

## NORTH WAMAC GRADE SCHOOL DISTRICT #186

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Theresa Rudolph	3 <sup>rd</sup> & 4 <sup>th</sup> Grade Teacher
Megan Marcum	2 <sup>nd</sup> Grade Teacher
Amy Holtkamp	1 <sup>st</sup> & 2 <sup>nd</sup> Grade Teacher
Tina Wilken	Kindergarten Teacher
Karisa Neudecker	Cross Cat/LD Resource (5 <sup>th</sup> -8 <sup>th</sup> grades)
Tammy Wood	Cross Cat/LD Resource (K-4 <sup>th</sup> grades)
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Shelia Donoho	Aide
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### CAFETERIA

Missy Beal	Head Cook
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### CUSTODIAL

Mario Galicia	Custodian
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## **FOREWORD**

Welcome to North Wamac School! It is the goal of the Faculty, Administration, Support Staff and Board of Education to provide our students with a rewarding educational experience. In order to reach our goal it is necessary to count on the cooperation and assistance of all students and parents.

This handbook was developed to build an understanding between school, student and home in order to promote educational success. It is designed to give students and parents a convenient source of information about school and school procedures.

It is hoped that this handbook will help both new and current students adjust to school life. We believe it is necessary that parents go over the handbook with their student(s) upon enrollment and keep it throughout the school year for ready references.

## **NON-DISCRIMINATION**

It is the policy of North Wamac School District #186 that equal opportunities in educational programs, extracurricular activities, employment practices and general services and benefits be offered without regard to sex, race, color, national origin, religion, handicap or age. If any student or parent feels that he/she has been discriminated against he/she has the right and the obligation to report the alleged discrimination to the Superintendent. The Superintendent will then begin the process of grievance as described in the School Board Policy Manual.

## **GENERAL GUIDELINES**

### **ATHLETIC CONCUSSIONS AND HEAD INJURIES**

Any student or 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 or school activity for a possible concussion or head injury may not return to that contest or activity unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

### **ATHLETIC/EXTRACURRICULAR CODE OF CONDUCT**

Student participation in athletic/extracurricular activities is a student "privilege," not a student "right." Consequently, students involved in athletic or extracurricular activities are held to a higher code of conduct. If students are involved in outside-of-school drug, alcohol, or theft-related activities, the following consequences will be applicable: 1). 1<sup>st</sup> Offense – Participant is suspended from 20% of games; 2). 2<sup>nd</sup> Offense – Participant is suspended from 50% of games, & 3). 3<sup>rd</sup> Offense – Participant is suspended for remainder of sport's season.

### **ATTENDANCE**

In order to take full advantage of the educational opportunity all students are expected to attend school on a regular basis. Any absence from school must be verified by the parent/guardian or it will be considered as an unexcused absence. If a student has an unexcused absence for all or any part of a school day, he/she will be considered as a truant and regarded accordingly.

**Truancy** is defined under Article 26 of the School Code of Illinois as a student subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Under Article 26-1, whoever has custody or control of any child between the ages of 7 and 16 shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term. Under Article 26-10, any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy and who knowingly and willfully permits such child to persist in his/her truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor or shall be subject to not more than 30 days imprisonment and/or a fine of up to \$500.00. North Wamac School will report truant students to the local truancy officer who will contact the parent/guardian and will monitor the student's attendance. If the problem continues that officer will refer the case to the State's Attorney for prosecution. Families who receive assistance from the state can also have their checks held due to truancy problems.

When the student has accumulated five (5) absences from a class in a semester (whether excused or unexcused), the teacher will fill out an attendance report form and deliver it to the Superintendent/Principal. The parents/guardians will be contacted by phone to notify them of the absences.

The Superintendent/Principal shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parents(s)/guardian(s), and any school official(s) or other people who may have information. The following supportive services may be offered to truant or chronically truant students: parent/teacher conferences, student and/or family counseling, and information about services. If truancy continues after supportive services have been offered, the Superintendent/Principal may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truancy office of the Washington/Marion/Clinton Regional Office of Education. The Board of Education and Superintendent/Principal shall assist and furnish such information as they have to aid truant officers.

Therefore, it is imperative that you contact the school to confirm the reason for your child's absence. If you do not have a phone, please send a note with your child upon their return.

## **BREAKFAST AND LUNCH PROGRAM INFORMATION**

North Wamac School maintains a breakfast and lunch program that is available to all students. Students whose families cannot afford to pay for breakfast or lunch may make application for free or reduced price meals at the time of registration or whenever the need arises. All students who eat lunch at school are expected to abide by rules of conduct established by the lunch room supervisor.

Milk can be brought or purchased. Any item that needs to be kept hot or cold must be brought in a container made for that purpose. Students will not be allowed to use the refrigerator or freezer in the school cafeteria. **No commercial lunches such as McDonalds, Hardee's, etc. allowed.**

Each Monday your child will bring home a statement of the previous weeks charges, payments, and balance. **The balance shown is due upon receipt.** If you would like to pay ahead you may. If you pay ahead and your child does not eat lunch/breakfast for some reason a credit will be applied to the next day they do eat.

## **BULLYING**

Every student has the right to enjoy a non-threatening learning environment, free from intimidation. Our school community will not tolerate bullying of any kind. School officials will respond promptly and appropriately to address "students who have demonstrated behaviors that put others at risk for aggressive behavior, including without limitation, bullying."

