Washington Grade School

Student-Parent Handbook



2026-2027

Adopted by the Washington Grade School
District #52 Board of Education

June 2026

PREAMBLE

Dear Parents/Guardians and Students,

Welcome to another school year. We hope this handbook is helpful and explains the District's position relative to the day-to-day operation of each school. A perfect solution for every situation cannot be written, but hopefully this handbook reflects current practices and procedures. It should also be noted that this handbook is not a contract and is subject to change as new situations or questions arise. Be advised that the Board of Education Policy Manual for District #52 can be accessed in the office of the principal, the superintendent's office, and is also available on our District website. Please feel free to call anytime. Your questions and comments are always encouraged and welcomed.

Along with the policies and procedures outlined in the handbook, school activities and programs may have additional policies and procedures. These policies and procedures will be made available to students once they become involved with these activities or programs.



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Appointments

1. It is recommended that appointments be scheduled during study hall, before school, or after school. All dental and doctor appointments are to be cleared with the office by sending a note with the student or calling the office in advance with the date and time of appointment. A pass will be given to the student. Students are to sign out in the office and sign in upon return.

Arrival Times

1. **Students are to arrive at school no earlier than 25 minutes prior to the start of school.** Parents are responsible for supervision until that time. Supervision will be provided for all students, both bus riders and walkers, 25 minutes prior to the start of school. If a student needs to move to another area of the building before morning dismissal time, he/she must obtain a pass.

Asbestos Management Plans

To: Parent, Teacher, and Employee Organizations

From: Pat Minasian, Superintendent

Re: Asbestos Containing Building Material Management Plan

Date: July 1, 2023

This is to notify you that Washington Grade School District #52 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the School Facilities. Copies of the Management Plan are available for your inspection during normal business hours of the office (Monday through Friday; 8:00 a.m. to 4:00 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact: Pat Minasian, Superintendent (444-4182).

Asthma

1. In accordance with Board Policy 7:270-E, with parental permission a child or ward is allowed to possess and use his or her asthma medication (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication (105 ILCS 5/22-30).

Attendance Procedures

1. Regular attendance is essential if a student is to make use of the educational opportunities the District offers. Regular attendance develops dependability and responsibility in the student and contributes to academic achievement. Parents, guardians, or those having legal custody or control of students are responsible for their children's regular school attendance.
2. The District shall not be responsible for the educational progress of the student who fails to maintain regular attendance habits. The District will not be liable for the progress of the student who is removed from the school for extended periods of time contrary to law or good educational procedure.
3. Absences shall be excused for the following reasons:
    A. Personal illness
    B. Bereavement

C. Quarantine
D. Family emergencies
E. Observance of religious holidays or events
F. Attend a civic event
G. Written requests approved in advance by the administrator.
H. Parent/Guardian deployment/return from deployment (5 days)

4. All other absences shall be considered unexcused and interpreted as truancy which may be reported to the Regional Office of Education and/or the Washington Police Department.
5. The District may request written verification of a student's absence due to illness from a physician licensed to practice medicine in the State of Illinois after the third consecutive absence or after any absence once the student has missed 10 or more days. Students will be considered chronically absent when they have missed 18 days.
6. Planned absences, while not as serious as truancy, are discouraged by District #52. Examples of planned absences include vacations or visits with friends and relatives taken during the school year. Parents should notify the teachers and school office in writing when a planned absence is scheduled. If circumstances permit, homework assignments will be given out before such an absence. If assignments are provided before the planned absence, the student will be expected to return to school with assignments completed. A student's responsibility grade could be negatively impacted if homework is not turned in when the student returns to school. If assignments are not provided, teachers will work with the student to determine an appropriate amount of time for assignments to be completed.
7. A student must be in attendance for the last half of the school day in order to participate in a District extracurricular activity. Emergency situations shall be given due consideration.
8. A student who is absent from school, or whose physician, physician assistant or advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Reporting Student Absences

1. Student absences should be reported before 8:30 a.m. For your convenience, District #52 will use an answering machine outside of office hours. The numbers are 444-2326 for Lincoln Grade School and 444-3361 for Washington Middle School. When calling, please give the following information:
   A. Parent's name
   B. Student's name
   C. Teacher's name
   D. Reason for the absence
   E. Request homework if desired
2. When a student is not present at school and the absence has not been reported, the school will call the parent. If parents cannot be reached at their home number, the emergency numbers will then be used.
3. Written excuses will not be required from those parents who call in to report absences. Written excuses will be required for those who do not call to report an absence. If no contact is made within 24 hours, the absence will be unexcused. Work is due upon the student's return to school.

Make-up Work Following an Excused Absence

1. Students will be allowed one (1) day for every day of absence to make up work. Special arrangements will be made for extended periods of illness (beyond five (5) school days) with the teacher and building principal.
   Parents may request homework assignments on the first day of a student's illness with the following restrictions: Requests must be made by 8:30 a.m. Work can only be picked up after school.

2. Since preparing homework to be sent home takes a considerable amount of the teacher's time, we ask that you not request homework when your child is too ill to complete it. Homework will not be sent home if, at the teacher's discretion, the work requires teacher direction or explanation.

Tardiness

1. A student shall be considered tardy at any time during the school day if the student is not in the assigned classroom or seat at the assigned hour. It is the teacher's decision as to which will be required. This will be clearly communicated to the students.
2. A tardy shall be excused for the following reasons:
   A. Doctor/Dental appointments
   B. Personal/Family situations (approved by principal)
   C. All other reasons are unexcused.
3. A list of students who have tardies will be maintained in the office. Students who are tardy to school must sign in at the office. At the middle school, if a student has received a second tardy in a trimester, parents will be notified of their child's lack of timeliness. Once a student has accrued 3 tardies he/she will be given detention. Students that are given multiple detentions may be reported to the Regional Office of Education and/or the Washington Police Department.
4. In accordance with state attendance guidelines, a student is considered present a full day/half day when he/she is in attendance for:

	1 Credited Day	**1/2 Credited Day**
Kindergarten/1st Grade	4 clock hours	2 clock hours
	240 minutes or more	120 minutes or more Grades
2 through 8	5 clock hours	2 1/2 clock hours
	300 min. or more	150 min. or more

Behavioral Intervention Guidelines

1. Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.
2. The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Bicycle Safety

1. Riding a bicycle to school is a privilege which requires responsible behavior and the practice of safety rules. Bicycles may be ridden to the edge of school property and then walked to the designated parking areas (bike racks). Students who violate bicycle rules will lose the privilege to ride their bike to school. Kindergarten and first grade students are not to ride bicycles to school. It is recommended that all bicycles, for identification purposes, be registered with the Washington Police Department.
2. Bicycle racks are located on the south and west sides of the building. Bikes are to be locked in the racks during the school day. Scooters, rollerblades, and skateboards are not to be brought to school.

Book Bags

1. For safety, only book bags that are transparent and free of decorations are allowed in the classroom

Bus Transportation

1. The District provides bus transportation to and from school for all students that qualify for transportation. A bus stop will be assigned to students after registration. **One A.M bus and one P.M bus will be assigned.** Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the Superintendent's Office.
2. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.
3. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.
4. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.
5. In the interest of the student's safety and in compliance with state law, students are also expected to observe the following:

    A. Be aware of moving traffic and pay attention to your surroundings

    B. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
    C. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
    D. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file line, without pushing. Always use the handrail.
    E. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
    F. Talk quietly on the bus. Shouting or loud noises may distract the driver.
    G. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
    H. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself, avoid making noises that would distract the driver or bother other passengers and keep your hands, arms, and head inside the bus at all times.
    I. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
    J. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
    K. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic. L. Never run back to the bus, even if you dropped or forgot something.

Change of Address

1. If a change is made in address, home telephone number, babysitter's number, emergency number, or a parent's work number, please notify the school office at once.

Classroom Treat Procedure

1. If home prepared treats are sent to school, we ask that they be sent to school in secure containers and individually wrapped. Teachers or volunteer room parents should assist/supervise the dispensing of treats.
2. Students should not handle the treats at home or school. Once the treats are placed in the closed container at home, it should not be opened until in the classroom. This should avoid unnecessary and possibly unclean handling of the treats.
3. Teachers/parents should remind the students to wash hands after using the restroom. Anyone handling food should be especially careful to wash hands after using the restroom and before handling food.

Conferences

1. Conferences are always welcome between school personnel and parents. We ask parents to make arrangements in advance by calling the school. All teachers are at school thirty minutes before and after school and are available, by appointment, for conferences during those times. Teachers are not permitted to take time from their classes for unscheduled conferences.

Discipline Procedures

1. Discipline is one of the most important lessons of education. While it does not appear as a subject, discipline underlies educational structure. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people.
2. The following is provided to acquaint parents/guardians of students with the standards of behavior expected of students during the school day:
    A. Students have the responsibility to help insure an appropriate educational climate.
    B. Students have the responsibility to help ensure the safety and prevention of injuries for themselves as well as others.
    C. Students are expected to respect the rights and property of others while in school, on school grounds, on a school bus, or at a school-sponsored event.
    D. Students are expected to use proper language and exhibit proper behavior.

Lincoln Grade School (LGS)

1. Lincoln Grade School has developed the following behavior expectations for all students: A. Be Safe
    B. Be Respectful
    C. Be Responsible
2. Additionally, each classroom and specials teacher has a set of behavior expectations and rules of conduct for students under her/his supervision. These are clearly communicated to students at the beginning of the year or when a student joins the class. Students experiencing continual disciplinary issues may be referred to the principal. The principal reserves the right to intervene without teacher referral if the situation warrants.
3. Upon referral to the principal:
    A. The student is given a chance to tell his/her side of the story.
    B. If the incident involves other students, a conflict resolution model is followed with the principal as the facilitator.
    C. If the incident involves the teacher in any way, the teacher's input is sought.
    D. If necessary, a problem-solving model is used to reach a resolution to the problem.
    E. Parents are notified if a student has experienced multiple trips to the principal's office or if the situation is serious enough to require immediate notification.
    F. If consequences are necessary, they may involve lunch hour detention, day-time or after-school detentions, school service activities, loss of recess or free time or other punishment that fits the situation. Serious

problems may result in in-school or out-of-school suspensions. Gross misconduct issues are handled according to the Board of Education Policy.

