

Willow Grove School

Student Handbook

2016-2017



Willow Grove School Handbook

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Willow Grove School

Superintendent

Dave Fults

Board of Education

Clay Beaver, President
Gina Feazel, Vice President
Patty Peeck, Secretary
Christine Hunt
Dana Lamb
John Toedte
Stacey Wooldridge

Administrative Assistant
Office Assistant

Trisha Timmons
Diane Burris

Eighth Grade
Seventh Grade
Sixth Grade
Fifth Grade
Fourth Grade
Third Grade
Second Grade
First Grade
Kindergarten
Early Childhood
PreK
PreK
Cross Categorical/LD Resource
Cross Categorical/LD Resource
Physical Education
RTI
RTI
Speech

Cori Kremmer
Reena Ruggles
Rena Killion
Kristin Trumbo
Colin Detmer
Cindy Kessler
Paige Wilkerson
Janice Lazo
Tami Eller
Sue Williams
Tammy Albers
Courtney Donoho
Pam Marcum
Hope Smith
Josh Linville
Peggy Amason
Brenda Pease
Katie Daniels

Aide
Aide
Aide
Aide
Aide

Julie Bierman
Kristi Bodine
Kim Klein
Marilyn May
Dennis Seeley

Custodian
Custodian
Head Cook
Assistant Cook

Rhonda Mayer
Lonnie Metcalf
Michelle Haake
Chrissy Slagley

WILLOW GROVE SCHOOL
2016 - 2017

August 17 & 18 – Teacher Institute Day
August 19 – First Day of School – Full Day
September 5 – Labor Day – No School
September 7 – 2:00 Dismissal
September 21 – 2:00 Dismissal
September 23 – Mid Terms – 12:00 Dismissal
October 5 – 2:00 Dismissal
October 7 – Class and Individual Pictures
October 10 – Columbus Day – No School
October 14 – End of 1st Quarter
October 27 – 2:00 Dismissal Parent/Teacher Conference 4:00 – 8:00
October 28 – Teacher Institute Day – No School
November 2 – 2:00 Dismissal
November 10- Mid-Terms
November 11 – Veteran’s Day – No School
November 16 – 2:00 Dismissal
November 23, 24 & 25 – Thanksgiving Break – No School
December 7 – 2:00 Dismissal
December 16 – End of 2nd Quarter
December 21 – 2:00 Dismissal
December 22 – January 2 Christmas Break – No School
January 4 – 2:00 Dismissal
January 13 – 12:00 Dismissal
January 16 Martin Luther King Jr. Day – No School
January 18 – 2:00 Dismissal
February 1 – 2:00 Dismissal
February 3 – Mid-Terms
February 15 – 2:00 Dismissal
February 17 – Teacher Institute Day – No School
February 20 President’s Day – No School
March 1 -2:00 Dismissal
March 6 - Casimir Day – No School
March 10 – End of 3rd Quarter
March 15 – 2:00 Dismissal
March 17 – 12:00 Dismissal
April 5 – 2:00 Dismissal
April 12 – 12:00 Dismissal
April 13 – 17 – Spring Break No School
April 19 – 2:00 Dismissal
April 21 – Mid-Terms
May 3 – 2:00 Dismissal
May 17 – 2:00 Dismissal
May 22 – Last Day of School (if no snow days used) 12:00 Dismissal
May 29 – Memorial Day – No School
Emergency Days – May 23, 24, 25, 26 & 30

Section 1
GENERAL INFORMATION

Welcome to Willow Grove School! It is the goal of the district to provide our students with a rewarding educational experience. In order to reach this goal it is necessary that parents review the handbook with their child/children and keep it available throughout the school year for ready reference. The cooperation and assistance of students and parents has made this district a great place.

This booklet provides information regarding many areas of school life—school climate, policy statements, behavior expectations, etc. Although the behavior of Willow Grove students is generally outstanding, instances do arise in which disciplinary consequences need to be implemented. Awareness of expectations and consequences for inappropriate behavior provide a proactive environment for learning. Best wishes for success to all students throughout your school career!

