

BUS RULES

For the safety of all, **do not do anything that might distract the driver**. Accordingly, students are required to observe the following rules while riding the bus:

1. Keep the bus clean by putting waste papers in the trash box at the front of the bus. Water is acceptable on the bus.
2. No (live) animals allowed on the bus.
3. No teasing, fighting or bullying allowed on the bus.
4. No spitting or littering allowed.
5. Profanity or verbal abuse on the bus is not allowed.
6. Do not throw or propel objects on the bus, from the bus, or onto the bus.
7. Rude, discourteous, and annoying behavior is not allowed.
8. Loud talking is not permitted.
9. Use courtesy and respect for passengers, as well as the driver.
10. Do not damage (puncture, tear, or mark) the bus seats. You may be held financially responsible for replacement costs. If you notice any damage, report it to the driver immediately. Do not damage or tamper with any bus equipment.
11. Help look after the safety and comfort of smaller children.
12. Stay in your seat at all times. Do not move from seat to seat. Sit in assigned seat, if given by the driver; otherwise, get a seat and remain seated until the bus reaches your destination. Keep feet out of the aisles. Keep books, packages, musical instruments, etc., out of the aisles.
13. Wait until the bus comes to a complete stop before attempting to board it. Use caution in approaching the place where the bus stops. Absolutely no fighting, threats, or horseplay at the bus stop or on the way to or from the bus stop. At a discharge point, where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross. Do not bend down or crawl around the bus wheels.

14. Do not ask the driver to stop at places other than the regular bus stop, unless written permission is provided. Be very quiet when approaching a railroad track. Know how to get off the bus in an emergency. If you are unsure, ask for help.
15. At no time should a student argue with a bus driver. If you feel you are being treated unfairly, report it to the Superintendent/Principal.
16. No violence or weapons of any kind permitted. Those who are guilty of these violations will be punished with suspension from or total loss of bus privileges.
18. No alcohol, tobacco products, electronic or smokeless cigarettes, illegal or illicit drugs, over the counter drugs, or prescription drugs, or lighting of flammable materials allowed on the bus.
19. Cell phone usage for videos and music with headphones is permitted. No taking of pictures or video is allowed.

Every effort must be made to be sure all students follow the rules. The bus driver has the authority to enforce rules and maintain discipline on the bus. Disciplinary action for bus misbehavior may include suspension of bus riding privileges or, where appropriate, other discipline including exclusion from school. All at the discretion of the administration.

SECTION 5: HEALTH AND SAFETY

LOCK DOWN, FIRE, TORNADO, EARTHQUAKE, AND BUS DRILLS

A fire drill plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will leave the room. Before leaving the room, all windows and doors are to be closed and lights turned off. No one is to pass another or break the line of march. Running is not permitted. The first to reach an outside door should hold the doors open until all have left the building. Students are not permitted to talk during a fire drill and are to remain at least 100 feet away from the building until the signal to re-enter is given. No one is to return to the building until the signal is given by the Principal/Superintendent or designee.

During a tornado drill, students are to move quietly to the hallway or designated area. There they will sit with their backs against the wall, with their arms/hands covering their head. Students are to remain quiet during the entire drill.

Earthquake drills will be practiced annually. A lock down drill will be practiced annually.

Bus evacuation drill will be held during the first two weeks of school each year. The drill will be conducted on school grounds.

MEDICATION ADMINISTRATION GUIDELINES

The primary function of the school is to provide an education. The administration of medication is not normally a function of education. However, some students with long-term chronic illness or

disability may require prescription medication or over the counter drugs during the school day. Only when failure to take prescribed medication could jeopardize the student's health and/or education will medication be administered at school. Medication shall only be administered to students by employees authorized by the school Superintendent/Principal. Some medication may alter a student's behavior; therefore, parents should inform school officials of any long-term medication a student is taking either at home or at school.

GUIDELINES:

1. Written orders are to be provided to the school from the physician detailing a) the name of the student, b) the type of disease or illness involved, c) the name of the drug and dosage, d) time interval in which the medication is to be taken, e) the desired benefits of the medication and the side effects, and f) an emergency number where the physician can be reached. This shall be renewed annually or when any change occurs.
2. The parent or guardian should provide to the school a written request authorizing the administration of the prescribed medication or over the counter drug at school. This shall be renewed annually.
3. Medication should be brought to the school in a container appropriately labeled by the pharmacy or physician. The medication should be brought to school by the parent. With the school administration's permission, a child may be allowed to bring the medication to school. In such cases, prior approval from the administrator is required and safeguards should be taken to assure that the medication is delivered to school securely. Medication shall not be carried to school by students transported via school bus.
4. Locked space for safe storage of medicine will be provided.
5. A documentation process is used for all drug administration. This includes a method to indicate what medication was given, to whom it was given (date and time) and who administered the medication. In addition, the documentation includes the date of initiation of drug therapy in school, any absenteeism, if and when a medication is not administered and why, and the drug discontinuance date. The information will be kept on file.