G. The principal will inform involved District employees (especially the classroom teacher) of action(s) taken.

Washington Middle School (WMS)

1. In general, classroom teachers work to establish an atmosphere that fosters student learning. The teachers deal with individual student behavior within the framework of classroom management (posting classroom rules and consequences, classroom detentions, parent contact, counselor referral, etc.).
2. Whenever a student is referred to the office for disciplinary matters, the following steps will be taken:
    A. The administration will initiate a conference with the student so that all ramifications of the problem may be discussed, and the student may have an opportunity to respond to the charges.
    B. If a pattern of referrals appears to be developing for a particular student, an attempt will be made to determine causes contributing to the unacceptable behavior. After all relevant data has been collected, a conference may be held to review the problem and to additionally explore any influences that may be contributing to behavioral difficulties at school. The participants in the conference may include the student, teacher, parent, counselor, and/or administration.
    C. If there has been no appreciable behavioral changes with the student, the student and his/her parents/guardians will be informed that the school may take any one of the following courses of action to correct the problem:
        i. Detention
        ii. Suspension from class
        iii. Suspension from school activities or functions
        iv. Suspension from school
        v. Expulsion
3. In-school suspension places the student in a supervised room and isolates him/her from the other students. Out-of-school suspension removes the student from school.
4. WMS has a discipline plan in place to deal with multiple infractions, gross disobedience, or misconduct.
5. Students referred to the office of the principal for multiple infractions, misconduct, chronic unpreparedness, and gross disobedience may be placed on (Check In/Check Out) CICO. A student suspended in-school for any length of time may be placed on CICO. A student suspended for any length of time will be ineligible to participate in extracurricular activities that week.
6. **The administration reserves the right to move a student through the process out of sequence depending on the violation. Additionally, due to extenuating circumstances, with any and all handbook policies/regulations, the administration reserves the right to determine whether consequences may be altered or changed to fit the situation.**

Detentions

1. Detentions for WMS students will be served after school on Tuesdays from 2:55-3:40 PM, before school on Thursdays from 7:00-7:45 AM, and during the students' lunch and recess. **Students may be assigned a Saturday detention from 8-10am.**
2. Students are expected to:
    A. Bring homework or a book to read.
    B. Take the detention home to be signed by parent/guardian and returned the day after received.

3. Detentions must be served when assigned or the principal contacted prior to the detention to arrange for an alternative time. Failure to serve an assigned detention may result in additional consequences such as, but not limited to, additional detentions, in-school, or out-of-school suspension. Multiple detentions, in-school and/or out-of-school suspension will result in the student being placed on CICO.

Conditions for Loss of End-of-Year Class Trip

While field trips are part of the educational process, end of year class trips are a privilege. Students who meet one or more of the following criteria may not be able to attend a class trip:

A. Any student failing an academic subject or specials class.
B. Any student marked ineligible at the time of the trip
C. Any student who has been suspended at any time during the school year may be denied participation or be asked to be accompanied by a parent/guardian.
D. Any student who has been absent from school 10% or more days (18+ days); without proper medical documentation
E. Teacher/principal consensus concerning student safety or behavior

Lunchroom/Recess Expectations

A. Remain in the lunchroom until they have finished eating and are not allowed to take food and drink outside of the lunchroom.

B. Be respectful and cooperative in the lunchroom and at recess. Failure to comply with lunchroom expectations may result in removal from the lunchroom or recess to a supervised area. C. Report any accident to the lunchroom/playground supervisor immediately.

D. Body contact sports such as boxing, tackle football, wrestling, etc. are not allowed. Students are to keep their hands to themselves and refrain from touching/grabbing others.

E. Throwing or kicking items such as rocks, wood chips, or snowballs can be dangerous and is not allowed.

F. Move to class when directed to do so by the supervisors.

G. Return all equipment to ball carts, containers or classroom.

H. Rough play and/or horseplay is not allowed.

Hallway

1. Students are expected to move about in an orderly manner with no running, pushing, or rough play. To assist with the traffic flow, walk on the right hand side of the hallway when possible.

Removal from Classroom

1. A student whose behavior is so disruptive as to interfere with the learning process may be removed from the classroom to the office. Class work missed must be made up by the student and presented upon returning to class.

Access to Student Social Networking Passwords & Websites

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

Prohibited Student Conduct

1. Board Policy 7:190 states that disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:
   A. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
   B. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
   C. Using, possessing, distributing, purchasing, selling or offering for sale any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish - unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
   D. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
   E. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited (unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
   F. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
   G. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
   H. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
   I. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
   J. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
   K. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure. L. Using or possessing an electronic paging device.
   M. Using a cellular telephone, smartphone, smart watch, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones,

smartphones and other electronic devices must be kept powered-off and stored in students' lockers during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

N. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

O. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

P. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

Q. Engaging in bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

R. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.

S. 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 threatens to use physical, mental, or emotional abuse to control and individual in the dataing relationship; or uses or threatens to use sexual violence in the dating relationship.

T. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

U. Entering school property or a school facility without proper authorization.

V. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity. W. Being absent without a recognized excuse.

X. Being involved with any public school fraternity, sorority, or secret society.

Y. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

Z. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

AA. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

BB. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

2. For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.
3. Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.
4. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

1. The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:
    A. On, or within sight of, school grounds before, during, or after school hours or at any time;
    B. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school
    C. Traveling to or from school or a school activity, function, or event; or
    D. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
        i. Be a threat or an attempted intimidation of a staff member ii. Endanger the health or safety of students, staff or school property

Re-Engagement of Returning Students

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

Bullying/Cyberbullying

1. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.
2. Bullying on the basis of actual or perceived race, color, national origin, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order-of-protection status, homelessness, parenting status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:
    A. During any school-sponsored education program or activity.
    B. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
    C. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

D. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

3. ***Bullying*** includes cyberbullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:
   A. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
   B. Causing a substantially detrimental effect on the student's or students' physical or mental health;
   C. Substantially interfering with the student's or students' academic performance; or
   D. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.
4. Examples of prohibited conduct include name calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
5. Students are encouraged to immediately report bullying. A report may be made orally or in writing to any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the school office.
6. Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying; (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Sexual Harassment

1. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

   A. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or B. Has the purpose or effect of:

i. substantially interfering with a student's educational environment;
ii. creating an intimidating, hostile, or offensive educational environment;
iii. depriving a student of educational aid, benefits, services, or treatment; or iv. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

C. Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator or Building Principal. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or

3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Other conduct that may result in disciplinary action:

Cheating

1. Teachers will report to the principal the names of students who have been caught cheating.
2. Some examples of cheating:
   A. Plagiarism
   B. Copying during a test
   C. Using or copying another student's homework
   D. Giving or selling of answers for papers or assignments
   E. Using a previously graded paper
   F. Using AI generated work without citation
3. Parents will be notified if their student is caught cheating, and no credit will be allowed for the assignment. Students may be directed to complete an alternative assignment.

Out-of-School Suspension Procedures

1. The Superintendent or the Building Principal is authorized to suspend students guilty of gross disobedience or misconduct from school (and all functions) for a period not to exceed ten (10) days. The student and/or parents are due the following procedural protection.
2. The following are suspension procedures as stated in Board Policy 7:200:

A. Before suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version.
B. Prior notice and hearing, as stated above, is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
C. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall contain a statement of the reasons for the suspension and a notice to the parent(s)/guardian(s) of their right to review the suspension. Also, a copy of the notice shall be given to the School Board.
D. Upon request of the parent(s)/guardian(s), a hearing shall be conducted by the School Board or a hearing officer appointed by it to review the suspension. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Expulsion Procedures

1. The School Board is authorized to expel students guilty of gross disobedience or misconduct. The School Board is authorized to expel students for any other action that would justify expulsion. The student and/or parent(s) or guardian(s) shall be due the following procedural protection as stated in Board Policy 7:210:
2. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence 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 or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. During the period of a suspension or expulsion, a student is not allowed to attend any District #52 activities. This includes activities on District #52 properties, as well as off-campus activities.

Referral to Washington Police Department

1. If the behavior warrants, the police will be called and possible criminal charges filed.

Dress Code

1. Students are expected to maintain an appearance that does not disrupt the learning process. The dress code is applicable when attending extra-curricular activities, as well as during the school day. The following are not allowed:
    A. Items which may be hazardous to the health and safety of students such as dog chains and "baggy" type clothing that could catch on handrails or cause tripping or falling on stairs
    B. Items that promote or portray drug/paraphernalia, alcohol, gang activity, death, or destruction
    C. Items with offensive language, innuendoes, logos, or visual representations

D. Extremes of brevity in attire are inappropriate. Shoulders and midriff area must be covered. No excessively short skirts, dresses or shorts will be permitted. Undergarments must not be visible. A guideline staff and administration will use to help define "excessively short" would include finger-tip length with shoulders down.
E. Hats and/or head coverings of any type may not be worn in the building and may be taken from the student and stored in the office until picked up by a parent. This also applies to hoodies. Coats in the classroom are not allowed unless the teacher of that classroom grants permission.
F. Alternative hair color/styles that cause a disruption to the learning process will not be allowed.
G. Other items deemed inappropriate by the principal.
H. Leggings, tights, and yoga pants must be accompanied by an outer garment that sufficiently covers the posterior area.

2. Students may be asked to turn a shirt inside out or replace a piece of clothing. If the above procedures are not possible, the student may be sent home to change if it is felt that the student's appearance is detrimental to the school program or themselves. Repeat offenders will receive additional consequences, and a parent-administrator conference will be held.
3. Since all of the children will be outside sometime during inclement weather, parents should see that their children have proper fitting boots, coats, gloves, and cap/hat.

Early Dismissal for Weather Emergencies

1. In a consolidated effort, we will work with local school districts when making the decision to dismiss early. However, during these adverse conditions, parents may come to the school office and take their child home.

Education of Children with Disabilities

1. The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.
2. It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.
3. Any Parent who is deaf or does not typically communicate using spoken English and participates in a Section 504 or IEP meeting is entitled to the services of an interpreter.

Eligibility for Extracurricular Activities at WMS

1. A weekly eligibility check will be conducted at the end of day on Thursday. The results of the eligibility check will take effect on the first day of attendance of the following week. Eligibility will be based on academic achievement, homework, student responsibility and/or purposeful acts of misconduct. These acts could warrant suspension/dismissal from the activity per the Building Principal's discretion.
2. Eligibility for all students is checked on a weekly basis. Students who are ineligible will not be allowed to participate in activities for one week at a time.

3. Ineligible period - Monday to Saturday, including weekend activities. Examples of activities from which students will be excluded are as follows:
    A. Athletic contests (practice may be allowed)
    B. ILME/IGSMA Music Program (individual lessons and rehearsals allowed)
    C. During school/after school activities, parties, dances, participation as a spectator at extracurricular events, etc.
4. The school will inform parent/guardian(s) of ineligibility.

Emergency/Health Forms

1. All parent(s)/guardian(s) will complete an emergency/health form at registration. The form will be kept on file in the office. This form is vital in contacting the home or other designated individuals in cases of health emergencies. No student will be released to anyone other than the parent/guardian or individuals specifically designated on the form.