SCHOOL CLOSING

On days when school is closed on a day listed as an attendance day, school closing information will be provided on radio station WJBD, TV station KMOV, School Messenger, Facebook, and Twitter.

ATTENDANCE

Illinois is a compulsory education state. Students not in school without valid cause are considered truant. In order to receive credit for a full day of attendance a student must spend a minimum of five hours in class. If a student is in class a minimum of 2 ½ hours but less than 5 hours it will be counted as a half day. Any time less than 2 ½ hours is counted as an absence. Student attendance is the responsibility of the parents/guardians and the student.

Students are expected to attend school daily except when ill or when there is a death in the immediate family. Regular attendance is critical for the continuity and success of your child's educational program. In addition, average daily student attendance determines the amount of state aid (funding) the district receives. The School Board recognizes two kinds of absences – excused absence and truancy (unexcused absence). Any student absent 18 days or more, or 5% or more of the previous 180 attendance days, will be considered for retention and/or may be reported to the truancy officer.

Any absence from school must be verified by the parent/guardian or it will be considered as an unexcused absence. When it is necessary for a student to be absent for three consecutive days or more for illness, a doctor's verification will be required to be submitted to the school office upon returning to school. A student who has been instructed by a doctor of his/her parent not to participate in physical activity must bring written verification from home.

Truancy

Truancy is defined as a student being absent for all or any part of a school day without permission. If a student has an unexcused absence for all or any part of a school day he/she will be considered truant. Any student who is truant may be reported to the truant officer.

Tardiness

Tardies are recorded for students entering school after the school day has begun at 8:30 a.m. Students are expected to be on time for school each day. Students who are consistently late for school are disrupting class time, as well as suffering personal loss of academic time. If a student is tardy, the teacher may require that student to make up time missed by reporting to school early, taking away recess privileges, or staying after school. Students may be required to make up time missed due to tardiness. Chronic tardiness may result in a student being reported as a truant.

REPORTING ABSENCES

The parent/guardian is to call the school office before 8:30 the day of the absence. The office will notify the child's teacher.

In the event an absence is not reported to the office by a parent/guardian, the office will attempt to notify parents by phone within two hours. In the event of planned absences, parents should write a note indicating the date and reason for the absence.

Students who are absent from school due to illness are not permitted to attend or participate in after-school functions.

CLOSED CAMPUS

It is important to the welfare and safety of students that their whereabouts be controlled during the school day. Students are to remain in the building and on the school's ground continuously from the time of reporting to the time of departure for the day, unless permission to leave is granted by the Superintendent or his/her designee.

The classroom teacher shall control and direct the movement of students within the school facility during the school day. Students will not be allowed to leave the school during regular school hours unless picked up by a person authorized by the child's parent/guardian.

PARENTS/VISITORS

Parents and visitors are welcome in Willow Grove School provided their presence will not be disruptive and they have pre-approval from the administration. Once prior approval has been secured the visitor is required to report in at the office and received clearance from the superintendent or assistant principal before proceeding to any other location in the school building or on school grounds.

Anyone wishing to confer with a staff member shall contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Certain accommodations are available for parents/guardians with disabilities attending school functions. Please contact the office for further information.

ASSIGNMENT BOOKS

Every student in grades 1-8 will be provided a daily assignment notebook or assignment folder. Classroom teachers may require the notebook or folder to be signed nightly by a parent. The use of this tool will assist with your child's academic success by increasing communication and collaboration between school and home.

THE SCHOOL DAY

Students who must arrive at school before 8:00 a.m. are required to remain outside and follow the instructions of the individual responsible for supervision. Supervision will begin at 7:45 a.m.

8:00—Breakfast offered in the cafeteria.

8:15—Students are to report to their classrooms.

8:30—Start of class time.

2:55—Bus riders dismissed.

3:00—School buses depart

3:00 (or after buses depart) —Students walking, riding bikes, or being picked up are dismissed.

Students who arrive at school after 8:30 or who leave during the school day are required to be signed in and/or out at the office by their parent/guardian. When an authorized person comes to pick up a student before scheduled dismissal he/she are to report to the office. The office will then notify the teacher.

