



West Prairie Middle School Handbook

Grades 5 - 8

Dear Parents:

On behalf of the faculty and staff at West Prairie Middle School, I welcome you to a new school year! We are enthusiastically waiting to again take part in educating the youth of this district. We are very proud of our school, the district and the many accomplishments realized by the students we serve.

Education is our main concern. Teamwork is the key to a successful school. It is important that the student, parents and the staff work together to create an environment where everyone can be as successful as possible. We are proud of our school, faculty, students, family members, and community. We urge parents to support the school, teachers, and programs. Positive attitudes by all of us make a large difference.

One of the first steps we can take is to become familiar with the contents of this handbook. Please take some time to become familiar with the procedures and information outlined in this document. Hopefully, many of your questions will be answered and new information about the middle school learned. Not every aspect of the educational system could be included, so feel free to contact the school with any additional questions you might have.

I look forward to visiting with you during the year and working with your child(ren). With your support we can improve the building, programs and most importantly the level of your child's education. Please contact me if I can be any assistance to you.

Sincerely,

Eunice Lutz
Principal

West Prairie CUSD #103
2009-2010
SCHOOL CALENDAR

Aug 5 & 6	Student Registration in principals' office
Aug 17	Teacher Institute - NO SCHOOL
Aug 18	Teacher Institute - NO SCHOOL
Aug 19	First student attendance day
Sept 4	School Improvement Day - Dismissal Time: Elem. North 12:35 Elem. South - 12:30 M.S. 12:25 High S. 12:45
Sept 7	Labor Day - NO SCHOOL
Sept 18	First Quarter Midterm
Oct 12	Columbus Day - NO SCHOOL
Oct 16	End of First Quarter
Oct 23	Full Day Parent-Teacher Conferences - NO SCHOOL
Nov 11	Veterans Day
Nov 13	School Improvement Day - Dismissal Time Elem. North 12:35 Elem. South - 12:30 M.S. 12:25 High S. 12:45 Second Quarter Midterm
Nov 25-27	Thanksgiving Vacation - NO SCHOOL
Dec 22	End of Second Quarter
Dec 23-Jan 1	Christmas Vacation-NO SCHOOL
Jan 4, 2009	School resumes
Jan 18	Martin Luther King's Birthday - NO SCHOOL
Feb 5	Third Quarter Midterm
Feb 15	Presidents Day - NO SCHOOL
Feb 19	School Improvement Day - Dismissal Time Elem. North 12:35 Elem. South - 12:30 M.S. 12:25 High S. 12:45
Mar 12	End of Third Quarter
Mar 19	Full Day Parent-Teacher Conferences - NO SCHOOL
April 1-5	Spring Break - NO SCHOOL
April 16	School Improvement Day - Dismissal Time Elem. North 12:35 Elem. South - 12:30 M.S. 12:25 High S. 12:45 Fourth Quarter Midterm
May 19	Teacher Institute - NO SCHOOL
May 27	End of Fourth Quarter (if all snow days are used)
May 27	Last student attendance day (Earlier if all 7 emergency days are not used.)

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Section I-General Information

Advisory Committee for 2008 – 2009

Scott Sullivan
Arthur Remington
Doug Fisher
Jennifer Bowman
Robyn Payne
Jamie Broadhead

Mission Statement

West Prairie Schools strive to provide a quality education to all students. Working cooperatively with parents and community, the schools will provide the educational and social opportunities for students to develop their full capabilities and contribute to the betterment of society. We believe that students should graduate prepared to seek jobs, enter careers, pursue additional education, assume the adult responsibilities of American citizenship and be lifetime learners.

Preamble

Welcome to West Prairie Middle School, the home of the Cyclones. This handbook is provided to acquaint you and your family with West Prairie's basic organization and operation. Both you and your parents are encouraged to read this handbook with care. It will serve as an important guide during your stay at our school. Pay attention to the section on attendance, discipline, and extracurricular activities. If you have any questions regarding this information, please contact your teachers, counselor, or principal for an explanation.

Disclaimer

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and code of conduct.

Membership or participation in a school-sanctioned activity is a privilege and not a property right.

The school principal may establish other written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

Admissions Requirements to West Prairie Middle School

1. Students must have successfully completed the fourth grade or the equivalent to be admitted to the Middle School.
2. A student transferring from another district must also have the previous accredited school send West Prairie Middle School a Student in Good Standing Form, a complete transcript of credits, physical, and dental examination records, a current immunization record, and if applicable their current 504 Plan or IEP with all special education files.
3. Students transferring from out of state must furnish proof of current school physical and immunizations in addition to records named in #2 above.
4. A copy of the student's birth certificate is also required for admission.

5. Resident students are those who live with their parent(s) or legal guardian(s) in School District #103.
6. Nonresident students wishing to attend West Prairie Middle School must receive administrative approval. They must pay a tuition fee based on the student per capita cost of the preceding year.

Assignment When Enrolling Full-Time in a District School

Any student seeking admission should request his or her former school to send grades and permanent records as soon as practical.

Grade placement by, and academic credits earned at, a public school will be based upon the records received from the transferring school. The Principal or designee may accept or reject the transferring school’s recommendation.

Grade placement by, and academic credits earned in a non-public school (including home schooling) will be recognized if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or if outside Illinois, from the state agency governing education or the North Central Association which accredits the school.

For a student who enrolls in the District after receiving instruction in a nonpublic program other than one accredited by the Illinois State Board of Education or a state agency governing education, the following will apply:

If *placement is an issue*, the school psychologist or counselor will administer a test designed for this purpose. The student will be placed at the grade level determined by this test.

Affiliations of West Prairie Middle School

- a. West Prairie Middle School is accredited by the Illinois State Department of Education
- b. West Prairie Middle School is a member of the Illinois Elementary School Association.
- c. West Prairie Middle School is a member of the Sand Valley Conference.

School Colors.....Navy Blue and Silver
 Team Name.....Cyclones

Asbestos Management

In compliance with the 1986 federal AHERA law, we are hereby notifying all interested parties of the location of the district’s asbestos management plans. Every school building has a copy in the office that can be viewed with a prior notice. Location of asbestos containing building materials, and assumed asbestos containing building materials, will be listed by building in the management plan. All district management plans are also on file at the administration office.

Discrimination

Equal educational opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status.

A student, parent, or guardian who feels that they have been a victim of discrimination may file a grievance with any of the building principals as soon as possible. A student or parent/guardian may appeal the resolution of the grievance to the Board of Education, Regional Superintendent of Schools, and State Superintendent of Education.

Due Process Procedure

You have the right to review decisions, including suspension, made by the principal. The district superintendent should be contacted to request a review.

To request a review of the superintendent's decision, you must request a hearing. A hearing will be held before the Board of Education at which time you may appear and present.

This hearing may be held with you in closed session pursuant to the provisions of the School Code of Illinois governing student discipline. At the hearing you may offer evidence, present witnesses, pose questions of witnesses, and present any information that may be relevant. An attorney may accompany you at your expense if you wish.

In order to schedule a hearing, please contact the unit office at the following address: 204 S. Hun Street, Colchester, Illinois 62326.

Emergency Dismissal

The decision not to hold school rests with the administrator. In the event that school should be called off due to bad weather or any other emergency, the decision will be broadcast over the TV stations of WGEM and KHQA and the Macomb radio stations: WJEQ, WIUM, and WKAI as soon as possible. Please do not call the school. Listen to the radio or television and keep the school phone lines available for us to make early dismissal arrangements.

Homeless Liaison

The homeless liaison for West Prairie CUSD #103 is Eunice Lutz. He may be contacted at 600 South Hun, Colchester, IL 62326 or at 309-776-3220

Medication Policy

Administering Medicine to Students

I. GENERAL RULE REGARDING MEDICATIONS

1. In accordance with the Illinois School Code, it is the policy of this West Prairie Community Unit School District that medication should not be administered to a student at school or when such student is involved in school activities, except when absolutely necessary for the critical health and well being of the student. Section 10-22.21 (b) of the Illinois School Code provides in part:

It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. Under no circumstances shall teachers or other non-administrative school employees, except school nurses, be required to administer medication to students.

Except for self-administration of asthma medication as provided below, in order to provide for the well-being of students, under exceptional circumstances, medication may be administered during school hours by an administrator or designated employee who volunteers to do so, at the written request of the parent or guardian and under the written orders of a physician.

2. The Superintendent (or his authorized designee for each attendance center) shall have sole authority for approving or denying the request. No request shall be denied if the effect would be to affect adversely the critical health and well being of a student. If a request is approved, school officials may require periodic renewal of the physician's orders and, in any case, may terminate administering such medication whenever it is clear that the critical health and well-being of the student will not be adversely affected.
3. The parent or guardian requesting that medication be administered to a student (except asthma medication) shall complete Part A of the attached form, and have Part B completed by the physician prescribing the medication. The completed form is to be returned to the student's building principal. The building principal shall have the responsibility to promptly return a copy of the form to the parent, indicating whether the request has been approved or not approved by the superintendent or his designee.
4. Except as provided in part II below regarding asthma medications, to protect the safety of students taking prescribed medications, other students, and to prevent theft or loss of medications, students shall not possess prescribed or over-the-counter medications of any kind (including aspirin or aspirin substitutes such as Tylenol) in any school buildings during the school day. Due to the possibility of adverse reactions and possible interactions with other medications, no district personnel shall administer, supply, offer or deliver to any student any medication of any kind, including over-the-counter medications, unless the parent has authorized the taking of such medication of any kind, including over-the-counter medications the physician has ordered that it is absolutely necessary for the critical health and well-being of the student that medication be taken at school, and that the superintendent or his designee has approved the same.
5. So as to prevent over or under medication, and to prevent illegal drugs from being carried in school under the guise of a properly prescribed medication, each student having or possessing any prescribed medication, except asthma medication which the student is permitted to possess in accordance with part II below, shall, as soon as possible after entry into any school building, immediately deliver the medication to the building principal who shall retain the medication during the school day, and return the same to the students at the end of the school day, and instruct the student not to again bring the medication to school except in compliance with the procedure for parental consent and physician's order.

ASTHMA/ EPI-PEN MEDICATIONS

1. As an exception to the general rule, pursuant to School Code Section 10-22.30, and only if the parents or guardians meet the conditions of sections 3 and 5 of this Asthma/Epi-pen Medications policy, a student may possess an asthma medication for self-administration during the times and places specified in section 6 if prescribed by:

- a. A physician licensed to practice medicine in all its branches; or
 - b. A physician assistant who has been delegated the authority to prescribe asthma medications by his or her supervising physician; or
 - c. An advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that delegates the authority to prescribe asthma medications.
2. The asthma/epi-pen medication must pertain to the student's asthma/allergy, and have an individual prescription label.
 3. "Self-administration" means a student's discretionary use of his or her prescribed asthma/epi-pen medication.
 4. In order for the student to be permitted the use of asthma/epi-pen medication, the parents or guardians of the student shall annually:
 - a. Provide written authorization for the self-administration of medication; and
 - b. Provide a written statement from the pupil's physician, physician's assistant, or advanced practice registered nurse containing the following information:

(1) The name and purpose of the medication; (2) the prescribed dosage; and (3) the time or times which or the special circumstances under which the medication is to be administered:

This information shall be provided by the prescribing health care professional on Part E located at back of manual. The information provided shall be kept on file in the office of the school nurse or, in the absence of a school nurse, the building principal.
 - c. Sign a statement acknowledging that this school district is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the pupil; and
 - d. Indemnify and hold harmless the school district and its employees and agents against any claims, except claim based on willful and wanton conduct, arising out of the self-administration of medication by the pupil
 5. The Superintendent or designee shall inform the parents or guardians of the pupil, in writing, that the school district and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the pupil, utilizing the form Part D located in the back of the manual.
 6. The parents' or guardians' permission for self-administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements of this policy regarding Asthma/Epi-pen Medications.

Provided that the requirements of this Section are fulfilled, a pupil with asthma/allergy may possess and use his or her medication

- a. While in school;
- b. While at a school-sponsored activity;

- c. While under the supervision of school personnel; or
- d. Before or after normal school activities, such as while in before school or after-school care on school-operated property.

Pesticide Application Notice

West Prairie School District #103 practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides.

This school district is establishing a registry of people who wish to be notified prior to pesticide applications. To be included in this registry, please complete a form and submit it to Scott Sullivan, Principal at the West Prairie Middle School.

Records: Immunization Records and Physical Examinations

Physical examinations for pupils as prescribed by the Department of Public Health shall be required of all pupils in the public, private, and parochial elementary and secondary schools, as hereinafter provided:

1. Immediately prior to or upon their entrance into pre-school, kindergarten, or the first grade;
2. Upon entrance into sixth grade;
3. Upon entrance into the ninth grade;
4. Irrespective of grade, immediately prior to or upon entrance into any public, private or parochial school if that pupil has not previously been examined in accordance with this section, he/she must have a school physical prior to or upon entrance into another public, private or parochial school in Illinois'.
5. Additional health examinations of pupils may be required when deemed necessary by school authorities.
6. All public school children in kindergarten, 2nd grade, and 6th grade shall have a dental exam before May 15 of each year

In addition to the physical examination, every child first entering any public, private, or parochial school in this state, except as hereinafter provided, shall be immunized against:

1. Measles
2. Rubella
3. Tetanus
4. Diphtheria
5. Poliomyelitis
6. Pertussis
7. Hepatitis B

Further, the Department of Public Health may require immunizations or booster immunizations against any one or more of these diseases for pupils entering the fifth and ninth grades. For further details of the physical examination and immunization requirements of the State, see

Section 27-8 of the Illinois School Code.

