

NORTH WAMAC GRADE SCHOOL DISTRICT #186

BOARD OF EDUCATION

Norm Faulkner	President
Kerri Hawley	Vice-President
Ashley Calvert	Secretary
Cathy Faulkner	Member
LeeAnn Westbrook	Member
Heather Atchison	Member
Donnie Calvert	Member

ADMINISTRATIVE OFFICE

Brad Morris	Superintendent/Principal
Jessica Bone	Administrative Assistant

TEACHING STAFF

Tressa Rudolph	7 th & 8 th Grade Teacher
Lynne Reeves	5 th & 6 th Grade Teacher
Beth Tate	3 rd & 4 th Grade Teacher
Megan Marcum	2 nd Grade Teacher
Karisa Neudecker	2 nd Grade Teacher/Title I Instructor
Amy Holtkamp	1 st Grade Teacher
Tina Wilken	Kindergarten Teacher
Tiffany Sanders	Cross Cat/LD Resource (K-4 th grades)
Tammy Wood	Cross Cat/LD Resource (5 th -8 th grades)
Timothy Koch	Physical Education
Cheryl Bennett	Teacher
Stephanie Obermeier	Teacher
Ron Pantak	Tutor
Sheila Donoho	Aide
Bryan Meskil, Jr.	Aide

CAFETERIA

Nikki Atchison	Head Cook
Laurie Holmes	Cook

CUSTODIAL

Guy Donohoo	Head Maintenance/Custodian
-------------	----------------------------

INDEX

Index	2
Forward	3
Non-Discrimination	3
General Guidelines	3
Athletic Concussions	3
Athletic/Extracurricular Code of Conduct	3
Attendance	3
Breakfast and Lunch Program	4
Bullying	4
Cell Phones	4
Chewing Gum	4
Damage to School Property	4
Dental and Health Exams	5
Dress Code	5
Electronic Devices	5
Emergency Drills	5
Fighting	5
Headlice	5
Homework	5
Illegal Drugs	5
Inspections	6
Internet Acceptable Use Policy	6
Matches/Lighters/Laser Pointers	6
Money and Personal Belongings	6
Non-Students at School	6
Parent/Teacher Conferences	6
Pupils Leaving School During the Day	6
Registration	6
School Day	7
Student Assistance Program	7
Tardiness	7
Teen Dating Violence	7
Telephone Calls	7
Tobacco	7
Waiver of Student Fees	7
Miscellaneous Rules	8
After School Detention Program	8
Rules of Detention	8
Bicycle Rules	9
Bus Snow Route	9
Bus Transportation Policy and Rules	9
Cafeteria Rules	10
Expulsion	10
Extracurricular Activities	11
General Rules	11
In-School Suspension Program	11
Medication	11
Medication (Self-Administration)	12
Modification of Athletic Uniforms	12
Recess Behavior	12
Restroom Rules	12
Social Networking	12
Suspension	13
Teen Dating Violence Prohibited	13
Academic Requirements	14
Criteria for Extracurricular Activities	14
Field Trip Requirements	14
Grading Scale	14
Graduation Requirements	14
Honor Roll	14
Promotion/Retention	14
Student Records-Access	14
Student Records Policy	15
Emergency Preparedness Plan	16
District Responsibilities for Students	16
In the Event of a Major Disaster	16
Parental Responsibility	16
Asbestos	17
Bell Schedules	17
School Wellness Policy	22
McKinney-Vento Homeless Program	25

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

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, or order of protection status. Furthermore, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. 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 by 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: 1st Offense – Participant is suspended from 20% of games; 2nd Offense – Participant is suspended from 50% of games; and, 3rd Offense – Participant is suspended for remainder of sport 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 for the entire duration of 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 monitor the student's attendance. If the problem continues, said 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 County Regional Office of Education. The Board of Education and Superintendent/Principal shall assist and furnish any information 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 apply 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., are 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 whatever reason, a credit will be applied to go towards the next day that they do eat.

BULLYING

Every student has the right to enjoy a non-threatening learning environment which is 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. In such cases, students must have a signed permission form on file in the building office. Cell phones must be kept 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. The parent(s)/guardian(s) of such students 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 entering 6th grade are required by law to present a physical examination form completed by a doctor. Dental exams are required for students enrolling in kindergarten, 2nd grade, and 6th grade. 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 5th 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 one's arms are raised, the 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 the 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 during 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 will be taken. Such measures may include detentions or suspension from school and/or school-related activities.

