

## **Foreword**

This handbook will provide parents and students with important information about Wolf Branch School. It helps explain the ideas, procedures and policies followed at Wolf Branch District. Obviously, a handbook cannot anticipate all questions and cannot provide every answer. The office staff and principals are available to help with answers and clarifications. Cooperation between the home and school is important and essential. We hope that this handbook assists in building and maintaining that positive relationship.

### **Administration**

Mr. Scott Harres, Superintendent

Mr. Jeff Burkett, Middle School Principal

Mrs. Nicole Sanderson, Elementary School Principal

### **Wolf Branch Board of Education**

Allison Bartle, President

Marci Frew

Doug Gray

Keith Padgett

Bob Lonsdale, Vice President

Brendan Kelly

Larry McClinton

**Board Secretary:** Cathy Wilson

**Treasurer:** Mary Jo Hanvey

## Wolf Branch School District Philosophy

### Vision Statement:

The Wolf Branch School District, in active partnership with parents and the community, will promote excellence in a respectful and caring environment in which all students learn and grow. This partnership shall empower all students to develop strong self-esteem and to become engaged learners, informed decision-makers, and responsible, considerate, contributing citizens in an ever-changing society.

### Mission Statement:

The Wolf Branch Board of Education emphasizes that students and their development are the focus of attention in all educational endeavors of the district.

To fulfill this mission, the Board believes the following objectives must be achieved:

1. The Board will provide safe, healthy, and attractive facilities that are conducive for the achievement of a quality education.
2. The Board, in conjunction with the Administration, will provide fiscal oversight to ensure that district resources are being utilized in a responsible manner that allows for the procurement of a highly qualified faculty and staff, as well as proper materials and resources.
3. The Board is dedicated to the improvement of the educational process by promoting professional development for the faculty and staff, and values constructive input.
4. The Board is dedicated to the students' development of ability in the following educational goals:
  - a) Master the educational standards developed by the federal and state agencies.
  - b) Develop a positive attitude toward learning.
  - c) Develop good character and moral integrity.
  - d) Develop an awareness of personal rights and responsibilities as well as those of others.
  - e) Cope with ever-changing conditions.
  - f) Develop respect and appreciation for cultural diversity.
  - g) Become a productive citizen by understanding the importance of service to society.
  - h) Become familiar with the global opportunities that await them.

## **Wolf Branch Student Code of Ethics**

I will respect the rights of other people at all times.  
I will strive to maintain an open mind toward people.  
I will be sportsmanlike as a participant or spectator.  
I will be clean in person, thought, speech and behavior.  
I will obey all safety rules for other people and myself.  
I will give all authority due respect.  
I will always be courteous to everyone.  
I will put schoolwork before other activities.  
I will be honest at all times.

## **History of the Wolf Branch School District**

Wolf Branch School was founded in 1863 and was formerly located along the highway (Route 159) in the brick building now occupied by the cabinet shop. There were two buildings at that location before the present building.

The first schoolhouse was a one-room log structure built on an acre of land deeded to the school on August 3, 1863, by Adam and Eva Badgley. It is not know exactly how long the original log schoolhouse was used, but probably not very long. It was later replaced by a one-room building made out of handmade bricks from Mr. Badgley's brickyard. In 1921, this first brick building was replaced by another one-room brick building (now the cabinet shop), which served as Wolf Branch School until 1957, when the present school was started at its current location along Huntwood Road. There have been several additions since the original 1 room structure.

It can only be a guess as how much of a hazard wolves were in the early days. It is known however, that the wolves prowled about in the area of the nearby creek or "branch" which gave the school its name, Wolf Branch School. One of the county expenditures for 1909 included \$104 as the amount paid during the year for wolf scalps.

Attending school in the late 1800's and early 1900's was quite different than it is today. The school was very isolated with farmers' field roads the only way of getting to the school. About 1920, the present asphalt road from Route 159 east to Smelting Works Road was built. A few years later, Huntwood Road was built connecting Route 159 with Old Caseyville Road providing the school district a good hard-surfaced east-west road

Classes started later in the fall and let out earlier in the spring because the children had to help around the farm. The boys helped plant and harvest crops and cut and store firewood. The girls helped with the lighter work and were frequently able to attend school more than the boys who sometimes attended school only three months a year. As a result, it was not uncommon for students to remain in school until they were 19 years old.

The social and recreational highlight of the school year was the big picnic held the last day of school. It was an all-day affair of games and food with each family bringing a basket

lunch which would be placed on a long table for all to eat. Box socials were also very popular events. The girls would try to outdo each other in decorating the prettiest box lunch. Spelling bees also provided entertainment as well as spirited competition.

In 1985/86, single-family homes mushroomed in the district and student enrollment ballooned to over 900. As the development and population continued to flourish in the district, the decision was made to upgrade the existing facility. On-line capabilities were made available for all of the classroom computers as well as those in the 2 computer labs. In addition, the building was air-conditioned in the mid 1990's.

Beginning in August of 2003, Wolf Branch opened a new Middle School, making the existing building at 125 Huntwood Road an elementary school for grades kindergarten through five. With additional space available, the District initiated a pre-kindergarten program funded by tuition payments from participating families. Fifteen students were enrolled in the first year.

Wolf Branch Middle School opened with 317 students enrolled in grades 6, 7, and 8. With 113,000 square feet and a capacity of 750 students, it was constructed with future growth in mind. Located at 410 Huntwood Road, just ¼ mile west of the elementary school, the new school has thirty classrooms, a gymnasium connected to the multi-purpose room and cafeteria, two computer labs, three science labs, a library and media center, a band room, a choral room, and an art room. Students and staff members all have access to the very latest in technology for learning. Athletic fields and playground areas are attractively provided on the new site.