English Language Learners

1. Students identified as English Language Learners (ELL) will have access to appropriate services through District

Equal Educational Opportunities

1. No student shall, on the basis of his or her color, race, national origin, sex, and disability or other factors be denied equal access to programs, activities, services, or benefits, nor be limited in the exercise of any right, privilege, advantage, or opportunity.
2. The Superintendent shall appoint a Coordinator for Non-discrimination (the "Coordinator") for the School District. Students and parents shall be notified annually, as herein stated, of their right to initiate a grievance or complaint of illegal discrimination and of the Coordinator to whom such complaints shall be directed.
3. Within seven calendar days of receiving a grievance or complaint of illegal discrimination, the Coordinator shall send a copy of the District's written grievance procedure to the complainant. The Coordinator may seek advice from related state agencies or legal counsel. Within sixty days of receiving the grievance, the Coordinator shall render a written decision, including the steps taken for further appeal of that decision.
4. The written decision may be appealed to the School Board by submitting a written request for hearing before the Board, addressed to the Office of the Superintendent. The decision of the School Board may be further appealed to the Regional Superintendent of Schools pursuant to Section 3-10 of The School Code of Illinois and, thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of The School Code of Illinois, as provided in Section 200.90 (b) of Sex Equity Rules.

Exemption from Physical Activity

1. Occasionally a parent/guardian may request that his/her child be exempted from some or all physical activities during the school day. The responsibility for such an exemption shall be with the Building Principal. A written excuse from a person licensed under the Medical Practice Act is required before allowing a student to be exempted from physical activities for three (3) or more days. If exempted from physical activity, an alternative method and/or unit of instruction may be provided if prescribed by a person licensed under the Medical Practice Act and/or the Physical Education (PE) instructor. Any student unable to participate in Physical Education Class due to an exemption shall not be allowed to participate in recess and extracurricular activities/practices. Students may be able to have limited participation with administrative approval. If a student has been medically excused from PE for an extended period of time, a note from a medically licensed person is required before a student may be

readmitted to PE. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Extended Care Program

1. Washington School District #52 offers a before- and after-school childcare program. The hours are 6:30 a.m. until the start of school and in the afternoon will begin at the conclusion of school until 6:00 p.m. It is also available for most of the non-school holidays, teacher in-service, and parent-teacher conference days. The programming includes homework time, craft opportunities, quiet-play activities, large gross-motor activities, and a light snack in the afternoon. For more information, contact 444-8902.

Extracurricular Activities - Please refer to the WMS activities handbook.

Field Trip Participation

1. Students attending field trips require parental permission. If you do not want your child to participate, please contact the principal to discuss the options available to your child.

Graduation

1. Participation in graduation exercises is a privilege. Student behavior during graduation should reflect the importance of the occasion. Students who have not passed all academic subjects for the year will not be permitted to participate in graduation exercises.
    A. **Graduation Attire**: Students are permitted to wear cultural, ethnic or religious identifiers or any other protected characteristic identified in the Illinois Human Rights Act.

Health Program/Medication

1. **Illinois State Health Requirements for Enrollment**
    A. **Physical Examination**: required for all students entering early childhood, pre-kindergarten, kindergarten, 6th grade and students transferring into Illinois from out of state or out of country.
    B. **Vision Screening:** Illinois state law requires all students beginning kindergarten for the first time, and any student enrolling for the first time in an Illinois school must have an eye examination. The exam must be completed within one year prior to the first day of the school year. Examinations must be performed by a qualified eye doctor, such as an optometrist or ophthalmologist. A State of Illinois Eye Examination Report form must be completed and signed by the doctor.
    C. **Lead Screening**: required for students age 6 years or below prior to enrolling in early childhood, pre-kindergarten, and kindergarten.
    D. **Dental Exam:** State law requires all Illinois children entering grades kindergarten, 2nd, and 6th to have a dental exam and present proof of examination by a dentist prior to May 15 of the school year. Dental exams must have been completed within the 18 months prior to the May 15 deadline.
    E. **Diabetes Screening:** required as part of the physical exam for pre-kindergarten, kindergarten, 6th grade and 9th grade.
    F. **Head Lice:** The school will observe the following procedures regarding head lice.
        i. Parents are required to notify the school nurse if they suspect their child has head lice.
        ii. Infested students will be sent home following notification of the parent or guardian.
        iii. The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation.

iv. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or other designated employee and the child is determined to be free of the head lice and eggs (nits).
v. Infested children are prohibited from riding the bus to school to be checked for head lice.

G. **District 52**

i. Parents are urged to inform the school of all chronic disorders, including diabetes, hypertension, allergies, convulsions, or other conditions and any/all medications that students use.
ii. Use of long-term medication should be reported.
iii. The School District cooperates with the Tazewell County Health Department in the establishment of clinics for the protection of pupils and the community.
iv. Vision and hearing screening are routinely done at selected grade levels. They are required to be done as part of a special education evaluation as well.
v. Minor first-aid treatment is provided by school personnel. Parents are notified if medical attention is necessary. Parents are also notified if their child becomes ill at school. It is very <u>important</u>, therefore, that the school have an emergency phone number other than the home phone.
vi. The Boards of Education of all Washington Township Schools have established the policy that students entering kindergarten, **<u>sixth</u>**, ninth, and students entering from out of state or out of country must have a current physical examination, and up-to-date immunizations **<u>before the first day of school.</u>** A dental examination is also required. Students transferring into Washington Township Schools from another Illinois School District shall be given 30 days to meet compliance requirements during which time they will be permitted to attend school.
vii. Any student experiencing mobility problems or having a physical condition requiring the use of crutches/wheelchair or mobility device, should bring a doctor's note to the school nurse with the following information:
    1. Diagnosis and/or reason for crutches,wheelchair, or mobility device
    2. Duration of crutches,wheelchair, or mobility device
    3. Physician's signature and contact information

H. **Health Examination and Immunizations**

i. Physical Examination: required for all students entering early childhood, pre-kindergarten, kindergarten, 6th grade and students transferring into Illinois from out of state or out of country. The physical examination must be recorded on the "Certificate of Child Health Examination" form. This form must be completed and signed by a medical doctor, advanced-practice nurse, or physician assistant. The Health History section must also be signed by a parent/guardian. *An Illinois sports physical form will not meet the above-stated requirements.*

I. **Minimum Immunization Requirements for State of Illinois-Fall 2021**

i. Diphtheria, Tetanus, Pertussis-last dose qualifying as a booster and received on or after the 4th birthday
ii. Polio-last dose qualifying as a booster and received on or after the 4th birthday
iii. MMR (Measles, Mumps, Rubella)-2 doses
iv. Meningococcal Conjugate Vaccine-1 dose for students entering 6th grade
v. Hepatitis B- 3 doses at recommended intervals for students entering 6th-12th grade
vi. Varicella (Chicken Pox)-2 doses for students entering K, 1st, 6th, 7th, 9th & 10th grades, one dose for other students entering 2-12th grade <u>OR</u> proof of immunity from: Written statement from a physician or health care provider verifying month/year of disease history <u>OR</u> laboratory evidence of varicella immunity
vii. Tdap- 1 dose for students entering 6th-8th grade

J. Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to

certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

K. Students registered at District 52 must have all required paperwork turned in before the first day of school. Failure to do so will impact school attendance.

L. A student will be exempted from the above requirements for:

i. Medical grounds if the student's parent/guardian presents to the Building Principal a signed statement explaining the objection;

ii. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption; iii. Health examination or immunization requirements on medical grounds if a physician provides written verification;

iv. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or

v. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

M. **Prescriptions and Medications**

i. Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and wellbeing. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication. Parents must bring all medication to the school office. Students should not bring medication to school in backpacks or lunch boxes.

ii. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

iii. Medication must be brought to school by the parent/guardian in the original container appropriately labeled by the manufacturer or pharmacist.

iv. Parent(s)/guardian(s) of the child must assume responsibility for informing the nurse of any changes in medication, dosage, and the time interval at which the medication is to be taken.

v. Students may take cough drops during school hours without a physician's signature. The parent/guardian must send a written note to the school giving permission for the school personnel or nurse to administer the cough drops. Cough drops must be kept in the school health office and administered by school personnel or the nurse. Students are not allowed to share cough drops with other students.

vi. Students who are diabetic may self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

N. **Illness/First Aid**

i. District #52 has two registered nurses. The nurse will assist with health issues, injuries, medical records, and verifying required immunizations and health examinations.

ii. According to Health Department guidelines, a student should remain out of school until they are fever free for 24 hours without medication (Acetaminophen and/or Ibuprofen) and 24- hours free of vomiting/diarrhea.

iii. A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided that the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form."

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

O. **Communicable Diseases**

i. The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

ii. Parents are required to notify the school nurse if they suspect their child has a communicable disease.

iii. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent(s)/guardian(s).

iv. The school will provide written instructions to the parent(s) and guardian(s) regarding appropriate treatment for the communicable disease.

v. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Homeless Assistance Act (McKinney-Vento)

There are many sources of information on the legal rights of homeless children and the responsibilities of schools. If you have questions about enrolling homeless children or providing services, please call the Superintendent's office at 444-4182.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Since promptness is highly encouraged, homework/daily assignments are to be completed when due except for excused absences or when other arrangements have been made. The purpose of promptness is to encourage students to have good work habits. Late homework policies/consequences will be at the discretion of each individual teacher and will be communicated to the students.

Internet/Computer Use

In accordance with Board Policy 6:235-E2, student/parent/guardian signatures are required on the Washington Grade School District 52 Authorization for Electronic Network Access Form prior to students being allowed the use of electronic networks, including the internet. These forms are provided at registration.

Learning Center/Library (WMS)

1. WMS strives to include a wide variety of high quality books in our library. However, some of the books may contain more mature themes. As such, we have a selection of books in our library that are rated "Young Adult". Some examples of books in the YA section include: *Maze Runner* series by James Dashner, *The Selection* series by Kiera Cass, *The Hate You Give* by Angie Thomas, Holocaust books, and *Soul Surfer* by Bethany Hamilton. Some favorite YA authors include: Jason Reynolds, John Green, Neal Shusterman, Rick Yancey, Suzanne Collins and Carl Deuker. Subject and story lines of YA literature are typically consistent with the age and experience of the main character. Many of the titles in our library that fit one or more of these descriptions have been recognized

as exceptional books for young people; they have appeared on lists of Best Books and received children's literature awards. WMS requires parent permission for checkout of books marked with a bright orange YA sticker. There is a small black dot in the center of the orange sticker if it is rated High School YA.

We highly recommend that you, as a parent, review each book with your child, even if permission is granted. Parents may revoke this privilege at any time by notifying the librarian.

2. Overdue book and library fine procedures:
    A. Announcements are made every Wednesday to remind students to turn in books, renew books or pay overdue fines.
    B. Once a book is overdue by two weeks it is marked as lost in the system and a fine is assessed to replace the book with a library bound copy. This could range anywhere from $10-$35 depending on the type of book. Fines are removed if the book is returned undamaged.
    C. Damaged books become the student's responsibility. A fine is assessed to replace the book with a library bound copy. This could range anywhere from $10-$35 depending on the type of book.
    D. All books must be turned in and fines must be paid by the ceiling date (TBD) at the end of the school year. Any student with an outstanding fine will be unable to participate in year-end activities. Parents will be contacted for any student at risk of losing year-end privileges.
    E. Cash or checks are acceptable payments. Any checks should be written out to the District 52 Activity Fund with the library written in the memo.

