

**Wilmington Middle School
STUDENT PLANNER & HANDBOOK
2024 – 2025**

Name: _____



715 South Joliet Street
Wilmington, Illinois 60481
(815) 926-1687

DEAR WMS STUDENTS,

Welcome to Wilmington Middle School and the 2024-2025 school year. We wish you a very successful academic year and one full of lasting memories. Please remember that you can strive for excellence and still have many enjoyable experiences in school. Please take some time to familiarize yourself with the procedures, guidelines, and information outlined in this handbook. These are meant to help you as you proceed through the middle school experience. If you have any questions or need further clarification, please call us or stop by. Together we can solve any problem, as it is our commitment to educate you and to serve the community.

Best wishes for a great year.

WILMINGTON MIDDLE SCHOOL MISSION STATEMENT

The mission of Wilmington Middle School is to provide a positive, caring, learning environment in which each child has the opportunity to develop academically, personally and socially through the combined efforts of education, family, and community support.

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STUDENT BELL SCHEDULE

6th Grade		7th Grade		8th Grade			
	Time		Time		Time		
1st Hour	8:00-8:55	1st Hour	8:00-8:55	1st Hour	8:00-8:55		
2nd Hour	8:57-9:50	2nd Hour	8:57-9:50	2nd Hour	8:57-9:50		
3rd Hour	9:52-10:45	3rd Hour	9:52-10:45	3rd Hour	9:52-10:45		
Lunch	10:47-11:17	4th Hour	10:47-11:40	4th Hour	10:47-11:40		
Study Hall	11:21-12:06	Lunch	11:42-12:12	Study Hall	11:42-12:27		
Band or Chorus	11:21-12:06	Study Hall	12:16-1:01	Lunch	12:29-12:59		
6th Hour	12:08-1:01	Band/Chorus	12:16-1:01	7th Hour	1:03-1:56		
7th Hour	1:03-1:56	7th Hour	1:03-1:56	8th Hour	1:58-2:50		
8th Hour	1:58-2:50	8th Hour	1:58-2:50	**8th grade band/chorus students follow 7th grade lunch and band/chorus schedule**			

ROTATION CLASSES (ART, INDUSTRIAL ARTS, STEM)

Circle the rotation class you have for each semester:

1 st Rotation – 1 st trimester	Art	Industrial Arts	STEM
2 nd Rotation – 2 nd trimester	Art	Industrial Arts	STEM
3 rd Rotation – 3 rd trimester	Art	Industrial Arts	STEM

STUDENT BELL SCHEDULE (Early Release)

6th Grade		7th Grade		8th Grade	
	Time		Time		Time
1st Hour	8:00-8:33	1st Hour	8:00-8:33	1st Hour	8:00-8:33
2nd Hour	8:35-9:05	2nd Hour	8:35-9:05	2nd Hour	8:35-9:05
3rd Hour	9:07-9:37	3rd Hour	9:07-9:37	3rd Hour	9:07-9:37
6th Hour	9:39-10:09	4th Hour	9:39-10:09	4th Hour	9:39-10:09
7th Hour	10:11-10:41	7th Hour	10:11-10:41	7th Hour	10:11-10:41
8th Hour	10:43-11:20	8th Hour	10:43-11:20	8th Hour	10:43-11:20
Band/Chorus does not meet on early release days					

WILMINGTON COMMUNITY UNIT SCHOOL DISTRICT 209-U

BOARD OF EDUCATION

CJ Dziuban	Lauren Kempes
Peggy Kunz	Terry Anderson
Tim Cragg	Stephanie Southall
Chris Alberico	

ADMINISTRATION

District Office

209U Wildcat Court, Wilmington, IL 60481
1-815-926-1751 FAX – 1-815-926-1692
Mr. Kevin Feeney, Superintendent of Schools
Dr. Matt Swick, Assistant Superintendent
Mr. Mark Langusch, District Technology Coordinator

Wilmington High School

209 Wildcat Court, Wilmington, IL 60481
1-815-926-1752 FAX – 1-815-926-1691
Mr. Scott Maupin, Principal
Mr. Jeff Reents, Assistant Principal

Wilmington Middle School

715 South Joliet St., Wilmington, IL 60481
1-815-926-1687 FAX – 1-815-476-4256
Mr. Adam Spicer, Principal
Mr. Brian Goff, Assistant Principal

L.J. Stevens Intermediate School

221 Ryan Street, Wilmington, IL 60481
1-815-926-1689 FAX – 1-815-476-1941

Mrs. Casey Orellano, Principal

Bruning Elementary School

1910 Bruning Drive, Wilmington, IL 60481
1-815-926-1683 FAX – 1-815-476-0130
Mrs. Beth Norman, Principal

CONTACTING WMS

Dial 1-815-926-1687

When you dial WMS you will be greeted by an automated system. This list of shortcuts will help you proceed through the system effortlessly.

- | | | |
|----------------------------|-------|---|
| ➤ To report an absence | press | 1 |
| ➤ Athletics | press | 2 |
| ➤ To reach the main office | press | 3 |

SCHOOL HOURS

Doors open for students at 7:30 AM, with the school day running from 8:00 AM – 2:50 PM.

EARLY AND/OR EMERGENCY CLOSINGS

In case it becomes necessary to start the school day late or close the schools due to inclement weather or any other emergency, the closing will be announced over the following radio stations:

Joliet.....WJOL – AM 1340
Kankakee.....WKAN – AM 1320
Morris.....WCSJ – FM 95.7
Chicago.....WGN – AM 720
Web Page.....www.cancellations.com
Web Page.....www.emergencyclosingcenter.com

WILMINGTON MIDDLE SCHOOL FACULTY/STAFF

To email any staff member use the first letter of their first name with their last name @209u.net

Example: jbejlovec@209u.net

6th Grade

Ms. Jeannine Bejlovec	Social Studies
Mrs. Stacy Drown	Science
Ms. Stephani Dzak	Mathematics
Mr. Luke Stetson	Language Arts
Mrs. Kailey Smith	Special Services

7th Grade

Mr. Ethan Paulsen	Science
Mrs. Stephanie Bailey	Special Services
Mrs. Brandy Vanduyne	Mathematics/Pre-Algebra
Mr. Curt Hansen	Social Studies
Mrs. Christy Ziller	Language Arts

8th Grade

Mrs. Mary Jack	Special Services
Mrs. Jen Imhof	Algebra/Pre-Algebra
Mr. Cory Dillon	Social Studies
Mrs. Taylor Stickel	Science
Mrs. Jina Ward	Language Arts

Exploratory/Specialty/Library

Ms. Sarah Lanoue	Chorus
Mrs. Tara Van Duyne	STEM
Mrs. Ellen Georgeff	Band
	Art
Ms. Jenna Roberts	Physical Education/Health
Mr. Curtis Fournier	Physical Education/Health
Mrs. Bethann Van Duyne	Teacher Assistant
Mr. Graham Geiss	Industrial Technology
Mrs. Christine Reigh	Library Media Center
Mrs. Dionna Rivera	Teacher Assistant
Mrs. Ginger Wuchter	Title 1 Aide

Front Office

Mrs. Judi Mann	Attendance Secretary
Mrs. Krista Hansen	District Nurse
Mr. Jack Skole	Social Worker
Mrs. Kristin Hajek	School Psychologists
Mrs. Melissa Mancuso	Principal's Secretary
Ms. Brooke Cahill	Technology

Custodial/Maintenance

Jay Kinkin
Erin Pigott

GENERAL INFORMATION

VISITORS TO THE SCHOOLS

All visitors must report to the Main Office upon entrance. Students may not bring visitors to school.