**Bullying, intimidation, teen dating violence and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.**

## **CELL PHONES**

Students are allowed to bring cellular phones to school with parental permission. Students must have a signed permission form on file in the building office. Cell phones must be turned off and stored in students' lockers while the phones are on our school grounds. Failure to keep cell phones turned off and stored in students' lockers during the school day will result in no less than a DETENTION. After the THIRD OFFENSE, the cell phone will have to be turned into the office at the onset of each school day for the remainder of the school year. North Wamac Grade School District #186 is not responsible for lost or stolen cell phones.

## **CHEWING GUM**

Students are not allowed to chew gum.

## **DAMAGE TO SCHOOL PROPERTY**

Any student who damages school property will be held accountable. Parent/Guardian will be required to pay the cost to repair the damage.

## **DENTAL/HEALTH/EYE EXAMS & IMMUNIZATIONS**

Students entering school for the first time, entering kindergarten, and those students entering 6<sup>th</sup> grade are required by law to present a physical examination form completed by a doctor. Dental exams are required for students in Kindergarten, 2<sup>nd</sup>, and 6<sup>th</sup> grades. An eye exam is required for those entering Kindergarten. All students are required to have up-to-date immunization records on file. Any students whose immunizations are not up-to-date are required to have them brought up-to-date with proof provided to the school by the first day of classes. Hepatitis B immunization is also required for all students entering the fifth grade. Any child not meeting the immunization requirements will not be allowed to enter school until such proof is provided.

## **DRESS CODE**

**Students are expected to wear appropriate clothing for all prescribed school activities.** Shirts must be long enough to be tucked in. When arms are raised, midriff should not be exposed. Appropriate length is expected in shorts and skirts. **If in doubt, don't wear it.** No clothing with reference to tobacco, alcohol, drugs or lewd or obscene words or pictures will be allowed. Students are not allowed to wear outdoor clothing such as coats and hats while in the building or classrooms during the normal school day. Pants worn below the waist and gang related clothing are not acceptable. Students are also prohibited from wearing sunglasses during the course of the normal school day. **Administrative and/or head teacher discretion regarding this matter will prevail.** Parents of inappropriately dressed students will be contacted to bring appropriate clothing to school. If that is not possible, parents will be requested to arrange for their child to be picked up. If the parent, guardian, or emergency contact can not be reached the student will be required to turn the offensive garment inside out or will be provided with alternative clothing.

## **ELECTRONIC DEVICES**

**Electronic games or other electronic devices (with the exception of cell phones) are NOT allowed at school. If they are brought to school, they will be confiscated and returned to the student at the end of the school day.**

## **EMERGENCY DRILLS**

The student body will receive instruction concerning procedures to be followed in the event of fire, tornado, or earthquake. Practice drills will be held in order to ensure knowledge of proper procedure.

## **FIGHTING**

Fighting on the way to or from school, or while in attendance during the normal school day or any school sponsored activity will not be tolerated. If a student becomes involved in fighting, the parents will be immediately notified and appropriate disciplinary measures taken. Measures may include detentions; suspension from school and/or school related activities.

## **HOMEWORK**

Homework provides needed practice in newly developed skills, helps train students to work independently, and enriches and extends school experiences. One of the teacher's objectives in preparing homework assignments is to promote initiative, responsibility and self-reliance. Students should talk to parents each day about the homework that has been assigned. Parents should never do homework assignments for their children, but should always check to see if help is needed on a problem and if the work is complete. We encourage daily reading to your child and independent reading by your child each day.

## **ILLEGAL DRUGS (INCLUDING ALCOHOLIC BEVERAGES)**

If any student is found to be in possession of illegal drugs on school property or during school sponsored activities parents will be immediately notified and a conference requested. The Superintendent will notify the appropriate law enforcement agencies. The student will be suspended from school for a period not to exceed ten days. The student will also be referred to the appropriate social service agencies for intervention services. Subsequent offenses may result in permanent expulsion from school.

## **INSPECTIONS**

There will be unannounced inspections of student lockers and desks. Student personal belongings (jackets, purses, book bags, etc.) may also be inspected if there is reason to believe a student is in possession of an illegal or controlled substance.

## **INTERNET ACCEPTABLE USE POLICY**

The North Wamac School District has a policy on use of the Internet at school. In order for a student to participate in use of the Internet, parents and their students(s) must sign and return the "Acceptable Use Waiver" form.

## **MATCHES/LIGHTERS/LASER POINTERS**

It should never be necessary for students to possess matches, lighters, or laser pointers at school. Any student found to be in possession of matches, lighters or laser pointers at any time on school property will be subject to disciplinary action at the discretion of the Superintendent.

## **MONEY AND PERSONAL BELONGINGS**

It is seldom necessary for students to bring money to school for other than payment of breakfast and lunch costs. If students do bring money to school for other than school purposes, they must assume total responsibility for it. **Students should not bring personal belongings such as trading cards, toys, etc. to school unless specific permission has been requested and granted from the classroom teacher.** If personal belongings are brought to school, the student must assume total responsibility in the event that the item(s) is(are) lost or stolen.

## **NON-STUDENTS AT SCHOOL**

Any visitor to the school is required to report to the office and receive clearance from the Superintendent or Administrative Assistant before proceeding to any other location in the school building or on school grounds.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are currently held at the end of the first quarter. However, parents and teachers are encouraged to make contact and schedule conferences at any time during the school year when deemed necessary. These conferences may be to discuss positive as well as negative developments.