A record of such examination from another school system will be accepted. **STUDENTS WILL NOT BE ALLOWED ATTENDANCE AT SCHOOL WHEN THEY REGISTER UNTIL A REPORT OF SUCH EXAMINATION IS PRESENTED OR UNTIL AN APPEAL IS FILED.**

In the case of new residents in the community, two months will be allowed to secure the examination. The examination shall include verification that the child has had the immunizations required by law before entrance into school.

Parents of children of whom examination will be required will receive a copy of this policy by the end of the school year (June 1) preceding the obligatory examination year.

Parents who feel that they cannot comply with this policy should follow the proper channels of communication and notify the building principal. Appeals on constitutional grounds should be directed in writing to the Board of Education.

Records: Student Records

West Prairie Middle School collects and maintains records on each student in order to facilitate the instruction, guidance, and educational progress of each student. The records contain information about the student and his/her education and are categorized as either student permanent or temporary records. Each student's permanent record includes: student's name, parents' names and addresses, birthplace, birth date, sex, academic transcript including grades, graduation date, grade level achieved, attendance record, health record, scores on Illinois Standards Achievement Test (ISAT) and standardized tests.

The student's temporary record consists of all information not required to be in the student permanent record including: family background information; achievement test scores; aptitude test scores; reports of psychological evaluation including information obtained on intelligence, personality and academic information obtained through test administration, observation or interviews; special education files including the report of the multi-disciplinary staffing; all other records related to special education placement hearings or appeals; and other verified information of clear relevance to the education of the student. Temporary records will be held for sixty (60) days after a student is withdrawn from school. After that time temporary records may be destroyed. If the parent/guardian is interested in having any of these records, he/she should contact the office.

Parents have the right to:

1. Inspect and copy any and all information contained in the student record. The said inspection is to be completed in the presence of the custodian of records or his/her designee.
2. Receive copies of any and all information contained in the student record.
3. Challenge the accuracy, relevance or propriety of any entry in the school student records, exclusive of academic grades of their child, by notifying the Principal or records custodian of an objection to specific information contained in the record.

Local, State, and Federal educational officials have access to student records for educational and

administrative purposes without parental consent, as do juvenile authorities when necessary for the discharge of their official duties. Student records shall also be released without parents' consent pursuant to court order or subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require an informal written consent of the parent or eligible student, eligible student being defined as one having attained the age of 18 or having been emancipated through marriage. The following is designated as public or directory information and shall be released to the general public, unless the parents' request in writing that any or all such information not be released-student's name and address; grade level, birth date and birthplace; parents' names and addresses; honors and awards; information on participation in school sponsored activities and athletics, and period of attendance in the school.

School Year

One hundred and eighty-five days of school including certain days specified for teachers' institute, in-service meeting, and holidays distributed over nine full calendar months are required by law. Except for the first and last day of school, no school day may be less than five clock hours and still be counted as a day of school.

Sex Equity

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. A student, parent or guardian may file a sex equity complaint by contacting their building principal or the District Nondiscrimination Coordinator:

Dr. Jonathan Heerboth
204 S. Hun Street
Colchester, Illinois 62326
309-776-3180

or one of the complaint managers: any building principal.

Students Rights and Responsibilities

The rights of students must be continuously respected and protected. However, our high courts have held that students' rights of expression cannot be exercised to disrupt the normal operation of the school, nor does the exercise of the rights of expression permit interference with the lawful right of others. Acts which disrupt the operation of the school, classroom, or which are disruptive to other student activity will not be permitted. No student or group of students may impede another's freedom to properly utilize school facilities and programs or in any way impede educational or school sponsored, supervised, or sanctioned activities.

Vision and Hearing Screening

Vision and hearing screening tests shall be conducted in accordance with the present rules of the Department of Public Health which include all newly enrolled students, special education students, preschool, pre-k, kindergarten, 1st, 2nd, 3rd, 5th, 7th, 9th, and 11th grade students.

Effective January 1, 2004, schools that conduct vision screenings are now required to inform you

the school vision screening is NOT A SUBSTITUTE for a complete eye and vision evaluation by an eye doctor. Also, children are NOT required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Uniform Grievance Procedure

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute, or Board policy, or have a complaint regarding:

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

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

1. Filing a complaint

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

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 business days of the date the complaint was filed, the Complaint Manager shall

file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decisions and Appeal

Within 5 business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class as well as the Complaint Manager. Within 5 business days after receiving the Superintendent's decision the Complainant may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 10 business days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing. The failure to strictly follow the time lines in this grievance procedure shall not prejudice any party.

Section II—Academic Information

Promotion Requirements

To be considered eligible for promotion, West Prairie Middle School students must meet the following requirements:

Fifth, Sixth, and Seventh Grade: Satisfactory completion (a grade of 70% or higher) of all courses offered. A student who fails a course may be considered for promotion based on grades received in other courses. If a student fails a course, they may be required to attend summer school in our district if offered or in another district at parent expense. In addition, no student may fail the same discipline two years in a row.

Eighth Grade: Satisfactory completion (a grade of 70% or higher) of all courses offered. A student who fails a course may be considered for promotion based on grades received in other courses. If a student fails a course, they may be required to attend summer school in our district if offered or in another district at parent expense. In addition, no student may fail the same discipline two years in a row. The School Code of Illinois requires all Middle School students must pass the following: Constitution of the United States of America, Constitution of the State of Illinois, and a semester of Health class. Students in special education and students who have been retained in a grade will be individually evaluated for promotion.

Teachers and the principal will work with the student and parents if failing grades are earned through successive grading periods. Various options will be used to improve student achievement. The administration will determine the form of remedial assistance for a student who is not promoted. No student shall be promoted based upon age or any other social reason not related to academic performance.

Grading Scale, Letter Grade System, and Honor Points

The Middle School is in the process of converting from an 11.0 scale to a 4.0 scale. This process will be phased in over the next three years. Any student who has already attended our building will continue on the 11.0 scale until promotion. If it is necessary to send a transcript to another institution, the counselor will manually calculate the student's GPA on the 4.0 scale so that both GPAs will be listed on the transcript. The incoming 2009-2010 5th Grade Students and the 2009-2010 6th Grade students will use the 4.0 scale each year.

For the classes of 2015 (7th grade) and 2014 (8th grade); computation for the grade point average will be on an 11.0 scale as follows:

<u>Percentage</u>	<u>Grade</u>	<u>Honor Points</u>
95—100	A	11
93—94	A-	10
91—92	B+	9
88—90	B	8
85—87	B-	7
83—84	C+	6

80—82	C	5
77—79	C-	4
75—76	D+	3
72—74	D	2
70—71	D-	1
0—69	F	0

For the class of 2016 (6th grade) and the class of 2017 (5th grade); computation for the grade point average will be on a 4.0 scale as follows:

<u>Percentage</u>	<u>Grade</u>	<u>Honor Points</u>
95—100	A	4
93—94	A-	3.666
91—92	B+	3.333
88—90	B	3
85—87	B-	2.666
83—84	C+	2.333
80—82	C	2
77—79	C-	1.666
75—76	D+	1.333
72—74	D	1
70—71	D-	0.666
0—69	F	0

Honor Roll

For the classes of 2015 (7th grade), and 2014 (8th grade), West Prairie’s Honor Roll is calculated at the close of each grading period. The following categories are used:

High Honors	10.0-11.0 with no grade below a C 80%
Honors	9.0-9.9 with no grade below a C 80%
Merit Honors	8.0-8.9 with no grade below a C 80%

For the class of 2017 (5th grade) and 2016 (6th grade), West Prairie’s Honor Roll is calculated at the close of each grading period. The following categories are used:

High Honors	3.666—4.0 with no grade below a C 80%
Honors	3.333—3.665 with no grade below a C 80%
Merit Honors	3.0—3.332 with no grade below a C 80%

An explanation of how a grade point average and class rank is figured is available in the Guidance Office at the Middle School.

Semester Grades

A standardized method for calculating semester grades will be used by all teachers at the Middle School. Middle School Teachers will use the percentage average for the two-quarter grades to determine the semester grade. The 7th grade semester test will count as 5% of the semester

grade, and the 8th grade semester test will count as 10% of the semester grade. The two semester percentages will be used to determine promotion.

Participation in Extracurricular Activities

In order to be eligible to participate in any **school sponsored or school supported athletic or extracurricular activity; Volleyball, Basketball, Baseball, Softball, Track, Scholastic Bowl, Student Council, FFA, Band, Choir, and Garden Club**, a student must maintain a passing grade in each course. Teachers will turn in weekly lists of those students who are failing courses. Any student who is failing will be ineligible for the following week. The week of ineligibility will start on Sunday and run through the following Saturday. The Middle School has a no pass, no play policy. If a student does not pass the first semester, he/she is not eligible to participate in any extracurricular activities for the second semester. If a student fails the second semester, he/she will not be able to participate the following semester of the next school year.

Incomplete Grades

Students who receive an incomplete on their report cards must make up their work within two weeks or the incomplete **work will become a “0” credit and the grade will be averaged and placed on the report card.**

Homework Policy

All students should realize that homework is a serious part of becoming a good student. Students are expected to complete all homework assignments in a timely manner and to the best of their ability.

Each team will set criteria for missing assignments which may include after-school homework study hall, detentions, or reduction in grade, etc. At the team’s discretion, missed homework assignments in any class in any nine-week period will result in the parents being contacted by the principal or **student** to let the parent know a detention has been issued for the missed work. See the detention schedule on page 23.

It is the responsibility of the students to complete all late homework assignments. At the end of the detention completed work will be handed in to the detention supervisor who will give it to the classroom teacher. If a student chooses not to make up work, he will receive a grade of zero (0) on the assignment.

Homework is defined as out-of-class tasks assigned to students as an extension or elaboration of classroom work. Homework consists of activities designated by the teacher to be done outside the regular classroom in order to further the educational pursuits of the curriculum. Homework as referred to in this guideline refers to tasks that are considered appropriate to be assigned to students to be completed in study hall or at home. The completion of work that students have neglected to do during regular school setting will add time to the expected homework time.

Purpose of Homework:

- Reinforce skills introduced in the classroom
- Achieve mastery of basic learning
- Promote independent in-depth study of chosen topics

- Provide opportunities for broad enrichment activities
- Promote organization and time management skills

Students are expected to turn in all assignments to prove mastery of knowledge.

Summary:

It is the goal of the Middle School Homework Guideline to encourage students to extend the learning environment from the classroom into their homes. It is the purpose to unite with parents in sharing some of the topics that are being discussed and learned in the classroom. This effort by students and their families contribute to the raising of expectations for the performance of the individual students and the entire school system.

A Checklist for helping your child with homework

Make sure your child has:

- A quiet place to study
- A regular time each day for doing homework
- Basic supplies, such as paper, pencils, pens, markers, and ruler
- Aids to good organization, such as an assignment book, book bag, and folders

Questions to ask your Child:

- May I see your assignment book (check to see if all areas are filled in – including comments from teachers)?
- Is the assignment clear?
- When is it due? Do you need special resources (trip to the library or access to a computer)?
- Do you need special supplies (graph paper or poster board)?
- Have you started today's assignment? Finished it?
- Is it a long-term assignment (term paper or science project)?
- For a major project, would it help to write out the steps?

Other Ways to Help:

- Look over your child's homework, but do not do the work
- Meet the teachers early in the year and find out about homework guidelines
- Review teacher comments on homework that has been returned and discuss it with your child
- Contact the teacher if there is a problem or need you cannot resolve
- Congratulate your child on a job well done

Awards: Academic and Athletic

The Board of Education has approved the awarding of academic letters for those students maintain (8.0 grade point average on the 11.0 scale) and a (3.0 on the 4.0 scale) during the first three quarters of the academic year in grades 5-12. Students who maintain an 8.0 GPA on the 11.0 scale or a 3.0 on the 4.0 scale will receive a letter plus a Lamp of Knowledge. If the student maintains this average in successive years, they will receive a bar.

An annual Awards Assembly is held near the end of the school year for academic and athletic awards.

Athletes will be able to earn a Letter or Pin for their sport participation. This letter will be

earned by the guidelines set by the coach. Academic awards will be earned by grade points only.

**President's Award for Educational Excellence
President's Award for Educational Achievement
West Prairie Academic Pride
and West Prairie Educational Recognition**

The President's Education Awards Program, sponsored by the U.S. Department of Education, in partnership with the National Association of Elementary School Principals and the National Association of Secondary School Principals, was developed to help principals recognize and honor those students who have achieved high academic goals by their hard work and dedication to learning.

Eighth grade students are eligible for one of two honors: the President's Award for Educational Excellence or the President's Award for Educational Achievement. For each award, students receive a certificate signed by the President, the U.S. Secretary of Education and the school Principal. Optional label pins may also be awarded. There is no limit to the number of awards that can be given provided students meet the criteria stated below.

President's Award for Educational Excellence (8th Graders) - West Prairie Academic Pride (5-7 Graders):

- A. Student must have earned a cumulative grade point average of 90 on a 100 point scale. To compute a student's cumulative numeric point average, only the middle school years will be included, through the fall semester of the student's grade.
 - 5th grade students will be computed on one semester of grades
 - 6th grade students will be computed on three semesters of grades
 - 7th grade students will be computed on five semesters of grades
 - 8th grade students will be computed on seven semesters of grades
- B. Student must have received a total math or total reading score at or above the 85 percentile on the Stanford Achievement Test, or whatever achievement test is given at the Middle School. In the event that an achievement test is not given then the student's score received on the ISAT test in reading or math must be at the "exceeds" level.

President's Award for Educational Achievement (8th Graders) – West Prairie Educational Recognition (5-7 Graders):

This award is not intended to be used or seen as a second tier award, for it recognizes a very different type of academic achievement. It is meant to encourage and reward students who work hard and give their best effort in school, often in the face of special obstacles to their learning. To receive this award a student would not be eligible for the President's Award of Educational Excellence or the West Prairie Academic Pride but would:

A. Show tremendous growth but not meet the criteria for the President's Award for Educational Excellence. A student would need to increase their cumulative GPA by one percent over the previous year's cumulative numeric GPA.