MEDICAL INFORMATION

PHYSICALS – A 6th grade physical with up to date immunizations must be on file with the nurse. If you want to participate in athletics, you must have a sports physical every year. Also, state law mandates that all sixth grade students have a complete dental examination.

ANAPHYLICTIC EMERGENCY

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

COMMUNICABLE DISEASES – Students who have or are suspected of having a communicable disease may be required to have a release from a physician before being admitted to school.

SICK CHILD - If your child has a temperature of over 100 degrees, is vomiting, or has diarrhea, he/she should not be in attendance. He/she needs to be free of these symptoms (without medication) for 24 hours before returning to school.

MEDICATION: Any student who is required to take medication during school hours must comply with the following regulations:

1. Physicians must complete the proper forms and send them to the school office.
2. Medication must be brought to school in the **ORIGINAL CONTAINER** or in a container properly labeled by the pharmacy or physician.
3. All medication must be given to the school secretary or school nurse for proper storage during the school day.
4. No prescribed medication may be kept in student lockers, purses, pockets, or book bags. Non-prescribed medications will not be allowed in school. Students that need to keep their inhaler or water with them must have written permission from a physician.
5. Appropriate school personnel will administer required medication as required by physician's orders.

In all cases, the school retains the discretion to reject a request for medication administration depending upon individual circumstances.

The school will not dispense any non-prescription medication without a doctor's order. This includes Aspirin, Tylenol, cough drops, etc.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has

completed and signed an SMA Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the 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 injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

- a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

MEDICAL EXEMPTION FROM CLASS

In the event of a medical condition that will restrict or exempt a student from class, the school nurse needs to be notified by the attending physician. Appropriate modifications will be made.

MEDICAL EQUIPMENT

In the event that a student may need crutches, braces, slings, or any other medical equipment while at school, a doctor's order will be required.

LOCKERS

Lockers are assigned to students at the beginning of each school year. Lockers are the property of the school district and are made available for student use. Students must purchase a lock from the school for their hall and gym locker.

The display of inappropriate materials in or on school lockers is not allowed. Students are not permitted to share lockers.

Students should ALWAYS keep their lockers locked and should never share their combination with anyone.

Students are responsible for any illegal substances found in the locker assigned to them. Canine Drug Units will be brought into the building periodically to ensure a drug free environment for staff and students.

Students will also be issued lockers in the physical education department for PE and athletic equipment. This will be handled by the coaches and PE teachers and will be explained by those teachers.

SCHOOL LOCKS

In order to provide a safe, orderly, and drug free environment, all locks used in school must be purchased at the school. Locks not purchased from the school will be removed. The same school locks can be used from 6th through 12th grades.

HEALTH EDUCATION

The Health Education program shall include, but not be limited to, the following major educational areas:

- Human ecology and health
- Human growth and development
- The emotional, psychological, physiological, hygienic and social responsibilities of family life
- Prevention and control of disease
- Public and environmental health
- Consumer health
- Safety education and disaster survival
- Mental health and illness
- Personal health habits
- Alcohol, tobacco, drug use and abuse
- Nutrition
- Dental health

PHYSICAL EDUCATION POLICIES

EXCUSES:

Only a **doctor's written statement** will excuse and/or reinstate a student from dressing in physical education. All doctor's notes must include the duration of the excuse. If a student is excused from physical education by a doctor, they will not be allowed to participate in any athletic sport.

Notes from parents/legal guardians may not excuse a student from dressing, but may excuse him/her from participating. If the parental request is for more than two days, a doctor's statement is required. If for medical reasons a student cannot take PE, he/she is to present his/her medical statement to the office to go into his/her permanent file.

Students who do not participate in class due to an absence (excused or unexcused) will be required to complete a written assignment. Students who do not participate due to a parent or medical note will be required to complete a daily in class assignment.

PE ATTIRE (ACCEPTABLE CLOTHING):

- Shirt or sweatshirt (must be worn in original form and cannot be torn or tied).
- Athletic shorts or pants (Jeans are NOT acceptable).
- Shoes and socks must be worn (Crocs, boots, Dude Shoes, Slides are NOT acceptable footwear).
- Rental clothing may be available from the PE Teacher.
- Clothes are required to be taken home at the end of each week to be washed.

PE NO DRESS POLICY:

1st, 2nd, and 3rd NO DRESS will result in a "0" and a warning. Each additional NO DRESS will result in a "0" and an office referral.

PE SUPPLIES:

Each student must purchase a lock from the school.

ATTENDANCE

Regular attendance at school is essential. A child who is frequently absent misses discussion and instruction that cannot be made up. We do not mean, however, to encourage parents or guardians to send a child to school when his or her attendance would endanger the health of his or her classmates; but we do feel that absence for other reasons than illness should be avoided if at all possible.

ATHLETIC/ACTIVITY ATTENDANCE POLICY:

1. Students are expected to be in school $\frac{1}{2}$ of the day on contest dates. Exceptions must be pre-arranged by administration.
2. Any student unexcused from school on a Friday may not compete in events on Saturday.
3. Participants may not attend practices or games on school days in which they were absent unless pre-arranged by administration.

EXCUSED ABSENCES

1. Fever
2. Vomiting
3. Diarrhea
4. Doctor/dentist's appointment
5. Physician's request (absences longer than three days require a physician's written prescription)
6. Death in the Family
7. Other reasons pre-arranged with the administration

Any student who accumulates two (2) days of absences during a trimester must have a medical note from a doctor for each subsequent absence for the absence to be considered excused. If no medical excuse is brought to the office within 24 hours of the absence, the absence will be considered unexcused.

PROCEDURES FOR ABSENCES:

When a child will be absent from school, parents should, call the school before 9:00 AM on the date of the absence, or send a note with an explanation the date he/she returns to school.

TARDIES (UNEXECUSED) - After 3 tardies per trimester to school or class:

<u>Offense</u>	<u>Consequence</u>
1	Warning
2	30 minutes after school detention
3	Each additional tardy will warrant a 1 hour after school detention.

ILLNESS DURING THE SCHOOL DAY

If a student becomes ill or is injured while in school or at a school sponsored activity, every attempt will be made to contact the parent, legal guardian, or designated emergency number as soon as possible so that the student may be properly treated in an appropriate setting.

VACATIONS

District 209-U discourages parents from taking students on vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. Student absences due to vacations must be pre-arranged with the WMS administration at least 2 weeks prior to the absence. This will ensure that work can be collected and sent with the student. The student will be responsible for turning in ALL missing work within 5 days of return. Any in-class projects, tests, and/or quizzes must be made up within 5 days of the student's return.

TRUANCY

When a student is absent from a class without an excuse or is absent for an excessive number of days (10% of the past 180 school days), with or without an excuse, or if a student leaves

school property without permission, that student is considered truant. Truancy may include an excessive number of unexcused tardies to school or class with or without an excuse. Parents of students who miss an excessive number of days for medical reasons need to notify the school nurse. *Any student considered truant will be referred to the appropriate local authorities.*

As of the 2001-2002 school year, students who are truant will be subject to the City of Wilmington's truancy ordinance, which includes being ticketed and fined by the local authorities and the possibilities of other judicial proceedings.

Consequence

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

MAKE-UP WORK

Any student missing school because of an absence will be able to make-up work that was missed. Please contact the office prior to 9:00AM to request assignments and books. If a student is absent for only one day they will be given the daily homework sheet and asked to check Google Classroom.

Assignments, tests, quizzes and/or any presentations, which were assigned previous to the absence, are due the day of their return to class.

If the absence is five consecutive days or less, the student will be given one day for every day he/she was absent to turn in make-up work without penalty. In cases of extended illness or sickness, in which students need additional time to make up work, such permission must be granted by the administration.