1. Parents should contact and set up a convenient conference time with the individual teacher with regards to any situation concerning their child.
2. If the parent feels that the individual situation concerning their child was not resolved, they then should set up a conference time with both teacher and superintendent.
3. If the parent still feels that the matter is not resolved, they may ask to be placed upon the agenda for the next meeting of the school board.

## **PUPILS LEAVING SCHOOL DURING THE DAY**

During the day, no pupil will be permitted to leave the school building, for any reason, without proper authorization from his/her parent and/or guardian. In cases of accident or illness, parents will be notified and arrangements for the child to be picked up from school will be made. Under no circumstances will **UNAUTHORIZED** persons be permitted to take students from school. An authorized adult must come to the office to sign a student out before leaving. If a student returns to school, they should report to the office before returning to class.

If at all possible, please schedule medical appointments after school hours. Students who arrive 36 minutes after school commences or leave 36 minutes before the end of the school day are considered absent half a day.

## **REGISTRATION**

Registration fees will be paid at the beginning of the school year. Students who qualify for free or reduced lunches may request a waiver of school fees if they wish.

## **SCHOOL DAY**

Students are not allowed to arrive at school prior to 8:00 a.m. Playground supervision will begin at 8:00 a.m. Bus students should arrive at approximately 8:10 a.m. The bell rings at 8:20 a.m. signaling that students are required to be in their assigned classroom in possession of all necessary materials at that time.

- The school day for students in Grades K through 8 will end at 3:00 p.m.

- Students will be dismissed at 2:00P.M., on the first and third Wednesdays of each month for teachers' meetings.
- When there is a need for an early dismissal, the dismissal time will be 2:00 p.m. for all students..
- After 3:05 p.m. only students with approved activities will be permitted to remain in the school building.
- In the event of school closing please turn to WILY, WRXX or WJBD Radio.

## **STUDENT ASSISTANCE PROGRAM**

A Student Assistance Program (SAP) is a school based early intervention program for students who are having difficulty being successful in school. A Student Assistance Program focuses on all students in the school. The S.A.P. uses a systematic approach in deterring what problems are being experienced, determining a variety of steps to help the student be more successful and implementing a process to help the student.

## **TARDINESS**

Any time that a student is not in the assigned classroom at the designated time (8:28 a.m.) he/she is considered tardy. Students must then report to the office to sign in. Tardiness may result in a student being reported as a truant.

## **TELEPHONE CALLS**

Students are not allowed to place or receive calls from their cell phones. In case of an emergency, the teacher will send the student to the office to make a phone call from the office phone.

## **TOBACCO**

Students are not allowed to use or possess tobacco products at any time on school property or during school sponsored activities. If a student is discovered using or possessing tobacco products while on school property, his/her parent/guardian will be notified immediately and a conference requested. As a result of this action the student may be assigned detentions, in school suspension or out of school suspension not to exceed 3 days. Students participating in extracurricular activities will be suspended from participation for a period of time to be determined by the Superintendent in consultation with the Supervisor of the extracurricular activity.

<b>MISCELLANEOUS RULES</b>
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## **AFTER SCHOOL DETENTION PROGRAM**

Any student may be removed temporarily from the class room or school activities and sent to the office for failure to modify behavior as expected in the Teacher's Assertive Discipline Plan and/or for disobedience or misconduct. In response to repeated referrals to the office due to misbehavior the Superintendent or Teacher may assign after school detentions. After school detention is intended to serve as an incentive for students to behave and to complete their assigned work. Failure by the parents to comply with the detention policy or to request variances is detrimental to the success of the student. Parental support is needed to assure the effectiveness of the program. Requesting changes in the day that detentions are assigned is not in the best interest of the student. While we do not want to inconvenience the parents this is our only way to show the students the consequences of their actions or lack of work. After school detentions will be conducted under the following guidelines:

1. The student will be expected to serve detention after school in a designated school facility after the parents or guardians have been notified by detention slip (requiring parent's signature) concerning the disciplinary action. Failure to serve a detention will result in another detention.
2. Supervision of detention will be performed by a certified staff member who will keep records of the student's conduct.
3. When a student has been assigned to serve detention he/she will be expected to study quietly for 55 minutes. (On regular days, 3:05-4:00; On early dismissal days, 2:25-3:20)

4. Parents or guardians who do not wish for their child to serve after-school detention will be expected to come to the school to discuss the situation. Students who do not serve detentions will be given an in-school suspension.
5. Students are expected to be on time. Late entry will result in additional detentions (ten minutes late, one additional detention; more than ten minutes, two additional detentions).
6. A student may not serve without a returning a detention slip signed by a parent or guardian. If a signed slip is not returned the day after the slip is issued, a new slip will be issued and an additional day will be added.
7. If a student returns a slip, but does not stay after school that day, the student will serve the detention the next day the student is in attendance without further notification to the parent and an additional detention will be issued.
8. If a student can not serve a detention due to a doctor or dentist appointment or is absent the day in which the detention is to be served, the detention will be moved to the next school day. Doctor and dentist appointments will need to be confirmed with a slip from the doctor.
9. Any student serving a detention on a practice day when an extracurricular activity takes place, will not be allowed to attend that practice and the next scheduled activity.
10. Any student receiving a level 2 or level 3 detention will not participate in the next scheduled extracurricular activity.
11. **Prior notice** must be provided should there be a conflict involved in serving a detention.