The physician's order and parental request will be kept on file. This documentation will be reviewed periodically according to local school district policy.

The office will no longer give out over-the-counter medication, unless parents send specific instructions and medication from a physician. The office will administer prescription medications and over the counter drugs with appropriate documentation from the doctor.

Asthma

In accordance with legislation, West Lincoln-Broadwell School will permit the self-administration of asthma medication provided the parents or guardians provide written authorization and a written statement from a physician, physician's assistant, or advanced practice registered nurse that states the name and purpose of the medication, the prescribed dosage, the time or times at which or the special circumstances under which the medication is to be administered.

The parents or guardians of the pupil must sign a statement acknowledging that the school district is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the pupil and that the parents or guardians 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 the self-administration of medication by the student.

This permission is effective for the school year in which it is granted and must be renewed each subsequent school year.

After all requirements are met, a pupil with asthma may possess and use his or her medication while in school, while at a school-sponsored activity, while under the supervisions of school personnel, and before or after normal school activities, such as while in before-school and after-school care on school-operated property. Included in the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil at risk of anaphylaxis in accordance with 105 ILCS 5/22-30.

Diabetic Plans/Seizure Plans

Each student will have their own diabetic plan followed by school trained personnel and/or school nurse. Notify the principal/superintendent immediately if your child requires care for diabetes. A care plan will be developed.

MANDATORY DENTAL EXAM REQUIREMENTS

As of July 1, 2005 this act takes effect. This act includes all children in Kindergarten, 2nd grade and 6th grade of any public, private or parochial school. Each of the children shall present proof on the appropriate form of having been examined by a dentist before May 15 of the school year. If a child in grade 2 and 6 fails to present proof by May 15, then the school may hold the child's report card until one of the following occurs:

1. The child presents proof of a completed dental examination;
2. The child presents proof that a dental examination will take place within 60 days after May 15; or
3. The parents obtain a waiver from the Department of Public Health or provide objection to the dental examination on religious grounds.

The Illinois Department of Public Health shall establish a waiver for children who show an undue burden or a lack of access to a dentist.

Each public, private, and parochial school must give notice of this dental examination requirement to the parents and guardians of students at least 60 days before May 15 of each school year.

****Please contact the main office for information regarding the most current vaccination schedule.****

Every school shall report to the State Board of Education by June 30, in the manner that the State Board requires, the number of children who have received the required dental examination, indicating, of those who have not received the required dental examination, the number of children who are exempt from the dental examination on religious grounds and the number of children who have received a waiver.

MANDATORY EYE EXAM

All Kindergarten and students new to WLB and Out of State Transfer Students will be subject to a Mandatory Eye Exam no later than October 15th of the new school year. Please return report to be filed with student records.

MANDATORY SCHOOL PHYSICAL

All Kindergarten, 6th grade, and students new to WLB will be subject to a Mandatory Health Physical that will include all current immunizations required by the State of Illinois Department of Public Health code. Failure to provide the school with this mandatory physical by October 15 will mean non-attendance of the student until physical form is turned in to the office.

Students participating on athletic teams must pass a physical examination each year before engaging in team practices. Additional health examinations may be required by school authorities, as in the cases of excessive absenteeism or after certain kinds of illnesses. The cost of the physical is assumed by the parent or guardian of the student. Completed physical examination forms must be on file in the school office.

COMMUNICABLE DISEASE

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

GUIDANCE AND COUNSELING

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

ACCIDENT/INCIDENT REPORTS

Students should immediately report any accident/incident or injury to the teacher/staff in charge of the activity. Students who have individual school insurance should pick up claim forms from the school office if they are involved in an accident. The school makes no decisions on insurance claims. It merely assists by gathering information.

SECTION 6: DISCIPLINE AND CONDUCT

DRESS

Students should dress in a reasonable and modest manner so as not to attract attention or cause a disruption in the school routine or educational programs. Outlandish, revealing or daring clothing may not be worn. Shorts should be of reasonable length as to not expose inappropriate areas. A rule of thumb for shorts could be fingertip length. This means that shorts are long enough to cover all areas above fingertip level. A neat and clean appearance is necessary for good health. Clothing which promotes the name of an alcoholic beverage, tobacco, obnoxious name or slogan, or carries any message or depiction inappropriate for an elementary school environment will not be acceptable. Pants should fit around the waist and hips and should not sag or drag on the floor. Undergarments should not be visible at any time. Backless sandals/shoes are not allowed for playground safety reasons for grades K-4. **Parents are strongly encouraged to purchase “non-scuff” type shoes. Wheeled shoes are not prohibited in the building.** Students may wear shorts and skirts of **appropriate length** that do not interfere with the educational process in warm weather. Students may be asked to return home to change clothing if, in the opinion of the administration, clothing is considered inappropriate for the educational setting. Please have your children dress appropriately for outside activities. **As a general rule, the school will have outside recess, except in the case of severe weather.** As a rule, hats and coats may not be worn during the school day.