Pre-arranged student absences for part of a day or an entire day(s) will result in the student being responsible for turning in work due upon returning.

STUDENT CONDUCT

WILMINGTON MIDDLE SCHOOL RULES

Students Are Required To:

1. Obey all supervising staff immediately and silently.
2. Show respect for yourself, others and property.
3. Be in your assigned place on time with the proper materials.
4. Be quiet, considerate, and orderly at all times.
5. Follow directions the first time they are given

GENERAL CONDUCT

In order to help the student develop self-discipline and a strong sense of responsibility toward himself/herself and others, each student is required to observe the following guidelines:

1. Attend every class, and be in your seat and ready to begin class when the bell sounds.
2. Observe school regulations and respect the authority of all faculty and staff at all times, including bus drivers.
3. Take good care of all school equipment/property he/she may be using. Students will be charged for damaged books, computers, and property.
4. Refrain from public displays of anger or profanity.

5. Be in attendance at least 1/2 day on the day of a school function in order to participate in or attend that school function. The only exception to this will be an excuse from the principal obtained in advance.
6. Do not bring food or drink into the building (except for sack lunches).
7. Do not take food, candy or drink (other than water) to class.
8. Stay off private property near the school grounds before school, after school, and during school functions.
9. Refrain from public displays of affection during school time and at school functions.
10. Do not bring the following to **class**:
 - Portable Music Devices
 - Cameras
 - Handbags, book bags or purses
 - Coats or blankets
 - Headphones/Earbuds (teacher discretion)
 - Cellular Device/Smart Watch (teacher discretion)
 - Cologne or Body Spray (PE locker room only)
11. Do not bring the following to **school**:
 - USB drives
 - Noise making Devices
 - Animals
 - Valuable personal items, or large sums of money
 - Illegal Substances

The school will not be responsible for any valuable item(s) brought to school.

13. Do not throw snowballs or other objects before, during, or after school. This applies to students directly on their way to and from school.
14. Bring only enough money for your daily needs.
15. Do not participate in any games of chance or gambling.
16. Do not throw or shoot: rubber bands, paper wads, erasers, pencils, pens, pins, thumbtacks, paper clips or any other missiles.
17. Students are not to open a closed window or window shades without the teacher's permission.
18. Students shall not gather for long periods of time in the bathroom. Bathroom permission will be granted by a teacher or administrator during class time. Only 1 student may occupy a bathroom stall at a time.

Students who violate this section will be subject to discipline consequences including but not limited to warnings, confiscation of property, loss of privileges, detentions, Friday night detentions, and up to ten (10) day suspensions including expulsion. Certain violations may be reported to local law enforcement officials.

BOARD OF EDUCATION PHILOSOPHY ON DISCIPLINE

The Board of Education and administration of District 209-U recognize the need to give each student fair treatment in all school matters, especially disciplinary matters. The goal of the district is to develop positive student behavior. Students are expected to demonstrate reasonable behavior and self-discipline. Students who are unwilling to do this will be disciplined.

The following disciplinary code is designated to benefit both students and school personnel. Students are advised of potential penalties for initial and subsequent misconduct. School administrators are given guidelines as to the wishes of the Board of Education in the area of discipline.

Students may be suspended or recommended for expulsion for a violation of school rules. While the principal, assistant principal, and the superintendent are legally permitted to suspend a student from school, expulsion must come from the Board of Education. Notification of student(s) receiving a suspension will be sent by certified mail.

In severe cases of misconduct or repeated violations, the principal may move directly to a 10-day external suspension and expulsion recommendation.

The Board of Education and WMS expect the following:

Parental Responsibilities:

1. Keep in regular communication with the school concerning their child's conduct and progress.
2. Work with their child to ensure work completion.
3. Ensure that their child is in attendance daily and promptly report and explain any absence or tardiness to the school.
4. Provide their child with the resources needed to complete class work.
5. Assist their child in being healthy, clean, and well groomed.
6. Bring to the attention of school authorities any problem or condition which affects their child or other children within the school community.
7. Discuss report cards and work assignments with their child.
8. Maintain up-to-date home, work, and emergency telephone numbers at the school.
9. Regularly check Skyward and Google Classroom for student progress

Student Responsibilities:

1. Attend all classes daily and be on time.
2. Be prepared to come to class with appropriate working materials.
3. Refrain from profane or inflammatory statements.
4. Be respectful to all individuals and property.
5. Conduct themselves in a safe and reasonable manner.
6. Be well groomed and clean.
7. Be responsible for his or her own work.
8. Abide by the rules and regulations set forth by the school and individual classroom teachers.
9. Seek changes in an orderly and approved manner.

Educator Responsibilities:

1. Maintain an atmosphere conducive to good behavior.
2. Plan a flexible curriculum to meet the needs of all students.
3. Promote effective discipline based upon fair and impartial treatment of all students.
4. Develop a good working relationship with staff, parents and students.
5. Seek to involve students in the development of policy.
6. Keep in regular communication with parents concerning student progress.
7. Endeavor to involve the entire community in order to improve the quality of life within the school and community.

RULES AND CONSEQUENCES

The administration may modify the stated disciplinary code as circumstances warrant. Circumstances beyond the rules outlined in this handbook will be handled by the administration on a case-by-case basis.

BUS RIDERS

1. Be on time at the designated school bus stop to help keep the bus on schedule.
2. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop. Stay off the road at bus stops.
3. Do not leave your seat while the bus is in motion. The carrier and bus driver reserve the right to designate student bus and seat assignments.
4. Be alert to a danger signal from the driver.
5. Remain in the bus in the event of a road emergency until the driver or emergency personnel give instructions.
6. Keep hands and head inside the bus at all times upon entering and leaving the bus. Do not throw anything out of the windows.
7. Avoid loud talking and laughing or unnecessary confusion at all times.
8. Be absolutely quiet at all railroad crossings.
9. Never tamper with or destroy the bus or any of its equipment.
10. Keep the bus safe, neat, and clean at all times.
11. No animals are allowed on the bus.
12. Keep the aisles clear at all times.
13. Take all articles off the bus when you leave. District 209-U and the Bus Company **do not** accept responsibility for items left on the bus.
14. Understand that the bus driver will only stop at designated bus stops.
15. Observe all bus and school rules on school-sponsored trips. Respect the wishes of the appointed chaperone(s).
16. You may only ride home on your assigned bus.
17. Eating or drinking on the bus is prohibited.
18. Students riding buses are prohibited from leaving school grounds once they have exited their bus. Students are to enter their assigned building immediately after drop off.

The school district and the busing company reserve the right to use video cameras on all buses to insure the safety of all bus riders. Specific information concerning assignments, bus stops, pick-up and drop-off time is available from the bus company.

During inclement weather school may be in session, but buses may not be able to traverse some roads because of ice, snow, water, or fog.

BUS MISCONDUCT

Drivers will be responsible for maintaining good conduct on the bus. If a student misbehaves on the bus, the driver will warn, change seat assignment, contact parent, and/or report to the school administration.

Students will be subject to all school rules and consequences while riding the bus and while at the bus stop. Depending on the severity of the infraction, the administration may move to more severe consequences.

CLOSED CAMPUS & LOITERING

This school will have a closed campus. Students must have administrative approval and/or a parent sign them out before leaving the school grounds for any reason.

During school hours and school activity hours and for one hour before and one hour after these hours, students may not loiter in any area within 1000 feet of school property. Students guilty of violating the closed campus and loitering policy may be subject to disciplinary action.

COMPUTER TAMPERING / VANDALISM

Computers and technology are an everyday part of being a student at WMS. Students found guilty of any type of tampering with the computer, its software, its operating system, the network, or physical vandalism to the computers may be subject to disciplinary action.