### **RULES OF DETENTION**

The detention room will be open on any day of school from 3:05 p.m. to 4:00 p.m. The Detention Supervisor is to read the rules and assign seats. Every student will abide by the following rules:

1. No talking.
2. No disruptive behavior.
3. No gestures.
4. No food, drink, or gum allowed.
5. Students will write rules or complete teacher given assignments.
6. Student must stay in assigned seat.
7. No newspapers or magazines allowed.
8. No one may leave the room unless directed to do so by the Detention Supervisor.
9. Student may not sleep or put head down on desk.
10. Violation of any of the above rules may result in additional detentions.
11. The Detention Supervisor will have the final say on questionable behavior.
12. Students must come with all materials, prepared to work. Drinks and rest room breaks must be taken prior to coming to detention.

Level 1 Offenses: failure to comply with any classroom, building, or bus rules such as: tardy, gum, candy, hat, running in the hall or room, playing in the rest room, talking or disturbing others, being rude, poor attitude, minor physical aggression, loitering in hall, not following directions, lack of attention, not participating in class, not showing good sportsmanship, inappropriate dress, alcohol or tobacco advertisements on clothing.

Action to be taken: Staff members are to confer with the student and give a written discipline referral slip to the student's homeroom teacher. Three level 1 offenses in one week will result in one detention.

Level 2 Offenses: bringing inappropriate or harmful items to school, possession of tobacco, forgery, cheating, lying, disrespect, questioning authority, verbal abuse, profanity, obscenity, racial slurs, leaving classroom/assigned area without permission, throwing object that can cause harm, threats to peers.

Action to be taken: Any level 2 offense will result in a detention. After conferring with the student, staff member is to send student to the office or to the homeroom teacher with a written discipline referral.

Level 3 Offenses: threats to staff, vandalism or theft of school or private property, use of tobacco, fighting, extortion, false fire alarm, possession of or use of or under the influence of alcohol or drugs, firearms, knives (weapons of any type)\*, repeated detentions.

Action to be taken: Any level 3 offense may result in an automatic three-day suspension. All school activities are prohibited. Student will receive zeros in all academic classes during suspension. In order to comply with the Federal Gun-Free schools act, State Law (P.A. 89-

0371, EFF. 1/1/96) requires School Boards to expel for at least one year, students who bring weapons to school. The term "weapon" means a firearm as defined by Federal Statute. State Law also allows Boards to expel a student for up to two years. The Board will be notified of any suspensions. The superintendent will notify parents of detention/suspension within 24 hours.

Lack of homework will be dealt with by the superintendent, teacher, parent and student at the teacher's discretion.

## **BICYCLE RULES**

All students who ride a bicycle to school are expected to comply with all laws and regulations governing the right of bicycles as established by the State of Illinois, City of Wamac, and the school. Bicycle riders who do not comply may be prohibited from riding a bicycle to school. Bicycles must be stored in the bicycle rack on school grounds. Locking bicycles to the bicycle rack is strongly recommended.

## **BUS SNOW ROUTE POLICY**

The Board of Education, at a Special Meeting on January 31, 1978, approved the operation of the bus on a special snow route when roads are hazardous. When conditions would indicate the need for it, the use of the snow route will be announced on WJBD and WILY Radio, unless it can be announced in advance at school through notes to the parents.

The snow route will consist of the bus leaving the school at the regular time via 15th Street to Cherry Street, going South on Cherry to Center Street, West on Center Street to Irvington Road, then South on Irvington Road. The bus will turn around making the return trip back to the school.

## **BUS TRANSPORTATION POLICY**

Regular bus students are to be picked up and discharged at pick up points along the bus routes as established by the bus drivers. Students should not ask or expect to get on or off the bus at any other locations without written request from the parent or guardian. These requests will be kept on file in the school office.

Students riding the bus home must get off at the same location as the point at which they are picked up except if parents provide **written request** that their child be discharged at a different point. Students may, however, be brought to school by the parents and ride the bus home provided the students usually ride the bus. Parents may pick up their child(ren) at school who have ridden the bus to school if school authorities have been given prior permission.

Students who are not regular bus riders are not to ride the bus either to or from school. Non-bus students staying overnight with students who do ride the bus should arrange for transportation other than the bus.

The compliance of all parents and students with this policy is requested and expected. Please be advised of the existing policy and please do not ask that an exception be made.

Students not attending North Wamac School are not permitted to ride the school bus to any school sponsored activities. Students riding the bus to extra curricular activities **must** have written parental/guardian consent not to return on the bus.

## **BUS RULES**

- Be on time at the designated school bus stop.
- Stay well off of the roadway at all times while waiting for the bus.
- Be careful in approaching the place where the bus will stop. Do not move toward the bus until the bus has been brought to a complete stop. When entering the bus, use the handrail and move quickly to your seat.
- Do not leave your seat, stand up or kneel in your seat while the bus is in motion.
- Remain in the bus in the event of a road emergency until the driver gives instructions.
- Keep your hands and arms inside the bus at all times after entering and until leaving the bus. Students should not lower or raise windows without permission.
- Remember that loud talking, laughing or unnecessary confusion diverts the driver's attention and could result in an accident. The use of personal radios, tape players, etc. is strictly forbidden. Bad language must not be used at any time.
- Be absolutely quiet when approaching and crossing a railroad crossing.
- Treat bus equipment as you would your own valuable furniture in your home. Never tamper with the bus or any of its safety equipment.