### Wolf Branch School District Calendar 2009-2010

<u>AUGUST</u>	<u>10 DAYS OF PUPIL ATTENDANCE</u>
AUGUST 17, 2009	TEACHERS INSTITUTE
AUGUST 18, 2009	FIRST DAY OF ATTENDANCE
11:30 DISMISSAL FOR ELEMENTARY 12:05 DISMISSAL FOR MIDDLE SCHOOL	
AUGUST 25, 2009	SCHOOL BOARD MEETING
<u>SEPTEMBER</u>	<u>21 DAYS OF PUPIL ATTENDANCE</u>
SEPTEMBER 7, 2009	NO SCHOOL LABOR DAY
SEPTEMBER 18, 2009	SCHOOL IMPROVEMENT DAY EARLY DISMISSAL
SEPTEMBER 22, 2009	SCHOOL BOARD MEETING
SEPTEMBER 25, 2009	MID QUARTER
<u>OCTOBER</u>	<u>20 DAYS OF PUPIL ATTENDANCE</u>
OCTOBER 09, 2009	NO SCHOOL TEACHERS INSTITUTE DAY
OCTOBER 12, 2009	NO SCHOOL COLUMBUS DAY
OCTOBER 23, 2009	END OF 1 <sup>ST</sup> QUARTER
OCTOBER 27, 2009	SCHOOL BOARD MEETING
OCTOBER 30, 2009	SCHOOL IMPROVEMENT DAY EARLY DISMISSAL
<u>NOVEMBER</u>	<u>16 DAYS OF PUPIL ATTENDANCE</u>
NOVEMBER 10, 2009	PARENT-TEACHER CONFERENCE NO SCHOOL
NOVEMBER 11, 2009	NO SCHOOL VETERAN'S DAY
NOVEMBER 24, 2009	SCHOOL BOARD MEETING
NOVEMBER 25, 2009	NO SCHOOL TEACHERS INSTITUTE DAY
NOVEMBER 26, 2009	THANKSGIVING DAY – NO SCHOOL
NOVEMBER 27, 2009	NON-ATTENDANCE DAY

DECEMBER 14 DAYS OF PUPIL ATTENDANCE  
DECEMBER 4, 2009 MID QUARTER  
DECEMBER 15, 2009 SCHOOL BOARD MEETING  
DECEMBER 21, 2009 FIRST DAY OF WINTER BREAK

JANUARY 19 DAYS OF PUPIL ATTENDANCE  
JANUARY 4, 2010 CLASSES RESUME  
JANUARY 15, 2010 END OF 2<sup>ND</sup> QUARTER  
JANUARY 18, 2010 NO SCHOOL – MARTIN LUTHER KING’S BIRTHDAY  
JANUARY 26, 2010 SCHOOL BOARD MEETING

FEBRUARY 18 DAYS OF PUPIL ATTENDANCE  
FEBRUARY 5, 2010 SCHOOL IMPROVEMENT DAY EARLY DISMISSAL  
FEBRUARY 8, 2010 NO SCHOOL PARENT TEACHER CONFERENCES  
FEBRUARY 15, 2010 NON-ATTENDANCE DAY  
FEBRUARY 19, 2010 MID QUARTER  
FEBRUARY 23, 2010 SCHOOL BOARD MEETING

MARCH 23 DAYS OF PUPIL ATTENDANCE  
MARCH 12, 2010 SCHOOL IMPROVEMENT DAY EARLY DISMISSAL  
MARCH 19, 2010 END OF 3<sup>RD</sup> QUARTER  
MARCH 23, 2010 SCHOOL BOARD MEETING

APRIL 19 DAYS OF PUPIL ATTENDANCE  
APRIL 1, 2010 NON ATTENDANCE DAY  
APRIL 2, 2010 NON ATTENDANCE DAY  
APRIL 5, 2010 NON ATTENDANCE DAY  
APRIL 23, 2010 MID QUARTER  
APRIL 27, 2010 SCHOOL BOARD MEETING  
APRIL 30, 2010 SCHOOL IMPROVEMENT DAY EARLY DISMISSAL

MAY 19 DAYS OF PUPIL ATTENDANCE  
MAY 20, 2010 NO SCHOOL TEACHERS INSTITUTE (subject to change)  
MAY 25, 2010 SCHOOL BOARD MEETING  
MAY 28, 2010 LAST DAY OF SCHOOL – 1 HOUR ATTENDANCE  
END OF 4<sup>TH</sup> QUARTER  
MAY 31, 2010 NO SCHOOL MEMORIAL DAY

JUNE  
JUNE 22, 2010 SCHOOL BOARD MEETING

I .Information Concerning the School Year.

**A. School Hours**

Elementary School	7:55a.m. – 2:45p.m.
Middle School	8:25a.m. –3:16p.m.

**Office Hours**

Elementary School	7:30a.m. – 4:00p.m.
Middle School	7:30a.m. – 4:00p.m.
District Office	7:30a.m. – 4:00p.m.

**Students may arrive at the following times:**

Elementary School	7:45a.m.
Middle School	7:45a.m.

**Shortened Schedule:**

Elementary School	7:55a.m. – 11:30a.m.
Middle School	8:25a.m. – 12:05p.m.

- B. Power School – With this student data management system parents have access to view current attendance, grades, lunch balances, and daily bulletins. If a parent does not have access to a computer please contact the school office to make other arrangements. Parents are assigned a username and password for each student.
- C. Hot Lunch Program. The district offers a hot lunch program including ala carte at the Middle School. Menus are posted on the web site and balances can be checked online. The price for the entrée lunches will be \$1.75 per student (milk included). Students who bring their lunch and wish to purchase milk will pay 30 cents per carton. Deposits may be made for a minimum of one week (\$8.75 minimum). Deposits will not be accepted for single lunches. **If your child has an overdrawn balance of more than \$14.00 he/she will not receive a hot lunch until the lunch account balance is paid.** Each student at Wolf Branch is issued a lunch account/ID card. Middle School students are required to wear their ID cards using ONLY the school provided lanyard. No defacing or alteration of the student ID is permissible. Should the card become defaced or broken while in the possession of the student, a replacement card will be ordered and a \$5 replacement fee will be deducted from the student’s lunch account. In the interim, a temporary card will be issued. Free and reduced lunch applications are available at registration and throughout the school year.
- D. Transportation Program. Transportation will be provided for those students residing more than 1 ½ miles from the school. Transportation will also be available for those students who reside in areas designated by the Board of Education as hazardous.

Elementary students who are cared for by their middle school siblings will be transported with their middle school siblings during the afternoon bus routes. **This arrangement must be pre-approved by the building principal.** In that changes to the normal mode of transportation must be in writing and pre-approved by the building principal.