Students will need to bring a lunch if arriving after 9:00 a.m. and have not called the office to make arrangements for a school lunch.

Early dismissal—faculty meetings

The dismissal times will be 11:55 or 1:55 for bus riders. All other students will be dismissed at 12:00 or 2:00 or after the buses have departed.

BREAKFAST AND LUNCH PROGRAMS

Willow Grove School offers a breakfast and lunch program for all students who wish to participate. Breakfast is served from 8:00 to 8:15 every morning that school is in session.

Willow Grove School qualifies for a free lunch grant through the Illinois State Community Eligibility Option for the 2016-2017 school year. Therefore, no students will pay for breakfast or lunch.

Students who bring lunch are not allowed to bring carbonated drinks or fast food lunches. Milk may be brought or purchased for \$0.50. Any items that need to be kept at a cool or warm temperature must be brought in an insulated container. Students will not be allowed to use school refrigerators.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held at the end of the first nine week grading period. However, parents and teachers are encouraged to make contact and schedule conferences at any time during the school year that it is deemed necessary. If at any time parents feel the need to address a problem between their child and his/her teacher, the parents should contact the teacher. If the problem is not resolved as a result of the discussion, then the parent and/or teacher should contact the superintendent to arrange a conference to include all three parties.

WILLOW GROVE SCHOOL PTO

The PTO is an active parent/teacher group that supports our students through various activities throughout the year. All parents and guardians in the district are encouraged to attend and become members of this organization. Meetings are held at designated dates during the year. Parents will be notified of PTO meeting dates and times will be posted will be Meaningful and enjoyable events for our families requires participation from all our parents and teachers.

FIELD TRIP CHAPERONES

Performing as a field trip chaperone is a significant responsibility. Field trip chaperones must provide their undivided attention to the students in their charge. In order to assure this attention is given; siblings and other relatives are not permitted to attend field trips with the chaperone. The appropriate number of chaperones and procedures for filling these positions will be determined by the teachers at each grade. Parents wishing to serve as a field trip chaperone must follow the guidelines set forth by each grade level.

HOMEWORK

Homework is only given in the quantity necessary for the average student to master and retain concepts taught. Homework assignments also promote initiative, responsibility and self-reliance. Students should talk to parents each day about the homework which has been assigned. Parents should never do homework assignments for their children, but should always check to see if help is needed on a problem and if the work is complete.

Section 2
ENROLLMENT INFORMATION

ENTRANCE AGE

Children who will attain the age of 5 on or before September 1 of any school year will be eligible to attend kindergarten for that school year. Children who will attain the age of six on or before September 1 shall be allowed to attend first grade for that school year as specified in Article 10-20.12 of the Illinois School Code.

BIRTH CERTIFICATES

Students enrolling in the district for the first time must present a certified birth certificate. If a certified copy of the child's birth certificate is not produced within 30 days, the administration must notify the local law enforcement authority for investigation as specified in the Missing Children's Act.

STUDENT FEES

A fee of \$30 for supplies and supplemental materials will be assessed to students in grades 1 through 8. The fee for kindergarten is \$20. Payment is to be made at registration.

A fee of \$10 per sport (\$25 maximum) per school year will be assessed to students participating in extra curricular athletics.

WAIVER OF STUDENT FEES

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

APPLICATION PROCESS

1. Application forms for fee waivers may be submitted by a student's parent or guardian.
2. Applications may be filed at any time during the school year.
3. You will be notified promptly as to whether the fee waiver request has been granted or denied.

HEARING PROCEDURE

The denial of a fee waiver request may be appealed to the superintendent by submitting the appeal in writing within 14 days of the denial. The superintendent or designee shall respond within 14 days of receipt of the appeal. The superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

IMMUNIZATIONS

The State of Illinois requires the following immunizations before a student is permitted to enroll in school:

Children twenty-four to fifty-nine months entering Pre-K or Early Childhood programs

Hepatitis B series

Hemophilus Influenzae b (HIB)

One (1) live measles virus vaccine -

All students enrolling in Pre-K or early childhood programs must provide acceptable documentation of one live measles virus vaccine administered on or after the age of 15 months. If the dose was administered after 12 months, but before 15 months, the student must receive a second dose to be in compliance with state law.