- Help in keeping the bus safe and clean at all times. No eating or drinking is allowed on the bus unless the supervisor AND the driver give special permission.
- No animals or pets are allowed on the bus except with school permission.
- Keep books, packages, athletic equipment, project materials and all other objects out of the aisles.
- Be courteous to fellow students and especially to the bus driver.
- Help look after the safety and comfort of small children.
- Do not ask the driver to stop at places other than the regular bus stop. The bus driver is not allowed to do this except by proper authorization from a school official.
- Observe safety precautions at all bus stops. Only where it is necessary to cross a two-lane highway, proceed to a point at least 15 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross safely.
- **THE ABOVE RULES APPLY ON ANY BUS TRIP!**

## CAFETERIA RULES

All students will...

1. Enter the cafeteria in an orderly manner.  
Students are asked to walk and to form a single line.
2. Eat quietly for ten minutes after being seated.
3. Keep voices at a conversational level.
4. Return trays and utensils to the appropriate area and put all trash in proper containers.
5. Clean up their area.
6. Leave the cafeteria in an orderly manner.

## EXPULSION

The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined. The student and his/her parents or guardians shall be due the procedural protection as listed below. The student may be suspended while these procedures are carried out.

1. Prior to expulsion the Board shall provide the student and his/her parents/guardian written notice of the reasons for expulsion to be considered as well as the time, date, place and purpose of a hearing to be held to determine if there are grounds for an expulsion. The notice shall be sent by certified mail.
2. The hearing will be conducted by the Board or a Hearing Officer appointed by the Board. If a Hearing Officer is appointed he/she shall report to the Board the information presented at the hearing, and the Board shall take such final action, as it finds appropriate.
3. During the expulsion hearing the student and his parent/guardian may be represented by counsel, present witnesses and other information on his/her behalf and cross-examine any witnesses. The board or Hearing Officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as stated. After presentation of the information or receipt of the Hearing Officer's report the Board shall decide if the student's behavior warrants expulsion or a lesser punishment. The length of time for the expulsion will also be set by the Board.

## EXTRACURRICULAR ACTIVITIES

While in attendance at or participating in any extracurricular activity including field trips, a student is expected to conduct her or himself in the same manner as if he/she were at school. Failure to do so could result in the privilege of attending or participating being withdrawn. **If a student is unable to attend a full day of school or does not have an excused absence (doctor or dentist appointment), he/she will not be allowed to attend extracurricular activity such as ball games, field trips, etc. on that same day.** The student must take the bus to and from all activities. **Prior** written notice from the parent/guardian must be given and approved by a school official for a student to take a different form of transportation. (See also: Criteria for Extracurricular Activities)

## GENERAL RULES

All students will...

1. Follow directions the first time given.
2. Keep hands, feet and objects to themselves.
3. Use no abusive or foul language.
4. Stay in assigned areas.

5. Follow all safety, bus and playground rules.
6. Keep all areas of the building and school grounds clean and clear of litter.
7. Report accidents and problems to the teacher/teacher aide on duty.

## **IN-SCHOOL SUSPENSION**

Students who receive five (5) detentions within a one-month period will receive an in-school suspension. Students will be required to complete regular classroom assignments. This will prevent them from lagging behind in their studies as would result from an Out-of-School-Suspension. (A substitute teacher will be employed to supervise.)

1. In-School Suspension will begin at 8:30 a.m.
2. Students are to report to the In-School Suspension Room at 8:30 a.m. with all supplies and materials needed for the day and remain there until 3:00 p.m.
3. Students must go to each of their teachers between 8:20 a.m.-8:30 a.m. to get their assignments in each class.
4. A student assigned to In-School Suspension must report on time to the In-School Suspension Room. A tardy to In-School Suspension may be considered a reason to extend the In-School Suspension or to require a parental conference before reinstatement to school.
5. Each student placed on In-School Suspension is allowed one break in the a.m., one at lunchtime and one in the p.m.
6. The following standards are to be maintained during the In-School Suspension:
  - a. No talking or writing notes to other students.
  - b. No sleeping.
  - c. No getting up from the seat to walk around without permission.
7. Lunch period will be from 11:20-12:00. Students must bring their tray or sack lunch back to the In-School Suspension Room to eat.
8. If a student does not serve the In-School Suspension, he/she will be sent home and readmitted only after conference with parent/guardian and student.
9. Students serving an in-school suspension will not be permitted to participate in extra-curricular activities on that given day.

Note: Once a student has served three (3) separate In-School Suspensions in a school year, he/she will be suspended.

## **MEDICATION**

Prescription medication will not be dispensed to students without proper paperwork (see office for forms). All medications must be in original containers with directions and dosage clearly stated. The pharmacy will prepare a second bottle for school use if necessary. Always report any requests to give prescribed medications to the school office so appropriate arrangements can be made for storage and dispensing. All parents/care givers/guardians shall provide the school with authorization for a child to receive medicine at school as well as a doctor's statement that this is medically necessary each year or at any time a prescription changes. This service is for long-term medications and is not intended for short-term prescriptions such as antibiotics. Please provide medication authorization form completed by a physician and the medication for students who are asthmatic or have an allergic reaction to insect stings. Students may not possess any medication at school.