Or

B. Demonstrate unusual commitment to learning in academics despite various obstacles. If a student has experienced prolonged illness, a family crisis, or a personal crisis; the student would need to maintain all grades at a 77 percent (C-) or better for the first three quarters of the year.

Or

C. Achieve high scores or show outstanding growth, improved commitment or intellectual development in particular subjects, such as English, math, science or social science. The student would receive a grade of 93 percent each of the first three quarters in any two of the above classes or receive an outstanding rating at a regional, county, state or conference competition e.g. a science fair, county spelling bee, etc.

Or

D. Demonstrate achievement in the arts, such as music or visual arts. The student would receive regional or state recognition in either of the above mentioned areas. The awarding of a Division I in a Solo/ Ensemble Contest or First rating at a local, regional, state, conference art show.

Section III—Attendance Information

Attendance

The School Law of Illinois does not provide for any legal way for a student to be absent from school except as prescribed by the local Board of Education.

Regular school attendance is one of the most important factors determining success or failure in school and is the responsibility of the individual student and his/her parents or guardians. Poor attendance results in lower grades, disinterest in school, and ultimately in failure or dropping out of school. Teachers are always willing to assist students who must miss school for some legitimate reason. On the other hand, teachers cannot be expected to devote extra time and effort to help those students who have missed school for some unnecessary reason. Records of students' attendance are recorded each year on their permanent records.

Attendance Full Day

To receive credit for a full day of school, a student must be in attendance for a minimum of 300 minutes of classroom instruction. Passing times and lunch period do not count. It takes 6 and 2/3 academic periods to make 300 minutes.

Attendance Half Day

To receive credit for a half day of school, a student must be in attendance for a minimum of 150 minutes of classroom instruction. Passing times and lunch period do not count. It takes 3 and 1/3 academic periods to make 150 minutes. In both cases, study halls count for attendance purposes.

Reporting Absences to the School

On the day of the absence, parents/guardians may call 776-3220 to inform the school of the reason for the absence. The school has an answering machine so that calls may be made prior to the start of the school day for the convenience of parents. Each day of the absence must be confirmed by the parent/guardian before the student returns to school. Additionally, we will call home to verify the absence of any middle school student that has not been called in by 10:00 am. Unverified absences shall be declared unexcused. If an illness appears to be lengthy in nature, we request that you keep us informed so we can have assignments sent home.

When parent/guardian does not have access to a telephone, the parent/guardian shall send a written excuse, signed by parent/guardian, to the Principal. The written excuse must state the date of the absence, time of school day missed, and specific reason for the absence. If a student returns to school without a written excuse, he/she will be given an unexcused absence. He/She will not be allowed to make up assignments until an excused reason is presented to the office. A grace period of one day will be allotted for those who forget their notes. After the "grace period," the absence will be unexcused.

Request for Homework Assignments

It is preferred that make up work be requested through the office after 2 subsequent days of illness by 10:00 a.m. of the day to be picked up. **Parents: You may, if you wish, call to request**

homework on the first day absent. If you call and request homework on the first day, please make sure that it is picked up. Homework will be available in the office anytime after 3:15.

Make-up Work

Upon return to school after being absent, the student is responsible for contacting each teacher to obtain missed assignments. After the first day of absence for illness or other excused reason, a student will have two days to make up the work missed. He/she will have an additional day for each successive day of excused absence. An exception to this is those students who arrive to school before noon or who miss only a short portion of the day. Those students should see the teachers of the classes they have missed, get their assignments and be prepared for the next day. Incomplete grades must be completed within the first two weeks of the next quarter or the incomplete work will be given O credit and the quarter grade will be averaged and added to the report card. Incompletes cannot be given for the 4th quarter as all grades must be given by the last day of school.

Student absences falling on the day of a scheduled test or due date of an advanced assignment shall be treated in the following manner: (1) the test will be taken by the student the first day he/she returns to school, (2) advance assignments are due the day the student returns to school.

The exception to these rules regarding make up work is an absence due to being on a field trip or extracurricular activity. Students who miss classes for these reasons are expected to obtain their assignments before leaving school and to be prepared for class on the day of their return to school.

Extenuating circumstances may be considered to extend this attendance policy if presented to the Administration by parents.

Absences: Excused

Absences from school for one of the following reasons will be excused absences:

1. Personal illness - Students who miss ten or more days per year for personal illness will be required to present a doctor's note in order to be excused.
2. Critical illness or death in the immediate family
3. School related activities (must be authorized)
4. Medical and dental appointments if no other time could be found to schedule them. An appointment card or note from parent is required upon return to school.
5. Religious holidays

Absences: Prearranged

There are those occasions when it will be necessary for students to be absent from school for special reasons. These will be limited to five (5) days per year and will be added to the total absences that a student accumulates. If the student knows that he/she will be absent, the student should obtain a pre-planned absence form from the office.

If a student wants to obtain his/her assignments in advance of this absence, a pre-planned absence form must be taken by the student to each of his/her teachers at least five (5) school days in advance of the day(s) that the student will be out of school. The required work is to be turned

in to the teacher upon the student's return to school. **If five (5) school days notice is not given, teachers may refuse to give advance assignments. Any work not completed will receive “0” credit.**

Examples of pre-arranged absences:

- Family vacations, trips, weddings
- Home emergencies
- Attending a funeral

It is possible, under extenuating circumstances, to make application to the Principal to be granted additional pre-arranged absence days.

Absences: Unexcused

An unexcused absence is an invalid or unauthorized (by parent and/or school) absence from school. **IF THE ABSENCE IS UNEXCUSED, MAKE UP WORK FOR CREDIT WILL NOT BE ALLOWED.**

Examples of unexcused absences are:

1. Deer Hunting
2. Hair appointment
3. Missing the bus
4. Non-participants going to athletic events
5. Oversleeping
6. Being sent home to change clothes or to get materials
7. Social meetings
8. Skipping school
9. Truancy
10. Suspension (See pages 29 and 30 for suspension procedures)

Students out of school for illness are expected to be at home. If a telephone call fails to contact a student at home, it will be assumed that the student is not sick enough to be out of school, and an unexcused absence will be given unless a satisfactory explanation is presented.

Truant Defined

A child who is subject to compulsory school attendance, and who is absent without valid cause from such attendance for a school day or portion thereof, is truant.

Chronic or Habitual Truant Defined

A child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for ten per cent or more of the previous 180 regular attendance days is a chronic truant.

Supportive services available to a student who is experiencing an attendance problem shall include but not be limited to:

1. Student/counselor conference
2. Phone calls and letters to parents (letter to be certified mail)

3. Parent/principal or parent/teacher conferences
4. Review of class schedule
5. Consideration of alternative placements
6. Home visits
7. Referral to local social services

Truancy Procedures

1. For the first offense of truancy, the student will be assigned a Saturday morning detention. Parents will be notified.
2. For the second offense of truancy, the student will be assigned one day Temporary Classroom Removal and be referred to the REACH Team. Parents will be notified.
3. Students may receive a Temporary Classroom Removal for each successive incidence of truancy. Parents will be notified.
4. After 5 truancies a report will be sent to the County Truancy Officer.

Tardy

A. Tardy to School

When a student is tardy to first hour he or she will receive a minimum of a 30-minute detention that will be served after school on the subsequent day the student is tardy. If the student is tardy more than 30 minutes, the detention will be served on subsequent afternoons until the time is made up.

B. Tardy to Class

When the bell rings for the beginning of any class period, all students should be in their classrooms. Students tardy to class must present a pass from the office or from the faculty member in whose class they were detained. If the student is late to school in the morning, the main office must complete the pass. Tardies are cumulative over a semester. Penalties for excessive tardies are as follows:

Penalties for tardiness to classes are detentions. After the third tardy reported to the office from any teacher/all sources, a detention will be written to the student by the office. A fourth detention will result in an additional detention, as will subsequent offenses. The detention schedule is on page 23.

Illness during the School Day

If a student becomes ill during the course of the school day, he/she is to go to the office to call home or his/her emergency number to receive permission to go home. After receiving permission to go home, students should sign out. Students leaving school before 2:50 p.m. and not following proper procedures will be given an unexcused absence for the classes they miss. Any student who is reported absent after lunch will still need a parent/guardian call to verify illness. If a parent/guardian is not at home, a student will not be excused to depart to an empty house.

Signing Out: Leaving School Premises

Permission to leave the school premises must be obtained from the Principal or designee. After

obtaining specific permission from the Principal or designee, a student must sign out on the office sheet provided. This sign out sheet must state the date, student's name, reason for leaving school, time of leaving school and time of returning (if this is the case). If a student becomes ill during the school day, he/she must also have the approval of the Principal or his designee before permission to sign out and go home will be granted. Failure to comply with these provisions will automatically result in an unexcused absence.

Attendance Incentive Program

1. Perfect attendance is defined as being in school 300 minutes each day of school.
 - a. If a student has a valid (excused) reason for being absent for a portion of the day and returns in time to be in school 300 minutes, he/she maintains perfect attendance.
 - b. If a student has two tardies within a quarter, he/she will be considered to no longer have perfect attendance. The student also loses perfect attendance for the week in which he/she is tardy for the second time.
 - c. Those that are on field trips will be considered in attendance for purposes of this program.
 - d. Those who attend but are not a part of an activity (i.e. going to a volleyball tournament but not a member of the team) will be considered to be absent from school unless they are on school transportation with school representatives as chaperones. Essentially, we are attempting to follow the state rules and regulations on counting students present for purposes of attendance.

Section IV—Behavior Expectations/Discipline Information

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents and guardians within 15 days of the beginning of the school year or a student's enrollment.

Area of Disciplinary Control

The grounds for disciplinary action including those described more thoroughly in this handbook, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when a school group is using the school;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; the use of bicycles and skateboards; Bicycles must be parked in the bicycle racks located at the north and south ends of the school building. Bicycles should always be locked when unattended. Ride safely by observing the following practices:
 - Obey all traffic signs and regulations
 - Stay to the right
 - Ride single file
 - Yield to motor vehicles and pedestrians
 - Signal your intentions
 - Do not ride on school grounds
 - Walk bicycles or skateboards on sidewalks

If these rules are not followed a student will lose his/her privilege to ride a bike to school. Skateboards and other wheeled devices should either be parked on the bicycle racks or be small enough to store in a student's locker. Riding these devices on school property or placing them on the ground where they could be a hazard to the rider or others is prohibited. Students should carry these devices from the sidewalk to their locker once they enter school grounds.

4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Bullying/Aggressive Behavior

State law requires a school district to notify the parent or guardian of a child who uses aggressive behavior, including bullying, at school. School board policy prohibits students from

using aggressive behavior while at school that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, relational aggression or other comparable conduct.

In addition to imposing discipline for such aggressive behavior under the appropriate sections of the Student Handbook, the parents of the student will be notified of the aggressive behavior by the principal and will be informed of the action taken.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or Temporary Classroom Removal, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from the classroom for disruptive behavior.

The Superintendent or Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Discipline Policy

The West Prairie Middle School District #103 believes in a discipline policy, which promotes a safe, orderly environment that enhances learning and fosters self-discipline and mutual respect.

This policy shall be applied in a fair and consistent manner that is motivated by genuine concern and compassion for all students, staff, parents, and our community.

It shall be the duties of the Principal and teachers to enforce such rules for school and class control as the school administration may establish. Control of pupil conduct should be such that procedures used will assist in advancing the purposes of education as approved by the Board and will be consistent with policies of the Board and with applicable State Laws and State Board of Education directives.

Students are attending school primarily for the purpose of obtaining the best education possible. Students must recognize that teachers and other adult employees are in charge. ANY LACK OF RESPECT on the part of students toward teachers or other adults will result in the administration of appropriate disciplinary measures.

Classroom Rules

1. Students must be in the room when the bell rings or they may be counted tardy. (any 3 tardies = 1 detention)
2. Students must bring all necessary supplies to the class.

3. Students must turn assignments in on time.
4. Students will receive a zero for any work due or class work on the day of an unexcused absence.
5. Students will not disturb, distract, or interfere with the learning process.
6. Students will respect the schools, teachers, and other students' property.
7. Students will not have food or drink in the classroom, unless provisions are made for a planned celebration approved by the building administrator in advance.
8. Students must have a signed student planner or a pass before leaving the classroom for any reason.
9. No playing cards or electronic personal entertainment devices including cell phones will be allowed during class or study hall.
10. Movies should be shown only as a part of the lesson.
11. Students will refrain from obscene, slanderous and/or libel remarks in verbal and/or any form of expression.
12. Students will not wear coats to the classrooms.

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, "look-alike" drugs and drug paraphernalia. A "look-alike" drug is defined as a substance, whether or not, containing an illegal drug or controlled substance which (a) a student believes to be or represents to be an illegal drug or controlled substance, or (b) about which a student engaged in behavior leading a reasonable person to believe that the student expressly or impliedly represented the substance to be an illegal drug or controlled substance. It is not necessary that the "look-alike" resemble any actual drug or controlled substance.
4. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions. Students under the influence of any prohibited substance or drug or in possession of drug paraphernalia shall be treated as though in possession of drugs.
5. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
6. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Building Principal. Electronic signaling devices include pocket and all similar electronic paging devices. MP3 players or any type of music listening device, any gaming device, or any type of telecommunication device must be turned off when the student enters the building in the morning and may be turned on again when the student leaves the building at the end of the day. See #15 below for more specific rules concerning cell phones.
7. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
8. Disobeying directives from staff members or school officials and/or rules and regulations

governing student conduct.