HEAD LICE

The District has adopted standard practices for nits and head lice as recommended by the Center for Disease Control (CDC), the American Academy of Pediatrics (AAP), and the Illinois State Board of Education (ISBE).

Periodically, students will be checked for nits and head lice. If a student is confirmed to have lice, the student shall remain in school and not be excluded. The student's teacher shall be informed, and the child will not use any shared headphones, helmets, or hats. The child's parent will be confidentially notified of the student's condition at the end of the school day. Parents should promptly consult with a pharmacist or health care provider about proper treatment.

The student will be checked for nits or head lice by office staff the following morning. If the student's treatment is determined to have been ineffective – or if no treatment has been completed – then the District will make recommendations about how to rectify the issue.

HOMEWORK

Homework provides needed practice in newly developed skills, helps train students to work independently, and enriches and extends school experiences. One of the teachers' 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 will be requested. The Superintendent will notify the appropriate law enforcement agencies. The student will be suspended from school for a period not to exceed ten (10) 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. Students' 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 written policy regarding Internet use 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 any reason other than payment of breakfast and lunch costs. If students do bring money to school for purposes unrelated to school, 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 should then 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-price 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 kindergarten through 8th will end at 3:00 p.m.
- Students will be dismissed at 2:00 p.m., on the second and fourth 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 problems which 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.

TEEN DATING VIOLENCE

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. Teen dating violence occurs whenever a student who is 13-19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship, or uses or threatens to use sexual violence in the dating relationship. Parents, staff, or students who have concerns regarding an incident of teen dating violence may file a complaint pursuant to the District's Harassment Complaint Procedure.

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.

Waiver of Student Fees

A student shall be eligible for a fee waiver when the student is currently eligible for free lunches or when the student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children). Questions regarding the fee waiver request process should be addressed to the office.

MISCELLANEOUS RULES

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, 2:05-3:00)
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 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 **may** 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 receiving a level 2 or level 3 detention will not participate in the next scheduled extracurricular activity.**
10. **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 a suspension. All school activities are prohibited. 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 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.

MEDICATION (SELF-ADMINISTRATION)

Self-Administration of Medication A student may possess and self-administer an epinephrine injector, (e.g., EpiPen®), and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form."

MODIFICATION OF ATHLETIC UNIFORMS

An athlete will be allowed to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his/her religion or his/her cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform.

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.

TEEN DATING VIOLENCE PROHIBITED

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. Teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship, or uses or threatens to use sexual violence in the dating relationship. Parents, staff, or students who have concerns regarding an incident of teen dating violence may file a complaint pursuant to the Districts Harassment Complaint Procedure.

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.

GRADING SCALE

Kindergarten - First

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Second - Eighth

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
0 – 59 = F

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 is 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.

CENTRALIA AREA SCHOOLS EMERGENCY PREPAREDNESS PLAN

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.

BELL SCHEDULES

Regular Day Schedule Grades K – 4

Attendance.....	8:20 a.m. – 8:30 a.m.
Morning Session	8:30 a.m. – 12:00 p.m.
Lunch	12:00 p.m. – 12:45 p.m.
Afternoon Session	12:45 p.m. – 3:00 p.m.

Regular Day Schedule Grades 5 – 8

Attendance.....	8:20 a.m. – 8:30 a.m.
Morning Session	8:30 a.m. – 11:15 a.m.
Lunch	11:15 a.m. – 12:00 p.m.
Afternoon Session	12:00 p.m. – 3:00 p.m.

School Wellness Plan

(Adopted 07/15/19)

North Wamac Grade School promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The district supports a healthy environment where children and staff can learn and participate in positive dietary and life style practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes students' performance potential and ensures that no child is left behind. The district also believes that a healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. This plan encourages a holistic approach to staff and student wellness that is sensitive to the individual and community needs.