## **RECESS BEHAVIOR**

1. Generally a student needs fresh air and an opportunity to go outdoors after lunch and at recess unless the chill factor is below 32 degrees. If a student has been ill, but has recovered enough to be in school, he/she should go out with the class. If, in the parent's judgment, it is felt that the child should remain indoors, please send the teacher a note. If this continues for several days, a doctor's statement should accompany the request.
2. The teachers/teacher aides on duty are responsible for the student's behavior and safety. They are in charge. Students are to follow their directions and report to them in the event of injury or difficulties with other students.
3. The teachers/teacher aides on duty may find it necessary to blow a whistle to get the students' attention. The teachers/teacher aides may need to give them emergency information or just may need to stop some students from behaving improperly. When the whistle blows students are to STOP WHAT THEY

ARE DOING IMMEDIATELY and give the teacher their full attention. Students are not to resume play or talk until the teacher/teacher aide says it is OK to do so.

4. Students are to be courteous to all students, teachers, staff, and visitors. Pushing, tripping, shoving, cursing, and fighting are not courteous behavior. If the students are courteous to others, they will enjoy their time at school more.
5. Always use caution when going through doorways. Never push open a door with force or while running. Open all doors as if someone might be on the other side.
6. Fourth through eighth grades must get drinks and go the restroom before they go to play. When recess is over, it is their responsibility to go in a quick, quiet, and safe manner to their next class.
7. We have a very attractive school building and grounds. It will stay that way if we all help by putting our trash in wastebaskets and not on the floor or grounds outside.
8. Throwing of any sharp or hard objects is not allowed. This includes rocks, sticks, snowballs, sand, dirt, etc.
9. Tackle football and other physical combat games are not allowed.
10. Running in hallways and classrooms is not allowed.
11. The above list of rules is to help students have a safe time at recess. It is not a list that covers every possible circumstance.

## **REST ROOM RULES**

All students will...

1. Not loiter, litter, or climb in the rest room.
2. Flush the toilet.
3. Wash hands and put the paper towels in the trash.
4. Not waste toilet paper, soap or towels.
5. Not play in the washrooms or write on the walls.

## **SOCIAL NETWORKING**

**North Wamac Grade School District 186 reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours that directly affects the daily operation and educational environment in the school building. Therefore, inappropriate use of technology, whether it occurs at school or off campus, may subject students to consequences.**

**Inappropriate use of technology includes harassment, use of school name, remarks directed to or about teachers, administration, or students, offensive communications, and safety threats. All forms of harassment, in person, over the phone, or in cyberspace are unacceptable.**

**Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening another person, send or posting inappropriate and hurtful digital messages, digital pictures, or web postings.**

**North Wamac Grade School District 186 does not actively monitor student use of technology off campus, and it is therefore the responsibility of the parent to ensure ethical use of technology off campus and during non-school hours.**

**Individuals who believe they have been the victims of such misuses of technology should not erase the offending material, but should print a copy of the material and report the incident to the school superintendent.**

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

## **SUSPENSION**

The Superintendent/Principal is authorized to suspend students guilty of gross disobedience or after the student has been assigned 10 days of after-school detention due to misconduct. Gross disobedience or misconduct shall occur when a student disobeys directives from staff members or school officials and/or rules and regulations governing student conduct. The student may be suspended from school and all school functions for a period not to exceed ten (10) school days. The student and parents are due the following procedural protection:

1. Prior to suspension the student shall be provided oral or written notice of the reason(s) for suspension. The student shall be given an explanation of the cause(s) and an opportunity to present his/her version.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended when the student's presence poses a danger to persons or property or is creating a disruption in the educational process. In such cases the necessary notice and hearing shall follow as soon as possible.
3. Any suspension shall be reported immediately to the parents or guardian of the student. Such reports shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of their right to review.
4. The parents/guardians may request 2 hearings with the Superintendent about the suspension within two (2) days of receiving the notice.
5. If not satisfied with the results of the hearing with the Superintendent, the parents or guardian may appeal to the School board for a review of the suspension. At the review the parents or guardian of the student may appear and discuss the suspension with the Board or its Hearing Officer. If a Hearing Office is appointed by the Board, he/she shall report to the Board a written summary of the hearing. After its hearing or upon receipt of the report of the Hearing Officer, the Board may take such action, as it finds appropriate. Before a student can resume regular attendance at school it will be required that the parents/guardian of that student attend a conference with the Superintendent. Until this conference has taken place the student will not be allowed to return to school. If the parents are unavailable for a valid reason the Superintendent may use his discretion in allowing the student back in school.
6. The student is responsible for doing and turning in all missed assignments but credit for this work will not be given.
7. If a student is suspended, a parent is required to accompany the child back to school.

## ACADEMIC REQUIREMENTS

### CRITERIA FOR EXTRACURRICULAR ACTIVITIES AS ADOPTED BY THE BOARD OF EDUCATION July 24, 2000

All students who wish to participate in extracurricular activities at North Wamac Grade School must the following criteria.