9. Using any form or type of aggressive behavior, which causes, attempts, or risks physical or psychological harm to someone else, or urging or encouraging others to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, the use of vulgar or inappropriate language including but not limited to cussing, force, noise, coercion, threat, intimidation, fear, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Unexcused absenteeism; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society (social club/hate group), by
 - a. Being a member,
 - b. Promising to join,
 - c. Pledging to become a member, or
 - d. Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
14. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
15. **All cell phones must be left in student lockers and turned off.** Cell phone use is not permitted in the school building before or during school time. After school, the student should not use cell phones until they have left the building. Any use of a cell phone in school between the hours of **7:45 a.m. to 3:03 p.m.** by a student will result in the student having the phone taken from them. If a phone is discovered by school personnel, the phone will be confiscated and turned into the office.
1st Offense: The phone will be held by the principal until the end of the school day, at which time the student can pick it up. A detention or appropriate disciplinary measures will be given according to the discipline policy.
2nd Offense and all subsequent offenses: The phone will be held by the principal until it can be released to a parent. A detention or appropriate disciplinary measures will be given according to the discipline policy. This also applies to field trips, including the bus ride to and from the field trip destination. **Note:** “Forgetting” to turn off the cell phone is not an excuse.

Use of a cell phone during a test (i.e. text messaging, picture taking) will be considered cheating and proper action will be taken.

Cell phone photography is **not** permitted during the school day. Also, photography of any kind, cell phone or digital camera is **not** permitted in the **restrooms or locker room areas** at any time.

For purposes of this policy, the term “possession” includes having control, custody, or care of an object or substance, or that the student manifested an intent to have control, custody or care of any object or substance, regardless of whether or not the item is a) on the student’s person, or b) contained in another item belonging to or under the control, custody or care of a student, such as in the student’s clothing, backpack, or c) in the school, student locker, desk or other school

property or d) any other location on school property or at a school-sponsored event.

It is impossible for a Student Handbook to list all possible incidents and infractions. Therefore, school officials reserve the right to apply reasonable penalties such as detention, Saturday detention, temporary class removal, and in-school and out-of-school suspension, alternative school placement, and expulsion from school for any student who engages in behavior that is disruptive to the educational process or potentially harmful to persons or property whether or not such behavior and/or penalty is contained in the Student Handbook.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alike, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. Temporary Classroom Removal for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. Detention or Saturday school provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Detention (Blue, Pink or Tan Slips)

Any member of the faculty or administration may assign a student to detention. Students are assigned to attend detention hall for thirty minutes after school on the day following the giving of the detention. It is the student's responsibility to inform his/her parents of the detention and to make arrangements for transportation.

When a detention is assigned, teachers will give the student a pink slip that the student must take home and have signed by a parent or guardian. The detention slip includes the name of the student, name of the staff member issuing the detention, date and nature of the infraction, and the date the detention is to be served. The student must return the signed slip to the office. If the detention slip is not signed by the parent, the detention will be doubled and the student will call the parents immediately. Academic detentions (blue) will result in a 30 minute detention but will

not follow the cumulative schedule. Detentions due to tardiness (tan) and discipline (pink), will be served using the following schedule:

- Level 1—1st demerit; 30 minute detention after school; student moves to Level 2.
- Level 2—2nd demerit; 30 minute detention after school; student moves to Level 3.
- Level 3—3rd demerit; 60 minutes on Saturday morning; student moves to Level 4.
- Level 4—4th demerit; 4-hour Saturday morning detention, or 1 day Temporary Classroom Removal, which will be decided by the Principal; student moves to Level 5
- Level 5—5th demerit; 1 day of school suspension; upon returning to school, the student will be placed at Level 4.

This schedule of consequences is on a per semester basis.

Teachers are to use the detention system for offenses that require more than a verbal warning. The following is a list of offenses that require a minimum of a detention:

1. Study hall disturbance
2. Hallway disturbance, in the hall without a pass
3. Minor destruction of school property
4. Student caught in an unauthorized area
5. Minor rudeness or discourteous behavior
6. Class annoyance
7. Lack of materials for class or study hall
8. Excessive talking in class, study hall, or library
9. Late to class -- 3rd tardy and every subsequent tardy per semester
10. Late to school-unexcused
11. Inappropriate language
12. Not dressed for P.E. without proper excuse
13. Horseplay in halls or classrooms

Detention Rules

1. Students will not be admitted late. If late, the student's detention will be doubled.
2. While in detention, students are to study or read a library book. No student will be allowed to sit idle, if the student chooses to not study, the detention does not count as served.
3. If a student fails to appear for his/her detention, detention will be doubled.
4. The second time a student fails to show for detention, detention will result in a two hour Saturday morning detention.
5. Any student who accumulates his/her fourth detention will be assigned to an 8-12 Saturday morning detention.
6. Students will sit where the teacher directs.
7. Misbehavior in detention will result in the detention being doubled.
8. Students must have the detention slip signed or the detention will double in time.

Each student is responsible for his/her own transportation home after detention hall. Any rescheduling of a detention must be approved by and is at the discretion of the principal.

Saturday Morning Detention

This is an alternative form of discipline that may be assigned for certain violations of school rules instead of an out-of-school suspension. Situations involving truancy, class cuts, excessive tardiness, repeated public display of affection, participation in acts designed to disrupt school (strikes, walk-outs), misbehaving in school assemblies, acts of disruption, of disrespect directed toward any participant in the assembly program, and after the third detention in a semester a Saturday morning detention will be issued. A sample of Saturday morning detention assignment has been included in this handbook. (See attached form)

Students must be present no later than 8:00 a.m. Students who miss or arrive after 8:00 a.m. will be assigned additional consequences, including, but not limited to an additional Saturday Detention and/or suspension from school.

Students will bring study and/or reading materials to Saturday Detention. Students who do not bring their own study materials will be given assignments by the supervisor. Study and reading materials must relate to the approved school curriculum.

1. Absolute silence will be enforced.
2. Students will remain attentive with feet on the floor; sleeping will not be allowed.
3. Students will not be allowed to bring food, drinks, gum, or candy under any circumstances.
4. All appropriate school rules and policies apply during Saturday Detention.
5. Failure to serve a Saturday morning detention may result in a suspension.

Temporary Classroom Removal

This is an alternative form of discipline that may be assigned for certain violations of school rules instead of an out of school suspension. Possible examples, including situations involving truancy, class cuts, excessive tardiness, and repeated public display of affection, are behaviors which can result in the student being assigned a Temporary Classroom Removal (see attached form in the appendix at the back of this handbook). All students must abide by the following temporary classroom removal rules:

1. Temporary classroom removal day is the same as the regular school day.
2. Talking will be permitted only upon receiving permission from the supervisor.
3. You may not leave your assigned seat without permission.
4. You will be courteous at all times.
5. All assignments are to be completed and returned to the supervisor.
6. Students will receive credit for all written work that is completed satisfactorily while on temporary classroom removal. Work not completed as assigned will become a zero.
7. You must bring all books, materials, and supplies to the in school.
8. There will be a supervised morning and afternoon restroom break.
9. You may not sleep or assume a sleeping position.
10. Lunch will be provided and you will eat in the room.
11. No eating, gum chewing, or drinking in the room.
12. No card playing or game playing is allowed.
13. Your coat must be hung in the locker.
14. If you are excused absent or go home ill on the day of your classroom removal, your next

day of attendance will be substituted.

15. You will promptly exit the school grounds at dismissal and not return until the following morning unless otherwise approved by the supervisor.
16. Any violation of Temporary Classroom Removal conditions may result in an out of school suspension and loss of academic credit for the Temporary Classroom Removal day.

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

The Board of Education may also institute practices whereby students, parents, teachers, administrators, Board members, and community persons work together in recognizing and developing alternative programs for dealing with student misconduct or disobedience. Such programs may include:

1. The involvement of students in defining acceptable school behavioral standards;
2. The involvement of parents/guardians in instances where the student has repeatedly exhibited unacceptable conduct;
3. The involvement of social agencies when the services may benefit a student's behavioral pattern;
4. Individual student counseling by classroom teachers and trained counselors;
5. Psychological testing and services for students
6. Student assistance program (REACH Team).

Suspension

Section 10-22.6 of the School Code of Illinois gives the Board of Education the power of suspending any student "guilty of gross disobedience or misconduct." In Unit #103 the administration is given the authority to suspend students for a period not to exceed ten school days. So that all students and parents of Unit #103 may know what might be considered "gross disobedience or misconduct" the district stipulates, by way of illustration without placing any limitation upon its discretion granted by the School Code, that any or all of the following acts may be considered as evidence of "gross disobedience or misconduct" and may be cause for suspension:

1. Fighting
2. Verbal or physical assault on a student, teacher, or any school employee
3. Arson
4. Creating a false fire alarm
5. Truancy
6. Repeated or continuous act of misconduct or disobedience which are disruptive of School functions and/or educational process.
7. Continual tardies
8. Verbal abuse/threats directed toward a student, teacher, or any school personnel
9. Repeated failure to follow stated rules
10. Smoking on school property or being in possession of smoking material

11. Possession, use, distribution, or being under the influence of alcohol, other drugs (controlled substances) drug paraphernalia or look-alike drugs.
12. Causing or attempting to cause damage to, or stealing or attempting to steal school property or someone's personal property.
13. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society (social club/hate group).
14. Using, possessing, distributing, purchasing or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon.
15. Acts that obstruct or interrupt the instructional process in the classroom.
16. Any other acts or threats to act, including gang-related actions that endanger the well being of students, teachers or any school employee.
17. Harassment and or bullying (including sexual harassment) of a school employee or another student.
18. Use of any electronic communications-device other than stated in this handbook.
19. Tampering with or attempting to tamper with computer files on any computer or network.

All parents and students should be aware that some of the above acts could also bring criminal prosecution and penalties as well as school disciplinary action. Suspension deprives the student of the privilege of attending school and all school activities, but allows the possibility of reinstatement upon evidence of real intention of abiding by the rules. A suspended student must turn in all missed work upon being eligible to return to school to receive credit. This requires the student to maintain responsibility for his/her work while subject to the suspension.

Hazing

The policy of this school regarding hazing shall be that no person in attendance shall engage in hazing or committing an act that injures, frightens, degrades, or disgraces a fellow student or person attending this school.

Hall Conduct

"Horseplay" of any nature, shoving, tripping, and running, is forbidden during school hours. Students are to walk in the hall to prevent injury. Materials are not to be left on the top of lockers or in the halls overnight. After the school day is over, students should get their book bags and not loiter in the halls. No one is to be in the hall without a hall pass from a teacher and to do so, will result in a 30- minute detention.

Honesty: Academic Honesty

Students are expected to do their own work on daily assignments, projects, quizzes and tests. This also includes plagiarism from multi sources. (Internet, Encyclopedia etc...) Anyone who copies the work of another or who allows his/her work to be copied or who does work for another or has his/her work done by another will be considered guilty of cheating. The person who does the work knowingly for another and the one who turns in the work of another, as his/her own are both subject to the penalty of receiving a failing grade for the assignment, test, or quiz. Additional penalties of detention and suspension may also be imposed.

Gambling

Gambling is not permitted in school.

Public Display of Affection

Students are expected to display self-discipline and high personal standards of courtesy, decency, and honesty. We are defining a Public Display of Affection (hugging, kissing, holding hands or any other inappropriate touching) as any student engaged in a relationship type situation showing inappropriate behavior on school property and/or at a school activity. The students' parents will be called and disciplinary action will be decided on at that time

Snowballs

To protect students from injury or other hazards, students are not allowed to gather, form or throw snowballs.

Weapons

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year but not more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis.

A weapon means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alike" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen is considered to be a weapon if used or attempted to be used to cause bodily harm.

The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify a local law enforcement agency, State Police, and if a student is reportedly in possession of a firearm, also the student's parents/guardians.

Efforts including the use of early intervention and progressive discipline 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 physiological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

The concept of progressive discipline means imposing sanctions that are appropriate under the circumstance, including heavier sanctions for repeated misconduct of any type. Progressive discipline does not require school officials to apply the least serious sanction for the first instance of misconduct. Progressive discipline shall be imposed at the discretion of the school official, taking into account the nature and extent of misconduct, the effect upon the victim, the risk of harm or injury, the age and maturity of the student subject to discipline and any other educationally relevant factors.

Section V—School Procedures

Accidents or Illness Happening at School

A student who becomes ill or injured in the classroom or extra-curricular activity should immediately notify the teacher in charge and be taken or sent to the Principal. If medical attention is required, the parents will be notified immediately. If it is necessary for a student to leave and go home, arrangements will be made with parents. The student must receive permission and sign out through the Principal's Office.

Accident Insurance

Accident insurance will be offered to the students at the beginning of the school year. This insurance helps cover the cost of any accident that occurs during a school-sponsored activity or while traveling between school and home. It is recommended that students and parents read the provisions of the policy to understand the limitations of the policy and the different time span of coverage that may be purchased. The school acts only as a collecting agent and as a verifier of claims and does not accept any responsibility for the payment of claims. Injured students must notify the supervising teacher and report to the office for a claim form when injured. Students participating in athletics, pom pom squad, and cheerleading must purchase school insurance or provide evidence they have sufficient coverage through a family policy.

Assemblies

Assemblies will be held periodically during the school year to conduct special programs and to make group announcements. All students must attend assemblies and conduct themselves in a proper manner.

Announcements

Announcements of interest to all students will be posted on main bulletin boards. Individuals or groups wishing to post signs of any nature must have the Principal's permission before posting.

Announcements of a daily or emergency nature will be made over the intercommunication system at designated times during the school day. Organizations and classes desiring that announcements be made in their behalf must submit them in writing with sponsor approval by the beginning of first period. The intercom system will be used at other times when necessity requires it.