Diphtheria, Pertussis, Tetanus (DPT series)

Oral Polio series - 3 or more doses

Rubella - 1 dose on or after the first birthday

Mumps - 1 dose on or after the first birthday

Varicella (chicken pox) - 1 dose on or after the first birthday or proof of prior disease

Entering K

Varicella vaccination or verification by MD of prior history of Chicken Pox

K through eighth grade

DPT series with one booster

Oral Polio series with one booster

Two (2) Measles, Mumps and Rubella -

All students enrolling in grades kindergarten through eight must provide acceptable documentation of two doses of live measles virus vaccine, with the first dose administered not earlier than 12 months of age and the second dose no less than one month later.

Sixth grade

Hepatitis B series

Dental Examinations

The following must have dental exams: Students entering grades K, 2, 6.

Section 3
HEALTH INFORMATION

MEDICATION POLICY

Prescription medications may be administered during the school day only when it is medically necessary to help the child maintain an optimal state of health that may enhance his/her education. If a child needs to take medication due to an illness, a schedule should be worked out with the doctor to give the child's medication at home before and after school, if at all possible. Parents are welcome to come to school to administer medications to their own child.

When dispensing a prescription at school is deemed necessary, it will be given by the school secretary or administration. Medical authorization forms must be obtained and completed fully by the student's physician, the parent, and returned to the office.

All medications dispensed at school must be prescribed by a licensed prescriber. Each dose of medication given will be documented. Students who require assistance with medication during the school day are required to follow these guidelines:

A. ALL MEDICATIONS MUST BE BROUGHT TO SCHOOL BY AN ADULT.

B. Prescription medications must be brought to school in the original package or pharmacy labeled container. The label must clearly display:

Child's name • Medication name and prescription number • dosage • Administration route and any other directions • Date of prescription and refills available • Name of prescribing physician • Pharmacy name, address, and phone number • Pharmacist name or initials.

C. Over-the-counter or nonprescription medications must also fall under the same guidelines and only if it is officially prescribed, with the same forms filed in the school office. The medication must be in the original manufacturer's container with the ingredients, student's name and identical information required above.

D. The parent will be responsible at the end of the treatment for removing any unused medication from the school. If the medication is not removed by the expiration date or the close of the school year it will be disposed of and documented properly.

E. NO medication will be dispensed that has not met these requirements. In all cases the school retains the discretion to reject or administer medication.

Storage of Medication – All medication will be stored in a locked cabinet in the office. Any requiring refrigeration will be refrigerated. Students are not allowed to keep over-the counter and/or prescription medications in lockers, backpacks, or lunch boxes. Exceptions are made for asthmatic, diabetic, or food allergy items that should be kept with the student according to doctor's instructions.

Medication for field trips will be prepared with one dose being packaged in a sealed envelope with the child's name on the front. Each envelope will also be labeled with the name of the medication and the time to be taken. The teacher will open the envelope at the designated time, hand it to the student and observe the student taking the medication.

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the storage of the medication by school personnel.

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

RETURN TO SCHOOL

According to Illinois Department of Public Health guidelines, students who have a fever, rash, vomiting, diarrhea, or contagious disease should stay home from school until the symptoms have been gone for 24 hours. Students may return sooner if a doctor provides a written statement indicating it is safe to do so. These guidelines are necessary to protect the health of your child and to control the spread of illnesses.

ACCIDENTS/ILLNESS

The school personnel will notify you in the event of a serious accident or sudden illness. If you are unavailable, the school personnel will call the alternate phone numbers on the student's emergency card. Be sure to include telephone numbers of relatives or friends that can be contacted during the school day.

It is essential that all accidents occurring on the school premises be reported immediately to a person in charge such as the teacher, playground supervisor, school nurse, or principal. An accident report form will be completed and kept on file for each accident that occurs and is reported at school.

If a child becomes ill during the school day they will report to their classroom teacher. If the teacher deems it necessary that the child go home, the child will be sent to the office with a note from the teacher detailing the symptoms and reason for the child to be sent home.