The student may be financially responsible for the following:

1. Assessment of damages
2. Repair or replacement of computer hardware or software
3. All labor costs incurred to repair damages
4. Any taxes or other fees necessary to return the computer to its original condition (if this includes replacement, the student will be assessed the cost to replace a comparable computer or the most current version of the software)

All students are subject to the Wilmington C.U.S.D. #209-U Computer and Internet Use Policy.

DRESS AND APPEARANCE

The guiding principles in determining a dress code for students are as follows:

1. **The school administration will determine inappropriate attire on a case-by-case basis.**
2. Students are not to wear tank tops, crop tops, halter-tops, off the shoulder shirts, or cutoff shirts. The midriff must be completely covered at all times.
3. Shorts must be of a modest and appropriate length.
4. Pants are to be worn at the waist at all times. Holes, rips, or tears in pants or shorts must not reveal undergarments.
5. The students should dress in a manner as to reflect neatness and cleanliness in appearance and at the same time be in good taste with both the community and the school.
6. A student has the right to attend classes dressed to suit his/her individual preference as long as personal appearance does not constitute a hazard to his/her health, safety, or welfare.
7. A student's personal appearance must not cause a disruption that interferes with the orderly presentation of classroom materials in the educational process.
8. Most of all, we believe parents/legal guardians should accept the responsibility for determining the mode of clothing their children wear to school. On occasion, however, it may be necessary to consult with the parent when we feel that a student's dress or appearance is not appropriate.
9. T-shirts or other items of clothing/jewelry that depict or refer to alcohol, drugs, tobacco, obscenities, or those that may be offensive to others are not to be worn in school.
10. Hats, bandanas, and hoods are not to be worn at school.
11. Coats and blankets may not be worn or brought to class.
12. Clothing, jewelry, symbols or other items worn to evidence membership in any gang are not permitted.
13. Wallet chains are not to be worn at school.
14. A student shall not draw any depiction that may represent drug use or drugs in general.
15. Shoes with wheels may not be worn in school.

HARASSMENT/BULLYING

Sexual, Racial, and All Other

Harassment is defined as the deliberate or repeated use of unsolicited verbal comments, gestures or physical contact of an unwelcome nature. It can also be defined as the creation of a

hostile or uncomfortable environment designed to harass/intimidate others.

Sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors or any other inappropriate verbal or physical conduct of a sexual nature made by a student or school employee or anyone acting in an authorized capacity when: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or when submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting a student; or when such conduct has the purpose or effect of substantially interfering with an individual's employment or academic performance or creating an intimidating, hostile or offensive employment or educational environment. Frequent, uninvited sexually oriented verbal "kidding" or demeaning sexual innuendos; unwelcome touching, such as patting, pinching or intentional brushing against another's body; or suggesting sexual involvement to or demanding sexual involvement of another employee over whom the employee has supervisory authority or any student, whether or not such suggestion or demand is accompanied by implied or explicit threats concerning grades, employment status or similar personal concerns; suggesting sexual involvement to or demanding sexual involvement of any other employee or parent where such suggestion or demand is accompanied by implicit or explicit threats concerning grades, employment status or similar personal concerns; or expressing humor or telling jokes about sex or gender specific traits.

Bullying & Intimidation = Students who use the threat of physical aggression, whether implied or clearly stated, or continual verbal abuse towards other students or staff, verbally or in written form, including but not limited to electronic communication (email, instant messaging, inappropriate websites, etc) are subject to the same consequences as those students who actually make physical contact.

INSUBORDINATION

Insubordination is defined as: Being rude, showing disrespect to staff, or refusing to do as directed by staff the first time a direction is given.

Gross Insubordination is a more severe offense of the above definition and will result in more severe consequences as determined by the administration.

VANDALISM

Defacing - damage not permanent and can be easily removed. The student will be financially responsible for assessment, repair, and/or cleaning of damaged property, and may be subject to disciplinary action

Destruction - The student will be financially responsible for assessment, repair, and/or replacement of damaged property, and may be subject to disciplinary action.

WEAPONS PROHIBITION

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of

1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

GANG & GANG ACTIVITY PROHIBITED

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

PROHIBITED STUDENT CONDUCT

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes for vaping or juuling. Possessing lighters or matches. Students who are in possession are not permitted to attend school or school functions.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession

of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed under the Weapons Prohibition section of this handbook procedure.
5. Using a cellular telephone, smartphone, bluetooth device, smart watch, video recording device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms, classroom, bus or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept

- powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 7. Insubordination - disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
 8. Engaging in academic dishonesty, including cheating, sharing Google Docs, password, emailing answers, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
 9. "Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.
 10. Engaging in bullying, hazing or any kind of aggressive behavior (such as fighting) that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 12. Engaging in teen dating violence.
 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 14. Entering school property or a school facility without proper authorization.
 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 16. Being absent without a recognized excuse.
 17. Being involved with any public school fraternity, sorority, or secret society.
 18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
 20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
 21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
- For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.
- Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related

event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

WHEN AND WHERE CONDUCT RULES APPLY

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours;
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 directly to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

DISCIPLINARY MEASURES

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Friday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

CENTRAL DETENTION PROCEDURES

The administration may assign a central detention for misconduct during the school day or any other school-related event. Students and parents should be notified of the central detention. When a central detention is issued, the following procedures will be followed:

1. Failure to report to detention hall, without the permission of the administration, will result in disciplinary action as defined by the administration.
2. Students are to bring a pen or pencil, notebook, paper and textbooks with them to the detention hall in order to constructively use the time as a study hall. Supplementary writing and research projects of a positive nature may be assigned to students who fail to appear to detention hall with adequate work to do.
3. Students who are disruptive in detention hall and/or do not cooperate with the supervising teacher will be removed from detention hall and will be subject to disciplinary action.
4. Students will not be allowed to return to their lockers after serving a detention. They are expected to leave the building immediately and should be picked up at the game entrance on the east end of the building.

Students who skip a central detention will be subject to disciplinary action.

FRIDAY DETENTION PROCEDURES

Friday detention is for more severe or repeated offenses. Friday detention hall is held at WMS from 3:00 to 5:30 PM. Students will be notified by the administration of the date for their Friday detention. Any student arriving after 3:00 PM or who is disruptive during the detention will be removed and will be subject to disciplinary action.

1. A *Friday detention letter* will be sent home in the mail in order for the student and parent or legal guardian to discuss the offense and make transportation arrangements.

2. Students will be given two choices of dates to serve the Friday detention. If it is absolutely impossible for a student to serve the detention on the dates provided, the parent must appeal verbally or in writing to have the dates changed.
3. Failure to report to Friday detention, without the permission of the administration, will result in disciplinary action as defined by the administration.
4. Students are to bring a pen or pencil, notebook, paper and textbooks with them to Friday detention in order to constructively use the time as a study hall. Supplementary writing and research projects of a positive nature may be assigned to students who fail to appear with adequate material to work on.
5. Students who are disruptive during Friday detention and/or do not cooperate with the supervising teacher will be removed from Friday detention and will be subject to disciplinary action.
6. Students will have scheduled bathroom and locker breaks during Friday detention. Students are expected to leave the building via the front doors and should be picked up in front of the building at 5:30 PM, sharp.

LOSS OF PRIVILEGES

Loss of Privileges (LOP) may include, but are not limited to, removal from class, loss of classroom sign-out privileges, restricted lunch period, detainment after school, or attending school events. Students will be required to do class work during a loss of privileges. The administration shall be involved in and approve all cases in which the privileges listed above are denied with the exception of loss of classroom sign-out privileges. Classroom sign-out privileges may be denied by classroom teachers without the approval of the administration.