Behavior Interventions for Students with Disabilities

It is the purpose of this policy to establish the process for this school district to comply with P.A. 87-1103 on the use of behavioral interventions for students with disabilities.

Teachers should use behavioral interventions and administrators to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A fundamental principle is that positive, non-aversive interventions designed to develop and strengthen desirable student behavior should be used, whenever possible. Developing, strengthening, or generalizing desirable behavior to displace the undesirable behavior should reduce undesirable behavior.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be approached with caution. The use of restrictive behavior interventions for students with disabilities should be based on assessment, planning, supervision, evaluation, documentation and protective measures. The use of restrictive interventions should maintain respect for human dignity and personal privacy, and adhere to professionally accepted instructional practices.

This School Board must establish and maintain a committee to develop policies and procedure on the use of behavioral interventions for students with disabilities who require behavioral interventions. In establishing this policy, *Illinois State Board of Education Behavioral Intervention in Schools: Guidelines for Development of District Policies for Students with Disabilities (June 1994)* has been reviewed as a non-binding reference and considered. Copies of this document may be requested from: Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001.

The use of positive behavioral interventions will be promoted and include, but are not limited to, the following components:

- a. Behavioral Intervention Committee;
- b. Designation of behavioral interventions by level of restrictiveness;
- c. Identification of a behavioral intervention consultant.
- d. Procedures for the development of behavioral management plans for students with disabilities having significant behavioral and/or emotional needs and for such students requiring restrictive interventions;
- e. Procedures for the documentation of emergency use of restrictive interventions;
- f. Provisions for parent involvement;
- g. Provisions for staff training and professional development.

These identified components shall be detailed in District Behavioral Guidelines for Students with Disabilities.

The School Board shall (1) furnish a copy of its local policies and procedures to parents and guardians of all students with individualized educational plans within 15 days after the policies and procedures have been adopted by the School Board or at the time an individualized education plan is first implemented for the student and at the beginning of each school year thereafter, (2) require that each school inform its students of the existence of the policies and procedures annually.

Book Rental and Supplies

A rental fee determined annually by the Board of Education is charged each student for the use of basic textbooks, provided supplies, and one lock. Each student is responsible for all books and equipment issued him/her. If an item issued to a student is lost, stolen, or damaged, the student will be required to pay for the item on a pro-rated reimbursement based on the condition of the item when issued. Students withdrawing from school must return rented materials on the day they leave. Students withdrawing from school may obtain a refund based on a semester use of rental materials.

The school, at cost, will sell supplementary materials that must be purchased by the student in certain courses or the student will be notified that he/she must obtain them personally. Optional expenses such as school insurance, school pictures, school yearbook, hot lunches. If a check is returned due to insufficient funds, there will be a \$25.00 service charge assessed.

Bus Safety Rules, Procedures & Conduct

1. Students must be on time at the designated stops. They should stay away from the bus until the driver signals them to board and then should board in single file with no pushing or shoving.
2. When students must cross the road to reach the bus, they should wait until the driver beckons them to cross the road.
3. Students must stay out of the danger zone next to the bus where the driver may have difficulty seeing them. Students should remain beyond the arm of the bus. Students should never crawl under the bus.
4. If the driver assigns seats, the students must sit in the seat assigned.
5. Students are to be seated at all times when the bus is moving and must remain seated until the bus comes to a full stop.
6. Students must be absolutely quiet when approaching a railroad crossing and remain that way until the driver has looked both ways and begins moving again.
7. Students should KEEP THEIR VOICES LOW. Loud talking, laughing, and unnecessary confusion diverts the driver's attention and may result in an accident.
8. Students must not at any time extend hands, arms, or heads out of the bus windows. Windows are not to be lowered beyond the black line.
9. Wait until the bus comes to a complete stop before standing up. Use the handrail when exiting the bus.
10. Never exit via the rear emergency door except, of course, in an emergency.
11. If the student must cross the street after getting off the bus, he/she should wait for the driver's signal and then cross in front of the bus. Cross the street only after looking both ways to check traffic.
12. The student should never run back to the bus, even if he/she forgot something.
13. Students are permitted to leave the bus only at scheduled stops. If any student wishes to be dropped off at a location other than his/her home that student must have a note from that student's parents and approved by the Principal. The driver reserves the right to not allow a student on a bus because of overloading.
14. The following items may not be taken on the bus: pets or animals, weapons, firearms, tobacco products, alcohol, drugs or lookalike drugs.
15. Students are required to obey the bus driver on the bus just as they are required to obey the teachers in the classrooms. If a student violates the rules, he/she may lose the privilege of riding the bus.
16. Students should sit facing forward and keep their hands to themselves and avoid making noises that would distract the driver or bother other passengers.
17. No eating or drinking is allowed on the bus unless the driver gives special permission.
18. Pushing shoving or fighting may result in a bus suspension.
19. Be courteous; use no profane or obscene language.
20. Do not put wastepaper on the floors or throw it out the windows.
21. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

- a. Prohibited student conduct as defined in the Student Discipline policy.
 - b. Willful injury or threat of injury to a bus driver or to another rider.
 - c. Willful and/or repeated defacement of the bus.
 - d. Repeated use of profanity.
 - e. Repeated willful disobedience of the bus driver's or other supervisor's directives.
 - f. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.
22. Failure to comply with these rules of bus conduct, will result in consequences from the following disciplinary measures, based upon the severity and persistence of the misbehavior:
- a. Verbal or written warning
 - b. 1 day bus suspension
 - c. 3 day bus suspension
 - d. 5 or 10 day bus suspension
 - e. Suspension from riding the bus for the remainder of the school year.

Busing: Extracurricular Bus Trips

Students on extra-curricular activity trips will travel by school bus/vehicle and return on the bus unless special permission is obtained from the Principal. Athletes are expected to ride to games on the team bus/vehicle. An athlete may be allowed to ride home from a game with his/her parents. No athlete will ride home except with his/her parents; a written request is required for this permission or on a sign out sheet provided by the coach/sponsor. Special circumstance requests must also be approved by the Principal..

In order to take a fan bus the following guidelines must be followed:

1. There must be a designated number of students excluding cheerleaders signed up before a bus will be scheduled.
2. Each student must pay a specified fee per trip.
3. All students who ride the bus to the game must return on the fan bus unless special permission is obtained from the Principal.
4. Rules for regular bus conduct must be followed.
5. The faculty supervisor will be in complete charge of all students.
6. Time of bus departure for each away game will be announced following a sign-up in the office on the day preceding the game. (If there is not the required number of students riding the bus, we will announce NO BUS.) Fee will be paid when signing up for the bus and will be non-refundable unless the fan bus does not go to the game.
7. If a student signs up for the bus and fails to ride the bus, he/she may be denied the future privilege of signing up.
8. Students whose conduct is detrimental to the reputation of our school while on a bus trip may be denied the privilege of riding the bus on extra-curricular trips for a period of time up to one full year.

Cafeteria

Student lunches will be served in the Grade School cafeteria. Students must eat at their specified periods and enter and leave the Grade School building through the front door. No student is to

enter the cafeteria except to eat lunch. Upon returning to the Middle School, students are to remain outside or go to the area set aside for lunch period activities.

Calendar: School Calendar

The school calendar is maintained in the Principal's Office. The calendar contains the official record of all meetings, practices, athletic events, social functions and other activities not included in the regular school schedule. All such events and activities must be cleared by the Principal and placed on the calendar. A monthly activity calendar will be prepared and made available to the faculty, students, and public.

Concessions and Money Raising Activities

The Student Council, in cooperation with the Principal, is responsible for approving social activities, for assigning concessions, and authorizing fund-raising activities. Organizations wishing to sponsor a concession, or sell items to raise funds must make application in writing to fully explain their activity to the Council and receive permission before scheduling the event. Once the Council has approved or denied the activity, the Secretary shall return the application to the class organization president. It is the Faculty sponsor's responsibility to have the activity placed on the Principal's activity calendar. No activity will be permitted unless properly approved and scheduled.

Counselor Services

A Guidance Counselor is available to all students to assist them in working out any problems, either educational or personal. If a student wishes to have an interview with the Counselor, he/she should see the Counselor in order to make an appointment. Throughout the school year the Guidance Counselor administers a testing program designed to help the students recognize their potential and to guide them in their plans, both as to courses they will take in high school and the work they will follow upon graduation from high school. Psychological service is available to students. Referrals to the School Psychologist are made through the Guidance Counselor and Principal.

Dress and Appearance

It is the school's responsibility to prohibit students from attending school/school activities when their personal appearance or attire is of a nature which constitutes a health/safety hazard, or attracts undue attention which would be disruptive to the normal operation of the school. Cooperation between home and school, based on sound common sense by all parties involved, should result in acceptable and appropriate dress assuring a climate conducive for learning.

Students whose conduct, dress, or appearance may reasonably be anticipated to be disruptive of the educational process shall be ordered to change their garments either by going home to suitably prepare for school or by changing garments at school. Any class time missed for this purpose will be considered unexcused. A failure to change to suitable garments may result in suspension.

1. Dress and grooming, and accessories shall be consistent with educational objectives and not promote alcoholic beverages, illegal drugs, and tobacco, illegal or violent behavior.
2. Dress, grooming, and accessories shall not display sexual, racist, lewd, vulgar, obscene, symbols, questionable sayings, and/or offensive language.

3. No Jewelry, patches, or other clothing depicting gangs and/or drugs will be allowed
4. Students are not to wear clothing of event artists or groups that are known for their use of satanic or demonic images, violence, profanity, sexual images, discrimination, or criminal acts in their performance of promotion and for the glorification of said event, artist or group.
5. Low and/or plunging necklines, bare shoulders, bare backs, and bare midriffs are unacceptable.
6. Appropriate footwear must be worn at all times.
7. Hats, coats, gloves, bandanas, head coverings, sweatbands, and sunglasses shall not be worn in the school building during the school day or at extracurricular activities held in the school building.
8. Book bags shall not be carried from class to class during the school day.
9. Spiked apparel, accessories, and/or chains may not be worn.
10. The torso will be covered from a reasonable length from the neck to mid thigh so as not to reveal any body parts or underwear beneath while sitting, standing, squatting, or walking. This includes low rider jeans, shorts, skirt, and pants.
11. Clothing made of fishnet fabric or clothing with holes that expose the chest, abdomen, genital area, buttocks, undergarments, or the leg above mid thigh, shall not be permitted.
12. Shorts and skirts may be worn as weather permits, but should not be shorter than fingertip length when arms are extended by the side.
13. Halter tops, tank tops, tube tops, mesh tops, or apparel that shows bare midriffs, are see-through, or have large sleeveless opening are not permissible. Any shoulder strap of a top must be at least 1 inch in width.
14. Ragged hemlines or cut-off hemlines that drag the ground shall not be worn.
15. Pants and shorts must be worn at the waist, not below the waist.
16. Tattoos that violate any of the provisions of the Student Dress Code must be covered at all times while students are on school property and/or in attendance at school sponsored activities.

Emergency Procedures: Fire and Severe Weather

Fire Drill Procedures

Fire drills will be held at various times during the year. Procedures for the fire drill will be posted in each classroom and on various bulletin boards throughout the school. General instructions are listed below.

The Fire Alarm is a CONTINUOUS Ringing of the Alarm Bell

During classes:

Rooms 8, 9, 10, 11 - use right side of the hall and out the main east door.

Rooms 22,23,24,25 - use left side of the hall and out the main east door.

Rooms 12,13,14,15 - use left side of the hall and out the south door.

Rooms 16, 17, 21 - use right side of hall and out the south door.

Library and computer lab- use emergency door, west exit in the library.

Agriculture Shop (room 4) - use north door of the shop.

Room 1, 2, 3 - use right side of the hall and out the north door.

Gymnasium - use north door of the gymnasium

Boys' Locker Room - use north door of the gymnasium
Girls' Locker Room - use north door of the gymnasium
Room 39 - use north classroom door.

During Assembly in Gymnasium:

East half of gym use north gym door.

West half of gym use west gym door.

General instructions:

Fire Signal:

- Walk out single file. **ABSOLUTELY NO TALKING.**
- Walk rapidly, but do not run.
- Do not stop for wraps.
- Leave books and materials on desks.
- Do not re-enter the building unless told to do so.
- If you are in an area not listed or your passage is blocked, then use the nearest available exit.
- It is necessary that you form into class groups outside so that teachers can take roll and verify that all students assigned to them are safely outside.
- After attendance has been taken a runner should be sent to the north field to report to the secretary or designee. The remaining students and staff will proceed away from the building heading toward the north field, where they will wait for further instructions from the Principal, their designee or the fire department.
- Teachers should see to it that classroom windows are down and door closed.
- Teachers must carry grade books with them to check class roll and to protect grading records.
- If alarm goes off during passing period, students should report to the teacher of the class just ended. (Bell ringing between first and second period, exit building and report to teacher of first period class.)

Severe Weather Disaster Plan

Tornado or severe weather watch/warning information is available from the National Weather Service through the Illinois Emergency Services and Disaster Agency Warning/Alert radio receiver and local radio stations.

If a tornado or severe weather watch is announced for our area, weather spotters will be posted, teachers and students advised, and school activity will continue.

When a severe weather warning is received in our area, an announcement will be made to teachers to take immediate action to move students to designated areas as follows:

The Severe Weather Warning is a HORN TONE on the PA SYSTEM.

The FIFTH & SIXTH GRADE GIRLS will go to the girls' bathroom in the main lobby.

The FIFTH & SIXTH GRADE BOYS will go to the boys' bathroom in the main lobby

The SEVENTH & EIGHTH GRADE girls' go to the girls' locker room in the gym.

The SEVENTH & EIGHTH GRADE boys' will go to the boys' locker room in the gym.