HEAD LICE CONTROL

1. All children in the school will periodically examined for head lice/nits.
2. Any child who is suspected of having lice/nits will be examined on an as needed basis.
3. Any child found to have lice/nits will be sent home from school.

4. All head lice and nits (eggs) must be removed before the student returns to the classroom, regardless of the treatment used to kill live lice. School staff will check students before they return to the classroom.
5. Whether lice or nits, a notification to parents will require treatment of all children in the family who attend Willow Grove School before they can return to school. Children must be treated with an approved medication available from local pharmacies.
6. Children who have excessive absences due to head lice will be regarded as truant.

MENTAL HEALTH ACT

Whereas the Children's Mental Health Act of 2003 requires school districts to have a protocol for responding to children with social, emotional, or mental health problems, or a combination of such problems, that impact learning ability—the Willow Grove Board of Education has adopted the following policy at its regular meeting on August 17th, 2004:

Beginning with the 2004-05 school year, Willow Grove School shall have a Student Support Committee consisting of certified district employees. Membership on the committee is voluntary and is subject to administrative approval. Confidentiality of records and cases are governed by student record regulations.

Staff members should refer a student, after consultation with the parent or guardian, suspected of having social, emotional, or mental health problems to the Student Support Committee. The Student Support Committee will review information about a referred student, including prior interventions, and suggest appropriate steps for follow-up. The Student Support Committee may offer strategies to a referred student's classroom teachers and parents/guardians about ways they can manage, address, and/or enhance the student's social and emotional development and mental health. Referrals under this procedure are unrelated to the special education evaluation process.

The school district shall also continue to provide student support services as required by the Individuals with Disabilities Education Act. The school district shall also continue to incorporate into its educational program the social and emotional development of its students. The objectives for addressing the needs of students for social and emotional development through educational programming include: Enhancing the student's academic success and use of citizenship skills; foster a safe and supportive learning environment; and partner with parents/guardians to minimize mental health problems in students.

CHILD ABUSE AND NEGLECT

A certified district employee who has reasonable cause to suspect that a student may be an abused or neglected child is required by law to report such a case to the Illinois Department of Children and Family Services.

Section 4

CONDUCT EXPECTATIONS

PERSONAL ITEMS

Students should not bring personal belongings to school unless specific permission has been requested and granted from the classroom teacher. If personal belongings (i.e. nuisance items—toys, games, electronic items, etc.) are brought to school without approval they will be subject to confiscation.

Chewing gum is not allowed at school. Candy will only be permitted during class parties or at the teacher's discretion.

Although students should not have cell phones at school during school hours, WGS recognizes the benefit of students wanting to use a cell phone after school hours to contact parents. If parents choose to allow their child to bring a cell phone to school, then the parents and child must accept the consequences if the cell phone is seen, heard, or any other indication the cell phone has been used during school hours. Cell phones must be stored in the student's locker or book bag and turned off during the hour of 8:00am to 3:00pm. Consequences for cell phone violation: 1st offense-phone confiscation, parent picks up phone from office, 1 lunch/recess detention. 2nd offense-phone confiscation, parent picks up phone from office, 5 days lunch/recess detention. 3rd offense, parent picks up phone from office and 1 day in school suspension.

SCHOOL SAFETY

We strongly encourage all parents to read and review the Parent/Student Handbook with their child. Moreover, we request that parents discuss the importance of everyone – parent, students, teachers, and administration – working together to provide a safe school environment. The following are the expectations we have for the various members of our school community regarding safety:

1. Students – We expect students to inform parents and/or school officials of any discussion or plot that may jeopardize school safety. Students far outnumber school staff and are our first and best line of defense.
2. Parents – We expect parents to share information regarding school safety with school officials.
3. Teachers and Support Staff – We expect all teachers and support staff to investigate and report any activity or discussions that may indicate school safety is in jeopardy.
4. Administration – We expect the administration to investigate any information that school safety may be in jeopardy.

DAMAGE TO SCHOOL PROPERTY

Any student who damages school property will be held accountable and required to make restitution. Students who willfully damage school property are subject to

prosecution. Parents/Guardians are responsible for the willful misconduct of their children.