SUSPENSION PROCEDURES

The following procedures will be followed when a student is suspended:

1. The student will be notified of the charges and be given an opportunity to give an explanation.
2. Parents or legal guardians will be notified whenever possible. A certified letter will be sent home.
3. The Superintendent will be notified.
4. In the event civil laws are broken, the police may be consulted and charges may be filed.
5. A suspended student cannot be on school property at any time during his/her suspension.
6. Suspended students will have the opportunity to complete daily assignments for full credit. All assignments must be turned in the day they return from their external suspensions. Students must be prepared to take tests, quizzes, and present any presentations due when they return for full credit.
7. The student that is suspended is also socially suspended and may not attend or participate in any co-curricular school functions while he/she is on their social suspension. Social suspensions begin the first day of the suspension and may be for a minimum of one calendar day up to a maximum of one semester.

DUE PROCESS, SUSPENSION, AND EXPULSION

Whenever students act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, the rights to an education may be temporarily forfeited. Procedural due process provides an opportunity for a student to communicate pertinent information, which will be helpful in resolving a situation as soon as possible.

Prior to suspension, the following procedures will be observed:

1. The principal or designated administrator will give the student oral or written notice of improper actions and/or allegations which constitute gross disobedience, disrespect, and insubordination. Moreover, the school official must be prepared to confront the student with relevant information which will confirm the knowledge and/or suspicion that the student was either directly or indirectly involved in the above mentioned improprieties.
2. An opportunity will be given to the student to explain the circumstances surrounding the improper actions and/or allegations in a conference with the school official before any decision is final. The student will then be directly informed whether or not the suspension will be imposed.
3. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as soon as practicable.
4. Students may be suspended for one to ten days for violations or repeated violations.

CORPORAL PUNISHMENT

Corporal punishment is illegal and will 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 students, staff, or other persons, or for the purpose of self-defense or defense of property.

RE-ENGAGEMENT OF RETURNING STUDENTS

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

HOMEWORK & GRADING

HOMEWORK

Homework will be assigned in every class. Your student will be expected to complete all assignments on time and to a high degree of quality. Not doing homework will result in poor or failing grades. An assignment notebook is issued to every student in which assignments should be written each day. This notebook serves as a link between the student, parent, and teacher.

Each student will be subject to his or her grade level's homework policy.

PROGRESSIVE LATE HOMEWORK POLICY

There are three levels of academic work defined precisely as:

PRACTICE – Any daily/practice work that aides in the learning process. Percentages and due dates are determined by the individual teacher.

ASSIGNMENTS – Any daily/assigned work that is a direct transfer of the practice into performance. Percentages and due dates are subject to the progressive guidelines listed below.

TEST/QUIZZES – Any formal assessment of practice and/or performance goals. Percentages and due dates would not apply because the student must complete these while at school.

Progressive Homework Guidelines

6 th Grade –	25% off of late ASSIGNMENTS with a 75% C being the maximum grade. All late assignments are due at the end of the appropriate unit (discretionary).
7 th Grade –	30% off of late ASSIGNMENTS with a 70% C-being the maximum grade. All late assignments are due at the end of the appropriate unit (discretionary).
8 th Grade –	35% off of late ASSIGNMENTS with a 65% D being the maximum grade. All late assignments are due at the end of the appropriate unit (discretionary).

GRADE REPORTING & GRADING SYSTEM

Report cards are issued every twelve weeks. The first report may be picked up by your parent at a parent-teacher conference in the first trimester. Each grading period after that, the report cards will be available online and through Skyward.

The grades you receive reflect test scores, class assignments, class participation, attendance, neatness of work, legibility of writing, and English usage.

The method of grading consists of four passing grades and one for failure based on the following methods:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

PROGRESS REPORTS

All students will receive a progress report for every class in the middle of all three trimesters.

REPORT CARDS

A report card for each student is issued at the end of each trimester. Students who have an IEP will receive a report on student progress at the end of each trimester.

HONOR ROLL

There are two Honor Rolls - All "A" Honor roll and Honors

All "A" Honor Roll = Students who have earned "A" Grades in ALL of their classes.

Honors = Students who have earned a "C" average

WMS will send a list of student's names on the Honor Rolls to the local media.

ELIGIBILITY

- All Students will be monitored on a weekly basis. Monitoring of grades will begin in the second week of school and will continue weekly throughout the year.
- Students who are part of an athletic or academic team who are earning an accumulative grade of 59% or lower for the current grading period in any class will appear on the Ineligible List.
- The list will be compiled on Friday morning and will be distributed to the coaches/sponsors in a timely manner.
- Any student who appears on the list will be ineligible to participate in that activity for one week. That week begins with the next calendar week and goes through Saturday of that week.
- Any student who is ineligible may attend home games and participate in practice, however they may not travel to away games with the team.
- Any student who is on the list for three consecutive weeks will be suspended from that activity for the remainder of the season.

ENTRANCE INTO HIGH SCHOOL

To enter high school a student must meet all of the requirements set forth by the 209-U Board of Education and receive a recommendation from the Principal of WMS. The student must also pass the following tests: U.S. Constitution and Illinois Constitution.

MISCELLANEOUS INFORMATION

AFTER SCHOOL EVENTS/DANCE GUIDELINES

In order to continue to have successful after school events, the following regulations will be enforced:

- Once a student leaves, he/she may not return.
- All school regulations will be enforced.
- No guests will be allowed at dances.
- Students may be removed from the activity for misbehavior.
- Parents are expected to come for their child if called.
- Students may not attend if they were absent from school the day of the event, have an overdue detention, have been suspended any time during the two weeks prior to the activity, are on social suspension, on academic probation, or were asked to leave the last activity because of misbehavior.

ASBESTOS

The AHERA law requires that a visual Surveillance of asbestos containing areas be completed every six months and re-inspection conducted every three years.

The Wilmington Middle School 2023-2024 inspection/management plan is available for public review in each Building Principal's office or in the Office of the Superintendent of Schools.

BICYCLES / SKATEBOARDS/ SCOOTERS/ HOVERBOARDS

All bicycles must be parked in the bicycle rack and **must be locked**. The school is not responsible for damages or theft of bicycles.

Skates, scooters and skateboards are not to be used on school property unless they are used as transportation. They are to be

stored in the student's locker during the school day. Hoverboards are not allowed on school property.

BOOK RENTAL

All students are expected to refrain from writing, marking, or in any way mutilating their books. If the students do not take proper care of their books, or if the books become lost, the student will be financially responsible for the books at the end of the school year.

FIRE, DISASTER, INTRUDER, AND BUS EVACUATION DRILLS

Fire, disaster and bus evacuation drills are held on a regular basis throughout the school year. Children are instructed in proper procedure, exits to be used, safety practices and the dangers of fire and other disasters. Procedures for these drills and maps with exit routes are posted in each room.

BREAKFAST/LUNCH INFORMATION

A student may bring a sack lunch.

School breakfast/lunch is available for all students to purchase.

Regular breakfast is \$2.25

Entrée is \$1.00 extra

Regular lunch is \$3.50

Double Entrée is \$1.50 extra

Other ala carte items are available for purchase. Money can be turned in any day, but will only be posted to the account on Mondays and Wednesdays. Questions about the lunch program or student accounts need to be directed to the Director of Food Services at 1-815-926-1714.

Free or reduced lunch applications can be picked up and submitted to the office at any time.

NONDISCRIMINATION POLICIES

Wilmington Community Unit School District 209-U is in compliance with Section 504 of the Rehabilitation Act of 1973, which states that no person in the United States shall, on the basis of race, color, national origin, sex or handicapping condition, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which School District 209-U receives federal financial assistance.