- E. Book Rental Fees. Book rental fees for the school year will be \$55.00 for all students. A waiver of fees shall be granted for all students who qualify for free lunches under the School Lunch Program. A waiver will also be granted for any student fees following a significant loss of family income due to severe illness or injury, unusual expenses such as fire, flood or storm damage, or any similar emergency situation. Application for waiver is available in the Superintendent's Office, 410 Huntwood Road.
- F. Lost or Damaged Books. Books which are lost or damaged by other than normal wear, will be paid for by the student at the full replacement cost of the book
- G. Wolf Branch students are expected to turn in homework on time unless a student is absent. Late assignments will be assessed a penalty. Teachers record assignments nightly on the homework hotline (277-2100) or on teacher websites. Students in grades 1-8 are issued assignment books to record class assignments. Homework for absent students will be available for pickup after the end of the school day.
- H. Emergency Closing of School. The Superintendent shall notify TV Channels 2, 4, and 5 as early as possible in the event that school will be closed due to inclement weather or any type of emergency that requires closing the school. The ALERTNOW system will be activated for school closings. **Please do not call the school.**
- I. Classroom Visits. Parents may visit the classroom anytime during the school year. Visits must be arranged through the principal and not interfere with the class session. A badge must be obtained in the office for all visits in order to insure the safety of the boys and girls. Unless accompanied by an adult that has received permission from the principal, no minors, other than current Wolf Branch students, may visit the classrooms.
- J. Valuables at school. Students should not bring valuable items to school. The school district will not be responsible for personal items brought on school grounds.
- K. Sex education and sexual abuse instruction are parts of the Wolf Branch health curriculum. Parents will be notified at least five (5) days in advance of the subject instruction. Upon written request of the parent, alternative study can be assigned to the student until the sexual abuse portion of the class is completed.
- L. Flyer Distribution Policy 8:25 – Advertising and Distributing Materials in Schools Provided by Non-School Related Entities  
No material or literature shall be posted in schools or distributed to students by non-school related organizations or individuals.

Commercial Companies

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) scoreboards; or (4) other appropriate location. The advertisements must be consistent with this policy and its implementing procedures and must be approved by the Wolf Branch School Board. No Board approval is needed for commercial material related to graduation, class pictures.

No individual or entity may advertise or promote its interests by using the names or pictures of the Wolf Branch School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

## **II. Instructions to School Bus Riders.**

- A. Bus riding is a privilege, not a right. Students are to behave properly and follow the instructions of the bus driver. Safety for all students is a primary concern. Students wishing to ride the bus must report to the same designated stop each day and must be on time at that designated school bus stop. The bus is not required to wait for passengers to arrive. Proper conduct at stops is required.
- B. Stay off the road and private property at all times while waiting for the bus.
- C. Keep hands and head inside the bus at all times after entering the bus.
- D. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- E. Never tamper with the bus or any of its equipment. Damaged equipment will be paid for by the student at replacement cost.
- F. Keep books, packages, coats, music instruments, and all other objects out of the aisles.
- G. Do not throw anything out of the bus windows.
- H. Do not leave your seat while the bus is in motion.
- I. Be courteous to fellow pupils, the bus driver, and driver's assistants.
- J. Be absolutely quiet when approaching a railroad-crossing stop.
- K. At a discharge point, where it is necessary to cross the highway, wait for permission from the driver before crossing.
- L. Do not ask the driver to stop at places other than the regular bus stops. He/she is not permitted to do this except by proper authorization from a school official.
- M. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
- N. No eating or drinking is allowed on the bus.
- O. Only students who are assigned to a bus may ride that bus. An administrator must approve any bus changes.
- P. Students may be assigned seats by the driver or school personnel.
- Q. School Bus riders, while in transit, are under the jurisdiction of the school bus driver. Students who violate the privilege of riding the bus will be suspended from riding. It is recommended that all riders and parents become thoroughly familiar with the above regulations governing school bus riders.
- R. Electronic Recordings on School Busses – Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity.

## **III. Student Information**

- A. Students may use the office telephone only for urgent matters.
- B. Annual Registration of All Students. Registration for all students will be held each year prior to the opening day of school. ALL STUDENTS, new students and those returning, must register. New students must provide three proofs of residency, original birth

certificate (the school will make a copy and return the original), and health and immunization records. Fees will be payable at this time. Any child entering school mid-term should have a parent check with the office to make arrangements for registration and payment of fees. A student transfer form from the child's previous school verifying the student is in good standing is required for new students. A report card and previous level of attendance performance are also to be presented.

- C. Classroom Parties. Permission for all class parties must be obtained from the principal. There are three class parties per school year: Halloween, winter, and spring. The Valentine party is arranged by the classroom teacher. All activities are to receive the approval of the classroom teacher.
- D. Individual hallway and P.E. lockers, as well as P.E. locks, are provided for Middle School students. The lockers and locks, however, remain the property of the school at all times and may be searched if reasonable suspicion is found to exist. Students are encouraged to secure their lockers at all times. The school assumes no responsibility for items within the lockers. Students are responsible for their books and personal items.

#### **IV. General Rules of Conduct.**

- A. Students shall not bring excessive money to school. Money and jewelry brought to school shall be kept by, and be the sole responsibility of, the student. Large sums of money will be confiscated and held in the office until picked up by a parent of the student involved.
- B. Gum chewing is not permitted.
- C. Students should wear clothing appropriate for prevailing weather conditions. During cold weather these should include coats, gloves and caps. See page 14 for the school district dress code.
- D. Students are not to be in the hallways or restrooms without permission. Students shall get permission to use restrooms before school, lunchtime and at recess time. Students shall refrain from leaving the classrooms for restroom usage unless absolutely necessary. Students abusing this usage shall be sent to the office.
- E. An entire school is often judged by the behavior and appearance of just one of its students. Each student must be aware that he/she has a special responsibility in helping to create and uphold standards for the entire student body. Profanity will not be tolerated. Parents of any student involved in vandalism may be referred to the police and be required to make restitution for damages.
- F. Students at Wolf Branch have a right to an atmosphere that is conducive to learning. When students create a disturbance they not only disrupt their own learning process but also that of the other students in their class. It is the responsibility of the student to be aware of the rules and regulations which govern them while in the Wolf Branch District or any of its sponsored functions or activities. Every teacher has jurisdiction over any student in the entire school.

## G. Discipline/Behavior Plan

### **Elementary School Behavior Plan**

Throughout the year we will promote the three B's:

**Be Respectful**

**Be Responsible**

**Be Safe**

Depending on the seriousness of the offense or the persistence of the undesirable behavior, various types of discipline consequences may be assigned; including, but not limited to immediate suspension from school, in-school suspension or detention. Detentions may be assigned during lunch periods or Before/After School. Whenever appropriate, students/parents will be notified one day in advance of a detention assignment.