CELL PHONE/PERSONAL PROPERTY

The school district is not responsible for the loss of or damage to any personal property belonging to students or other persons in the school building or on the school grounds. This applies to all non-school property even if the property is being used in conjunction with an instructional activity. **Cell phones are to be turned off and placed in student lockers/backpacks during the school day unless permitted by the supervising teacher, permitted by a student’s IEP, or is required for an emergency. ABSOLUTELY NO CELL PHONES IN RESTROOMS. NO VIDEO OR PICTURES ARE TO BE TAKEN DURING SCHOOL HOURS. No headphones and/or earbuds allowed while in hallway. Students are not permitted to use cell phones while standing or walking in the hallway unless specifically granted permission by a faculty member. If abused, teacher will confiscate.** No knives, matches, fireworks, guns, drugs, or other dangerous items are allowed at school. Do not bring valuable items to school. Students may not bring over-sized book bags to school. All book bags are to be kept in homeroom and/or lockers.

No electronic paging devices are allowed. Threats and sexting made via Internet/Social Media sites will not be tolerated and immediate investigation will ensue.

Misuse of cell phone and mobile electronic devices will result in the following disciplinary consequences:

Consequences of Offenses:

1st—pick up in office required by student

2nd—pick up in office by parent required and detention

3rd—parent pick up required and ½ day ISS

If the student refuses to give up the cell phone or electronic mobile device, the student will be suspended (internal suspension) for the remainder of the school day.

Teachers may ask for and take cell phones and electronic devices if a student is found to be in possession in an area that is NOT designated by the policy, and the devices or phones will be turned in to the Principal's office.

Any use of cell phones or mobile devices is strictly prohibited in locker rooms and bathrooms. District 92 assumes no responsibility for lost, stolen, or damages articles. The possession and use of cell phones and other electronic devices may not be used for creating, sending, sharing, and viewing, receiving, or possessing indecent visual depictions as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone may be searched by administrators upon reasonable suspicion of sexting. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

TOBACCO, ALCOHOL, DRUGS, E-CIGARETTES, FIREARMS

In accordance with state law, smoking and drinking is prohibited on school property. Possession or use of tobacco, electronic cigarettes, alcohol, firearms, or unauthorized prescription or over the counter drugs at school, on the school bus, or at school-sponsored events by students will be considered grounds for suspension or expulsion on the **first offense**. Unauthorized drugs are those drugs for which a student does not have a valid doctor's prescription or a current note from the parent or guardian.

CONFISCATED ITEMS

Any item which is confiscated by a staff member will be **returned at the discretion of the administration**. **All items that could be considered dangerous or that have no reasonable use in the school environment will only be returned at the discretion of the Principal/Superintendent.** Unauthorized sale of consumable items is not permitted.

STUDENT BEHAVIOR/DISCIPLINARY POLICY

“Teachers and other certified educational employees shall maintain discipline in the school. In all matters relating to discipline and conduct at school, they stand in the relationship of parents and

guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardians.” (Illinois School Code)

District Board Policy 7:190

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

The Superintendent and/or Principal have the right to select the appropriate level of discipline.
Note: WLB does require completion of incident intervention for reengagement as decided upon by administration.

Please refer to PAW Program Handbook for specific information. Restorative practice will be utilized at WLB.

RESTORATIVE CIRCLES:

This is a practice that will be utilized to help solve conflict positively and end future occurrences. WLB has four certified trainers in Restorative Practice that will train and support all staff and faculty with this practice.

Aggressive Behavior Reporting

Parents/guardians will be informed via TeacherEase and/or written letter if their child exhibits aggressive behavior. Intervention services will be discussed and implemented as appropriate. District Board Policy 7:190.

DETENTION:

A detention is a disciplinary action for an infraction of classroom/school procedures. In grades K-4, classroom detentions will be served during the school day with a classroom teacher or principal during lunch break. In grades 5-8, classroom detentions of 30 minutes will be served after school (until 3:45) or during lunch break with the issuing principal. Parents will be notified and are responsible for making arrangements for transportation on the afternoon of the detention. PLEASE BE ON TIME WHEN PICKING YOUR CHILD UP.