1. Students must maintain a passing grade in all the following subjects: Reading, Science, Social Studies, Spelling, English and Mathematics. **AN "F" GRADE WILL NOT BE ACCEPTABLE.**
2. All students must pass an eligibility check prior to the start of each sport/cheer leading and must have passing grades in all subject areas before starting or trying out for that activity.
3. Routine grade checks will be taken every 1st and 3rd Monday to determine eligibility.
4. Any student who fails to be eligible two times in a given sport or activity will not be permitted to participate in that sport for the remainder of the season.
5. Students who are ineligible may practice but may not dress, play or cheer.
6. If the Coach, Cheerleading Sponsor, or Administrator believes that a grave situation or discipline warrants, the student may be kept from attending practice, dressing for the game or even dismissal from the team.
7. Any student serving a detention on a practice day when an extracurricular activity takes place will not be allowed to attend that practice and the next scheduled activity.
8. Any student receiving a level 2 or level 3 detention will not participate in the next scheduled extracurricular activity.

### FIELD TRIP REQUIREMENTS

The class field trip, which the students can enjoy at the end of the school year, should be considered a reward for those who have met their academic requirements and citizenship responsibilities for that school year. Any student who has been involved in a behavior conflict will not be allowed to participate in field trips.

For students with an IEP eligibility will be determined by consultation with regular classroom teacher, special-needs teacher and the superintendent.

\*If a Six Flags Trip is planned for the seventh and eighth grade classes, students will be required to participate in a class fund raiser with minimum sales to be set by the homeroom teachers, in addition to the above requirements shown for field trips.

## **GRADING SCALE**

### **Kindergarten-First**

S=satisfactory  
N=needs improvement  
U=unsatisfactory

### **Second-Eighth**

92-100 A = 5 points  
85- 91 B = 4 points  
75- 84 C = 3 points  
70- 74 D = 2 points  
0- 69 F = 1 point

Art, music and Physical Education will be graded in grades 5-8, and in K-4 will be given an S or U.

## **GRADUATION REQUIREMENTS**

Before participating in the eighth grade graduation ceremonies each student will be expected to meet the academic requirements of passing the US. and Illinois Constitution tests as well as the major academic areas of Reading, English, Mathematics, Science, and History.

## **HONOR ROLL (4th-8th)**

Straight A's- 5.0, High Honors - 4.75, Honors 4.5. Subjects to be used in calculating grade point average for Honor Roll are Reading, English, Spelling, Mathematics, Science, and Social Studies. (Physical Education, art, and music grades will not be used when figuring honor roll.)

## **PROMOTION/RETENTION**

The basic responsibility to determine whether or not a pupil is eligible for promotion to the next grade is that of the teacher. Pupils will be promoted from one grade to the next, upon recommendation of the teacher. If retention of a pupil is being considered, the teacher, after consulting with the superintendent, will arrange a parent/teacher conference so that it can be discussed with the parents. A student failing two or more subjects will be considered for retention.

Automatic promotion of all students is not considered justifiable. After study of individual cases retention may be recommended. The considerations are:

1. Possible effect of retention on the student
2. Lack of effort by capable student
3. Physical, social and emotional maturity

Automatic retention because of failure to meet certain standards without regard to other factors is not justifiable. Repeated retention of pupils who obviously do not profit from staying again in class in not a sound educational practice.

## **STUDENT RECORDS-ACCESS**

A student or a parent/guardian of a child under eighteen or a designee of such a parent shall be entitled to inspect and copy information in the student's records. In cases of divorce or separation, both parents shall have this right unless a court order indicates otherwise. The District may charge a reasonable fee for copying information

A request for access to the records shall be directed to the Superintendent or his designee. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request.

A parent or student shall be entitled to challenge the accuracy and/or relevancy of any information in the records except grades and to request a hearing pursuant thereto. The Superintendent shall be responsible for establishing appropriate procedures in accordance with State Board of Education Regulations on Student Records 9.03, 9.04, and 9.05.

Before destroying or deleting information in the records, the Superintendent or his designee shall notify the parents and the student and shall provide an opportunity for the parent or student to copy such information.

Other persons who request access to the records shall be denied access unless prior written consent is received from the parents or student except that the District shall grant access:

1. To another District to which the student has transferred. In such cases the District shall give prior notice and an opportunity to the parent and student to inspect and challenge the information to be transferred.
2. Pursuant to a court order. In such cases, the District shall notify the parent and student of the release of such information.
3. To an employee of the District with a legitimate educational or administrative interest.

## **STUDENT RECORDS POLICY**

In compliance with State and Federal Law, North Wamac School shall maintain two sets of student records. These shall be:

1. A **Permanent Records** which shall include:  
 Basic identifying information;  
 Academic transcripts;  
 Attendance record;  
 Accident/Health Record;  
 Information pertaining to release of the record  
 Additionally, the permanent record may include:  
 Honors/awards;  
 Activities/athletics.

No other information shall be placed in the permanent record. The permanent records shall be maintained for at least sixty years by North Wamac School or the High School of attendance.

2. A **Temporary Record** which **may** include:  
 Family background; Intelligence/aptitude scores; Psychological reports;  
 honors/awards; Athletics/activities; Disciplinary information; Teacher anecdotes, etc.

Information in this record shall reference authorship and date. This record shall be transferred to the high school of the student's attendance. All psychological reports shall be sent to Kaskaskia Special Education District.