***Level One Infractions* - Examples of infractions include, but are not limited to the following:**

- |                                      |   |
|--------------------------------------|---|
| 1. Tardiness to school and classroom | 6. Disruptive hall behavior                               |
| 2. Lack of homework                  | 7. Gum chewing/candy                                      |
| 3. Disruptive behavior               | 8. Improper clothing                                      |
| 4. Littering                         | 9. Re-entering the building without supervisor's approval |
| 5. Pushing, running, yelling         | 10. Improper Bus Conduct                                  |

***Level One Consequences* – These options should not be deemed in rank order or all-inclusive.**

- |  |   |
|--|---|
| 1. Conference with student                             | 8. Temporary removal from class                             |
| 2. Conference with parent                              | 9. In-school suspension                                     |
| 3. Counseling  | 10. Suspension of bus privileges                            |
| 4. Detention–Noon or After school                      | 11. In-school suspension with work detail/community service |
| 5. Detention with work detail/community service        | 12. Other action deemed appropriate to match infraction     |
| 6. Temporary removal from extra- curricular activities |   |
| 7. Verbal reprimand                                    |   |

***Level Two Infractions* - Examples of infractions include, but are not limited to the following:**

- |  |   |
|--|---|
| 1. Fighting  | removal from class by the teacher   |
| 2. Profanity                                       |   |
| 3. Cheating/lying                                  | 8. Possession/Distribution of inappropriate printed material or obscenity |
| 4. Leaving class while in session                  | 9. Forgery  |
| 5. Verbal abuse                                    | 10. Gambling  |
| 6. Insubordination                                 |   |
| 7. Reported inappropriate behavior that results in |   |

- 11. Bullying
- 12. Possession/Smoking of Tobacco related products

- 13. Repetition of Level 1 offense

***Level Two Consequences – These options should not be deemed in rank order or all-inclusive.***

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>1. Conference with student</li> <li>2. Conference with parent</li> <li>3. Counseling</li> <li>4. Detention – Noon or After school</li> <li>5. Detention with work detail/community service</li> <li>6. Temporary or permanent removal from extra-curricular activities</li> <li>7. Verbal reprimand</li> </ul> | <ul style="list-style-type: none"> <li>8. Temporary removal from class</li> <li>9. In-school suspension</li> <li>10. Suspension of bus privileges</li> <li>11. In-school suspension with work detail/community service</li> <li>12. Loss of privileges</li> <li>13. Out-of-school suspension</li> <li>14. Expulsion</li> <li>15. Restitution</li> </ul> |
|---|---|
16. Other action deemed appropriate to match infraction

***Level Three Infractions - Examples of infractions include, but are not limited to the following:***

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>1. Possession of dangerous weapon</li> <li>2. Repetitiveness of a level I or II offense</li> <li>3. Severity of the level I or II offense</li> <li>4. Stealing</li> <li>5. Vandalism</li> <li>6. Sexual Harassment</li> <li>7. Racial Slurs</li> <li>8. Arson</li> </ul> | <ul style="list-style-type: none"> <li>9. Possession/Under the influence of alcohol/drug related substances</li> <li>10. Extortion or Extreme Intimidation</li> <li>11. Threats</li> <li>12. Gangs or gang related activity</li> <li>13. Repetition of Level 2 offense</li> </ul> |
|---|---|

***Level Three Consequences – These options should not be deemed in rank order or all-inclusive.***

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>1. Detention – Noon or After school</li> <li>2. Suspension of bus privileges</li> <li>3. Temporary or permanent removal from extra curricular activities</li> <li>4. Detention with work detail/community service</li> <li>5. In-school suspension</li> </ul> | <ul style="list-style-type: none"> <li>6. In-school suspension with work detail/community service</li> <li>7. Out-of-school suspension</li> <li>8. Expulsion</li> <li>9. Restitution</li> <li>10. Other action deemed appropriate to match infraction</li> </ul> |
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**Middle School Behavior Plan**

Depending on the seriousness of the offense or the persistence of the undesirable behavior, various types of consequences may be assigned including, but not limited to immediate suspension from school, in-house suspension, or detention. Detentions may be assigned during lunch periods, before school, or after school. Whenever appropriate, students/parents will be notified one day in advance of a detention assignment. Refer to the following list of infraction levels and consequences:

***Level one infractions:***

1. Tardiness to school and classroom
2. Disruptive behavior
3. Running/yelling or other disruptive behavior in hallways, classrooms or cafeteria
4. Gum chewing/candy
5. Public displays of affection
6. Littering
7. Re-entering the building without supervisor's approval
8. Loitering in hallways without permission
9. Improper use of a cell phone or electronic communication device.

***Consequences:***

1. conference with student
2. conference with parent
3. detention (before or after school, or lunch)
4. detention with work detail or community service
5. temporary removal from class
6. other action deemed appropriate to match infraction

***Level two infractions:***

1. Absence from class without proper authorization.
2. Profanity
3. Leaving class while in session
4. Insubordination
5. Horseplay
6. Cheating/lying
7. Verbal abuse
8. Reported inappropriate behavior that results in removal from class by the teacher
9. Bullying and Cyber Bullying
10. Repeated and multiple incidents of level one infractions

***Consequences***

1. conference with student
2. conference with parent
3. detention (before or after school, or lunch)

4. detention with work detail or community service
5. temporary removal from class
6. in-school suspension
7. in-school suspension with work detail or community service
8. loss of privileges
9. restitution
10. other action deemed appropriate to match infraction

***Level three infractions:***

- |   |   |
|---|---|
| 1. Possession of dangerous weapon           | 7. Vandalism  |
| 2. Possession of alcohol                    | 8. Racial slurs   |
| 3. Possession of drug controlled substances | 9. Fighting   |
| 4. Stealing                                 | 10. Threats   |
| 5. Severity of the level I or II offense    | 11. Gangs or gang related activity                            |
| 6. Sexual Harassment                        | 12. Repeated and multiple incidents of level two infractions. |

***Consequences:***

1. multiple detentions (before or after school, or lunch)
2. multiple detentions with work detail or community service
3. in-school suspension
4. in-school suspension with work detail of community service
5. out-of-school suspension
6. temporary or permanent removal from extra-curricular activities
7. restitution
8. expulsion
9. other action deemed appropriate to match infraction

H. General Procedural Guidelines. Wolf Branch School District has established the following appeals process:

**First Appeal – Principal or designee**  
**Second Appeal – Superintendent or designee**  
**Third Appeal – Board of Education**

I. Corporal Punishment. It is a Board of Education policy and state law that corporal punishment shall not be used.

J. Policy Statement Regarding Drug Abuse, Alcohol Abuse, and Gross Disobedience

The Board of Education has authorized the Superintendent or his/her designee to suspend students for drug abuse, alcohol abuse, and gross disobedience of school rules and regulations while in attendance on school property or the school bus.