The following may be **examples** of offenses (please see student behavior matrix in the PAW program handbook):

1. Referral to office based on chronic classroom misbehavior
2. Disrespectful and/or threatening behaviors toward other students or staff members
3. Physical altercation including hitting and/or fighting in class, on school property, or at a school sponsored event
4. Stealing, cheating, abusing, or causing harm to another’s property
5. Possession of dangerous or potentially dangerous weapons and/or items

6. Roaming the hallways without written permission during class time or skipping class
7. Failure to show up for detention or suspension
8. Possession of personal property with inappropriate content

SATURDAY DETENTION (9:00 a.m.-11:00 a.m.):

A Saturday detention will be issued as a result of four detentions. The fifth detention will be a Saturday detention. A “no show” for a Saturday detention will result in a half day internal suspension. Any detention after a fifth will automatically result in a Saturday detention.

Half day Internal Suspension: The student will stay in a supervised room isolated from peers. The student will work on assignments during this time. Work completed during a half-day internal suspension is accepted. Parents or guardians will be notified in advance of the internal suspension. If the internal suspension rules are violated, the suspension will be extended to include the following day. If further disruption continues, parents will be called to remove the student from school. Internal suspensions may also be issued for offenses considered elevated by the district.

Full-day Internal Suspension Work completed during a full-day internal suspension is accepted. If a student is suspended on any given day, he or she will also miss any schedules practice and/or extra-curricular activities that take place on that day. Internal suspensions may also be issued for offenses considered elevated by the district.

EXTERNAL SUSPENSION (10 days or less) and/or EXPULSION (greater than 10 days):

Refer to Section 7:190 of the District Board Policy

Examples of gross disobedience or misconduct that could result in an external suspension or expulsion after intervention support has been exhausted (if appropriate for incident) include, but are not limited to:

1. Willful and gross disobedience (insubordination) of reasonable directives of members of the staff or administration.
2. Possession, use, distribution, purchase, sale or found to be under the influence of illicit or illegal drugs, over the counter drugs, prescription drugs, alcoholic beverages, and/or tobacco products.
3. Willful injury or threat of injury to a staff member or another student.
4. Willful and/or repeated destruction or defacement of the school building or other school property.
5. Possession, use or distribution of a dangerous weapon or explosives.
6. Other such conduct that poses a danger to persons/property or disrupts the educational process.
7. Gathering, conspiring or acting at school in a way that a) violates the law, b) intimidates other students, staff or members of the school community, or c) prohibits persons from participating in school or school activities which interrupts the orderly operation of the educational program.

Possession of fire arms on school grounds results in immediate expulsion by law.

Please contact the school at 732-2630 for any clarification regarding this policy.

THREAT ASSESSMENT TEAM:

The Threat Assessment Team is comprised of administration, teachers, and TCSEA Staff (social worker and psychologist) to evaluate any type of threat. This is an extensive process developed to keep students and faculty safe from any potential threat.

TEEN DATING VIOLENCE:

Teen dating violence is prohibited and reporting encouraged.

SCHOOL PROPERTY

Students should respect school property. Students are urged to keep floors and the school grounds free from papers and other unsightly materials. **Students found damaging school property and their parents will be responsible, upon the discretion of the Superintendent/Principal, for the cost of repairing and/or replacing damaged items.**

RESTROOMS

Students may not congregate in the restroom for visiting purposes. Climbing on doors, sinks, or stools is prohibited. Splashing of water is also prohibited. Students are expected to conduct themselves in a courteous and respectful manner.

BICYCLES

Students may ride their bikes to school. A signed and dated permission slip must be on file from the parent/guardian in order for students to ride their bike to school. The school district is not responsible for theft, vandalism, or accidents involving bicycles. Motorcycles or other motor-driven vehicles operated by students are prohibited on school grounds.

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. Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm 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: (1) A firearm. For the purposes of this Section, “firearm” means 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 a likes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

GANG AND GANG ACTIVITY

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

HARASSMENT OF STUDENTS

Sexual harassment/bullying of students are prohibited. As defined, sexual harassment includes but is not limited to sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his/her appearance; sex-oriented verbal kidding, teasing, or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching, or brushing against another's body.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that 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 unwelcome conduct the basis for academic decisions affecting a student is prohibited.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Principal/Superintendent or designee. An allegation that a student was sexually harassed by another student shall be referred to the Principal/Superintendent for appropriate action.

West Lincoln-Broadwell School prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, coercion, threats, intimidation, fear, harassment, bullying, electronic bullying, hazing or other comparable conduct. No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status, i.e., students with disabilities-Autism spectrum, Physical disabilities, or Cognitive disabilities. Students who feel that they are the target or witness of aggressive behaviors or bullying are encouraged to report the incident to an adult (teacher, counselor, assistant principal or principal). Students who are guilty of exhibiting this type of abusive language/behavior towards other students will be subject to disciplinary actions ranging from a warning to suspension with a possible recommendation for expulsion. After consultation with the student about his behavior, an administrator will notify the parent and refer the student for appropriate intervention services.

Teen Dating Violence Prohibited: Any student who is 13-19 years of age that uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship is in direct violation of this policy. This will be enforced while students are on school property or at school-sponsored activities.