To accomplish these goals:

- Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children.
- Sequential and interdisciplinary nutrition education is provided and promoted.
- Patterns of meaningful physical activity connect to students' lives outside of physical education.
- All school-based activities are consistent with local wellness goals.
- All food and beverages during the breakfast & lunch period, as well as the Fresh Fruit & Vegetable Program (FFVP) are consistent with the current Dietary Guidelines for Americans.
- All food made available on campus adhere to food safety and security guidelines.
- The school environment is safe, comfortable, pleasing and allows ample time and space for eating meals. Food and/or physical activity is not used as a reward or punishment.

Nutrition

Academic performance and quality of life issues are affected by the choices and availability of good foods in our schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability and ability to learn.

- The district will take every measure to ensure that student access to foods and beverages meet federal state, and local laws and guidelines. Menu and product selection shall utilize student, parent, staff, and community advisory groups whenever possible.
- Nutrition services shall support classroom activities for all elementary and middle school students that include hands-on applications of good nutrition practices to promote health and reduce obesity.
- Classroom snacks shall feature healthy choices.

- Nutrition services policies and guidelines for reimbursable meals shall not be more restrictive than federal and state regulations require.
- Foods and beverages sold at fundraisers shall include healthy choices and provide age appropriate selections for elementary and middle schools.
- Food safety will be a key part of the school food service.

Lunchroom Climate

The lunchroom environment provides students with a relaxed enjoyable climate.

- The National Association of State Boards of Education recommends that students should be provided adequate time to eat, at least 10 minutes for breakfast and 20 minutes for lunch, from the time the student is seated.
- Cafeterias include enough serving areas so that students do not have to spend a large amount of time waiting in line.
- Drinking water is available for students at meals.
- Food is not used as a reward or a punishment for student behaviors, unless it is detailed in a student's Individual Education Plan (IEP).
- Convenient access to hand-washing facilities before meals.

Nutrition Education

Healthy living skills shall be taught as a part of the regular instructional program and provides the opportunity for all students to understand and practice concepts and skill related to health promotion and disease prevention.

- Will provide for an interdisciplinary, sequential skill-based health education program based upon state standards and our districts curriculum map.
- Nutrition education will be integrated into other areas of curriculum such as science, language arts, social studies, and math
- Students shall be taught communication, goal setting and decision making skills that enhance personal and family health.
- School staff responsible for nutrition education will be adequately prepared and participate regularly in professional development activities to effectively deliver an accurate nutrition education program as planned.
- Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community.
- The school district will provide information to families that encourage them to teach their children about health and nutrition.

Physical Activity

All students enrolled pre-kindergarten through eighth grade, including students with disabling conditions and those in alternative education programs, shall participate in daily physical education for the entire year. The physical education program is designed to stress physical fitness and encourage healthy, active lifestyles.

- Physical activity will be integrated across curricula and throughout the school day. Movement can be made a part of science, social studies, and language arts.
- Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge.

- Physical education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
- Physical education activities teaches cooperation, fair play, and responsible participation in the activity. Teachers shall aim to develop student's self-confidence and maintain psychological environment free of embarrassment, humiliation, or harassment of any kind.
- Adequate equipment is available for all students to participate in physical activity.
- Physical activity facilities on school grounds will be safe.
- Students in elementary and middle school grades shall participate in physical education for at least 225 minutes during the each school week.
- The district shall provide a daily recess period.
- Information will be provided to families to help them incorporate physical activities in their children's lives.
- Employees shall be encouraged to engage in daily physical activity during the workday as part of work breaks and/or lunch periods, before or after work hours.

Health and Safe Environment

A healthy and safe environment for all, before, during and after school supports academic success. Safer communities promote healthier students. Healthier students do better in school and make greater contributions to their community.

- School buildings and grounds, structures, and equipment shall meet all current health and safety standards, including environmental air quality, and be kept inviting, clean, safe and in good repair.
- Schools and district offices and grounds shall maintain an environment that is free of tobacco, alcohol and other drugs, including non-school hours.
- Safety procedures and appropriate training for students and staff shall support personal safety and violence and harassment free environment.
- Each work site, school and classroom shall work to create an environment where students, parents/guardians, and staff are respected, valued and accepted with high expectations for personal behavior and accomplishments.
- We shall provide a supportive environment that includes guidance, counseling, and school social work services that encourages students, families and staff to request assistance when needed and link them to school community resources.
- Students shall be taught to understand and respect the differences in others and how to build positive interpersonal relations.
- The pest management control program is designed to prevent pest infestations and minimize exposure to pesticide in the school building and on school grounds.