Recognizing the student's right to an education as protected under the due process clause of the 14<sup>th</sup> Amendment, the following steps will be followed:

1. A notice of the suspension and charges, whether oral or written, will be given to the student, and the parents and/or guardians;
2. An explanation of the reasons for the suspension will be given immediately after the notice of suspension is given;
3. If a student denies the charges, some explanation of the evidence against him/her and an opportunity for the student to explain his/her version of the incident will be provided;
4. The parents or guardians shall be notified immediately and given a statement of the reasons for suspension;
5. The parents may request a review of the principals' decision by the Superintendent of Schools.
6. All action taken will be in accordance with the State and Federal Laws and the rules and regulations of the Illinois State Board of Education, and in the best interests of all parents and students of Wolf Branch School District #113.

K. Weapons Policy: According to Board Policy 7:190 – Student Discipline - The possession of a weapon or look-a-like (including, but not limited to a knife of any kind, pistol, revolver, stun gun, taser, or other firearm, bludgeon, black jack, metal knuckles, throwing star, dagger, razor, stiletto, switchblade knife, tear gas projector or bomb or any object containing noxious liquid gas or substance; or any object used as a weapon to inflict bodily harm on another person) upon the premises of Wolf Branch School District #113, at any time, may result in immediate notification of parents, notification of police, immediate suspension from school, and a recommendation to the Board of Education for expulsion.

L. Violence Policy: Any student who threatens a staff member or staff member's family with bodily harm will have the incident reported to the local authorities by a member of the administration. This behavior will not be tolerated and will be considered grounds for suspension. Any student who threatens to damage the property of a staff member or staff member's family will have the incident reported to the local authorities by a member of the administration and the incident also be considered grounds for suspension of the student.

Any student who threatens another student with bodily harm or damage to another student's property will be dealt with by the administration in an appropriate manner. Options will include suspension from school.

Students who engage in this type of behavior may also, at the discretion of the administration, be required to complete an anti-violence program. This program will

be developed by Wolf Branch staff and will consist of not less than 6 hours training, and may include supervision by the Swansea police.

### ***M. Dress code***

Any attire that detracts from school routine is not permitted. Proper dress is the responsibility of the student and his or her parent. Examples of inappropriate clothing include but are not limited to the following:

- Sagging pants/shorts
- Sheer or see-through clothing
- Visible undergarments
- Short shorts or skirts (shorter than mid thigh)
- Midriff baring shirts
- Off-shoulder blouses
- “Heelie” shoes
- Shirts with suggestive sayings/pictures
- Shirts advertising alcohol or cigarettes
- Provocative attire
- Hats, head gear, hoods, sweatbands
- Tank tops, sleeveless shirts, or spaghetti- strap tops
- Chains

**Students choosing to dress in this manner will not be permitted to attend class until they change into appropriate attire.** Any questions or doubts parents have regarding clothing should be directed to the administration.

### **N. Cell Phones and Electronic Communication Devices**

(Blackberry, I-Pod, MP3 Players, CD Players) – The intent of this policy is to promote safety and provide students with the ability to communicate with parents or family after school hours. It is not the intent to provide students with a means of entertainment or unnecessary communication. Students who possess and /or use a cell phone or electronic communication devices at school must follow the responsibilities listed below:

- Students must turn their cell phones and electronic communication devices off when arriving on school grounds.
- Cell Phones and electronic communication devices are to be kept in student lockers during the school day and must be turned off.

#### **Cell phones can appropriately be used:**

- Outside after normal school hours only. (school phones are available for communication with parents or family during the school day)
- After a school-related event such as a dance, concert, or athletic event.

#### **Consequences for cell phone and electronic communication device infractions:**

- First Offense – The phone will be confiscated and a parent will be required to regain possession of the phone from the office.

- Second Offense – The phone will be confiscated and a parent will be required to regain possession of the phone from the office. It will be treated as a level II infraction.
- Third Offense - Any use of cell phone camera or voice recording feature during school will be treated as a level three infraction. The phone will be confiscated and a parent will be required to regain possession of the phone from the office. Loss of privilege is a potential consequence.

#### O. Backpacks

Backpacks or book-bags are to be placed in students' lockers upon arrival at school. Backpacks must remain in students' lockers until dismissal from school. Clear or see-through backpacks will be allowed for students with special needs who need to carry a backpack during the school day.

#### V. Social Promotion Policy

The following is a summary of the recently enacted legislation **Illinois House Bill 452 Social Promotion (105ILCS 10-20.9a)** affecting promotion policies of all school districts within the State of Illinois. The promotion policy as adopted by Wolf Branch incorporates this language.

Wolf Branch School District No. 113  
Promotion Policy Effective September 1, 1998

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. This system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Assessment Test, the Iowa Test of Basic Skills, or other testing. **A student shall not be promoted based upon age or any other social reason not related to academic performance.** The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record of each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's grade include:

- a. a miscalculation of test scores;
- b. a technical error in assigning a particular grade or score;
- c. the teacher agrees to allow the student to do extra work that may impact the grade.
- d. an inappropriate grade system used to determine the grade; or
- e. an inappropriate grade based on an appropriate grading system.

LEGAL REF: 105ILCS5/2-3.64,5/10-20.9a, 5/10-21.8, and 5/27-27.