Complaints of harassment or intimidation are handled according to the provisions on harassment above. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the Handbook. The nondiscrimination coordinator and complaint manager is: Heather Baker (732-2630).

CAFETERIA RULES

The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Charges for meals are intended for emergency only! Charge limit for meals is \$10 maximum. **We encourage the purchase of lunch on a monthly basis.**

Some basic cafeteria rules include:

1. Use good manners.
2. No excessive noise.
3. No exchanging food.
4. No throwing or playing with food.
5. No soda pop.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may

subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons: • Failure to receive appropriate permission from parent/guardian or teacher; • Failure to complete appropriate coursework; • Behavioral or safety concerns; • Denial of permission from administration; • 3 or more detentions for the 9 calendar weeks prior to the trip. • 1 suspension (in-school suspension, out-of-school suspension or bus suspension) for the 9 calendar weeks prior to the trip. • Other reasons as determined by the school.

GYMNASIUM

Students must be in gym shoes when on the gym floor. No one should be in the gymnasium except for scheduled classes, scheduled practices or special school-related activities. Remember, the gym belongs to everyone.

PLAYGROUND RULES

1. When the whistle blows to line up, walk to the lines. You will sit out the next day if rules are abused.
2. If injured, tell a teacher/staff member at once.
3. If you are so injured and need an ice pack, sit out with it until the end of recess.
4. On the way out to the playground, do not run or talk loudly in the halls. This applies all the way out the door.
5. Unless otherwise stated, we will go out the door on the side of the building by the kindergarten room.
6. We will go out sometimes when the ground conditions are less than perfect. Always avoid mud and/or water. If you get in the mud, clean your shoes well before entering the building.
7. You are to play at all times in a sportsmanlike fashion.
8. You must stay within sight of a teacher at all times.
9. You must have permission to leave the playground area.
10. **DO NOT throw sticks, rocks, or snow.**
11. **DO NOT tackle, wrestle, or use unnecessary roughness while playing.**
12. **Preschool equipment located by swings is ONLY for preschool students.**

PLAYGROUND EQUIPMENT RULES

SLIDE:

1. Only one person goes down the slide at a time.
2. Always go down feet first in a sitting position
3. No walking or climbing up the slide, either inside or outside of the slide.

SWINGS:

1. No double swinging or going under while someone else is swinging.
2. No standing on the swings.
3. Swing back and forth, no side to side or twisting in swings.
4. No jumping off swings at any time.

JUNGLE GYMS:

1. Do not jump off any of the higher platforms.
2. Stay off the top of the equipment.

PLAYGROUND BALLS

1. No balls allowed in the playground equipment areas.
2. Do not kick or throw balls toward the windows.
3. If a ball goes on the roof, notify a teacher so that it may be retrieved at a later time.

SECTION 7: INTERNET, TECHNOLOGY, AND PUBLICATIONS

NOTIFICATION REGARDING STUDENT ACCOUNTS or PROFILES ON SOCIAL NETWORKING WEBSITES

State law requires a District to notify students and parents/guardians that the school will not request or require a student and/or parents/guardians to provide a password or other account information to a student's profile IF there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy. Board Policy 7:140

ACCEPTABLE USE OF TECHNOLOGY

Technology is available for instructional use in the computer lab, the library, and in classrooms. The use of computer hardware and software is a privilege, not a right, and inappropriate use will result in the loss of those privileges. Student use of the Internet, as well as all computer devices, systems, and software, will be limited to those who have read the Authorization for Internet Access and have signed and returned the appropriate authorization form. Disciplinary action may be taken with any student who uses computer resources in an inappropriate manner. Should you have any questions regarding the school's computer use, please call the school office at 732-2630 and/or refer to Board Policy regarding CIPA, Children's Internet Protection Act.

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make

all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are: 1. 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; 2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused; 3. Downloading of copyrighted material for other than personal use; 4. Using the network for private financial or commercial gain; 5. Wastefully using resources, such as file space; 6. Hacking or gaining unauthorized access to files, resources, or entities; 7. 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; 8. Using another user's account or password; 9. Posting material authored or created by another without his/her consent; 10. Posting anonymous messages; 11. Using the network for commercial or private advertising; 12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and 13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: 1. Be polite. Do not become abusive in messages to others. 2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language. 3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues. 4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. 5. Do not use the network in any way that would disrupt its use by other users. 6. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not 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 school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or 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. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the

Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

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

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission. 1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source. 2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided. 17 3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool. 1. 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. 2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum. 3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain 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 and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients. 4. 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. 5. Use of the School District's email system constitutes consent to these regulations.