If a severe weather warning is in effect at the time of school dismissal, students will be retained in designated areas until such warning is removed.

Food and Beverage

Eating and drinking in the school at times other than at lunch in designated areas is prohibited unless authorization is received from the Principal's Office.

Vending/sandwich machines and drink machines have restrictions on what may be purchased during the school day. Water is the only beverage that can be purchased. Only healthy snacks may be purchased with the permission of the Principal or designee. No restrictions apply after the last bell of the day has rung.

Free and Reduced Priced Meal Policy

The Board of Education shall annually adopt a policy regarding fees and reduced-priced lunches for qualifying students in accordance with standards established by the Illinois Department of Education. Students or parents desiring further information about this program should contact the Principal's Office.

Lockers

Each student is provided with a hall locker for his/her books and outdoor clothing and a gym locker for PE clothes. (Students are not to wear outside winter clothing in the classrooms.) Students are to use only the lockers assigned to them and are not to share lockers. Students must keep their lockers locked at all times and must not share their combinations with their friends.

These lockers are school property; only school-issued locks are to be placed on lockers. School authorities may inspect and search lockers as well as personal effects left there by a student without notice or consent of the Student, parent, or guardian. Students have no reasonable expectation of privacy in lockers or for their personal effects left there. No open pop cans or food not sealed may be in lockers. The first time will be a warning; the second time will be a detention.

Students are also reminded that if they lose anything from the lockers they are responsible for the loss and will be charged for lost school property. Students are cautioned not to bring large amounts of money or valuable property to school. If it is necessary for a large amount of money or other valuables to be brought to school, students are encouraged to bring them to the Office for safekeeping.

Lost and Found

The Middle School Office should be notified when a student loses any article. Individuals finding articles should turn them in at the Office. If money or valuables turned in to the Office are not claimed within a reasonable time, the finder shall have them. It is recommended that parents mark all clothing, books, and personal items with your student's name so that lost items may be easily identified. Any items unidentified and unclaimed after a month will be donated to charity.

Parent/Teacher Conferences

Parents are encouraged to confer with teachers at any time during the school year. It is important that parents set up appointments for conferences with a teacher concerning problems with their child in that teacher's classroom before they call the building administrator or superintendent. The grade level team meeting time is the best time to meet with the teachers, but special arrangements can be made without difficulty. There are 2 Parent/Teacher conferences scheduled. During the two conference times report cards will be passed out at the Parent/Teacher conferences only, report cards will not be mailed or given to the students to bring home until a parent contact has been made. Conferences are October 22 evening, October 23 morning and on March 18 evenings and March 19 morning.

Protocol: Lice, Impetigo, Pinkeye, Ringworm

Head Lice

The West Prairie School District Board of Education has a "no-nit" policy which states: "Any student having been excluded from school due to head lice or head lice nits shall be readmitted when determined to be "nit-free" by the medical representative of the school.

If a child is found to have live louse and/or eggs (nits), the parent will be called to come and get their child from school. The child may return to school at any time (which could be the same day but should be no longer than 1- 2 days) after proper treatment of shampooing with a pediculicide and ALL nits have been removed. School personnel will check the child before being allowed to return to class.

Impetigo Protocol

Definition: Superficial infection of the skin caused by certain strains of streptococci, staphylococcus, or by a combination of both. Impetigo is very contagious and may begin as a red rash with many small blisters that contain pus. The blisters then break open causing a golden brown crust to form over the lesion. Onset is usually sudden and tends to occur at the site of a previous injury (such as a scratch) or at mucocutaneous junctions (corner of lip, nasal folds). There may be redness around the lesion, swelling of lymph glands or low-grade fever. Impetigo can spread to other areas rapidly (in between fingers, toes, etc.).

Child may return to school when he/she has been under treatment by a physician for 24 hours.

Pinkeye (Conjunctivitis) Protocol

Definition: Conjunctivitis (Pinkeye) is an inflammation of the thin, transparent outer tissue layer of the eyeball and the inner surface of the eyelids, commonly called pinkeye. The inflammation causes redness, tearing, and occasionally the formation of pus. The student may also complain that their eyes hurt and/or it feels like there is dirt or sand in the eyes. The most common causes of pinkeye are bacteria or viruses and are quite contagious. Allergic conjunctivitis is usually associated with upper respiratory or nasal allergies and is not contagious.

Because pinkeye is contagious, the student is excluded from school until under treatment by a doctor or until the virus has run its course.

Ringworm Protocol

Definition: Ringworm is an infection caused by a fungus that can be acquired from contact with an infected person, animals (including household pets), or soil. It can appear on the scalp, arms, chest, abdomen and face. It starts as a tiny red spot that slowly grows in a circular fashion, clearing in the center as it enlarges. The edges remain reddish and scaly. No scabs, pus or crusts are formed. Most children have a single lesion, but on occasion, a child will develop more. Ringworm is contagious and is transmitted by direct contact or via contaminated objects (combs, brushes, hats, clothing, etc.). Children who have ringworm should be instructed not to share their personal items with anyone until the ringworm is gone.

Treatment: Ringworm is treated with antifungal medication that is taken orally for 4 - 8 weeks. A topical ointment may also be prescribed. Therefore, the student is referred for medical evaluation to get an accurate diagnosis and the student is excluded from school pending:

- a. Physician's statement that treatment has been prescribed or
- b. Physician's statement that the condition is not ringworm.

Report Cards– Eligibility Letters – Mid-Term Reports

Report cards are issued to **parents** at the end of 1st and 3rd quarters at Parent/Teacher conferences. At the end of 2nd quarter and 4th quarters, report cards will be distributed to students on the Thursday following the end of a nine-week period. Report cards do not need to be returned to the school. Midterm grades will be sent home in the middle of every grading period. In addition, a notice will be sent home weekly to the parents of any student whose average is C- or less in any class. The eligibility reports will not be sent home the first week of each new grading period. The student will remain on the deficiency list until the next list comes out, even if he/she brings a grade up to passing. The ineligibility (69% or lower in any subject) period runs from Sunday through Saturday. **If a student does not pass the first semester, he/she is not eligible to participate in any extracurricular activities for the second semester. If a student fails the second semester, he/she will not be eligible to participate the first semester of the next school year.** The Middle School has a no-pass, no-play policy.

Library/Study Hall Procedures

1. The Library is the place provided for individual or small group study and recreational reading; thus, it shall be quiet and orderly. The Teachers and Student Librarians will be available to help students locate reference material, to check out books and magazines, and to insure a studious atmosphere for all users.
2. Teachers or Student Librarians will be responsible for helping students find what they need, and for checking out materials.
3. No student except those designated and trained as Student Librarians will be permitted in the area behind the checkout desk.
4. Books and non-current magazines may be checked out for two weeks. Current magazines and reference books are to be used only in the Library except in special cases when they may be checked out overnight.
5. Books may be renewed for an additional two weeks if, and only if, the book is returned to the Library to be renewed.
6. Overdue notices will be handed out once a week. The third overdue notice will be a bill

for the price of the missing book. This must be taken care of before the student may again use the Library.

7. Books should be returned to the checkout desk. Each student and teacher will be held responsible for all books checked out in his/her name. Books used in the Library should not be returned to the shelves but should be returned to the checkout desk.
8. The use of the Library is a PRIVILEGE. Those students who abuse this privilege will lose it. Any student who wishes to use the Library during regular class time must obtain a pass to do so. Those who behave inappropriately in the Library will be asked to leave. At the first offense the student will be sent back to his/her class and denied all Library privileges for one week. With the second offense all Library privileges will be revoked for one month. If there should be a third offense, the student will not be allowed to use the library for the remainder of that academic year.
9. Students are to receive teacher's permission before working together.
10. Talking will be with teacher's permission only.

Lunch Procedures: Noon Hour

The students in this building will operate on a closed noon hour policy. Students will be transported by bus or accompanied to the south elementary for lunch. Improper conduct and/or violation of noon hour rules will result in a student having a detention at the Middle School and a lunch will be brought from the grade school for them.

1. All food shall be eaten inside the cafeteria.
2. Trays and utensils shall be returned to the window for cleaning.
3. Litter around your eating area should be picked up and discarded.
4. Lunch supervisors, cooks, and custodians shall be respected and obeyed at all times.

Organization Fund

All money collected by school organizations is turned in to the Middle School Office that in turn deposits it in the Colchester State Bank in the name of the West Prairie Middle School Activity Fund. The Principal is appointed by the Board of Education to handle these funds and is bonded. Each school organization has a pay order book and a treasurer who is required to keep a detailed account of all receipts and expenditures of the organization desiring funds or accounts paid. The Principal then issues a check, which in turn is countersigned by the Office Secretary. At the end of each month, a financial statement is prepared by the Principal and given to each sponsor of an organization and posted on the bulletin boards.

Parties and Dances

All activities must be scheduled through the Principal and Student Council prior to the events. Events are usually scheduled on a first come, first serve basis. All parties for West Prairie Middle School are for Middle School students only, except those open to the public according to the regulations of the administration.

High School students and non-West Prairie students will not be allowed to attend Middle School dances or parties. This policy includes all school sponsored dances and parties.

Proper Procedures for Parties and Dances

1. All parties and dances must end at 10:00 p.m. unless special permission has been

obtained from the Principal.

2. Admission may be determined by the sponsoring organization.
3. If a person leaves a school dance or party in the building, he/she will not be readmitted.
4. All sponsoring groups must have the premises cleaned up within a reasonable time.

Physical Education and Uniforms

Physical Education is an integral and required part of the entire educational curriculum. West Prairie Middle School provides physical education for students in grades fifth through eighth to complement the entire educational process. Physical education aims to educate students physically, socially, and mentally, while exposing students to a variety of activities to develop individual and group skills.

The State Board of Education has emphasized the importance of physical development in our youth requiring specific student learning objectives and testing. Physical Education participation is equally important at all grade levels. Therefore, we wish to inform parents of our guidelines for participation.

Students are expected to participate daily in physical education. Students unable to participate must have a written note from parents stating the reason for the excuse from physical education participation. A parent's note requesting that a child be excused from physical education will be accepted for one day only and only one time during the year. Requests for physical education excuses require a note from the doctor. If the student is excused from participation in physical education, he/she must attend class and complete an in class written assignment to take the place of the physical work. A child excused from physical education participation is not allowed to participate in interscholastic athletic or comparable physical activities during advisory periods. All students are required to wear P.E. uniforms that can be purchased at the Middle School at the beginning of the year. Those students who forget their uniforms may have participation points taken away for not coming to class prepared and will receive a detention for not dressing.

Section 504 Policies

Section 504 of the Rehabilitation Act of 1973, as amended 29 U. S.C., Section 79, protects disabled persons from discrimination based on their disabled status. The Board of Education recognized the requirements to provide a free appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of West Prairie C.U.S.D. #103 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 under this policy even though they do not require special education services pursuant to the Individuals with Disabilities Education Act (IDEA). Procedural safeguards are guaranteed for students and their parents in West Prairie C.U.S.D. #103.

For the purposes of compliance with the Act, the Superintendent shall develop and implement appropriate procedures and forms to include evaluation, eligibility, services plan, service delivery, and periodic case review.

The Board of Education shall designate a Section 504 Coordinator and shall provide annual

notice of available services and the process for access to services.

Procedures for Implementing Section 504 Act

1. Definition of Qualified Disabled Individual Under Section 504. Section 504 protects disabled persons from discrimination based upon their disabled status. A person is disabled within the meaning of Section 504 if he or she:
 - a. Has a mental or physical impairment which substantially limits one or more of such person's major life activities,
 - b. Has a record of such impairment, or
 - c. Is regarded as having such impairment.

Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Responsibility for Service

It is the responsibility of the school district to provide a free appropriate education to each qualified disabled individual who is a resident of the district.

Designation/Notice of Section 504 Compliance

District #103 designates the position of building principal as the person to coordinate efforts to comply with Section 504.

Schedule: Class Period Schedule

Buses arrive	8:05
Enter school	8:10
1 st Period	8:15 – 8:59
2 nd Period	9:02 – 9:46
3 rd Period	9:49 – 10:33
4 th Period	10:36 – 11:20
5 th Period	(5/6) 11:23 – 11:53
5 th Period	(7/8) 11: 23 – 12:07
6 th Period	(5/6) 11:58 – 12:42
6 th Period	(7/8) 12:10 – 12:42
7 th Period	12:45 – 1:29
8 th Period	1:32 – 2:16
9 th Period	2:19 – 3:03
Buses Leave	3:03 – 3:09

Students must be clear of the building by 3:20 unless they are participating in extracurricular activities right after school or with a teacher. Students participating in an extracurricular activity must be under the supervision of their coach or sponsor. Students will not be allowed to wait in the school for a late practice starting at 5:00 or later. This is a safety issue. There will be no supervision for these students. They must go home and ride the shuttle back to practice or games or go to a friend's house and then return to the school.

School Building Hours

The school is open from 7:30 A.M. to 4:00 P.M. each school day. Please feel free to leave a

message on our telephone answering machine at any other time. The school phone number is 776-3220. Generally speaking, students will not be admitted to the building prior to 8:10 unless adverse weather conditions are present. We strongly discourage your student from arriving at school before 7:45 a.m. There is NO supervision of the students before 7:45a.m.

School Grounds and Private Property

Students are to refrain from throwing rubbish such as cans, bottles, paper, etc., on school grounds or in halls and classrooms and on private property. In passing to and from school, students are to use the sidewalks and are not to walk on lawns, etc. We expect our students to observe the traffic laws made to insure safety and to respect the property of others.

School Regulatory Equipment

Students are to refrain from operating controls that govern heat, light, ventilation, windows, and emergency equipment. This includes classroom thermostats, master switches and emergency controls. These are to be operated by teachers and administrators only.