1. The requirements for district policy on academic achievement are found in ILCS5/10-20.9A, AS AMENDED BY p.a. 90-548. A policy prohibiting social promotion must be adopted on or before 9/1/92 (Id.) If a district uses weighted grades for classes by

- degree of difficulty, it must be reflected in the effected students' class rank and permanent records (105 ILCS 5/27-27).
2. Absent a court order to the contrary, upon the request of either parent of a student whose parents are divorced, copies of report cards, along with other notices and records must be furnished to both parents by the district (105ILCS5/10-21.8).
  3. 105ILCS5/10-20,9A, as amended by P.A. 90-548. Each local board should determine its promotion criteria and may augment the statute's criteria.
  4. The administration shall determine remedial assistance for a student who is not promoted.
  5. District policy must provide the reasons and procedures for changing a grade (105ILCS5.10-20.9a).

**A. Promotion Policy:** When a child is being considered for retention, there is a careful weighing of all the possible advantages and disadvantages before a decision is made. Promotion is based upon attaining a minimum of a "C-(2.65)" GPA for the year with no annual average grade of an "F" in any core subject. The lack of regular attendance will not be considered as an excuse for failure. The final decision for placement for the next year rests with the school authorities.

**B. District Curriculum:** Successful completion of the district's curriculum is a must. The school year is divided into approximately four equal grading periods consisting of about nine weeks. The student report card is sent home at the end of each grade period. Reports are issued to a student whose status at that point is passing but has fallen below previous levels of effort; to a student who is borderline and may earn a "D" for grading period; and to a student who is failing. Teachers will make recommendations as to how the student and the parents may improve the status of the student's performance prior to the end of the grading period.

1. These notices are sent at that point of the quarter in order that the parents may have a better understanding of the student's current achievement and allow time to seek additional help for the student.
2. Reports may also be issued at other times during the quarter when it is deemed to be necessary to officially inform the parents of the student's status and may include a summary of the student's academic performance and recommended grades to be obtained during the next grading period. These goals will be set to insure a student's positive academic status is achieved.
3. District-wide parent/teacher conferences are conducted throughout the school at the end of the first and third grading periods. The purpose of these conferences is to interpret all aspects of each student's progress to the parents. Parents may request individual conferences at other times during the year.
4. Grading Scales to be used in determining student's academic status.

## Grading Scale

### Symbols & Explanations

### Grades & Numerical Averages

Kindergarten	Grade 1	Grades 2-8	
S – Satisfactory Work	A (92-100)	A+(100)	C+ (82-83)
N – Needs Improvement	B (84-91)	A (94-99)	C (77-81)
U - Unsatisfactory	C (75-83)	A-(92-93)	C-(75-76)
	D (70-74)	B+(90-91)	D+(73-74)
	F (69 & Below)	B (86-89)	D (71-72)
		B-(84-85)	D-(70)
			F (69 & Below)

Honor Roll Placement will be determined for students in grades 6-8  
 High Honor ----Straight A's  
 Honor Roll ----- 4.17 to 4.66 with no grades lower than a C  
 Honorable Mention—3.67 to 4.16 with no grades lower than a C.

**C. Illinois Standards Achievement Test:** Students are expected to meet the goals as outlined by the State of Illinois. Students scoring in the **Does Not Meet** category for the standards may be considered in academic jeopardy.

**D. Achievement Testing:** Students in grades 1 through 7 take a various standardized achievement tests throughout the school year. Successful completion of these tests shall constitute a factor for placement. Students falling 1 year below the expected composite grade level attainment may be considered as in jeopardy. Placement into developmental reading and/or math programs may be recommended.

## VI. Student Attendance.

1. The compulsory attendance law requires that every student shall attend school regularly. Each student shall be in class every day on time unless illness, death in the immediate family, or a family emergency beyond the control of the student, makes this impossible.
2. It is essential that parents report their child's absence. This must be done before 8:30a.m. on the day of the absence. The parent may place the absentee message on the special extension at 277-2100. The message must include a reason for the absence. Those parents not calling the school office shall be notified of the child's absenteeism. If you do not call, state law requires us to contact you, if no one is reached the absence is considered unexcused.
3. Students' absence from school is considered "excused" under the following criteria as established by Illinois School Code:
  1. Illness or appointment with a physician

2. To attend a funeral
3. In observance of a religious holiday or activity
4. In addition, students may have other absences such as personal family business or vacation times approved by the principal, which should be requested prior to the absence.

When absences are “excused,” students shall be expected to complete missed assignments and these shall be included in their grade records. Students, whose absences are “unexcused,” are expected to make-up missed daily work; but their work shall not be included in their grade records.

4. Planned school absences. **Vacations should be planned after the last scheduled day of the year or during school vacations due to the fact that makeup work cannot take the place of classroom instruction.** In the event this is not possible, the office and the homeroom teacher should be made aware of the situation in advance of the absence. While a portion of the homework may be available prior to the planned absence, the majority of it will need to be completed upon return. An incomplete grade will be recorded until all of the work is made up to the satisfaction of the teacher and then graded.
5. Permission to leave school. Students shall remain in class until parents arrive, sign out the child, and request the child’s presence.
6. Tardiness. School commences each day at 8:00 at the elementary building and at 8:25 the Middle School. Students, who arrive late for class at the beginning of the day must report to the office for a tardy slip. Tardies are also issued at the Middle School for students who arrive late to the beginning of each class period.

Arriving to school on time each day is considered to be a product of the life skill, responsibility. When students arrive late for class they lose precious instructional time. They also take time from their fellow classmates by interrupting the learning process with a late entry into the classroom. This is an unfair situation for all and interferes with everyone’s achievement.

## VII. Programs

1. Developmental Reading (Elementary School & Middle School) and Developmental Math (Middle School)

Wolf Branch District makes every attempt to offer students programs and services that instruct at the individual’s identified level of learning. Students qualify for Developmental Reading and Math programs through an analysis of their daily performances and test scores. Placement in these programs does not necessarily mean a child is performing below grade level. It may indicate that the student requires additional support and attention in order to maintain grade level performance.
2. Gifted

At the middle school level, the focus for gifted education is the accelerated math program. This content area has been chosen to enable students to be able to take A.P. calculus (college credit course) when they enter their senior year of study in high school.

The criteria for this program are:

- 90 percentile math composite scores on the ITBS
- Teacher recommendation

Parent approval is required for eligible students to participate.

### 3. Special Education

The Wolf Branch School District participates in the Belleville Area Special Services Cooperative (BASSC) to provide services for identified students.

All kindergarteners are screened for speech and language delays. Parents are informed if the screening results indicate a need for further speech and/or language evaluation.