Leaving School Grounds

1. District #52 has a closed campus. Students may leave for lunch when a parent picks them up. Written permission from a parent/guardian must be given to the office if a student plans to leave school grounds for lunch. Students must sign out and in at the office.
2. When attending extracurricular functions, students remain in the building under the supervision of staff.

Locks and Lockers

Only locks that have been issued by the District will be allowed on lockers. Personal locks are not to be used unless approved by the principal for special reasons. Students are to use only the locker(s) assigned to him or her. Locker assignments may not be changed without approval from the office. Students will be expected to reimburse the District for locks that are lost or damaged.

Music Policies (WMS)

1. Each member is expected to perform at all the scheduled events throughout the school year and attend all rehearsals as scheduled by the music directors.
2. Singsations members must be a member of the chorus.
3. Jazz band members must be members of concert band.
4. Due to the fact that percussionists have to learn many instruments, piano experience is expected. Any student wanting to play percussion will need at least 2 years of piano lessons.
5. Flags for marching band: Students who play a musical instrument in band may try out for flags.
6. **Absences Due To Music Events**
    A. Occasionally, music students will be excused from class to rehearse or perform for a school or community event. Music students are required to turn in assignments and collect new assignments from their teachers BEFORE their absence. If the music students do not follow these guidelines, his/her teacher may give zeros for the assignments in question.
    B. If a music student is excused from class for a rehearsal during the school day, but does not attend the corresponding performance after school hours, he/she will be considered to have skipped the classes missed. That student will be given detention and his/her teachers may give zeros for any work missed.

7. **Grading**
    A. A grade will be given which will include all performances, organizational contests, and special events. (These events/performances are mandatory if one is in band and/or chorus!)
    B. Optional participation in Solo and Ensemble contest, IMEA will be extra credit
    C. Attendance (rehearsals, sectionals, and band lessons)
    D. Selected music excerpts
    E. Selected method book assignments (band)
    F. Possible writing assignments
    G. Extra Credit will be given if a student attends a music performance outside of one at WMS
8. **Removal From The Music Program**
    A. A student may remove himself/herself from the music program ONLY at the end of a trimester due to the music performance schedule. He/she MUST BRING A WRITTEN NOTE FROM HIS/HER PARENT/GUARDIAN with their consent.
9. **Chorus Probationary Period**
    A. A student may drop chorus during the first two weeks of school with written parent consent.
10. **Band Fees**
    A. All marching band members (all band students, flags, and auxiliary students) must pay a $15 uniform maintenance fee which is due the last day of band camp.
    B. There will be a $40 per semester school instrument rental fee. This will be assessed when instruments are distributed to those students.
    C. If these fees present a financial hardship, please contact the building principal.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District. Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene or pervasively lewd and vulgar or contains indecent and vulgar language as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Encourages or incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Pesticide/Herbicide Notification Registration

1. District 52 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that it is found to be necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide or herbicide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the principal's office if you wish to be added to the registry.

Photograph or Videotape Usage

1. According to Board Policy 7:340-E2, parental permission will be obtained prior to the School District identifying a picture of a child or ward, by full name and/or the school he or she attends, in any school-sponsored material, publication, videotape, or website. D52 permission forms will be signed at registration.

Physical Education

1. All students are required to participate in Physical Education classes.
2. Students shall be given an appropriate grade in Physical Education for their grade level based upon their participation, attitude, and readiness for class. Students will lose grade points for failure to fulfill the requirements of the Physical Education class.
3. Students in grades K-5 are required to wear tennis shoes for P.E. The shoes shall be:
    A. Non-scuff soles
    B. Closed by velcro straps or shoelaces (no slip-on, metal hooks, etc.)
    C. Safe (no elevator-type soles, boat-like soles, etc.)
4. K-5 Physical Education students are expected to obey the following rules:
    A. Wear proper P.E. shoes
    B. Remove jewelry before P.E. class
    C. Show respect towards the teacher and other students
    D. Use and care for equipment and facilities properly
    E. Maintain appropriate behavior and attitude
    F. No gum, candy, cough drops, etc. allowed during P.E. class.
5. 6-8 Physical Education attire:
    A. Black shorts and Orange shirt
    B. Gym shoes - any design - 1 pair for P.E.
6. The P. E. uniform is to be purchased from the school. (This is the same uniform that is used for P.E. class at WCHS.) Physical Education students in grades 6-8 are expected to obey the following rules:
    A. Wear proper clothing and gym shoes when playing. (Any student who does not change into proper P.E. attire will not be allowed to participate in extracurricular activities/practices.) B.
    Keep jewelry (rings, bracelets, watches, earrings) in a locker or safe place.
    C. Use the equipment and facilities as instructed when supervised by school authorized persons.
    D. Stay off bleachers, the stage, ladder, etc., and the foam used for high jumping. Acrobatics/tumbling may be done on the mats only when supervised. E. Always walk in the locker rooms.

F. Keep clothes in the locker and off the floor.
G. Lock lockers and stay out of other lockers.
H. Keep the locker rooms clean.

Promotion/Retention Policy

1. The Board of Education, administration, and professional staff of Washington Grade School District #52 have established the following system of evaluation regarding the requirements for promotion and graduation. The decision to promote to the next grade level or graduate a student is based upon successful completion of curricular, attendance, and performance expectations for that grade level.
2. **Kindergarten through fourth grade**
   A. When a teacher notes that a student is experiencing academic difficulties, a series of academic interventions will be attempted. Possible interventions may be:
      i. Parent/Teacher conference(s) to inform and gain parental support for interventions both at home and at school
      ii. Curricular Accommodations as noted on the Curricular Accommodations Report Card
      iii. Referral to Title I for tutoring services
      iv. Referral for full-case study evaluation for Special Education services
      v. Referral for social work counseling services
      vi. Request of parents to consider seeking medical intervention for any physical or mental condition that may impact learning
      vii. Examination of student's history:
         a. Frequent family moves
         b. Poor attendance
         c. Life experiences
         d. Attitude
         e. Effort
         f. Social and emotional wellbeing and maturity
   B. If appropriate interventions have not sufficiently remediated the gap between the student's academic performance and grade-level expectations, or if a student's absences have exceeded twenty (20) days, retention may be required.
3. **Fifth through eighth grades**
   A. Indicators of potential retention are as follows:
      i. Curricular - A student who fails one of the academic subjects (language arts, math, science, social studies) as indicated by the yearly report card average. Students will be required to make up the deficiency as indicated by the teacher and principal to be promoted to the next grade. ii. Attendance - A student missing fifteen (15) or more days in one semester or more than twenty (20) days during the school year. Students who exceed these absence guidelines due to a long-term illness and who have completed all required make-up work at a satisfactory level may be exempt from these criteria.
      iii. Assessment Data - A student not maintaining grade level expectations on assessments given by D52.

Property, Personal

1. Personal items such as radios, toys, CD/MP3/DVD players, cameras, electronic paging devices, laser pointers, sports equipment, etc. are not to be brought to school.
2. The use of personal property items on field trips will be determined on a trip-by-trip basis. On such trips, the school does not accept responsibility for lost, stolen, or damaged items.

Records, Student

1. The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated.
2. The *permanent record* includes: A. Basic identifying information
    B. Academic transcripts
    C. Attendance record
    D. Accident and health reports
    E. Achievement scores
    F. Information pertaining to release of this record
    G. Honors and awards
    H. School-sponsored activities and athletics
3. The *temporary record* may include:
    A. Family background
    B. Intelligence and aptitude scores
    C. Psychological reports
    D. Achievement test results
    E. Participation in extracurricular activities
    F. Honors and awards
    G. Teacher anecdotal records
    H. Disciplinary information, including information regarding any consequence for misconduct involving drugs, weapons, or bodily harm to another
    I. Special Education files
    J. Verified reports or information from non-educational persons
    K. Verified information of clear relevance to the student's education
    L. Information pertaining to release of this record
4. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These are outlined in Board Policy 7:340-E1.
5. The school shall continue to preserve the confidentiality of communications which are protected under law as privileged or confidential and communications by the student or parents/guardian made in confidence to school personnel. The parents/guardian 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, 23 Illinois Adm. Code 375.90. The District shall grant access to information included in student records under the following guidelines:
    A. The District or any employee of the District shall not release, disclose or grant access to information found in <u>any</u> student record except under the conditions set forth in the Illinois School Student Records Act of 1975 (ISSRA) and the Illinois State Board of Education (ISBE) Regulations. The Superintendent shall insure that these restrictions are complied with regarding all student records, whether or not such records are in his or her custody.
    B. The release of records to parents and students for inspection and copying shall be in accordance with District policy and with the ISSRA and ISBE Regulations.
6. The District shall grant access to, or release information from, student records without parental/guardian consent or notification to employees or officials of the District or the Illinois State Board of Education provided a <u>current</u>, demonstrable, educational, or administrative need is shown. Access in such cases shall be limited to the satisfaction of that need. Copies of these records shall not be made by any such employee or official unless a specific need for such copies is shown.

7. The District shall grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research and statistical reporting or planning provided that no student or parent/guardian can be identified from the information released, the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records, and the School Board approves of the research design and purpose.
8. The District shall grant access to or release information from a student's records pursuant to a valid Court order.
9. The District shall grant access to or release information from any student record to persons authorized or required to gain access to such records under Federal or State statute. Such persons must provide satisfactory identification to the Superintendent or the Superintendent's designee and a copy of the statute granting such authority.
10. The District shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parents/guardian or eligible student with particularity to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy shall be mailed to the parents or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the Superintendent shall inform the parents/guardian or eligible student of their right to limit such consent to specific portions of information in the records.
11. The District may release student records to the Superintendent or his/her designee of other schools in which the student has enrolled or intends to enroll upon a written request from such an official.
12. Prior to the release of any records or information under items 5, 6, 7, and 8 above, the District shall provide prompt written notice to the parents/guardian or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the records as well as the right to submit written statements into the record prior to release. If the release of records or information is pursuant to item 5, the notification shall include in addition to the foregoing a statement of the terms of the Court Order. If the release of records or information is pursuant to item 6 and involves more than 25 students, at the option of the District, notification may be made by publication in any local newspaper. Unless a Court order provides otherwise, the parents/guardian or eligible student shall have 10 days to notify the school of their intent to copy, inspect, and/or challenge the record prior to release.
13. The District may release student records or information under certain emergency situations without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or his/ her designee shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parents/guardian or eligible student as soon as possible of the information released; the date of the release; the person, agency, or organization to which the release was made; and the purpose of the release.
14. A record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained by the Superintendent as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parents/guardian or eligible student and the Superintendent. The record of release shall include:
    A. information released or made accessible;
    B. the name and signature of the Superintendent;
    C. the date of the release or grant of access;
    D. the name and position of the person obtaining the release or access;
    E. the purpose of the release or grant of access;
    F. a copy of any consent to such release.
15. The District shall provide a written statement of the confidentiality requirements of Illinois and Federal statutes and regulations concerning student records to any person to whom such records are released or made accessible (except parents/guardian or students).