STUDENT DISCIPLINE

Philosophy

Willow Grove is committed to excellence in our educational and extra-curricular programs. Students deserve a safe, secure, and effective learning environment. All students can behave at school and have a responsibility to behave in a manner which allows teachers to teach, students to learn, and does not violate the best interest of any person in the school community. The goal for disciplinary measures is to change inappropriate behavior so that we continue to have an environment that is conducive to learning.

Teachers have the right to:

1. Expect and determine appropriate behavior from students.
2. Expect help from parents and school personnel when assistance is needed for a student.

Students have the right to:

1. Expect a classroom atmosphere conducive to learning.
2. Expect to receive positive support of appropriate behavior.
3. Expect to be treated fairly, firmly, and consistently when exhibiting inappropriate behavior.

"Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians." (Illinois School Code Section 24-24)

At Willow Grove, the teacher has the responsibility for the maintenance of discipline in the classroom. Teachers, therefore, have the right to establish reasonable classroom rules to be followed by all students. It is the responsibility of the student to be aware of the rules and responsibilities which govern them while at Willow Grove School or any of its sponsored functions or activities. Additionally, each teacher has the duty and responsibility to stop disruptive behavior of any student at any time while on school premises. Detention is assigned to any student who displays undesirable behavior. Persistent inappropriate behavior will be dealt with at the discretion of administration.

In order to attain disciplinary goals, cooperation among students, parents, teachers, and administration is necessary. Procedures used by school administration in matters involving student discipline will comply with local board policies and all state and federal requirements. Willow Grove School takes great pride in being a "family" school. Respect, orderliness, and consideration for others are expected at all times.

PROHIBITED BEHAVIOR

Prohibited student behavior shall include any action of such a flagrant nature as to constitute, on its face, gross disobedience or misconduct. Prohibited behavior shall include, but is not limited to, the following:

1. Intimidation or harassment of students or school personnel; including name-calling, profane words or gestures, or derogatory slurs.
2. Insubordination to school personnel.
3. Actions that jeopardize the health or safety of students or school personnel; including fighting.
4. Destruction or attempt to intentionally damage school property or personal property of others.
5. Disruptive behavior.
6. Possession, use, or attempt to distribute illegal or controlled substances.
7. Possession of unauthorized items.
8. Truancy.

Harassment and Bullying

No person, including a district employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The district will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include but are not limited to name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation should be reported to appropriate school personnel. The terms *bullying*, *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Reported incidences of verbal or physical harassment will be thoroughly and discreetly investigated. Students who feel sexually harassed should contact any faculty member or administrator.

Social Media

The school has the right to discipline a student in the case of a student's inappropriate use of technology, whether at school or off campus, if it affects the educational environment and operation of the school. This includes cyberbullying, harassment, etc.

Unauthorized Items

The following items are *examples* of items not permitted in classrooms or on school property and are subject to confiscation when found:

1. Knives
2. Firearms
3. Firecrackers
4. Ordinary items that have been altered in such a way as to become weapons
5. Obscene literature or items
6. Unauthorized drugs or medication
7. Alcoholic substances
8. Games, toys, dice, cards, etc.
9. Electronic devices
10. Cigarettes or tobacco products (including matches/lighters)
11. Drawings of gang symbols
12. Anything that could cause injury or disrupt the educational process

Persons found with illegal drugs (controlled substances), look-alikes, alcohol, or weapons on school property will be prosecuted according to the laws of the State of Illinois and the federal government.

Gang Behavior

Students who engage in activities that are associated with gangs will be dealt with swiftly and severely. Gang activity includes but is not limited to the display or possession of gang symbols; soliciting others for membership; requesting payment of dues, insurance, or other forms of protection; use of Satanic references, drawings, jewelry, signs, hand signals or gestures; intimidating or threatening any individual; and/or inciting others to participate in any form of physical violence involving persons or property.

Gang identifiers, which change periodically, may not be displayed at anytime. Students may not display or wear any gang identifiers.