Monitoring and Policy Review

- The superintendent/principal will ensure compliance with established district-wide nutrition and physical activity wellness policies.
- The superintendent/principal will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent.
- The school food service staff will ensure compliance with nutrition policies within the school food service areas and will report on this matter to the superintendent.

- The superintendent/principal will conduct or appoint a school-based evaluation team to develop and implement an annual evaluation plan. The evaluation team shall evaluate policy implementation and identify areas for improvement.
- The superintendent/principal or the evaluation team shall report to the school board annually on the progress of the wellness program and recommend to the district any revisions to the policy deemed necessary.

APPENDIX A
Wellness Policy – Adopted March 2012

January 2012

6:50

Instruction

School Wellness i

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

Goals for Nutrition Education and Nutrition Promotion ii

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See School Board policy 6:60, *Curriculum Content*. iii

Goals for Physical Activity iv

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content*. v

i State or federal law requires this subject matter to be covered in policy and controls its content. The federal Child Nutrition and WIC Reauthorization Act of 2004 requires school districts participating in a program authorized by the National School Lunch Act or the Child Nutrition Act to have a school wellness policy (PL 108-265, Sec. 204). State law required ISBE to "establish a State goal that all school districts have a wellness policy," (105 ILCS 5/2-3.139). ISBE complied in October 2007 by "instruct[ing] all public school districts to establish a School Wellness Policy." The federal and State laws list mandatory topics for the policy. The second sentence of this policy should be deleted if the district does not participate in the National School Lunch Act or the Child Nutrition Act.

See ISBE's numerous resources at www.isbe.net/nutrition/htmls/wellness_policy.htm. Action for Healthy Kids is a national organization dedicated to overcoming the "epidemic of overweight, undernourished and sedentary youth by focusing on changes in schools;" see its resources at www.actionforhealthykids.org/index.php.

This sample policy seeks to be both legally compliant and consistent with good governance principles. Both federal and State laws allow each school district to determine how the required topics are addressed. Good governance principles suggest that the board should establish goals with community and stakeholder input. The administration should determine how to achieve the goals. The board should monitor this policy by requesting and reviewing periodic implementation data.

The Ill. Dept. of Agriculture and ISBE are directed to create the Farm Fresh Schools Program (30 ILCS 105/5.728, added by P.A. 96-153, recodified by P.A. 96-1000). They are also directed to administer a grant program to further the Program's intent of "reduc[ing] obesity and improve[ing] nutrition and public health, as well as strengthen[ing] local agricultural economies by increasing access to and promoting the consumption of locally grown fruits and vegetables in schools and increasing physical activities and programs that promote pupil wellness."

ii This is a required topic, but the local board may determine what goals are appropriate (PL 108-265, Sec. 204(a)(1) and PL 111-296; 105 ILCS 5/2-3.139(a)(2). *Nutrition promotion* is now required by PL 111-296, but the concept is not described or defined. The Food Nutrition Service intends to describe *nutrition promotion* more clearly in its upcoming technical assistance materials and a proposed rule, which is expected in late 2012.

iii 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n). ISBE's rules for Comprehensive Health Education found at 23 Ill.Admin.Code Part 253 were repealed effective 10/3/05.

iv This is a required topic, but the local board may determine what goals are appropriate (PL 108-265, Sec. 204(a)(1); 105 ILCS 5/2-3.139(a)(2).

v 105 ILCS 5/27-5 and 27-6.

- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content*. vi
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education. vii

Nutrition Guidelines for Foods Available in Schools During the School Day viii

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall control food sales that compete with the District’s non-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of foods of minimal nutritional value, as defined by the U.S. Department of Agriculture, in the food service areas during the meal periods and comply with all applicable rules of the Illinois State Board of Education. ix

Guidelines for Reimbursable School Meals x

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program. xi

Monitoring xii

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

vi Id.

vii Schools must “set student learning objectives which meet or exceed goals established by the State,” (105 ILCS 5/2-3.63). The Learning Standards can be found on ISBE’s website, www.isbe.state.il.us/ils.