Response to Intervention (RtI)

1. Response to Intervention (RtI) is a systemic approach to address the needs of all students in District 52. Our district implemented this System of Support in 2009. RtI is a K-12 general education initiative with a multi-tier approach to the early identification and support of students with learning and behavior needs. Each state has developed an umbrella of regulations and guidelines for school districts to follow. RtI looks different in each school district because of the amount and type of resources each school has available. The components of RtI can be utilized in subject areas such as reading, math, writing, and behavior.
2. Three-Tier Model of Support
    A. Tier I: All students receive high-quality, differentiated classroom instruction using research-based materials and teaching methods. Universal screening of all students is administered three times per year, typically in the fall, winter, and spring.
    B. Tier II: Based on multiple pieces of data (universal screener, other district screeners and assessments, and teacher observations), some students are identified as needing additional instruction, also known as interventions. This targeted group of students is progress monitored in order to determine if they are responding adequately to the interventions they receive. Tier II interventions are built into the school day for students in Grades 6-8. In Grades K-5 a grade level intervention block is built into the daily schedule for 30 minutes/day.
    C. Tier III: If a student does not make adequate progress from the interventions, additional, more intense interventions are provided. Progress monitoring occurs more frequently in this tier. Students needing the most intense support in order to continue making progress may be referred to a problem solving team that determines eligibility for Special Education.
3. For students in RtI, data is analyzed on a frequent basis to determine if the intervention is working. If the intervention is not working, the grade level team's problem solve and make changes to the intervention. Changes could include changing the size of the group, increasing or decreasing the amount of time given to the intervention, or changing the materials that are being used with the student. Parents are notified if their child is receiving Tier II or Tier III support, or if the child is referred to the problem solving team.

Safety Drills

1. Safety drills such as Fire, Storm, Law Enforcement, and Bus Safety are conducted regularly throughout the school year. There will be a minimum of three (3) evacuation drills, a minimum of: one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

School Notifications - Thrillshare

1. Thrillshare is a notification service which allows Washington Grade School District #52 to send telephone messages and e-mails providing important information about school events or emergencies. Thrillshare is used to notify parents of school emergencies and cancellations due to inclement weather (usually by 6:00 a.m.). Teachers, coaches, and school organizations may use Thrillshare to send out reminders for various events. In the event of an emergency at school, Thrillshare will be used to send immediate notification to all the telephone numbers listed in its system.
2. In an effort to ensure you receive these communications, please make sure the school's office has updated contact information on file.

School Supplies

1. A list of required school supplies for each grade level is provided to parents/guardians at registration. Parents should check from time to time to see if their child has an adequate supply of materials. Parents may, on occasion, be asked to purchase unique supplies for a special school project or activity being conducted in the classroom. Your cooperation in securing these supplies is appreciated. Such requests will be kept to a minimum.

Sexual Abuse Response and Prevention

1. The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Special Education - Related Service Logs

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

Student Searches

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

1. School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.
2. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
3. If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.
4. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Suicide and Depression Awareness and Prevention

1. Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.
2. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.
3. Suicide prevention hotline number is 988. Crisis Text Line is a global nonprofit organization providing free and confidential text-based mental health support and crisis intervention by texting HOME to 741741. Safe2Help Illinois helpline 844-472-3345.

Teacher Qualifications

1. Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:
    A. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    B. Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
    C. Whether the teacher is teaching in a field of discipline of the teacher's certification; and
    D. Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.
    E. If you would like to receive any of this information, please contact the school office.

Telephone

1. The telephone in the office is primarily for the use of the office staff. Calls from parents to students should be minimized. Students will be called from class to receive telephone calls only in cases of emergency.
2. A telephone is located in the commons for students to use with permission from the school office. Making calls to arrange for rides, personal after-school activities, or to go to another's house are discouraged.

Textbooks

1. All textbooks are distributed by the teacher. Each teacher keeps records of the book number, to whom they are assigned, and the condition of the book when issued. The condition of the book is again checked at the end of the school year for undue damage. The student is responsible for paying a fine for any damage. Parents should inspect books so they are aware of the condition of the issued textbooks.

Vandalism

1. Students and their parents are responsible for replacing or paying for lost or damaged equipment, school-owned books, damage to buildings, or any other school property.
2. Students who have willfully damaged school property shall be subject to the school's disciplinary system and may be charged through the criminal justice system.

Visitors

1. Parents of students are welcome in the school. It is only through these visits that parents can gain a better understanding of what goes on in the Lincoln Grade and Washington Middle Schools.
2. Parents planning to visit a classroom need to schedule a time with the classroom teacher in advance.
3. To avoid classroom disruptions, lunches, supplies or messages need to be dropped at the office. The office will then notify the child.
4. Visitors or parents visiting school must sign in at the respective office and receive a visitor's badge before proceeding to other parts of the building.
5. If school visits by individuals are deemed excessive or otherwise disruptive to the educational atmosphere and functions of our buildings, these visits may be limited or terminated by the District administrators. School officials reserve the right to eject or deny admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.
6. The school will make every effort to accommodate parents/guardians with disabilities at parent/guardian conferences, school programs, and board meetings.

Waiver of Student Fees

A student shall be eligible for a waiver of a fee when at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs.
2. The student is currently eligible for Free-priced Meals pursuant to Ill. Rev. Stat., Ch. 122, para. 712.1.
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
4. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.
5. Additional consideration for fee waiver will be given by the Building Principal where the following factors are present:
    A. illness in the family;
    B. unusual expenses such as fire, flood, storm damage, etc.;
    C. emergency situations.
6. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Weapons

1. A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:
    A. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
    B. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Withdrawal from School

1. Parents of students who are leaving District 52 during the school year are asked to notify teachers and the office as far in advance as possible. On the last day of attendance, students are to remove their personal property from the room/locker and return any school property they have in their possession. A transfer letter will be given to the student to be presented to the new school.

D52 Technology Student/Parent Handbook

Washington Grade School District #52

Rationale

1. District 52 is committed to developing skills that students will need to be successful in school, careers and life in general. The demands of the workplace are changing. The nature of student experience inside and outside of school is changing. These changes in children's environments necessitate a new model for learning in this global, technological, digital and rapidly changing society. The 21st century learner MUST go beyond learning rote facts and learn how to think critically, apply creativity and innovation to solve problems, and engage in communication and collaboration. The 21st century teacher cannot just be the "knowledge giver" but rather be the manager of the learning environment in order for students to learn this vast array of complex skills. Technology provides a conduit that enables students to become 21st Century Learners.

Advantages of Technology

1. **Supports an innovative delivery model** - In combination with teacher presentation stations the devices allow access to a wide variety of mediums for whole group instruction, small group activities, and independent learning. Interactive, visual, and auditory material engages students in their education.
2. **Compliments project based learning** – Project-based learning presents students with a real-world question or problem and leaves room for open-ended answers and solutions. The projects may be authentic or simulated. Access to the wide variety of resources on the Chromebook encourages deeper research and supports a polished presentation of findings.
3. **Broadens learning beyond the classroom** – Unlike a static textbook, technology provides students with access to a multitude of online resources. Learners can access both historic and current information and perspectives. The material is available 24-7, encouraging work to be done beyond the traditional school day.
4. **Prepares students for the workforce** – Business leaders have expressed a need for employees that are prepared for today's environment. These traits include but are not limited to problem-solvers, multi-taskers, innovators, effective collaborators, and a workforce that is globally aware.
5. **Provides equitable access** – In Washington GSD 52, each 5th grade student will be issued a Chromebook for school use. Home use is also granted once the student has proven to be a safe, productive and ethical user of the device.
6. **Embrace the "Net Generation" and beyond** – New generations place different demands on their education. The "Net Gen" asks for their learning to be relevant, experiential, collaborative and infused with technology.
7. **Develops thinking skills for the 21st century** - Use of the Chromebook makes it possible for teachers to work towards student development in 21st Century Learning.

Overview

1. D52 views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of D52 to

maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the student, staff, parent, and district.

2. When signing the Student/Parent Device Agreement, you are acknowledging that you understand and accept the information in this document.

Parent/Guardian Responsibilities

1. Washington GSD 52 makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.
    A. Sign the Student/Parent device Agreement
    B. Parent/Guardian Responsibility
        i. In order for students to be allowed to take their devices home, a student and their parent/guardian must sign the Student/Parent device Agreement.
    C. Orientation Topics
        i. D52 Electronic Use Policy and Acceptable Use Procedure.
        ii. Student/Parent device Handbook. iii. Internet safety.
        iv. Parent/guardian and student responsibilities.
    D. Accept Liability
        i. The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:
            a) Not returned.
            b) Intentionally damaged.
            c) Lost because of negligence.
            d) Stolen, but not reported to school and/or police in a timely manner.
    E. Monitor Student Use
        i. The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.
    F. Suggestions
        i. Investigate and apply parental controls available through your internet service provider and/or your wireless router.
        ii. Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
        iii. Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
        iv. Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.
        v. Limit the device usage to the student to whom it was loaned. Siblings should be discouraged from using the device at home.

Student Use

1. Purpose of 1-1
    A. All D52 3-8 grade students are issued a D52 Google email account. Google allows students to safely and effectively communicate and collaborate with D52 staff and classmates, giving them an authentic purpose for writing.
2. The effective use of email is:
    A. A 21st Century communication tool.

B. Used in careers and higher education settings.
C. A way to meet the National Educational Technology Standards (NETS).

3. Guidelines and Reminders:
    A. Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' email.
    B. All mail and all contents are property of the district.
    C. Email should only be used by the authorized owner of the account.
    D. Students need to protect their passwords.
4. Restrictions and Limitations:
    A. Students are limited to sending and receiving email only within the district.
    B. Mailbox size is restricted.
5. Unacceptable Use Examples:
    A. Non-education related forwards (e.g. jokes, chain letters, images).
    B. Harassment, profanity, obscenity, racist terms.
    C. Cyber-bullying, hate mail, discriminatory remarks.
    D. Email for individual profit or gain, advertisement, or political activities.
6. Webcams
    A. Each student device is equipped with a camera. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.
    B. Examples of Use
        i. Webcams are to be used for educational purposes only, under the direction of a teacher.
        ii. Examples include:
            i. Recording videos or taking pictures to include in a project.
            ii. Recording a student giving a speech and playing it back for rehearsal and improvement.
7. Installing internet calling/video-conferencing app (i.e. Skype) is prohibited on D52 devices.
8. Listening to Music
    A. Listening to music on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.
    B. Listening to music on your device (from a streaming website) is allowed at home with permission from parents/guardians.
9. Watching movies
    A. Watching movies on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.
    B. Watching movies on your device (from a streaming website) is allowed at home with permission from parents/guardians.
10. Gaming
    A. Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.
    B. Online gaming is allowed at home with permission from parents/guardians.
11. Printing
    A. Any documents that need to be printed at school should be teacher approved and in support of the curriculum.
    B. If a student chooses to print school work at home, we suggest using the following options:
        i. Access the Google App from a home device and print from that device.
12. Student Responsibilities for AI Use
    A. Academic Integrity

i. While responsible GenAI use can assist in learning, students should submit work that is fundamentally their own. Students should clearly identify any AI-generated content that they have used in their assignments. Students are required to cite the use of GenAI in their academic work and specify how they used it. Students are expected to respect copyright laws, avoid plagiarism, and refrain from generating inappropriate or harmful content. Violation of these will result in disciplinary actions, which may range from a warning to more severe penalties depending on the nature of the infraction.