Student Conduct Rules for Athletic Events at West Prairie Middle School

1. All rules listed in the Student Handbook apply to athletic events and all other extracurricular events.
2. Students who attend the game are expected to be in the bleachers watching the game while it is in progress.
3. Students are not to leave the bleachers while the game is in progress. Half time and between games are for going to the concession stand, restroom, water fountain, etc.
4. Students are not to move up and down or back and forth across the bleachers while the game is in progress.
5. Students are to sit in the West Prairie section of the bleachers only.
6. Students are not to leave the building at any time. If a student does leave, he/she will not be allowed to return to school property.
7. Students may go to hall lockers when they arrive to put away hats and coats. There is no need to return to the lockers unless students are getting their hats and coats to leave. Hats are not to be worn in the building at extracurricular events.
8. Good sportsmanship is expected at all times. Profane, obscene, derogatory or disrespectful comments or noises will not be tolerated.
9. Horseplay of any kind is prohibited.
10. Students are not to stand in the doorway to the gym or along the wall inside the doorway. All students are to sit on the bleachers.
11. Spectators are not allowed on the gym floor at any time; this includes the half time of ball games.

Consequences: Athletic Event Misconduct

1. The student will be given one warning.
2. On the second offense, the student will be required to sit with his/her parents. If the parents are not in attendance, the student will be required to leave school property and not return.
3. If the student is required to leave school property a second time, he/she will not be allowed to attend any school activities for the remainder of the school year.

Telephone

There is a phone in the lobby for student use in making local calls. This is intended to be used for personal business and is not intended to provide students with an opportunity to call people simply to "visit." Students should be aware that others have the right to use the telephone as well and keep their conversations short.

The Office telephone is to be used for important business only. Pupils will not be called from classes to the phone except for emergencies. Messages will be delivered to pupils so they may return the call at the appropriate time. Permission should be obtained before using the telephone at all times. Long distance calls must be recorded on the log and the cost paid to the Office Secretary at the time the call is placed.

Possession and/or use of beepers or portable phones by a student on school property are prohibited unless authorized by local school officials. Cellular phones may not be on their person; they must be kept off and out of sight in the locker during the regular school day. They may be used if the supervising teacher grants permission or if it is needed in an emergency that threatens the safety of students, staff, or other individuals. Cell phones shall not be used for or associated with unlawful activities. All liabilities for loss or theft of cell phones rests with the student.

Beepers and pagers are not allowed on school grounds at any time. Pagers and beepers brought to school will be confiscated.

Visitors

The school welcomes adult members of the community who wish to visit school. Visitors are required to report to the Office before visitation.

Students who wish to have a visitor must ask permission from the Principal at least 24 hours in advance. If approved, the students are required to bring the visitor to the Office and secure a visitor's pass. Permits will not be issued to visitors at times their own schools are in session. In general, students are not encouraged to bring guests with them because it interferes with the normal operation of the school program. The principal may, at any time, refuse visitors to the school.

Waiver of Student Fees

The School Board may establish fees and charges to fund certain school activities. School fees may include, but are not limited to: required textbooks and instructional materials; charges and deposits for use of school property; charges for field trips; charges for uniforms or equipment; charges to participate in extracurricular activities; charges for supplies of particular classes; school record fees, and student planners.

The Board recognizes that some students will be unable to pay these fees. However, students will not be denied educational services or academic credit due to inability or unwillingness of parents or guardians to pay fees and charges.

Students whose parents are unable to afford student fees may receive a waiver of fees, including locker rental. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

At the beginning of each school year, the school district's waiver of school fees policy will be given in writing to each student's parent(s) or guardian(s). A fee waiver application form shall be included with the notification. The notification shall be in English or home language of the parent(s) or guardian(s).

Applications for fee waivers may be submitted by a parent/guardian who has been assessed a fee on an application form available from the Building Principal.

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

1. The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).
2. The student is currently eligible for Free or Reduced Price Meals pursuant to IL Rev. Stat. Ch. 122. Para. 712.1 et seq.
3. The student's family is currently eligible under guidelines of family-sized income levels prescribed annually by the Secretary of Agriculture.

The parent/guardian shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

The building Principal will notify the parent(s)/guardian(s) within thirty (30) calendar days as to whether the fee waiver request has been granted or denied. A denied request shall state the reason for denial and give information regarding an appeal process, including time lines.

A building Principal's denial of a fee waiver request may be appealed to the School Board by submitting the appeal in writing to the Superintendent or his designee within fourteen (14) calendar days of the denial. If appealed, the Board shall reconsider the decision to deny the fee waiver request within thirty (30) calendar days of the receipt of the parents' or guardians' request for an appeal, and will notify the parent(s)/guardian(s) in writing of its decision. The decision of the Board is final and binding.

Should the Board's fee waiver policy and/or procedures be amended or changed in any way, the parent(s) or guardian(s) of each district student will be notified in writing within thirty (30) calendar days following the adopted change.

Questions regarding the fee waiver request process should be addressed to the Building Principal. (Board Policy 743.01)

Student Athletic Code

Goals for the Athlete

Athletic programs offer experiences for encouraging desirable habits of discipline, for developing qualities of self-sacrifice and dedication for common goals, and for promoting an

atmosphere of acceptable ethical, academic, and moral attitudes. West Prairie Middle School has a No pass, No play Policy.

Expectations for the Athlete

Athletics, being an elective part of the school program, may not be for everyone. Participation in athletics is a privilege, not a right. Athletic programs are available for those students who desire to abide by the conditions established for the program and who desire to derive the benefits available through the program. Students who choose to participate in athletics, by their choice, make a commitment to the school, team, and coach to abide by team rules and the athletic code. The nature of competitive athletics is such as to provide for individual development of character, personality, and discipline. In order to maintain the overall philosophy of school athletics, it is necessary to establish guidelines that are consistent with this philosophical view.

This program attempts to reflect the attitude of the school and the community. Athletes will be expected to behave and to perform in a manner that will inspire pride from the approval of the school community. The future of West Prairie Middle School athletic programs will be affected by the conduct of our present teams since they set the example that will be followed by future teams.

An athlete's ethical and moral behavior should be exemplary not only during the sports season, but also during the off-season and summer months as well.

The following general rules and regulations will be considered as minimum guidelines which student athletes are expected to respect and to maintain:

1. School Attendance: Athletes will be expected to exhibit exemplary student behavior in regard to attendance. Whenever possible, contests will be scheduled so as not to conflict with an athlete's attendance in classes. If school is cancelled, there will be no practices held for any reason.
2. Participation: It is considered an honor and a privilege to participate in West Prairie Middle School athletic programs. The attitude and conduct of the athlete must coincide with the rules and regulations set forth by the school, the athletic code, and the team rules, and should be above reproach. Saturday Practices are optional. A coach can not punish a student for not attending a Saturday practice.
3. Appearance: Dressing and grooming regulations will be in agreement with the rules established by the school and the coach of a particular athletic program.
4. Commitment: The rules and regulations for the athlete will be considered a commitment between the athlete and the school. Violations of the athletic code and team rules will be handled according to procedures outlined in those documents.
5. Scholarship: The athlete should arrange study habits so that maximum results will be derived from classes. Attendance at all classes, an attentive attitude, and an awareness of eligibility rules are necessities for athletes.
6. Other activities: Coaches have the right and obligation to expect all players at all practices and games. Outside activities that interfere with the commitment the student-athlete has made to an athletic program may cause a player to miss playing time. To help avoid conflicts, a student-athlete should keep his/her number of concurrent activities to a minimum.

Rules for participation in athletic programs

The following rules are to be followed by those students who participate in the IESA-sanctioned activities of baseball, softball, basketball, cheerleading, volleyball, track, and scholastic bowl during the school year and/or activity season.

In order to have the best possible athletic program, it is essential that student-athletes demonstrate an attitude of respect for discipline and a willingness to observe all school rules described in the student handbook as well as the following rules for athletic participation.

Each coach has the right and responsibility to establish team rules in addition to the athletic code. These rules are to be approved by the principal in advance, and may include attendance at practices, detentions, curfew, appearance (including but not limited to dress and facial hair), hygiene issues, and general conduct of participants at practices, contests, and trips. They are to denote what are considered to be excused and unexcused absences from practices and games, and the penalties for absences. These rules are to be delivered in writing to each athlete. In general, the coach will administer team discipline.

If an athlete or his/her parents or guardian dispute disciplinary action (or any other issue) imposed by the coach on their child, they should make an appointment to discuss the matter with the coach. **(Note: The amount of playing time an athlete is given or what position(s) an athlete plays are decisions made by the coaching staff, and are not open to discussion.)**

Chain of Command

The West Prairie Middle School Athletic Department has established a Chain of Command that will be strictly enforced with regard to communication between disgruntled parents and fans and Athletic Department personnel. The Chain of Command is as follows:

1. Parent, Athlete – Coach
2. Parent, Athlete – Coach involved and head coach if involved coach is an assistant
3. Parent, Athlete – Coach and Athletic Director
4. Parent, Athlete – Coach and Athletic Director and Principal

All meetings between parents/fans and athletic department personnel will be by appointment. Appointments will be arranged through the Athletic Director's office.

- **Under no circumstances will a coach meet with a disgruntled parent or fan before, during, or after a game or match.** This is unacceptable behavior.
- Athletes involved will always be present at meetings between parents and coaches.

By no means does this athletic code address or foresee all types of disciplinary problems that may arise during the school year. Other issues not specifically addressed in this athletic code will be handled as they arise by the coach and/or the principal. Their decisions will be final.

Procedures for enforcing the athletic code

1. Any report of a violation of specific rules regarding tobacco, alcohol, drugs, and conduct detrimental to the team to a West Prairie Middle School or elementary school staff member, coach, the athletic director, or the principal will be investigated immediately. The student will have an opportunity to explain or respond. If the evidence indicates that

the report is valid, or if other violations are discovered as a result of the investigation, then

2. The athlete will be temporarily suspended from athletic participation. Notification shall be made to the athlete and his/her parents by the principal.
3. Legal authorities may be notified if the evidence so warrants. (Note: parents and athletes should be aware that some actions can also bring criminal prosecution and penalties. Such prosecution is a separate issue from the school discipline policy.)
4. The coach and the principal shall discuss the evidence against the athlete and the action to be taken. Such action will be enforced and communicated as soon as possible. The action taken is final.

Note: any action that cannot be completed during the current athletic season or school year will be completed in the next athletic season or school year in which the athlete participates.

Specific Rules for Athletes

1. The use or possession of all forms of tobacco and tobacco products by an athlete during the school year or activity season will result in a minimum suspension of five games to a maximum of a one calendar year suspension from athletic participation.
2. The use or possession of alcohol or illegal drugs during the school year or activity season will result in a minimum suspension of eight games to a maximum of permanent expulsion from athletic participation while a student at West Prairie Middle School. (Note: The principal shall take under consideration the athlete's entrance into and completion of a drug or alcohol rehabilitation program. Such program shall have been completed at the athlete or his/her parent's expense.)
3. The use of steroids or other performance enhancing drugs and concoctions such as Creatine or Ephedra during the school year or activity season will result in minimum suspension of seven games to a one calendar year suspension from activity participation.
4. Engaging in conduct detrimental to the team or the school, such as fighting, actions warranting arrest, and/or other criminal acts, may result in a suspension from participation in any activity for a period of time to be determined by the principal.
5. An athlete must maintain his/her grades to be eligible for participation in IESA activities. Eligibility reports will be collected weekly, and ineligible athletes will be notified of their ineligible status. The period of ineligibility is one week. All other IESA rules regarding eligibility will be followed.
6. Athletes who are suspended from school or are in Temporary Classroom Removal are ineligible for participation in athletic events for the days of suspension. Saturday morning detention does not automatically prohibit a student from participating in a Saturday athletic event.
7. An athlete must be present for all classes or have an excused absence the day of a game to be eligible to participate in the game. For weekend or holiday games, the athlete must have been present for all classes or have an excused absence the last school day before the weekend or holiday.
8. Rules regarding transportation to and from practices and games are as follows:
 - a. Athletes, managers, and statisticians are required to ride the bus to athletic events, unless prior permission has been given by the principal or athletic director. Any athlete, manager, or statistician who fails to meet the bus at the proper time will not be eligible for competition or to complete their duties for that game.

- b. Athletes, managers or statisticians may ride home with parents or guardians after a game at the discretion of the coach. Notice of such must be given in writing to the coach and the bus driver, and must be signed and dated. No athlete may ride home with anyone other than parents or guardians unless expressly permitted by the principal in advance.
9. For each sport in which an athlete participates, certain equipment, including uniforms, may be issued to him/her. It is his/her responsibility to care for this equipment. The athlete at his/her cost will replace any equipment that is lost, rendered useless in a manner other than normal use, or not returned. No student shall be allowed to participate in another sport until such encumbrance has been alleviated. (Note: The school is not responsible for equipment brought to school for use by athletes.)
10. No athlete will be allowed to practice or play without current physical and proof of insurance on file with the main office or the athletic office.
11. No athlete will be allowed to join a team after the team has completed its first day of practice unless the principal and/or coach have granted prior permission. The only exceptions to this rule are a) students moving to or transferring into the district after the season has begun or b) students who have been absent from school due to reasons beyond their control, such as illness – each case will be considered independently. All cases will be subject to IESA rules.
12. West Prairie Middle School is a member of the IESA and is subject to all rules of the IESA. These rules include coach, fan, and spectator conduct, as well as determinations of eligibility, out-of-season practices and open gyms, and many others.