Title IX of the Education Amendments of 1972 declares, in part, that: "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Wilmington Community Unit School district 209-U is in compliance with these regulations. Any questions concerning discrimination should be directed to the school administration.

NOTIFICATION: No Child Left Behind Highly Qualified Teacher

This is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. Your request must be in writing and must be submitted to Wilmington Community Unit School District 209U. District Office, 209U Wildcat Court, Wilmington, IL 60481. You may request information regarding the following:

- Whether or not the teacher has met state certifications requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject area of the certification or degrees; and

- Whether your child is provided services by teacher aides/paraprofessionals, and if so, their qualifications.

You will receive a response within seven (7) working days of receipt of your written request.

NOTIFICATION: Rights Under PPRA & FERPA

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the US Department of Education
 - Political affiliations or beliefs of the student or student's family;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt out of:
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by a school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records

Custodian, Principal, or other appropriate official, written requests that identify the records (s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the District official to whom the request was submitted does not maintain the records, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally unidentifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contacted such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, S. W.
Washington, DC 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

PESTICIDES / PEST CONTROL / LAWN SPRAYING

Wilmington CUSD 209u complies with the mandated public acts for Integrated Pest Management (IPM) for public schools. IPM combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference

for products that are least harmful to human health and the environment. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. Pest control is performed on the third Tuesday of each month during non-school hours. As part of the program the district relies to the greatest extent possible on non-toxic, biological, cultural and mechanical pest management practices. Lawn spraying will only be performed during spring break and in the summer. Chemical and airborne pesticides will be used only when necessary. This practice applies to indoor and outdoor pesticides, fertilizer, turf management, or similar applications. As part of these programs, any individual(s) may request notification of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry. The registrants will be notified at least two business days before application of a pesticide and at least four days before application of a lawn product. To be included in future notifications, please contact the school office and a form will be provided in order for you to be placed on the registry.

PROCEDURE FOR CONCERNS / COMPLAINTS

Parents/legal guardians should discuss any concerns or complaints with people in the following order to ensure that a prompt and fair resolution is obtained:

1. Teacher
2. Teacher and Assistant Principal
3. Teacher, Assistant Principal and Principal
4. Principal and Superintendent - It shall be submitted in writing and signed by the complainant
5. Board of Education - It shall be submitted in writing and signed by the complainant

REGISTRATION OF HOMELESS STUDENTS

A homeless child is one who lacks a "fixed, regular and adequate nighttime place of abode." In general children or youth living in welfare hotels, transitional housing, shelters, the streets, cars, abandoned buildings, and other inadequate accommodations may be considered homeless.

The Education for Homeless Children and Youth Program, as part of the Stewart B. McKinney Homeless Assistance Act ensures homeless children the following rights:

- A free, appropriate public education
- Immediate Enrollment-the right to be enrolled immediately in school, without medical or academic records, regardless of the district policy.
- Choice of Schools-The homeless child has three choices:
 - School of Origin-the school the child last attended
 - School of Origin-the school the child attended when he/she became homeless
 - The school closest to the shelter or other temporary housing
- Transportation – Homeless children are entitled to the same rights to transportation as other children in their district. Parents or guardians should make a good faith effort to provide or arrange for transportation. Otherwise, school districts are responsible for transportation costs.
- Services- Homeless children are entitled to the same services, such as tutoring, that are available to other children in their districts.
- A priority to preschool programs

NO TRESSPASS NOTICE

This notice is to personally inform you that you are not permitted on the grounds, or in any buildings, or in any vehicles of Wilmington Middle School if you are in possession of any of the following: air rifle, air gun, air soft gun, paint ball gun, pellet gun, or any look-alike gun of any kind that reasonable person would believe to be a real gun regardless of the distance at which the person might see it. You are not allowed to be in possession of a knife, dagger, dirk, razor, stiletto, or any other dangerous or deadly weapon or instrument of like character. Anyone who disobeys this notice can be charged with **Criminal Trespass to State-Supported Land and/or Criminal Trespass to Vehicles**. Both of these offenses are Class A misdemeanors. You can be arrested. If you are convicted, you can be punished by up to one year in the Illinois Department of Corrections, Juvenile Division, and if you are 17 years of age or older, by up to 364 days in jail. This serves as your written notice.

SAFETY INFORMATION

Students are never to stand on chairs, tables or desktops. Students are to act in a safe manner at all times.

SOCIAL WORK SERVICES

The social work department offers counseling and supportive services to students and their families throughout the district.

Typical topics the social worker addresses:

Substance Abuse	Sexual Issues
Significant Peer isolation Issues	Divorce
Loss/Grief Issues	Chronic Depression
Substance Abuse within the Family	Child Abuse

Students, parents, faculty, staff, and administration may contact the social worker through the office or by direct contact. Anyone can make a request for social work intervention.

Social work intervention may involve the following procedures:

1. Consulting with teachers and significant others.
2. Meeting with students as many times as necessary to access or further clarify the intensity of student needs as well as making contact with family/guardians.
3. After a short time period of assessment, discussion regarding student/family alternatives may be held. These alternatives may include referral to outside counseling agencies, private therapists, hospital programs, or in-house school programs, i.e. Special Education Team, seminars, groups, individual counseling.
4. Monitoring the student with school personnel and/or parent information regarding student progress may continue.
5. Providing the appropriate crisis-intervention and follow-up services as needed.

The social worker(s) are available to talk with parents regarding concerns they may have about their child. Appointments can be made by contacting the school office at 1-815-926-1687.

STUDENT ACCIDENT INSURANCE

Student limited coverage accident insurance will be available for the students of district 209U. Student Accident Insurance can pay up to 100% of any out of pocket expenses incurred by parents / guardians for medical expenses for any accidents that occur during a "school sponsored activity". This is not health insurance, rather this is supplemental limited coverage to pay any out-of-pocket claims that may arise from school sponsored activities. **Parents must request the activation of this coverage through the building administration at the time of the accident.**

TELEPHONES

The office telephone is for school business only and is to be used by students only with permission and/or in case of emergency. Parents, please do not call and ask to leave messages for your child unless it is an emergency.

VIDEO & PICTURES

Your student may be videotaped or photographed during the school day or at school sponsored events. These images may be shared with local media, and may appear in school newspapers, websites or yearbooks. Please contact the office if you do not want your child's image and/or name to appear in school and community publications.

WAIVER OF STUDENT FEES

In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the district will waive for students who meet the eligibility criteria for fee waiver. A student shall be eligible for a fee waiver when the student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.

SAFETY AND SECURITY

Wilmington District 209U is implementing a measure to ensure the safety and security of all students. With this system, visitors at each of our schools will be required to provide a driver's license or state identification card upon entry. These cards will be scanned and automatically cross-referenced with on-line databases highlighting individuals who have been convicted with sex offenses and/or certain other crimes against children. Each visitor will be given a computer generated ID badge to be worn while visiting our schools. Your driver's license or state identification card will be returned to you upon your departure from the building.

It is our intention to provide a safe and secure learning environment for all students and staff within District 209U. We are confident that this will provide us with a helpful, extra layer of protection for everyone.

BLACKBOARD CONNECT

Keeping you informed is a top priority at Wilmington CUSD 209u. That is why we have adopted the BLACKBOARD CONNECT Notification Service System which allows us to send a telephone or e-mail message to you providing important information about school events or emergencies. We use BLACKBOARD CONNECT to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more.

The successful delivery of information is dependent upon accurate information for each student, so please make certain we have your most current phone numbers. If this information changes during the year, please let us know immediately.