Troubleshooting Steps and Swaps

1. Step 1 - Student tries to fix the problem.
    a. Always try restarting the device as the first step in troubleshooting.
    b. If appropriate, a student may ask a classmate for help.
    c. Students may ask a teacher if the teacher is available to help for this purpose.
    d. Students are reminded not to waste too much time troubleshooting so they do not miss too much class.
2. Step 2 - If the student is unable to resolve the problem, notify the teacher of the unresolved issues.
3. Step 3 - The teacher will work with the Tech Department to arrange a Swap device.
4. Step 4 - Once the device issue is resolved Tech will notify the teacher and the device can be picked up.

Damaged Equipment

1. Insurance
    A. Parents have an option to purchase 3rd Party Insurance at their own expense.
2. Repairs
    A. Occasionally, unexpected problems do occur with the devices that are not the fault of the user (crashes, software errors, etc.). The Technology Department will assist students with having these fixed. These issues will be remedied at no cost.
3. Loaner devices – "Swaps"
    A. Temporary replacements, known as "swaps", are available so that learning is not disrupted by the repair process. Students are responsible for the care of the swap while issued to them. The same rules and regulations apply to swaps.
4. Accidental Damage vs. Negligence/Intentional Damage
    A. Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration and determination by the authorized repair person, if the device is deemed to be damaged due to gross negligence the "Repair Tiers" procedure may be waived and the student may be subject to the cost of repair or replacement. If the damage was deemed to be caused intentionally, the student will be subject to the cost of repair or replacement and possibly face school discipline.

Repair Reimbursement

1. Repair Tiers
    A. Repair #1 - No assessed fee
    B. Repair #2 - $25.00
    C. Repair #3+ - $50.00 D. Full Replacement - $185.00
    E. D52 will repair all devices.

Lost or Stolen Equipment

1. Lost Equipment

A. Reporting Process - If any equipment is lost, the student or parent must report it to the school immediately (next school day). Students can let a teacher or administrator know, and the staff member will assist him/her.
B. Financial Responsibility - The circumstances of each situation involving lost equipment or textbooks will be investigated individually. Students/families may be billed for the price of the damaged or lost equipment and textbooks.

2. Stolen Equipment
   A. Reporting Process - If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner.
   B. If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s).
   C. Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for full replacement cost to the student.

Payment Timeline

1. Parents/guardians/students have 30 days to pay any bills. If bills are not cleared within 30 days a claim will be filed by the school. The school may set up payment plans to clear bills, if needed.

Device Rules and Guidelines

1. The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action.
2. All users of the D52 network and equipment must comply at all times with the Washington GSD 52 Access to Electronic Networks Policy 6:235, Technology Student Handbook, and Student/Parent Agreement.
3. Devices are on loan to students and remain the property of D52.
4. All users are accountable to all school, district, local, state, and federal laws.
5. All use of the devices and network must support education at school.
6. Students and families must follow all guidelines set forth in this document and by D52 staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all D52 devices whether on or off the school campus.
8. All files stored on D52 equipment, network, or D52 Managed Google Apps are property of the district and may be subject to review and monitoring.
9. The term “equipment” or “technology” refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
10. Students are expected to keep the devices in good condition. Failure to do so may result in bills for repair or replacement.
11. The price that the district paid for the device includes: the device, case, and charging cord.
12. Students are expected to report any damage to their computer as soon as possible. This means no later than the next school day.
13. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
14. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
15. All users are expected to follow existing copyright laws and educational fair use policies.
16. Students may only log in under their assigned username. Students may not share their password with other students.

17. Students may not loan device components to other students for any reason. Students who do so are responsible for any loss of components.
18. Devices come with a standardized image already loaded.
19. Any failure to comply may result in disciplinary action. D52 may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
20. D52 reserves the right to confiscate the property at any time.
21. Chrome repair tiers will transfer from previous years during the life of the device.

Device Acceptable Use Procedures

1. General Guidelines - All use of technology must: A. Support learning.
    B. Follow local, state, and federal laws.
    C. Be school appropriate.
2. Security Reminders - Do not share logins or passwords. *(Exception: students are asked to share passwords with parents or guardians)*
    A. Do not develop programs to harass others, hack, bring in viruses, or change others' files.
    B. Follow internet safety guidelines.
3. Activities Requiring - Teacher Permission A. Instant-messaging.
    B. Using headphones in class.
    C. Install Chrome Apps.
    D. Playing games.
4. Appropriate Content
    A. All files must be school appropriate.
    B. Inappropriate materials include explicit or implicit references to:
        i. Alcohol, tobacco, drugs and gangs.
        ii. Obscene language or nudity. iii. Bullying or harassment.
        iv. Discriminatory or prejudicial behavior.
    C. D52 maintains an on-site internet filtering software package.
5. Lockers
    A. Never pile things on top of it.
    B. Never leave it on the bottom of the locker.
    C. Never leave the locker set to open without entering the combination.
6. Hallways
    A. Keep your device in the D52 case at all times.
    B. Always use the handle, strap, or two hands to carry the device.
    C. Never leave the device unattended for any reason.
7. Classroom Habits
    A. Center the device on the desk.
    B. Close the lid of the device before standing up.
    C. Lock the computer before walking away from it.
    D. Follow all directions given by the teacher.
8. Care of device at Home
    A. The power cord/charger remains at home for 6th through 8th grade.
    B. Charge the device fully each night.
    C. Use the device in a common room of the home.
    D. Store the device on a desk or table - never on the floor!
    E. Protect the device from extreme heat, cold, food, drinks, small children and pets.

F. Traveling To and From School
    i. Completely shut down the device before traveling.
    ii. Do not leave the device in a vehicle.
    iii. Use your backpack or carry the case by the handle or shoulder strap.

Examples of Unacceptable Use

1. Unacceptable conduct includes, but is not limited to, the following:
    A. Using the network for illegal activities, including copyright, license or contract violations.
    B. Unauthorized downloading or installation of any apps.
    C. Using the network for financial or commercial gain, advertising, or political lobbying.
    D. Accessing or exploring inappropriate online locations or materials.
    E. Vandalizing and/or tampering with equipment, programs, files, network performance or other technology components; use or possession of hacking apps is strictly prohibited. F. Gaining unauthorized access in Google accounts or the network.
    G. Revealing the home address or phone number of one's self or another person.
    H. Invading the privacy of other individuals.
    I. Using another user's account or password, or allowing another user to access your account or password.
    J. Coaching, helping, observing or joining any unauthorized activity.
    K. Posting anonymous messages or unlawful information.
    L. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous. M. Falsifying permission, authorization or identification documents.
    N. Obtaining copies of, or modifying files, data or passwords belonging to other users.
    O. Knowingly placing a computer virus on a computer or network.
    P. Attempting to access or accessing sites blocked by the D52 filtering system.
    Q. Sending or forwarding social or non-school related email during school hours.
    R. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner.
    S. Putting stickers or additional markings on the devices, cases, batteries, or power cord/chargers.
    T. Defacing D52 issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the devices or any stitching on the case. If such action occurs, the student will be billed the cost of repair or replacement.

Technology Violations

1. Using devices for individual profit or gain; for product advertisement; for political action or political activities.
2. Making use of the device in a manner that serves to disrupt the use of the network.
3. Unauthorized downloading or installing apps.
4. Attempts to defeat or bypass the district's Internet filter.
5. Modification to district browser settings or any other techniques, designed to avoid being blocked.
6. Chronic, tech-related behavior violations.
7. Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

Technology Discipline- Behaviors and Discipline Related to Student Computer Use

Tech-related Behavior Violations	Equivalent "traditional" Classroom Violations	Potential Consequences
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off- task behavior)	● Warning ● In-class consequence ● School-based consequences ● Parent contact ● Administration referral ● Loss of device or of network access for extended period of time
Missing case	No binder/missing supplies	
Cutting/pasting without citing sources	Plagiarism	
Cyber-bullying	Bullying, harassment	
Damaging, defacing, or endangering	Vandalism, property damage	
device or accessories		● Suspension ● D52 may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
Using profanity, obscenity, racist terms	Inappropriate language	
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form	
Using an electronic resources account authorized for another person	Breaking into or using someone else's locker	

Activities Handbook

Athletic Director:

Ashley Houle

Purpose

1. The purpose of activities is to contribute to the overall educational experience of the balanced and total student. Concepts learned through athletics include teamwork, integrity, sportsmanship, restraint, persistence, leadership, self-esteem, discipline, and humility. Participation in athletics at Washington Middle School is a privilege that is extended to every student. Every privilege includes responsibility. The conduct of a student-athlete, coach, administrator, and parent is closely observed by many people. Each individual, in some form, is a representative of the team, the school, and the community. Therefore, it is important that each individual representing Washington Middle School demonstrates high moral integrity and class at all times and in all places. This extends into the classroom, beyond the playing field and within the community.

2. We hope this handbook is helpful and explains the district's position relative to extracurricular activities. A perfect solution for every situation cannot be written. Policies are subject to change by administration as new situations and questions arise. Please feel free to contact the school with questions.

Athletic Association Affiliations

1. Member of the I.E.S.A. (Illinois Elementary School Association)
2. Conference: Tazwood

Activities Offered at WMS

Fall	Winter	Spring
• Softball • Baseball • Cross Country • Golf • Musical • Marching Band • NJHS	• Cheer • Girls Basketball • Boys Basketball • Volleyball • Math Counts • Chess • Wrestling	• Track & Field • Scholastic Bowl

WMS Activities Booster Program

1. The Mission of the WMS Booster program is to promote positive parent and community involvement in support of the programs that are vital to the overall development of our students. This involvement consists of both volunteer service and the financial support required to foster the development of our students and maintain a high quality program. The success of a Booster Program is dependent on community support and participation. If you are interested in becoming a Booster member, or volunteering for fundraisers please send a message to the following email address: booster@d52schools.com

Parent Volunteers

1. Washington Middle School has been very fortunate in the past to have parents so willing to assist with a variety of needs at games and fundraisers. The much needed help is always greatly appreciated. For each activity that your child is involved in, a parent is required to sign-up for two volunteer opportunities (concessions, front door ticket sales, scoreboard operation, etc.). For parents who have more than one child participating in the same sport, they would only sign up for two volunteer opportunities rather than four per sport. More information and sign-ups will be provided at the beginning of the season parent meeting.