Statement of Risk for Athletes

By nature, athletics are physically competitive. Our coaches will do their absolute best in teaching proper skills and good training techniques so as to avoid injuries; however, it is impossible to avoid all injuries. During the course of any athletic practice or competition, a student athlete may suffer an injury. These injuries could include but are not limited to: jammed fingers, sprained ankles, pulled or torn muscles, broken bones, brain injuries, and internal injuries. In some cases, death has occurred during an athletic activity.

Grade level philosophy

At the 5th and 6th grade levels, coaches are expected to play every athlete in every game in which the player is scheduled to participate. Exceptions to this expectation include such events as grade ineligibility and disciplinary situations, as noted in this code, the school handbook, and the coach's rules.

At the 7th and 8th grade levels, coaches are not expected to play every athlete in every game. Coaches will make every effort to find playing time for athletes, but must recognize that the good of the team is paramount.

Definitions of Athletic terms

Athlete - any West Prairie student in athletic programs offered by West Prairie Middle School, including baseball, basketball, cheerleading, softball, volleyball, and scholastic bowl.

Current physical – A physical dated no more than one calendar year (365 days) from the last date of state tournament play of the current season.

Internet & Network Use Policy

Authorization for Electronic Network Access

We are very pleased to be able to offer West Prairie District # 103 student's access to the Internet and our network. Our students will be able to access the most current information on many subjects through the use of this tool. However, as in using all tools, there are some safety considerations. Since there are virtually no restrictions on what may be placed on the Internet, we must place some restrictions on how our students use the Internet and our network.

Each student and his or her parent(s)/guardian(s) must sign the Authorization before granted unsupervised access. Please read this document carefully before signing.

All use of the Internet and our network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of the user to follow the terms of the *Authorization for Electronic Network Access* will result in loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of the document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

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

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

Unacceptable Use - You, the user, are responsible for your actions and activities involving the network or Internet. Some examples of unacceptable uses are:

- Using our network or the Internet for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading or installation of software, regardless of whether it is copyrighted or de-virused;
- Downloading copyrighted material for other than personal use;
- Using our network for private financial or commercial gain;
- Wastefully using resources, such as file space;

- Hacking or gaining unauthorized access to files, resources or entities;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another's password or account;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, storing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network or the Internet while access privileges are suspended or revoked.
- Accessing social networking sites that are not used for educational purposes such as MySpace, Facebook, Xanga, etc....;
- Use of E-mail, instant messengers, chat rooms, sites for sending text messages to cell phones, or other electronic means of communication without direct authorization and supervision.

Filtering - West Prairie District # 103 provides content filtering on computers that are connected to the internet, as required by the Children's Internet Protection Act.

Network and Internet Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Do not become abusive in your language to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information, such as addresses, telephone numbers or names, of yourself or others.
- Do not use the network or Internet in a way that would disrupt its use by other users.
- Consider all communications and information accessible via the network or Internet to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or

omissions. Use of any information obtained via the network or Internet is at your own risk. The District specifically denies any responsibility for the accuracy of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of any breach of this *Authorization*.

Security - Network and Internet security is a high priority. If you can identify a security problem on the network or Internet, you must notify the Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another user's account without written permission from that individual. Attempts to log-on the network or Internet as a system administrator will result in a cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but not limited to, the uploading or creation of computer viruses.

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

Copyright Web Publishing rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.

- a. For each republication (on a Web site or file server) of a graphic or a text file that was produced externally there must be a notice at the bottom of the page crediting the original product denoting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- c. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- d. Student work may only be published if there is written permission from both the parent/guardian and student.

User's Responsibility

- a. Users may not share their account with anyone or leave the account open or unattended. Passwords are confidential. All passwords should be protected by the user and not shared or displayed.
- b. Users are responsible for immediately notifying the Technology Department (or Building Principal) if any possible security problems or of damage to the computer to which they are assigned.

Use of Computer Hardware and Software

- a. Only authorized individuals will install, service and/or maintain District-owned computer hardware.
- b. No hardware, including cables or peripherals, may be moved from building to building, moved from the District, or loaned to another District employee without authorization from the Technology Department.
- c. Only software (on disk or downloaded) that is legally owned and/or authorized by the District may be installed on District computers.
- d. The Technology Department's agents and/or Building Administrators have the right to remove any software from District owned equipment where the user cannot provide original copies of the software and/appropriate license for the software.

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this Authorization, and otherwise follow this Authorization.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

A sample of the Authorization for Electronic Network Access Form is located in the Appendix.

This handbook is only a summary of Board policies governing the District: Board policies are available to the public at the District's office. This handbook may be amended during the year without notice.

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Section VI—Appendix

Athletic Code of Conduct Sign Off Sheet

Student – Parent Agreement for Athletic Participation

Participation in extracurricular athletics is both a privilege and a responsibility. It is a privilege to develop your specific athletic skills with classmates in an organized setting. It is a responsibility to represent your school and community with your best sportsmanship and appearance.

The following rules are required from each athlete participating in games for West Prairie Middle School.

- I will demonstrate good sportsmanship at all times.
- I will be a positive representative of my school at all times.
- I will try to show that I can accept winning or losing a game in a gracious manner.
- I will not use vulgar or objectionable language in school, at practice or at any athletic event.
- I will not criticize game officials at any time under any circumstances; I will not communicate with game officials except to answer a question.
- I will not use or be in possession of tobacco products, alcohol or illegal drugs at any time.

I have read the above rule, as well as the West Prairie Middle School Athletic Handbook, and agree to abide by the guidelines outlined by these documents. Should I not follow any rule I realize I may be suspended from games and practices for the next scheduled event up to the remainder of the school year.

Student Signature

Date

I (We) have read the above rules as well as the West Prairie Middle School Athletic Handbook, and agree to abide by the guidelines outlined by these documents. I (We) will help the athlete in abiding by them as well.

Parent/Guardian Signature

Date

Fundamentals of Good Sportsmanship Guidelines

West Prairie Middle School recognizes the importance of emphasizing GOOD SPORTSMANSHIP in all aspects of school related activities. With this in mind we urge fans, spectators, participants, staff members, and parents to adhere to the following:

- Gain an understanding and appreciation for the rules of the environment.
- Exercise positive representative behavior at all times.
- Recognize and appreciate skilled performances regardless of affiliation.
- Exhibit respect for the opponents and officials at all times.
- Open display pride in your actions at every opportunity.

Unacceptable behavior shall include, but not be limited to the following types of conduct and such conduct will result in removal from the activity.

- Insubordination to referees, coaches, or other school personnel supervising the activity.
- Fighting, intimidation of, or attempt to intimidate, or taunting of referees, coaches, players, participants, or spectators.
- Throwing debris or littering the playing field or facility.
- Verbal abuse or use of profane/obscene words or gestures during a game or activity.
- Disruptive behavior/conduct.

We will not tolerate any violations of the above. Good Sportsmanship is expected from everyone before, during, or after any interscholastic contest or other school related activity in our school or any other place our students are competing/participating.

During or immediately after an event is NOT the proper time to raise questions or concerns about a program.

Violations of any of the above “FUNDAMENTALS OF GOOD SPORTSMANSHIP GUIDELINES” will result in the following consequences:

- Immediate removal from the contest or activity.
- Upon investigation by the administration of the schools involved violator(s) may be suspended from activities for a period from one week to indefinitely depending upon the severity of the infraction and previous violations.
- In a “worst case scenario” a player may be removed from a team due to an extreme violation of the sportsmanship guidelines.

I (We) have read the above rules and agree to abide by them. Should I not follow any rule I realize I will be subject to any of the consequences mentioned above.

Student Signature

Date

Parent Signature

Date

Authorization for Electronic Network Access Form

Submit to Building Principal.

Students and their parent/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the district.

Staff member need only sign this *Authorization for Electronic Network Access* once while employed by the School District.

Please check the appropriate box: Staff Member
 Parent/Guardian of Student
 Student*

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet and network connections and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet and network.

Name of User (*please print*)

User Signature

Date

***Students are required to have a parent/guardian read and agree to the following:**

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network and Internet. I accept the responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the District's network and Internet.

Parent/Guardian Name (*please print*)

Parent/Guardian Signature

Date

Temporary Classroom Removal Form

Student _____ Year _____ Conference Date _____
Date Assigned to Temporary Classroom Removal _____
Reason for Suspension _____

While in Temporary Classroom Removal the student will comply with the following conditions or face further disciplinary action:

1. The student will present him/herself in the Temporary Classroom Removal room at or before 8:15 a.m.
2. The student will bring all his/her books and necessary materials to the room when he/she reports at 8:15 a.m.
3. The student will not be allowed to leave his/her seat or talk without permission from the supervising teacher.
4. The student may not sleep or assume a sleeping position.
5. Gum chewing, eating and drinking are not permitted in the Temporary Classroom Removal room except during the lunch period. Students may bring a lunch or may order lunch from the elementary school while in Temporary Classroom Removal. Lunch will be eaten in the Temporary Classroom Removal area. The cost of the lunch is the student's responsibility.
6. The student will be permitted to use the restroom only when classes are in session and only one student at a time may be excused to the restroom.
7. Restrooms breaks will be limited.
8. No card playing or game playing will be allowed.
9. Writing on or any other damage to the Temporary Classroom Removal area, table, desk, or chair is not allowed.
10. After assignments are completed to the satisfaction of the supervising teacher, the student may read private materials if the materials are approved by the supervising teacher.
11. Computer use is not allowed during the Temporary Classroom Removal period.
12. Violation of any of the above rules or improper behavior while in Temporary Classroom Removal will result in additional penalties.

Student Signature _____

Principal Signature _____

Parent Signature _____

Failure to have this form signed by a parent will result in further disciplinary action.

Saturday Morning Detention Contract

Student _____ Year _____ Conference Date _____

Date Assigned to Saturday Detention _____

Reason for Saturday Detention _____

The student will comply with the following conditions:

1. Saturday detention will be held from 8:00 a.m. to noon. No one will be admitted late to Saturday detention and receive full credit for serving the detention.
2. The student must bring sufficient books and supplies to the detention room when he/she reports at 8:00 a.m. to keep him/her occupied for the period of detention.
3. The student is not allowed to leave his/her desk or to talk without permission from the detention supervisor.
4. There will be one restroom break.
5. The student will sit where assigned by the detention supervisor.
6. The student may not sleep or assume a sleeping position.
7. The student will not eat or chew gum.
8. The regular school dress code will be followed.
9. No card playing or game playing is allowed.
10. Writing on or any other damage to detention area, tables, desk, or chair is not allowed.
11. After assignments are completed, the student may read private reading materials if the materials are approved by the detention supervisor.
12. Computer use is not allowed during the detention period.
13. The student must not sit idle; he/she must be engaged in reading or doing homework.
14. Violation of the above rules or improper behavior while serving Saturday detention may result in out of school suspension. The out of school suspension may be for twice as long as the original Saturday detention since the student has committed two disciplinary problems.
15. Failure to serve a Saturday morning detention may result in either a Temporary Classroom Removal or an out of school suspension of up to two days.

Student Signature _____

Principal Signature _____

Parent Signature _____

Failure to have this form signed by a parent will result in further disciplinary action.

Aggressive Behavior Report Letter

Date _____

Dear _____
Parent(s)/Guardian(s)

A staff member reported that your child or ward engaged in aggressive behavior (see attached reporting form).

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including bullying.

This early notification is intended to help all of us work together to avoid repetition of the behavior.

I recommend:

_____ We discuss next steps in person or over the telephone. I will telephone you to schedule a face-to-face or telephone conference.

_____ Counseling services, specifically: _____

_____ Non-District affiliated psychological services.

_____ Alternative school assignment, specifically: _____

_____ Community agency services, specifically: _____

Together, I am confident we can help your child or ward understand that aggressive behavior is not allowed at school.

Building Principal

_____ A report of the consequences for this behavior is attached.

Describe follow-up

WEST PRAIRIE SCHOOL DISTRICT #103
204 South Hun Street
Colchester, IL 62326

Publicity Release

Throughout the school year, West Prairie School District #103 will conduct activities that may be publicized by the school district and/or through local or national news media. Please indicate by checking below whether you consent or do not consent to the release of publicity information concerning your child. This form **must be returned** with your signature at time of registration. If this form is not returned, West Prairie School District #103 will assume that you have given your consent to the release of publicity information concerning your child.

I grant permission for my child to participate in any publicity activities for events sponsored by West Prairie School District #103. Such activities may include interview sessions with news reporters; photographs for newspapers or various school brochures, and the annual report; videotaping for local and national television newscasts, cable programming and school district promotional videos; and photographs for Internet web sites of the school district.

My child ***may not*** participate in any publicity activities for events sponsored by West Prairie School District #103.

Child's Name (please print)

Grade in School

Parent or Guardian's Signature

Date

West Prairie CUSD #103

204 S Hun Street • Colchester IL 62326 • (309) 776-3180 • Fax: (309) 776-3194

Dr. Jonathan Heerboth, Superintendent
heerbothj@westprairie.org

Self-Administration of Epi-pen Medication

Liability Notice & Waiver to Parent or Guardian

In compliance with Public Act 92-402, West Prairie Community Unit School District #103, its employees and agents incur no liability as a result of any injury arising from your student's self-administration of Epi-pen medication.

Your signature below signifies your acknowledgment that West Prairie Community Unit School District #103, its employees and agents, has no liability (except for willful and wanton conduct) as a result of your student's self-administration of Epi-pen medication.

"I indemnify and hold harmless West Prairie Community Unit School District #103, along with its employees and agents against any claims arising from my student's self-administration of Epi-pen medication."

Parent/Guardian Signature

Student Name

Date of Signature

**Student Handbook
West Prairie Middle School
District # 103**

Handbook Sign off Sheet

I have carefully read and understand West Prairie's Student Handbook. I have reviewed all policy and student rules contained in the handbook and agree to support the school in the fair enforcement of these rules and regulations.

Date _____

Student Signature _____

Parent Signature _____