Non-School-Sponsored Publications/Websites (7.20) Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that: 1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; 2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright; 3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd

and vulgar, or contains indecent and vulgar language; 4. Is primarily intended for the immediate solicitation of funds; or 5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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

SECTION 8: SEARCH AND SEIZURE

SEARCH AND SEIZURE

WLB had the authority to conduct reasonable searches of school property and equipment, as well as students and their personal property. Any property left on the premises by a student can be inspected without notice or consent of the student.

If evidence surfaces that a student has violated the law or District policies or rules, evidence may be seized by school authorities and/or turned over to the appropriate law enforcement authorities.

LOCKERS

Students in grades 6 and above are assigned hall and P. E. lockers. Lockers should be kept neat and clean. No hitting or kicking of lockers permitted. The school maintains the right to open and inspect lockers at any time. Students should have no expectation of privacy regarding school lockers. They should not consider them to be private property. **NO SHARING OF LOCKERS AND/OR LOCKER COMBINATIONS!**

SECTION 9: ATHLECTICS AND EXTRA-CURRICULAR ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

Our school offers an extensive variety of extra-curricular activities after school. Students are encouraged to participate in these activities, but should remember that their academic studies come first. (See paragraph on athletic eligibility.)

Our school is a member of the Logan County Conference and IESA for after school activities. Students may participate in scholastic bowl, boys' and girls' basketball, track, girls' volleyball, boys' baseball, girls' softball, cheerleading, literary, and wrestling, if offered. Students are expected to follow the rules established by coaches and sponsors.

A schedule listing sport and/or extra curricular activities and season information follows:

Boys' and Girls' Golf- fall

Boys' Baseball - August & September – Approximately 20 games per season

Cross Country- August & September

Girls' Softball - Co-op with Lincoln Jr. High, Chester-East Lincoln, Carroll, and New Holland-Middletown - August & September – Approximately 15 games per season

Girls' Basketball - September – November – Approximately 20 games per season

Literary - 1 competition held in early November

Boys' Basketball - November – February – Approximately 20 games per season

Cheerleading – Runs concurrent with Boys' Basketball

Poms- Runs concurrent with Boys' Basketball

Girls' Volleyball - January – March – Approximately 20 games per season

Scholastic Bowl - March – May – Approximately 8 to 10 meets per season

Track - April & May – Approximately 12 meets per season

Wrestling-December-February-Approximately 15 matches (Co-op with LJHS)

***Other activities are available. Please visit www.iesa.org or contact AD Conrady for more information.**

***Parents must make arrangements with a coach or other parent designee to supervise students any time they remain at school between dismissal and athletic events and/or practices.** Students may not leave the school/event grounds (for fast food, etc.) and return. A parent must provide written permission to the coach or designated supervisor for any exception.

*Only West Lincoln-Broadwell coaches, assistant coaches, managers, cheerleaders, and athletes, or others at the discretion of the Athletic Director, are allowed on buses. Students riding the bus must ride the bus home, unless signed out by a parent or legal guardian, or written permission to ride with another parent, is provided to the coach/sponsor.

*Students who stay to observe games or other activities should be in designated areas only.

*Students violating this rule may be barred from future activities.

Pre-K – 8th grades can participate in various fundraising activities for worthy non-profit organizations throughout the school year. Fourth Grade students can begin band in early fall. Junior High students can run for Student Council, with an election of representatives to be selected by their peers, shortly after school begins. Junior High students can also join band and/or chorus, with options for extra activities regarding Junior High band and chorus.

ATHLETIC/ACTIVITY PHILOSOPHY

Participation in athletic programs (5th-8th grade students) should be considered a privilege, not a right! The overall purpose of the athletic program is to develop the student as a whole, knowledge of the sport, and the concept of sportsmanship. At the 5th/6th/7th/8th level, the focus is to (1) develop the concept of teamwork, (2) develop advanced skill levels, and (3) develop respect for self and others by fostering competition at the students' highest level of ability.

Athletes are responsible for knowing and following the rules provided by the coach, including the requirement of a current sports physical and proof of insurance. Questions and/or concerns should be addressed to the coach, athletic director, principal, superintendent for resolution.

Biddy ball may be offered to younger children for the purpose of learning and enjoying the sport.

ATHLETIC/ACTIVITY ELIGIBILITY

All student athletic participants shall be in grades 5-8. Students shall be doing passing work (D or above) in **each school subject** as specified by I.E.S.A. rules. The school shall certify compliance with this requirement. Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. The eligibility check shall be on Friday of each week. When school is not in session, then the eligibility check must be taken on the last day of student attendance that week. Grades are accumulative for the school's 9 week grading period.

Participation in athletic programs should be considered a privilege, not a right. A student who is a discipline problem may be deemed ineligible for athletic participation at the discretion of the Superintendent/Principal.

Code of Conduct (Students)

West Lincoln-Broadwell and the IESA believes that sportsmanship is a core value and its promotion and practice are essential. Student-Participants have a duty to assure that their teams promote the development of good character. This code of conduct applies to all student-participants involved in interscholastic activities.