Programs are also available for children who have learning, social, emotional, behavioral, or physical needs that are significant to a degree that they prevent academic achievement. Prior to a child receiving any individual testing that is not administered to the general population, parents will receive notification and request for approval. No child is placed in any special education program nor will receive any special education service until the parents or guardians have been informed and have participated in the decision-making process.

## **VIII. Programs and Services**

Wolf Branch School District offers several services for the parents and students of our community.

- A. Pre-School: Wolf Branch Elementary School offers a half-day Pre-School program for children who have reached their fourth birthday by September 1<sup>st</sup> of the current school year. Pre-Kindergarten parents pay fees for their child to attend. These students are also eligible to attend a fee-based daycare.
- B. BASIC: Wolf Branch School District offers before and after school childcare to the parents of students who attend Wolf Branch Elementary School (Kindergarten through grade 5). Parents pay fees for their children's care.
- C. Vision and Hearing Screenings: Wolf Branch School District screens all new, incoming students for vision and hearing. Students in grades Kindergarten through 3<sup>rd</sup> are screened for hearing, and vision screenings are conducted for grades Kindergarten, two and eight. Children who fail their screening are referred to their parents for further evaluation.

## **IX. Activities**

Wolf Branch School District and various organizations offer several activities to students.

- A. Pictures and Yearbook: Student pictures, both individual and group, are taken each fall and spring; proofs are made available to parents for purchase. Fall pictures and candid shots taken during the year are included in the yearbook available for purchase through the office.
- B. PTC: The PTC sponsors several activities including, but not limited to, the Fall Festival, Class Parties, Breakfast with Santa, and Flower Planting.

- C. Friends of Wolf Branch: The Friends of Wolf Branch sponsor fundraising events each year to fund various organizations and their activities.
- D. Book Fair: The Wolf Branch School District hosts a Book Fair each year for parents and students.
- E. Programs, and Plays: Wolf Branch School District presents various Band, Chorus and Theatre events each year.
- F. Field Day/Variety Show: At the end of the school year the students of Wolf Branch School District participate in a Field Day. A Variety Show is also held at the Elementary School.
- G. Geography Night: Each Spring the Elementary School hosts a Geography Night Open House with presentations and displays.
- H. Field Trips

**X. Title IX of Public Law 92-318**

It is the policy of Wolf Branch School District 113 not to discriminate on the basis of sex in its educational programs, activities or employment as required by Title IX of the 1972 Educational Amendments. Inquires regarding compliance may be directed to the Superintendent, Mr. Scott Harres, Title IX Coordinator, 410 Huntwood Road, Swansea, Illinois 62226.

**XI. 6:140 Education of Homeless Children**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

**XII. 6:160 English Language Learners**

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.
2. Appropriately identify students with limited English proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program and Transitional Program of Instruction.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Language Learners.
6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.

7. Include English Language Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

#### Parent Involvement

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

### **XIII. Title 1 Program**

Title 1 Parental Involvement – The District maintains programs, activities, and procedures for the involvement of parent/guardians of students receiving services, or enrolled in programs, under Title 1. These programs, activities, and procedures are described in District-level and School-level compacts.

### **XIV 7:10 Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

#### 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.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Wolf Branch School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

### **XV. 7:20 Harassment of Students Prohibited**

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with a student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment; or
  - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these

*Nondiscrimination Coordinator:*

Name	<u>Scott Harres</u>
Address	<u>410 Huntwood Road, Swansea</u>
Telephone No.	<u>618-277-2100</u>

*Complaint Managers:*

Name	<u>Mrs. Nicole Sanderson</u>	<u>Jeff Burkett</u>
Address	<u>125 Huntwood Road, Swansea</u>	<u>410 Huntwood Road, Swansea</u>
Telephone No.	<u>618-277-2100</u>	<u>618-277-2100</u>

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

**XVI. Statements on Privacy Rights of Parents and Students.** This is to advise you of the Department of Education’s guidelines pertaining to the Privacy Rights of Parents and Students.

A. Student Records Act

Three Types of records are maintained in the district:

1. Permanent Record – Basic identification information, transcripts
2. Temporary Record – All information not required to be in the permanent record including family background information, test scores, psychological evaluations, special education files, disciplinary information. The temporary file will be reviewed periodically and will be destroyed entirely within five years following graduation or permanent withdrawal.
3. Directory information-Unless a written request is submitted on a yearly basis stating that the parents do not want directory information used, Wolf Branch District #113 assumes permission is granted.

- B. Should any parent wish to examine records of their child, they may do so by following the proper administrative procedure. Parents will also have the right to question the contents of the records, receive copies of the records proposed to be destroyed and inspect information to be transferred to another district.

**XVII. Extracurricular Programs**

A. Sports

Wolf Branch is a member of the Belle-Fair Conference and the Southern Illinois JHS Activities Association, which sponsors various inter-conference sports and

academic competitions. These activities are available to students in grades 5 through 8. Any student participating in a sport activity must have a physical exam each year and the physical must be on file in the nurse's office. All teams affiliated with the conference are selected on a tryout basis. Sports and activities offered: co-ed Soccer, Girl's Softball, Boy's Baseball, Girl's Volleyball, Boy's Basketball, Girl's Basketball, Cheerleading, Pom Poms, Boy's Track, Girl's Track, co-ed Bowling, Chess Tournament, Spelling Bee, Music Festival and Scholar Bowl. Wolf Branch is an "academics first" school. Students involved in the fall sports of softball, soccer, and baseball may start the year on probation if the fourth quarter grades from the previous year are not satisfactory. Any student involved in a school sponsored activity is subject to the sports probation policy which states: Where letter grades are applicable, a student will be placed on probationary status if he/she receives an F or two (2) D's. A student will be placed on probation also for displaying attitude, conduct, or behavior that is not acceptable in our school.

Whenever a teacher determines a student is not meeting the standards of Wolf Branch School, the student will be notified that he/she may participate in athletics on a probationary basis for a period of two weeks. At the time of probation the school will notify the parents and teacher/coach regarding the dates of the probationary period. During these two weeks, the student will attend all practices and games and must raise his/her grade and/or citizenship to the standards of the school. If the student is not able to handle the responsibility of athletics and academics by achieving school standards, the student will then be removed from the team **for the remainder of the season**. A student may only be on probation once per season.