Volunteer Coaches

1. All coaches require District approval and must go through all of the applicable paperwork, along with meeting the requirements set forth by IESA.
2. All individuals working with the student/athletes must be cleared by the Athletic Director and/or Principal.

Tryout Information

1. The number of days for tryouts will vary with each activity. All students trying out for an activity are required to be at all of the tryout dates. Coaches will communicate to students who are trying out about the expectations that they

have before tryouts begin. Students will not be allowed to try out for an activity if competition has already begun, unless permission is given by the coach. This includes students who are injured or students who have just moved into the school district. If a student does tryout after the tryout dates, a student who has already made the team cannot be cut from the team. **Students must be eligible to try out for an activity.**

Tryout dates are approximate. Students and parents should check the WMS Athletics Webpage, the weekly announcements, or contact the sponsor directly for specific tryout information.

1. Baseball – First week in August
2. Softball – Last week in July
3. Cross Country – First week in August
4. Golf - Last week in July
5. Musical - 3rd or 4th week in May
6. Cheerleading – Last week of school
7. Girls' Basketball – Third week in September
8. Boys' Basketball – First week in October
9. Wrestling - First week in November
10. Girls' Volleyball – First week in December
11. Scholastic Bowl - Second week in December
12. 6th Grade Boys' Basketball – Second week in January
13. MathCounts - Second week in January
14. Track and Field – Second week in March

Selection of Team Members

1. Team members will be selected at the scheduled tryouts solely on the basis of demonstrated ability as determined by the sponsor or selection committee. At the coach's discretion, the scheduled tryouts may be closed to only the players and coaches.
2. Sixth (6th) grade students may be selected for participation on 7th grade teams. Sixth grade students may also play ahead of 7th graders.
3. 6th & 7th graders may even be used and play ahead of members of the 8th grade team.
4. If a student participates in two or more activities, and the seasons overlap, it is the responsibility of the coaches involved to determine a reasonable practice and game participation schedule.
5. Students wanting to participate in a fall sport will be required to make a choice between baseball/softball and cross-country.
6. Students will not be permitted to participate in both cheerleading and basketball. A choice will need to be made. In the spring, students going into 6th, 7th and 8th grade may try out for cheerleading. If selected for the next year's cheerleading team, students may NOT try out for basketball in the fall. If selected for the cheerleading team, students may not choose to "drop" cheerleading to try out for basketball. A student who "passes" on cheerleading with the desire to make the basketball team is not assured of being selected for the team.
7. Games take precedence over practices. If both activities have a game on the same night, conference games would take place over non-conference. State series competitions would take place over any other competition. In regards to Cheer, 6th/7th grade cheer team members will attend the State series for 7th grade basketball, and 8th grade Cheer Team members will attend for 8th grade basketball.

<u>Requirements for Participation in Extracurricular Activities</u>

1. Student participation in extracurricular activities shall be contingent upon the following requirements:

<u>Physicals, and Concussion Agreement</u>

1. No potential team member will be permitted to try out for a team unless a current physical, and concussion policy agreement is on file in the school office prior to the scheduled tryout. Please make a copy of your physical before you turn it into the main office. Please do not wait until the last minute to turn in your physical or concussion policy agreement as this might interrupt the team's tryout process.

Birth Certificate

1. A copy of the student's birth certificate must be on file in the office before being allowed to try out, or practice.

Insurance Coverage

1. The student must show proof of accident insurance coverage either by a policy purchased through the district's school insurance plan or a parent/guardian statement to the effect that the student is covered under a family insurance plan. An insurance waiver can be signed for this during registration week or when a student enrolls.

Activity Fees

1. A participation fee will be assessed for students involved in cross country, baseball, softball, basketball, volleyball, wrestling, track, scholastic bowl, NJHS (induction year) and cheerleading. The fee will be limited to $40 per activity with a maximum student fee of $80 and maximum family fee of $160. Unpaid fees by the beginning of the second week of practice will result in removal from the team. After payment, there will be no refunds.

Academic Eligibility

1. A weekly eligibility check will be conducted at the end of the day on Thursday. The results of the eligibility check will take effect on the first day of attendance of the following week. Eligibility will be based on academic achievement, homework, student responsibility and/or purposeful acts of misconduct. These acts could warrant suspension/dismissal from the activity per the principal's discretion.
2. During the ineligible period, a student may be allowed to practice with the team at the coach's discretion. A student will not be able to attend any games/contests during the ineligible period**.**
3. Any student who is ineligible for two weeks will be removed from the team.
4. Eligibility runs Monday-Saturday.

Attendance Requirement

1. A team member who has not been in attendance at school for a minimum of a half day, or has been suspended from school (in or out) may not practice, play or perform on those days.
2. A.M. ½ day attendance is considered as follows: 8:00 am – 11:25 am
3. P.M. ½ day attendance is considered as follows: 11:26 am – 2:50 pm
4. A team member who does not participate in PE or who has a doctor's note excusing them from PE will also not be able to practice, play or perform on those days. In regards to Saturday competitions, a team member must be in attendance at school for a minimum of a half day on Friday, unless there are extenuating circumstances approved by the coach and administration. Exemption from PE on Friday due to illness or injury could also result in an athlete not being able to participate in a Saturday competition.
5. Occasionally, students will be excused from class to participate in a school activity. Students are required to turn in assignments and collect new assignments from their teachers before their absence. If students do not follow these guidelines, his/her teacher may give zeros for the assignments in question. An alternative method and/or unit of instruction may be provided when appropriate.

Uniforms

1. All uniforms and equipment provided to the student must be returned no later than one week after the last scheduled contest of the season.

2. Lost, stolen, or damaged items are the responsibility of the student and he or she must pay the current replacement cost.

Sport	School Provided	Players Provided
Softball	Uniforms (jersey and pants) Batting Helmets	Glove, bats, batting gloves, cleats, school color socks, facemask
Baseball	Uniform (jersey), Batting Helmets	Glove, bats, batting gloves, cleats, school color socks, batting gloves and pants
Cross Country	Uniform (jersey and shorts)	Warm-ups (school colors)
Basketball	Uniform (jersey and shorts) Practice Jersey	Warm-up shirt, Shoes
Cheer	Uniform (shell and skirt), poms and practice skirt	Socks, briefs, shoes bows and liner
Volleyball	Uniform top	Compression shorts, knee pads
Track	Uniform (jersey and shorts) Sweat tops and bottoms are available.	Can use own sweat top and bottoms (must be school colors), shoes, spikes are optional

3. Each team will offer the option to purchase additional apparel (team shirts, warm-ups, hats, etc.). **Parent Meeting**

1. After the team has been selected, it is mandatory for the coach to have a parent meeting. This meeting should take place within a couple of days after selections have been made. This is a mandatory meeting for parents/guardians. If a parent is unable to attend the meeting, it is their responsibility to contact the coach to obtain the information.

Parent Meeting Agenda

1. Introduction
2. Contact Information
3. Practice and game schedules
4. Excused and unexcused practices
5. Coaching philosophy and style
6. Playing time expectations (see below)
7. Expectations of student
8. Expectations of parent(s)
9. Eligibility

10. Activities Handbook

11. Participation Fee
12. Fees for other equipment or services
13. Procedures for inclement weather
14. Transportation
15. Sign-up with "Remind"
16. Questions from parents

*Playing time will not be equal. In games that become lopsided, efforts will be made to allow participation for all team members.

Practices

1. It is essential to come to all scheduled practices unless there is illness or a family emergency. Every attempt will be made to schedule practices as far in advance as possible. Failure to attend practice may affect playing time during the following contest(s). Athletes are strongly encouraged to attend non-school day practices unless otherwise approved by the coach.

Activity Limitations

1. Baseball/Softball - See IESA limits on pitch count.
2. Girls'/Boys' Basketball
   A. The maximum number of quarters allowed for an individual in basketball for the **regular season** is equivalent to 6 times the number of regular season games (example- 6 x 22 games = 132 quarters). Any part of a quarter is to be considered a full quarter. In an overtime game, the extended time shall be considered an extension of the fourth quarter. Tournaments and State series play will not figure into the season limit.
3. Volleyball
   A. Players will be allowed 4 matches per day. Exceptions will be tournaments and State series play. 4. Practice Limitations
   A. Athletes will be limited to 3 hours of practice per individual sport/activity each day. Exceptions will be made for athletes practicing for separate sports during overlapping seasons.
5. Postseason Limitations
   A. During the postseason, where there is a 7th and 8th grade State series, it will be up to the 7th and 8th grade coaches to communicate if any 6th or 7th team members will be placed on the 8th grade roster. If the 7th grade postseason is still in play, the 7th grade coach must be in agreement with a 6th or 7th grade player(s) participating in an 8th grade postseason game/activity.

Code of Conduct

1. This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from activities while the school is conducting an investigation into the student's conduct.
2. Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.
3. The student shall not:
   A. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
   B. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
   C. Ingest or otherwise use tobacco or nicotine in any form;

D. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;

E. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;

F. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;

G. Act in an unsportsmanlike manner;

H. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;

I. Haze or bully other students;

J. Violate the written rules for the extracurricular or athletic activity;

K. Behave in a manner that is detrimental to the good of the group or school;

L. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or M. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

N. Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

O. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

P. Causing a substantially detrimental effect on the student's or students' physical or mental health; Q. Substantially interfering with the student's or students' academic performance; or

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

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

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process: 1. The student should be advised of the disciplinary infraction with which he or she is being charged. 2. The student shall be entitled to a hearing before an appropriate administrator.

3. The student will be able to respond to any charges leveled against him or her.

4. The student may provide any additional information he or she wishes for the administrator to consider. 5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.

6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

A. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of

the time periods described below:

i. A specified period of time or percentage of events, competitions, or practices;

ii. The remainder of the season or for the next season; or

iii. The remainder of the student's school career.

7. Sanctions for alcohol and other drug violations, including tobacco, nicotine and products composed purely of caffeine in a loose powdered form, will be based on the following:

A. First violation

i. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty may be reduced if the student is enrolled in a drug or alcohol counseling program.

ii. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.

iii. The student may be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

B. Second violation

i. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including 26 suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school approved alcohol or drug counseling program and follow all recommendations from that program.

ii. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.

iii. The student may be required to practice with the group (unless suspended or expelled from school).

C. Third violation

i. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.

ii. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

8. During the final step, the administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent or superintendent's designee.

A. All students remain subject to the School District's student discipline policy and the school's student/parent handbook.

Expectations - We must realize that at the core, coaches and parents have the same goal—to see that each young person has a positive experience and become well-rounded individuals. Together we can best help our athletes reach their potential. All athletic experiences must be viewed in terms of the developmental needs of the middle school. Competition is kept in perspective.