PUBLIC ACT #97-0742:

The 1st and last day of school will be no less than 5 instructional hours.

DISTRICT BULLYING POLICY:

Bullying, Harassment, Intimidation and Discrimination Bullying is NOT tolerated in the Wilmington School District. Our board policies, administrative plans, and school handbooks strictly forbid bullying, as well as any other form of harassment, intimidation or discrimination.

The Wilmington School District Board of Education, administration, faculty & staff are committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment, and discrimination. The purpose of established policies, procedures and plans is to ensure, to the greatest extent possible, that no one within our school community will be subject to any bullying, experiencing a secure, safe, orderly, respectful, and nurturing environment that promotes teaching and learning.

Review related School Board Policies & Bullying Prevention Plan:
- Policy 5:20 - Policy 7:20 - Policy 2:260 - Policy 2:265 - Wilmington School District Bullying Prevention Plan

Bullying is generally defined as:

1. Reflect a coercive imbalance of power; AND
2. Is severe, pervasive and often purposeful and repeated; AND 3. Places an individual in (a) reasonable fear of substantial detrimental effect to his or her person or property; or (b) to otherwise substantially interfere in a student's academic performance or ability to participate in any school related activity.

The Illinois legislature clarifies further in its definition of "Bullying" as: "Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) placing the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) causing a substantially detrimental effect on the student's or student's physical or mental health;
- (3) substantially interfering with the student's or students' academic performance; or
- (4) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school." 105 ILCS 5/27-23.7(b)

The Illinois legislature also authorizes school boards to establish appropriate behavioral standards for their respective schools, which take into consideration but are not limited to conduct prohibited by State and federal laws. See, 105 ILCS 5/10-20.14(d).

"Conduct" may include:

- ♣ Physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; and destruction or damage to property of another;
- ♣ Written and electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages and emails);
- ♣ Verbal threats made to another, blackmail, or demands for protection money;

- ♣ Non-verbal threats or intimidation such as aggressive or menacing gestures;
- ♣ Direct or indirect, relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation;
- ♣ Any of the above conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.

In addition to the types of conduct described above, some potential examples which could be:

- ♣ Blocking access to school property or facilities;
- ♣ Stealing or hiding or otherwise defacing books, backpacks or other personal possessions;
- ♣ Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor relating to a student's race, color, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or that results in a hostile educational environment for the student.

"Cyber-bullying" means bullying that takes place through the use of electronic devices, including but not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, websites, and/or other social media.

"Teen Dating Violence" occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Wilmington School District Prohibits Bullying, Harassment, Intimidation and Discrimination:

Bullying is NOT acceptable and is strictly prohibited. Bullying conduct that is covered by our Policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops, or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs. The bullying, harassment, intimidation and/or discrimination of any student or staff member of the Wilmington School District will not be tolerated.

Wilmington 209u Response to Bullying

Any complaints or concerns should be reported as soon as possible to the appropriate building principal or any other trusted school district employee. See Board Policy for more details.

The school district shall inform parents or guardians of all students involved in the alleged incident of bullying within 24 hours after the school's administration is made aware of the incident. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.

Anyone who witnesses any conduct that could constitute bullying shall report it to a school staff member as soon as possible. Such a report shall then be forwarded to the Principal or his/her designee as soon as possible, who then shall conduct or cause to be conducted a thorough investigation of the alleged incident. A

district Bullying Prevention Coordinator is also available to assist students, families and school staff in working through situations.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. A student's bullying conduct also may be addressed through any other behavioral interventions. Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct also may be subject to appropriate discipline. No student shall be retaliated against for reporting bullying conduct. Any student who is determined to intentionally have falsely accused another of bullying shall be subject to appropriate discipline.

The Superintendent or designee may use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

It is the responsibility of the school staff to use violations of the school rules as opportunities to help students improve their social and emotional skills, accept personal responsibility for their learning environment and understand consequences for poor choices and behaviors. In determining the appropriate response to or discipline of students who engage in bullying behavior, the school's administration should consider the following:

- ♣ The ages and maturity of the students involved;
- ♣ The type, frequency, severity and patterns of behaviors;
- ♣ The context in which the incidents occurred; and
- ♣ Any other relevant circumstances.

Bullying Complaint Coordinator:
Dr. Matthew Swick, Assistant Superintendent
209U Wildcat Court; mswick@209u.net; 815-926-1752

Resources and Support

- ♣ U.S. Health and Human Services Website: Bullying Prevention & Response for students, educators and parents. Includes resources, games and activities for children, parents and educators... www.stopbullying.gov.
 - ♣ U.S. Health and Human Services Website: Girls Health - Providing information for girls, educators and parents about bullying, safety, relationships, body image and issues, feelings, nutrition, substance abuse issues, etc. Includes games, quizzes and activities... www.girlshealth.gov.
 - ♣ Bully Free: It starts with me - National Education Association Initiative... www.nea.org/neabullyfree.
 - ♣ Connect for Respect Initiative - National Parent Teachers Association providing information for parents... <http://www.pta.org/bullying.asp>.
 - ♣ PACER's Center for Children with Disabilities - Bully Prevention Center... <http://www.pacer.org/bullying/>.
 - ♣ A Brain Works Project: Coping Skills for Kids - Promoting the development of coping skills in preteens by providing information and activities and provides resources and information for educators and parents... <http://www.copingskills4kids.net/>.
- The Wilmington School District forbids all forms of bullying, harassment, intimidation and/or discrimination, including any mistreatment related to race, sex, nationality, religion, or any other trait or affiliation of any kind.

Title IX provides that no person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Any complaints or concerns should be reported as soon as possible to Non-Discrimination / Title IX Coordinators, Complaint Managers, or any other trusted school district employee. See Board Policy for more details.

Non-Discrimination Coordinator – Matt Swick (815.926.1751)

Title IX Coordinator – Matt Swick (815.926.1751)

Bullying Complaint Manager – Matt Swick (815.926.1751)

SUICIDE and DEPRESSION AWARENESS and PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals. Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, Curriculum Content, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, Staff Development, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
 - a. For students in grades 7 through 12, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
 - b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:

a. Board policy 6:65, Student Social and Emotional Development, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);

b. Board policy 6:270, Guidance and Counseling Program, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.

c. Board policy 7:250, Student Support Services, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and

d. State and/or federal resources that address emotional or mental health safety plans for students who are at a potentially increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, Student Support Services.

5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, Guidance and Counseling Program, and Board policy 7:250, Student Support Services, in addition to other State and/or federal resources that address reporting procedures.

6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee
The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, Board Policy Development. Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2)

are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

ATHLETICS AND CONCUSSION POLICY

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
7. The student and his or her parent(s)/guardian(s) must:
(a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:

- i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
- ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
- c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
- d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believed that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
- e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
- f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
- g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
3. Require all student athletes to view the Illinois High School Association's video about concussions.
4. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a

certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

5. Inform student athletes and their parents/guardians about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

ATHLETICS/ACTIVITY CODE OF CONDUCT

Most of the co-curricular programs offered at WMS are sanctioned by the IESA and are bound by their guidelines and by-laws. It is important to note that participation in any of our co-curricular activities is a privilege, not a right, offered to our students.

A student participating in the athletic or activity program at Wilmington Middle School will be subject to disciplinary action if s/he violates the Athletic/Activity Code of Conduct. Student athletes and activity participants shall not:

1. use a beverage containing alcohol.
2. use tobacco in any form.
3. use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia.
4. attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors.
5. act in ways consistent with poor sportsmanship.
6. steal, vandalize or participate in any other illegal activity.
7. violate the written rules for the activity or sport.
8. behave in a manner that is detrimental to the good of the team, group, or organization.
9. falsify any of the information contained on required paperwork for participation.