B. Band and Choral Programs

Starting in the fourth grade, students may participate in an introductory band program. Once they complete this program, they will be invited to participate in the 5<sup>th</sup> grade band. Formal band and chorus programs are offered at both schools for grades 5 through 8. These organizations perform concerts several times throughout the year and participate in district and state contests. Band and Choral Boosters support the music programs.

C. Play and Musical

Wolf Branch Middle School performs a fall play and a spring musical each year. Students in grades 6-8 are eligible to audition for roles in each.

D. Student Council

Wolf Branch Middle School provides a student council program. Students apply for acceptance in early September. This organization provides social and service activities for the school and community.

**XVIII. Wolf Branch School Medication Policy.**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The Wolf Branch School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the Wolf Branch School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

- A. Prescription medications: Prescription medications must be brought to school in the original package with a current date filled and any refill date authorized. This package must also include: the child's name, dosage, amount/route of administration and/or other directions. A medical authorization form must be signed by the physician and kept on file in your child's school office.
  
- B. Non-prescription medication: Non-prescription medication shall be brought to school in the original manufacturer's bottle/container listing all the ingredients with the child's name attached to the container. A written request to administer the medication in school must come from the parent/guardian. This form is available from the administrative office or the nurse's office.
  
- C. Accidents at School: The nurse or designated office personnel will provide (or direct) emergency care until either the parent or medical authorities assume responsibility. The office or nurse will notify the student's parent or other responsible person designated by the parents as soon as possible. If the parent or other emergency person is not available, and/or immediate medical attention seems warranted, 911 will be called for the paramedics/ambulance service at the parent's expense. Either the nurse or school personnel designated by the principal will accompany the child if the parent or guardian does not arrive at the school before the ambulance leaves for the hospital.
  
- D. Communicable Diseases
  - 1. Chickenpox – Students must stay home from school the minimum of 6 days after the last eruption with all pox having scabbed over or fallen off. The nurse should check the student before returning to class.
  - 2. Pink-eye – Students must stay home 2 days (with treatment) or until there is no longer discharge or mattering of the eyes.

3. Strep throat – Students may return to school after he/she has been on 48 hours of medication, usually an antibiotic prescribed by the doctor.
4. Rashes or anything else that may be contagious to the other students – The student will be sent home until the school nurse has a diagnosis as to what the child has and if it is contagious to other children. Please call the school office to inform them of the diagnosis .
5. Head Lice/Scabies – Students may return to school after treatment with medicated shampoo for Head Lice and medicated lotion for Scabies. If nits are still present in the child’s hair when the child returns to school after having been treated with medicated shampoo, he/she will be sent back home. Students must be checked by the school nurse before returning to class.

E. Illness During School Hours

A student who becomes ill should report to the teacher who in turn will direct the student with a note to the nurse’s office. Parents will be notified by the nurse so they may arrange proper care for the student. No facilities or personnel are available at school to provide such care.

1. Fever – The student must stay home 24 hours FEVER FREE before returning to school.
2. Vomiting – The student must stay home 24 hours after vomiting has stopped.

F. Medical Reports

The state of Illinois requires all students entering kindergarten, 1<sup>st</sup> grade with no kindergarten experience, 6<sup>th</sup> grade, and those participating in sports to have a current physical completed by a physician. Students entering kindergarten must have a vision exam by optometrists or ophthalmologist. In addition, all students entering kindergarten, 2<sup>nd</sup> grade, and 6<sup>th</sup> grade must have a current dental examination. These are kept on file in the nurse’s office.

- G. Allergens – Latex Balloons and Peanut Products are not to be used for school functions due to allergic conditions of some students. Because of these conditions personal deliveries will be kept in the office until the end of the school day and cannot be taken on the bus.

**XIX. Vision and Hearing Screenings**

Vision and hearing screenings will be done at the following grade levels, according to the Illinois Department of Public Health rules and regulations:

- Kindergarten – vision and hearing
- 1<sup>st</sup> grade – hearing
- 2<sup>nd</sup> grade – vision and hearing
- 3<sup>rd</sup> grade – hearing
- 8<sup>th</sup> grade – vision
- Special Education – vision and hearing

New students to the district – vision and hearing

Teacher referrals – vision and/or hearing

If your child has already had a vision exam and you do not want your child to be screened, please send in a signed report from the optometrist or ophthalmologist for his or her file.

## **XX. Health Concerns**

- A. Smoking/Tobacco Use – State law strictly prohibits smoking or the use of any tobacco products on school property.
  
- B. Pest Control Management – Wolf Branch School District # 113 has an integrated Pest Management Policy #4:160 which incorporates building maintenance, sanitation, physical barriers, and as a last resort, the safest and most effective form of pesticide. This policy complies with the law requiring that public schools notify parents at least 48 hours prior to the application of pesticides on school property. Excluded from the notification requirements are disinfectants, sanitizers, insecticides, and rodent killing baits. Although the district has no intention of spraying or fogging with pesticides during the school day when children are in attendance, the administration has created a voluntary notification registry. By placing your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately (not when children are present), the district will notify you as soon as possible. Please contact the office if you wish to be added to this list.

## **XXI**

Asbestos Management Plan - Asbestos containing building materials (ACBM) are present within the Elementary Building of the Wolf Branch School District #113. In accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA), an accredited inspector and management planner have completed a review of the locations, quantities and friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos fibers. Copies of the asbestos management plan for the Wolf Branch Elementary School, which includes the inspection report, are located in the office of the Wolf Branch School District, 410 Huntwood Road, Swansea, Illinois. The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability will be provided upon request. Should a request be made for a copy of the report or parts of the report, the Wolf Branch School District will charge \$0.25 per page to make copies of the plan. Further questions should be directed to the district office.

The handbook is only a summary of board policies governing the district; board policies are available to the public at the district office. The handbook may be amended during the year without notice.

Once you have thoroughly reviewed the contents of the handbook and the Asbestos Management Plan, please tear off and return this page. The office needs this page from every student enrolled in the Wolf Branch School District. Thank you for your cooperation.

## **Handbook Review**

**I have received and reviewed the 2009-2010 Wolf Branch District Parent – Student Handbook.**

_____	<b>Student Name (Please Print)</b>
_____	<b>Parent Signature</b>
_____	<b>Date</b>
_____	<b>Student Signature</b>
_____	<b>Date</b>

## **Asbestos Management Plan**

**I have received and reviewed the Asbestos Management Plan.**

_____	<b>Parent Signature</b>
_____	<b>Date</b>