<u>Student/Athlete Expectations/Responsibilities</u>

1. Understand that academics are priority #1.

2. Competition in middle school athletics is a **privilege, not a right**. Accompanying that privilege is the responsibility of the student to conform to standards established by the school teams and instituted by the IESA and Tazwood athletic conference.
3. Be on time to all practices and games.
4. Represent Washington Middle School in a positive manner at all times.
5. Come prepared to be a part of the team.
6. Be respectful of yourself, your teammates, your coaches, your parents, the officials, and the fans. 7. Communicate with the coach if problems or conflicts should arise.
8. Take care of all equipment, uniforms and return them in a timely manner.
9. It is expected that 7th, and 8th grade team members attend/support each other's games.

Expectations of Coaches

The role of the coach/sponsor is to be a teacher and mentor. It is a position of responsibility, trust, and respect. All coaches/sponsors should:

1. Remember that these are impressionable young people who look up to you. For that reason, there is no excuse for coaches using vulgarities, sexual innuendos or abusive language of any kind. What may be intended as humor can be taken quite differently by an athlete. **Blatantly abusive language can be cause for immediate dismissal.**
2. Avoid direct electronic communication with athletes whenever possible. Coaches should not communicate with athletes through social networking sites, text messaging or personal cell phones unless through "Remind".
3. "Remind" should be used by all coaches for communicating with their team. Please see Mr. Goettler for information on using "Remind" if need be.
4. Understand that academics are priority #1.
5. Be alert to your student's academic performances.
6. Provide schedules for practices, tournaments, and games to athletes and parents in a timely manner. Any changes to practice/game schedules should be done at least one week prior.
7. In cases where a coach needs to call off a practice due to extenuating circumstances, then notice should be given no later than 7:50 a.m. This will allow the office to get the message into announcements and players to arrange for transportation. Coaches must also use "Remind" to text parents of the change.
8. Complete pre-season planning well in advance of first official practice (supply request, practice schedule to Athletic Director, etc.).
9. Be on time, and come prepared for all practices and games. Coaches should arrive in time to have doors open for the athletes.
10. Create a positive environment for our team.
11. Communicate with individual athletes as to their role on the team.
12. Clearly communicate all IESA, Conference, and team rules to athletes and parents.
13. Return parent phone calls/emails in a timely manner.
14. All coaches must get permission from the Administration/AD to use district facilities out of season. 15. Help keep equipment rooms organized by putting game/practice equipment in appropriate places when finished. 16. Keep a first aid kit with the team at all times.
17. Withhold judgment about the future talents and potential of their players.
18. Supervision: Games, practices, locker rooms, bus, away competitions
19. A coach must be present from beginning to end; athletes are not permitted to begin practicing without a coach. 20. Coaches cannot leave until all athletes are picked up after games/practices.
21. Professional conduct is expected at practices/games and any time you are representing Washington Middle School. This includes exchanges with players, parents, other coaches/staff, administration, and officials. 22. It is mandatory for all coaches to use "Remind" or the new communication tool that we will be using next year MUST be used by all coaches.
23. Be consistent and fair with implementation of team rules and handling of player conduct. 24. Coach must secure (lock up) the facility prior to leaving.

25. Coach is responsible for upkeep of locker rooms during practices or home/away games. 26. Fall/Spring Sports: No cleats/spikes are allowed to be worn in the school. Athletes should remove cleats/spikes outside so as to not create unnecessary mud and damage to the school facility.

27. For away competitions, coaches are expected to travel via school transportation. On the rare occasion a coach is unable to ride the bus they must make arrangements for supervision (district employee, district coach, etc.) 28. Upon returning from away competitions, please check the bus with the driver to ensure proper condition of the bus (litter, damage, articles of clothing, etc.).

29. Coaches planning on stopping to eat after a competition must communicate these plans to the athletes, parents, and bus driver. When eating on the bus, please first get permission from the driver, and then please remember to bring a trash bag or request one ahead of time so there will be an additional receptacle for trash.
30. As the guardian during competitions, the athletic staff must be able to account for the whereabouts of all students/athletes and insure their safety. Make sure that team members are supervised and that facilities are left in orderly condition when you leave.
31. Coaches should communicate approximate arrival time back at school to help parents with anticipated pick-up. When on the way back from a competition, coaches should remind athletes to call parents when they are within 20 minutes of arriving back to school.
32. For away contests, students are to go home once school is out, and then return to catch the bus to the away competition, unless their coach has made arrangements for direct supervision or the bus is scheduled for immediate departure. For example, please do not allow your student to stay after school to wait for a 4:00 bus unless the coach has given other instructions and will provide supervision.
33. Coaches/Sponsors should not maintain their own separate accounts. All funds collected should be submitted to the main office to be placed into the school activity fund or Athletic Booster account.
34. No payment for expenses should be made directly from the cash or receipts of the activity. Expenses must be paid by check and supported with proper detailed substantiation.

35. All fundraisers/money making activities must run through Athletic Boosters and be approved by the principal by the end of April. The principal will then present the fundraisers/money making activities to the BOE. 36. The Coach/Sponsor is responsible for the collection, safe handling, and submission of funds received. 37. Funds collected should be submitted to the office and locked in the safe. Money should not be taken home, left in drawers or out in the open.

38. Coaches/Sponsors must get approval prior to any purchase made through the district or Athletic Boosters. A purchased order must also be used before making any purchases. Consult with the office if you are unsure of how to get the purchase order number.
39. Coaches who intend to organize a summer camp must have it approved by the principal. All camps must be operated as a school-sponsored activity and comply with all relevant policies and procedures as described in other sections of this handbook or in District policy and procedures.

40. All personnel assisting with the camp would fall under the volunteer coach section of the Activity Handbook. 41. All revenue and expenditures for Summer Camps shall comply with school and district policies. 42. All athletic camps or open gyms should be scheduled so they do not conflict with the annual gym maintenance. Please see the principal or athletic director for when the gym will be available.

Expectations of Athletic Director and Administration

1. The athletic director will organize and oversee schedules, officiating, transportation and facilities. 2. The athletic director and principal will oversee the hiring and performance of coaches. 3. The athletic director and principal may also mediate or settle disputes between players (or their parents) and coaches, when necessary.
4. Assist in supervision at home games
5. Ensure adherence to all district and IESA policies and guidelines.
6. Secure workers for athletic contests
7. Work with the Athletic Boosters in supporting the WMS Athletic Program
8. Provide checklist for coaches
9. Provide feedback to coaches (formal/informal)

Expectations of Parents and Guardians

The attitude of middle school students is often shaped by the attitude of parents. It is important for parents to be positive role models and supporters of their children by doing the following:

1. **Parent Responsibilities**

A. Understand that academics are priority #1.

B. Attend mandatory pre-season meetings to receive information and expectations on the upcoming season. C. Volunteer for sporting events (parents must sign up for at least two volunteer opportunities for each sport their child is involved in).

D. Schedule appointments, and vacations outside of school, tournaments, practice, or game time. E. Encourage your student-athlete to communicate appropriately and respectfully with the coach. F. During home or away competitions, only student-athletes and their team are allowed on the field, in the dug-out, or on the court.

G. Model respect for coaches and officials.

H. Exhibit proper sportsmanship and etiquette during contests.

I. Abide by the decisions of the coach concerning placement, playing time and strategy.

J. Let the coaches coach during competitions. The athletes should be focused on what their coach is communicating to them and to the play on the court.

K. Emotionally support your child in winning and in losing, and help provide proper perspective. L. Be available to provide transportation home from practices and contests.

i. Students need to be picked up no later than 15 minutes after the practice, game, tournament or contest. 1st time – Warning; 2nd time – one game/contest suspension.

Communication You Can Expect from the Coach

1. Philosophy of the coach.
2. Expectation of individual athletes and team.
3. Location, dates, and times of all practices and games.
4. IESA, Conference, and school rules.
5. Modes of transportation.

Communication That Coaches Can Expect from Parents/Guardians

1. Non-confrontational situations.
2. Appropriate concerns can be expressed directly to the coaches outside of practice, games, or the playing field. 3. Specific questions about philosophy or expectations of their child.
4. Notification of any absences prior to practices or games.
5. A phone call to set up an appointment to discuss a concern.

Appropriate to Discuss

1. Treatment of your child (mentally or physically).
2. Ways to help your child improve.
3. Concerns about your child's behavior/academic problems.

Inappropriate to Discuss

1. Playing time
2. Coaching
3. Team strategy
4. Play calling or substitutions
5. Another athlete

Conflict Resolution

1. If a dispute or conflict should arise between an athlete or parent and coach, the following steps should be taken: A. If a student or parent/guardian wishes to discuss a concern with the coach, they must schedule an appointment with the coach. Please do not attempt to confront a coach before, during, or following a contest or practice. These can be busy and emotional times for both the parent and the coach, and this period does not promote objective analysis of the situation.

B. If the athlete or parent does not feel they have achieved a satisfactory resolution, they should contact the Athletic Director. If necessary, the Athletic Director may confer with the Principal.

Concussion Management

1. Concussions and head injuries are among the most commonly reported injuries in children and adolescents who participate in interscholastic sports. District 52 requires the immediate removal from all athletic activities any

student who has sustained, or is believed to have sustained, a mild traumatic brain injury (MTBI) or concussion. 2. Removal must occur based on display of symptoms regardless of whether such injury occurred inside or outside of school. If there is any doubt as to whether the student has sustained a concussion, it shall be presumed that the student has been injured until proven otherwise. The coach must notify the Athletic Director and student's parents or guardians immediately.

3. In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return.
4. The standards for return to athletic activity will also apply to injuries that occur outside of school. Coaches must follow any directives issued by the student's treating physician with regard to limitations and restrictions on play for the student.

Transportation

1. Washington Middle School will provide transportation to all competitions. Athletes are expected to travel via school transportation. It is expected that our student/athletes will conduct themselves appropriately while on bus transportation. In the event that there are extenuating personal circumstances, a parent may take responsibility for the transportation of their child. Written notice to the coach requesting the exception must be provided in advance. Prior to leaving a competition, a parent/guardian must sign their child out on the sign-out sheet provided by the coach. Under special circumstances, transportation with those other than parents could be allowed with the written or verbal consent of the parent(s).

Discipline

1. All students are expected to set a positive example in the classroom and on the field or court. We require respect, cooperation, positive attitude, participation, and responsibility from all of our students.

Extracurricular Participation is a Privilege

1. Any student who receives a suspension (in or out) will be suspended from the next competition. 2. If the attitude and conduct of the student becomes a detriment to the program, the student will be subjected to corrective disciplinary action pending conference with Administration.

Student Consequences and/or Dismissal from Athletics

1. A student receiving (1) **one** infraction for reasons such as those listed below will be subject to a conference with the sponsor and the parent/guardian will be notified.
2. A student receiving (2**) two** infractions for reasons such as those listed below will be subject to one game/contest suspension.
3. A student receiving (3**) three** infractions for reasons such as those listed below will be subject to dismissal from the team.
4. Severity of infraction could lead to immediate dismissal.

Infractions

1. *Parents will be notified of each strike the student receives.*

A. Unexcused absences

B. Improper attitude
C. Failure to fully participate when capable.
D. Failure to cooperate
E. Any other action(s) that are addressed in the student handbook.