<h2><b>CENTRALIA AREA SCHOOLS EMERGENCY PREPAREDNESS PLAN</b></h2>
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## **DISTRICT RESPONSIBILITIES FOR STUDENTS**

If the Superintendent declares a District emergency during the school day, the District has a clear statement of policy governing its actions.

*The Policy is as follows:*

**IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AN ALTERNATE SAFE SITE UNDER THE SUPERVISION OF DISTRICT PERSONNEL:**

1. Until regular dismissal time and released only then if it is considered safe, OR
2. Until released to an adult authorized by the parent or legal guardian whose name appears on School Emergency Form.
  - a. If students are on their way to school they will be brought to school if bussed, or they should proceed to school if walking.
  - b. If students are on their way home from school they are to continue home.

During a Declared Emergency, those students who have not been picked up by their parents or other authorized person may be taken by District personnel to another site where consolidated care facilities can be provided. This information will be given to the radio stations to keep parents informed.

## **IN THE EVENT OF A MAJOR DISASTER**

No student will be dismissed from school unless a parent (or individual previously designated by a parent) comes for him/her.

No student will be allowed to leave with another person, even a relative or baby-sitter, unless that particular person is listed on the student's School Emergency Form on file. With this in mind, if your student's School Emergency Form is not up-to-date, please request a new one from the school office.

Students on buses when a major earthquake strikes will remain in the custody of the bus driver and will, if possible, be delivered to the nearest accessible school site.

All parents or designated persons who come for students must sign them out at the office or at the temporary Student Release Area. Signs will be posted if the alternate location is required.

We are prepared to care for your student in times of critical situations. If you are not able to reach the school, we will care for your student here. We will provide first-aid and we will be in communication with local emergency services.

#### WE DO ASK FOR YOUR HELP IN THE FOLLOWING AREAS:

1. Please DO NOT CALL THE SCHOOL. We must have the lines open for emergency calls.
2. As soon as possible, come to school to pick up your student and any others for whom you are the emergency card designee.
3. Unless the District has been forced to evacuate the site because of unsafe conditions, your student will be at his/her school
4. Report to the office or the Student Release Area to get authorization slip to release your student.
5. Be sure you have told your student to follow the directions of school personnel. In cases of severe emergency, turn to WILY/WRXX, WJBD Radio, or Channel 13 TV.

### **PARENTAL RESPONSIBILITY**

Parents and legal guardians of students will be provided with a Student Health Emergency Form each year. IN CASE OF A DECLARED EMERGENCY, STUDENTS WILL BE RELEASED "ONLY" TO PERSONS DESIGNATED ON THIS FORM. PARENTS ARE RESPONSIBLE FOR ENSURING THAT INFORMATION ON THE STUDENT HEALTH/EMERGENCY FORM IS CURRENT AT ALL TIMES.

Parents are asked to share with the schools the responsibility for informing students of what they should do in case of a severe earthquake or other major emergency. Parents need to give specific directions to each student to follow the policy outlined above and to submit to school authority. School authorities will do everything possible to care for each student if he/she is under District Supervision.

IT IS CRITICAL THAT STUDENTS DO NOT HAVE DIRECTIONS FROM PARENTS THAT ARE CONTRARY TO THE DISTRICT'S STATED POLICY ON RETENTION AT SCHOOL AND AUTHORIZED RELEASE IN CASE OF A SEVERE EMERGENCY.

The District views the issue of Emergency Preparedness as a communication and educational issue involving schools, students, parents, and the community at large.

Panic, the nemesis in a major disaster, can be substantially minimized if everyone knows what to expect in the two general levels of disaster; those in which transportation and communications remain intact and those in which transportation and communication are rendered inoperative.

In the case when communications and transportation are NOT disrupted, the District will follow the procedures included in the District Emergency Preparedness Plan.

Our concern is over what would happen when communication and transportation are completely disrupted in the event of a disaster of community wide proportions, such as an earthquake. In this case it is reasonable to assume that parents cannot communicate with or physically reach the schools and conversely schools are not able to reach parents.

Under these conditions, we feel it is essential that parents understand precisely what the school district is going to do with the students.

\*Crisis plan available in the school office.

## **ASBESTOS**

In accordance with recent Federal regulations concerning asbestos, accredited inspections of all buildings of this LEA were done on 10/2/88 by Larron Laboratory. Asbestos-containing building materials (ACBM) were found.

All ACBM in this building has been addressed in a management plan written according to Federal and State requirements. The purpose of this management plan is to safeguard the health and safety of all building occupants. The management plan is available, without cost or restriction, for inspection by representative of the EPA and State, the public (including all school personnel) and their representative, and parents. The LEA may charge a reasonable cost to make copies of management plans.

Warning labels and/or signs have been posted adjacent to ACBM in routine maintenance areas. Please observe the cautions stated on the labels and signs. If you have cause to believe that ACBM is or has been disturbed by unauthorized personnel, please contact the Superintendent or any other school employee without delay.

**Regular Day Schedule  
Grades K – 4**

Attendance.....8:20 – 8:30  
Morning Session..... 8:30 - 11:45  
Lunch.....11:45 – 12:30  
Afternoon Session.....12:30 – 3:00

**Regular Day Schedule  
Grades 5 – 8**

Attendance.....8:20 – 8:30  
Morning Session..... 8:30 - 11:00  
Lunch.....11:00 – 11:45  
Afternoon Session.....11:45 – 3:00

## APPENDIX