1. Student-participants will support the value of academics and the educational process.
2. Student-participants will advocate, model and promote the development of good sportsmanship and character to include: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.
3. Student-participants will respect peers, officials, opponents, parents and all others associated with the event.
4. Student-participants will promote fair play and uphold the spirit of the rules in the activity.
5. Student-participants will model appropriate behavior at all times.
6. If an athlete is dismissed for any reason from a team/activity the prior year, a meeting will be held with athlete, coaches, AD, and parents to determine if the athlete has remedied the cause of dismissal before being allowed to try out for the team or join the activity.

Behavioral Conduct

Being a student athlete/extra-curricular participant means showing good conduct during the school day, as well as during practice or an event. Consequences are not scheduled around extra-curricular activities and cannot be rescheduled. On the day a student serves a suspension (in or out of school), the student will lose the privilege of all evening activities (game, match, practice, school dance, etc.).

Misconduct by student-athletes will not be tolerated. Misconduct shall include, but shall not be limited to:

1. Insubordination
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage
3. Any behavior which disrupts the appropriate conduct of a school program or activity
4. Hazing, bullying, or harassment of any kind
5. Use of profanity
6. Exhibition of bad sportsmanship
7. Violation of any school rules or regulations or law

Athletic Uniform(s)

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

Behavioral Conduct (Adults)

District Board Policy 8:30

“Any adult behaving in an inappropriate fashion (threatening, harassment, intimidation, inappropriate engagement/language with ANY individual) at ANY sporting event and/or school sponsored activity where children are present, including, but not limited to music concerts, sports banquets, science and art fairs, etc will be subject to immediate removal from premises and suspension from further activities as decided upon by the Activities Director and/or superintendent.”

ATHLETIC/ACTIVITY PARTICIPATION FORM

All student athletes must sign a Participation form that also explains a concussion clause now stipulated by **Board policy 7:305, Student Athlete Concussions and Head Injuries**, before being allowed to participate in interscholastic sports.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

SECTION 10: SPECIAL EDUCATION

SPECIAL EDUCATION PROGRAMS & SERVICES

According to the Individuals with Disabilities Education Act of 1997, all children with disabilities from three to twenty-one years of age will receive a free and appropriate education in the least restrictive environment.

Parents of eligible students with disabilities have a number of civil rights guaranteed, including:

1. Written notification before a child is evaluated or when a change in educational placement is made.
2. Evaluation of the child by an independent authority when the parent disagrees with the district's evaluation.
3. An impartial due process hearing.
4. Access to all records concerning the child.
5. Confidentiality in the process of identifying and evaluating the child.

An Individualized Education Program (IEP) will be developed for each eligible student, when appropriate. Each child's progress and program will be reviewed annually. Parents are involved in the developments of each child's IEP.

Whenever possible, students with disabilities are to be educated with students without disabilities in the regular classroom. Exceptions are made based on the needs of individual students. If you have a child whom you feel should receive services or should be tested to determine eligibility for services, please call Mrs. Dare at 217/732-2630.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 applies to students who do not qualify for special services under the Individuals with Disabilities Education Act (IDEA). IDEA defines as eligible for special services only students who have certain specified types of impairments and need special education. Section 504 of the law, on the other hand, protects all handicapped students and defines handicapped as "any person who: 1) has a physical or mental impairment which substantially limits one or more major life activities, 2) has a record of such impairment, or 3) is regarded as having such impairment."

DISCIPLINE OF STUDENTS WITH DISABILITIES

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special

education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Access to Classroom for Special Education Observation or Evaluation (10.50) The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. Please refer to the visitation policy for details on how to schedule an observation. For further information, please contact the school superintendent.

SECTION 11: STUDENT RECORDS

PROTECTION OF PUPIL RIGHTS

District Board Policy 7:15

The Protection of Pupil Rights Amendment (PPRA) is a federal law, which affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents will be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protection information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, S. W., Washington, D.C. 20202-5901.

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. “Student permanent records” include identifying information, academic transcripts, attendance records, accident reports and health records, and record release information. They may also include information on honors and awards, participation in school-sponsored activities, and offices held. “Student temporary records” include all other information maintained about a student. Permanent records are maintained for at least 60 years after the student have left school. Temporary records are maintained for five years after the student has left school.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge their or their child’s school records, the right to a copy of information released to others, and the right to copy records proposed for destruction. The charge for copies is 35 cents per page. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. Directory information may be released as specified in the “Directory Information” section below.

The parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of the records, except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student’s school records are being forwarded to another school. They have the right to request a hearing and to insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of information in dispute.