Violations in the Code of Conduct will be cumulative in nature across athletic seasons and throughout the entirety of a student's middle school career.

DUE PROCESS PROCEDURES

Students accused of violating the Athletic/Activity Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which s/he is being charged.
2. The student shall be entitled to a hearing before the appropriate administrator leveling charges against him/her.
3. The student will be able to respond to any charges leveled by the administrator against him/her.
4. The student may provide additional information for the administrator to consider.
5. The administrator, with the help of the Athletic Coordinator if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, s/he may impose reasonable sanctions on the student.

CONSEQUENCES FOR VIOLATION (ITEMS 1-4 CODE OF CONDUCT)

During periods of suspension, students will be expected to attend all scheduled practices. Alcohol and other drug violations, including use, possession, buying, selling, bartering or distributing, attendance at a party/gathering or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors, or use of tobacco in any form:

1st Offense: A suspension of 33 1/3% of performances, activities, or competitions. This penalty will be reduced to 20% if the student successfully enrolls in and completes a chemical awareness program approved by the administration.

2nd Offense: A suspension of 12 weeks or one full athletic season (transferable from one season to the next), including suspension from all performances, activities, or competitions. To be allowed to participate again in any athletics/activities, the student must successfully participate in and complete an administration-approved alcohol and drug abuse assessment and follow all recommendations from that assessment.

3rd Offense: A third violation, unless one of the offenses was related to tobacco usage, will result in the student being suspended from all extracurricular activities for the remainder of his/her middle school career. If one of the violations involved tobacco usage, the student will be suspended for one calendar year from the date of the third offense.

4th Offense: ONLY APPLICABLE TO INDIVIDUALS ACCUMULATING THREE VIOLATIONS OF THE CODE OF CONDUCT WITH ONE OF THE OFFENSES INVOLVING TOBACCO USAGE. Any further violations will result in the student being suspended from all extracurricular activities for the remainder of his/her middle school career.

CONSEQUENCES FOR VIOLATION (ITEMS 5-9 CODE OF CONDUCT)

During periods of suspension, students will be expected to attend all scheduled practices. Sanctions for a student's failure to comply with items 5-9 of the Athletic/Activity Code of Conduct will be based on the nature of the offense and the number of offenses, and may include suspension from all athletics or activities for a specified period of time or percentage of performances, activities or competitions

SEARCH AND SEIZURE

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and

equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

MODIFICATION OF ATHLETIC OR TEAM UNIFORM

A school board must allow a student athlete to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural value or modesty preferences. The modification of the athletic or team uniform may include, but is not limited to, the wearing of hijab, and undershirt, or leggings. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school board for such modification. However, nothing in this section prohibits a school from providing the modification to the student. Modification of athletic or team uniform permitted.

Wilmington C.U.S.D. #209-U Acceptable Use Policy/Authorization for Electronic Network Access
This policy governs all computer and Internet users in this School District regardless of age or station.
This document will be placed on file for the duration of the school year or course.
The signed form must be on file before you will be allowed to use the school's computer equipment.

I. I understand that

Computer use and Internet access provided by Wilmington School District #209-U is a privilege, not a right.
There is no right of privacy when using District equipment.
Wilmington CUSD #209-U equipment is not to be used for private, financial, or commercial gain.
There are state and federal copyright laws protecting software.
Computer viruses/Trojan Horses/worms/etc. are a serious concern.
Computer equipment is costly to maintain and replace.

II. Taking the above into consideration, I agree to the following:

A. I will not tamper with the computers. This includes but is not limited to:

1. Adding or removing hardware or software without authorization of the District Technology Coordinator.
 2. Introducing susceptibility to computer "viruses" of any kind.
 3. Altering the functions of the computer in any way; entering commands to alter the computer, including any form of "hacking".
 4. Loading or downloading programs or files from any source, including the Internet, without specific written authorization of the Technology Coordinator.
 5. Using any storage device that has been outside of school without first having it scanned by an authorized adult.
 6. Using another person's user name and password and/or disclosing my user name and password to another user.
- I am responsible for any activity that occurs when my user name is in use. If I suspect that my password has been compromised, I will report it immediately.

B. I will use appropriate behavior and procedures around the computers. This means I will:

1. Walk and conduct myself in a calm and controlled manner around computer equipment.
2. Not eat food or candy, chew gum, or drink any beverage around computer equipment.
3. Use equipment only with the permission of and in the presence of an authorized staff member.
4. Remain in my assigned seat.
5. Report any alterations to my computer, its screen, and any programs or files immediately.

C. I will obey rules governing use of computer software and Internet access. This means that I will:

1. Access the Internet only for educational purposes and while completing a specific assignment from a teacher.
2. Not access inappropriate sites on the Internet. This includes accessing any graphics or text that are obscene, pornographic or might be considered harmful to minors in any way.
3. Not give personal information regarding identification of any student or minor.
4. Not access any Chat Room, Instant Message, electronic bulletin board, blog, or e-mail that is not an activity authorized by the Technology Coordinator.
5. Not participate in any form of cyberbullying.
6. Give accurate credit to sites used in schoolwork.

III. Consequences for Violations of this Computer Use Policy include but are not limited to:

Immediate use will be interrupted.
Financial responsibility for the repair or replacement of any damage to the computer and/or software.
Financial responsibility for the ascertaining of the extent of the problem caused by my actions.
Up to a ten-day suspension and a recommendation to the 209-U Board of Education to expel.
Notification of the proper law enforcement authorities for prosecution.

Signature

Date

Print your name on this line.

Parental Signature (if applicable)

Print Parent Name above.

The District is not responsible for lost files or inaccurate information found on the Internet. The District has filtering software in place, however, each user is responsible for sites they access and must report any inappropriate sites immediately or face disciplinary action. By signing, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet Adopted 01/17/2023

Acceptable Use — Policy and Procedures Artificial Intelligence (A.I.)

Academic Integrity and AI

All AI tools need to be used with responsibility, integrity, thoughtfulness and honesty. AI should be used to enhance and support the learning experience. All work produced by students should continue to be comprised primarily of their own thoughts, conclusions and reflections, with proper acknowledgment at all times to other sources and authors attributed to AI or any other resource.

Responsible Usage

Teachers might allow for limited student use of AI on specific assignments or parts of assignments.

If a student or teacher uses an AI system as a resource for an activity or assignment, the resource(s) must be disclosed, with appropriate citations being included.

The Wilmington School District recognizes that responsible usage of AI will vary depending on the nature and purpose of a learning activity or assignment.

Below are some examples of ways in which AI is intended to be used in the school setting:

- Aiding in or promoting student creativity
- Fostering collaboration with other learners
- Review and re-enforcement of content being learned
- Gaining access to high quality tutoring resources
- Clarifying doubts or uncertainties — seeking explanations to questions
- As a tool to assist in learning — not as an easy avenue to complete an assignment or activity.... Skill development and solidifying of understanding, not simply finishing an assignment

For example, it is acceptable to use AI to ask for clarification on a confusing concept or reading selection; while is NOT acceptable to request direct answers to complete specific questions or assignments without making the effort to read or understand the assigned material.

Prohibited Use of AI

The use of Artificial Intelligence for the following purposes are strictly prohibited and would result in decreased learning, poor academic outcomes, and potential disciplinary consequences:

- Bullying / Harassment — any and all forms of bullying, harassment or intimidation will NOT be tolerated
- Overreliance — failure to respect limits and boundaries established by teachers and administration
- Plagiarism and Cheating — Students should never copy any information, including generative AI, without prior approval of the teacher and appropriate citation being provided. Students shall not submit AI-generated work as their own original work.