viii The policy must include the nutrition guidelines selected by the board for “all foods available during the school day with the objective of promoting student health and reducing childhood obesity,” (PL 108-265, Sec. 204(a)(2); 105 ILCS 5/2-3.139(a)(1)).

ix Districts must prohibit the sale of foods of minimal nutritional value, as defined by federal rule, in the food service areas during the lunch periods (42 U.S.C. §1779; 7 C.F.R. §210.11; 7 C.F.R. Part 210, App. B). The sale of other competitive foods is allowable in the food service area during the lunch period only if all income from the sale of such foods accrues to the benefit of the nonprofit school food service, the school, or student organizations approved by the school (Id.). ISBE’s rule limits the types and amounts of food and beverages that may be sold to students in grades 8 or below before school or during the regular school day in any school that participates in the School Breakfast Program or the National School Lunch Program (23 Ill.Admin.Code §305.15). A board may place additional limitations on the sale of minimally nutritious or junk foods.

x Inclusion in the policy is required for only those districts that participate in a program authorized by the National School Lunch Act or the Child Nutrition Act (PL 108-265, Sec. 204(a)(3)).

xi Child Nutrition Act of 1966 (42 U.S.C. §1771 et seq.) and National School Lunch Act (42 U.S.C. §1758).

xii The policy must establish “a plan for measuring implementation of the local wellness policy, including designation of 1 or more persons within the local educational agency at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy,” (PL 108-265, Sec. 204(a)(4); 105 ILCS 5/2-3.139(a)(4)).

PL 111-296 requires the public to receive periodic measures with the listed items. While there is no guidance yet to assist school districts in complying with this requirement, school districts are expected to be working toward developing a reasonable method to implement this requirement by the end of the 2011-2012 school year (www.fns.usda.gov/tn/healthy/lwpooverview.pdf). Without guidance, superintendents should make a good faith effort to comply with this requirement. More guidance is expected and will be available at: www.fns.usda.gov/tn/healthy/wellnesspolicy_tools.html.

Community Input ^{xiii}

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and community.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.
 Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.
 National School Lunch Act, 42 U.S.C. §1758.
 Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, PL 111-296.
 42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11.
 105 ILCS 5/2-3.139.
 23 Ill.Admin.Code Part 305, Food Program.
 ISBE’s “School Wellness Policy” Goal, adopted Oct. 2007.

CROSS REF.: 4:120 (Food Services)

^{xiii} A board must establish a policy that “involves parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development of the school wellness policy,” (PL 108-265, Sec. 204(a)(5), amended by PL 111-296; 105 ILCS 5/2-3.139(a)(3). This requirement’s awkward wording notwithstanding, a board may take compliance steps by seeking community input during this policy’s adoption and monitoring phases. See 2:240, *Board Policy Development*.

APPENDIX B
McKinney-Vento Homeless Program

Kinney-Vento Homeless Program

The McKinney-Vento Education for Homeless Children and Youth (EHCY) program, which is administered by the U.S. Department of Education's Office of Elementary and Secondary Education, indicates that State Educational Agencies (SEAs) must ensure that homeless children and youths have equal access to the same free, appropriate public education, including a public preschool education, as is provided to other children and youths. The SEA and Local Educational Agencies (LEAs) in the State must review and revise any laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. Homeless students must also have access to the education and other services that they need to meet the same challenging State academic standards to which all students are held.

Eligibility

You might qualify for assistance through a federal law called the McKinney -Vento Act if your family lives in the following:

- In a Shelter
- In a motel or campground due to the lack of alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled-up with other people due to loss of housing or economic hardship

Who can I talk with about my child's education?

1. Every school district has a local homeless education liaison.
Jessica Bone is the liaison for North Wamac Grade School. Please contact her by email at jbone@northwamac.com or by phone at (618) 532-1826.
2. Talk with your child's teachers when you enroll him or her in school. Meet with them on a regular basis to discuss your child's academic progress.

3. The school superintendent/principal, Brad Morris can provide valuable assistance. Please reach out to him by email at bmorris@northwamac.com or by phone at (618) 532-1826 as needed.

Reference

National Center for Homeless Education, [n.d.], *What you need to know to help your child in school*, <https://nchehelpline.org/collections/limit-5/products/parent-booklet-english>.