The release of student records to those outside school is governed by law. Generally, they may not be released without a parent's consent. However, the exceptions include local or state school officials with an interest in the student, records custodians of another school in which the student is enrolling, persons designated by a court order, juvenile authorities, agencies investigating the student attendance, persons for health or safety emergencies, and researchers if the records do not identify the student or parent.

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 information from a student's temporary records that such individual may obtain through the exercise of any right secured under the laws on student records.

Photographs and video recordings may occasionally be taken by school staff members, other students, or others authorized by the building principal. The school may use these pictures, without identifying the student, in various publications.

In order for the school to publish a picture with a student identified by name, one of the student's guardians or parents must sign a written consent.

SECTION 12: PARENTAL NOTIFICATIONS

PUBLIC ASBESTOS NOTICE

The following public notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials. The Inspection Report and Management plan is on file for review at the office of the School District.

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

Materials containing asbestos have been found in the West Lincoln-Broadwell Elementary School building. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants. The building is re-inspected every three (3) years during the summer months.

PEST MANAGEMENT NOTICE

In 1999, the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least forty-eight hours prior to any pesticide applications on school property. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are anti-microbial agents (such as disinfectants, sanitizers, or deodorizers), insecticide baits, and rodenticide baits.

In lieu of this requirement, West Lincoln-Broadwell ESD #92 has prohibited pest management treatments during regular school hours. If you have any questions regarding the District’s pest management practices, please contact the school office at 732-2630.

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their child’s teachers and paraprofessionals, including: • Whether the teacher has met State certification requirements; • Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived; • The teacher’s college major; • Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and • Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. If you would like to receive any of this information, please contact the school office.

HOMELESS CHILD’S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: 1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or 2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

SEX EDUCATION INSTRUCTION

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

ERIN'S LAW

Erin's Law, House Bill 6193 was signed by Governor Pat Quinn on January 24, 2013. This law requires schools to implement an age-appropriate sexual assault and abuse awareness and prevention curriculum for grades pre-K through 12.

Counseling services are available for any student affected by sexual abuse.

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs. For questions related to this program or to express input in the school's English Language Learners program, contact the superintendent at 217- 732-2630.

INFORMATION CONCERNING SEX OFFENDERS AVAILABILITY

Information about sex offenders and violent offenders against youth is available to the public at:
<http://www.isp.state.il.us/sor/>

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

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.

Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Student Survey Requests

Board Policy 7:15

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Parents will be notified of any third-party survey requests and given information on how to opt-out.

SECTION 13: ADDITIONAL INFORMATION

PARENT CONFERENCES

Parent-Teacher conferences are scheduled in the fall for each grade level, and attendance is strongly recommended. At all other times, please make an appointment before or after school if you wish a conference with your child's teacher. Classes are not to be interrupted for personal or individual conferences.

DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure except in school suspension, out-of-school suspension, or expulsion that is appropriate for the situation and is in accordance with district rules/policies on student discipline. Teachers may remove students from a classroom for disruptive behavior.

UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify any District Complaint Manager (Superintendent/Principal Heather Baker or WLB teacher Sarah Benner) if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
5. the misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
6. curriculum, instructional materials, programs.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with a District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. If the Complainant is a student, the Complaint Manager will notify his/her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his/her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision, which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision, which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

SUBSTITUTE TEACHERS AND/OR VOLUNTEERS

Our school is fortunate in having capable people to help us whenever our regular teachers and/or staff are ill or are attending conferences. Our substitute teachers and volunteers are important people who are our guests and whose impressions of our school will be carried into the community. Treat them as politely and considerately as you would your regular teacher or staff members.

BOARD POLICY ITEMS

Please refer to the Board Policy Manual for the following items:

1. District’s uniform grievance procedures.
2. Equal employment opportunities in the district.
3. Discrimination policy.
4. Sexual harassment policy.
5. Technology Use
6. School Board Communication (District Board Policy 2:140)

STUDENT PREGNANCY (Absences)

The district will work with any student during pregnancy to ensure an equal education is given in times of absence due to medical reasons or infant care.

National Suicide Prevention Hotline: 800-273-8255

Crisis Text Line: Text Home to 741741

Safe2Help Illinois: <https://www.safe2helpil.com/ways-to-get-help>

WEST LINCOLN-BROADWELL
ELEMENTARY SCHOOL DISTRICT #92

SCHOOL FEES
2022-2023

K-4 th Students	5 th -8 th Grade Students
All Students- \$70.00	All Students- \$70.00

Extra Milk	\$.40
Breakfast K-8	\$2.10
Student Lunch K-8	\$3.40
Athletic Events: Children under 5	No Charge
K - 8 Students and Senior Citizens	\$2.00
H. S. Students and Adults	\$3.00
Athletic Tournaments - IESA Set Rate	
Season Pass - Each Athletic Event per Person	\$25.00
Mega Family Pass-All Sports, Immediate Family	\$60.00