Miscellaneous

School Crossing Zone– All students who walk to or from school are required to follow the directions of the Crossing Guard.

Bicycle Rules -- All students who ride a bicycle to school are expected to comply with all laws and regulations governing the riding of bicycles as established by the State of Illinois, the City of Centralia, and the school. Bicycles are to be walked on school sidewalks when pedestrians are present. Bicycles must be stored in the bicycle rack on school grounds.

Extracurricular Activities – While in attendance at or participating in any extracurricular activity a student is expected to conduct her or himself in the same manner as if he/she were at school.

Ink pens and markers – In order to protect school property and electronic equipment, students are not allowed to bring ink pens or permanent markers to school.

Telephone Calls -- Students are not allowed to place or receive calls without express permission from the office. Students are only allowed to receive calls in the event of an emergency.

DRESS CODE

Good taste is the rule for all school attire. Clothing and accessories shall not be hazardous to the health and safety of the students or disruptive to the educational program of the school. Students are expected to be clean, neat, and decently dressed.

Clothing and other accessories displaying a reference to tobacco, gang affiliation, alcohol, drugs, sex, violence, or anything else deemed inappropriate by the administration, are not permitted. Hats and other head covering shall not be worn in the school building during the school day or extra-curricular activities. Students should come to school prepared to go outside for recess.

STUDENT SEARCHES

Students must keep in mind that student lockers and desks are school district property. Officials of the school district have the right to conduct searches of the locker or desk assigned to the student at any time without notice or consent of the student. Additionally, a student's personal property may be searched if school authorities have a reasonable suspicion that the safety or well-being of the student or other students may be endangered by any dangerous item or substance suspected of being in a student's possession. Student personal belongings (jackets, purses, book bags, etc.) may be inspected if there is compelling reason to believe a student is in possession of an illegal or controlled substance, stolen item, or lost item.

DISCIPLINARY MEASURES

Students who engage in prohibited behavior may experience the following consequences:

1. Verbal warning
2. Disciplinary conference
3. Withholding of privileges
4. Seizure of contraband
5. Notification of parent(s)/guardian(s)
6. Removal from classroom
7. Detention
8. Suspension of bus riding privileges
9. In-school suspension for a designated time
10. Suspension from school and all school-sponsored activities and events
11. Notification of juvenile authorities
12. Expulsion from school and all school-sponsored activities and events

Corporal punishment shall not be used as per state law. Corporal punishment is defined as slapping, paddling, 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.

DETENTION

Detention will be during the lunch period each day. Detentions will be served in the cafeteria. Depending on the severity of the offense, additional disciplinary measures may be assigned, including, but not limited to: in-school suspension, out-of-school suspension, expulsion. Detention may require notification of parents. Students are required to bring all materials necessary to detention. If a student exhibits inappropriate behavior during the detention time, additional disciplinary measures will be taken.

SUSPENSIONS AND EXPULSIONS

In-School Suspension – The student is isolated from the peer group within the school. The student is prohibited from all school sponsored activities and events during this time. The student is expected to make up all work that is assigned during this period.

Out-of-School Suspension – The student is excluded from school and school property for a designated period of time. The student is expected to make up all work that is assigned during this period.

The Superintendent/Building Principal and Assistant Principal are authorized to suspend students guilty of gross disobedience. Gross disobedience occurs when a student disobeys regulations governing student conduct. The student may be suspended from school and all school functions for a period not to exceed ten (10) school days.

Due process:

The student and parents are due the following procedural protection:

1. Prior to suspension the student shall be provided oral or written notice of the reason(s) for suspension. The student shall be given an explanation of the cause(s) and an opportunity to present his/her version.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended when the student's presence poses a danger to persons or property or is creating disruption in the educational process. In such cases the necessary notice and hearing shall follow as soon as possible.
3. Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of their right to review.
4. The parents/guardians may request a hearing with the superintendent about the suspension within two (2) days of receiving the notice.

5. If not satisfied with the results of the hearing with the superintendent the parents or guardian may appeal to the School Board for a review of the suspension. The student will be required to serve the suspension during the time of the appeal process. At the review the parents or guardian of the student may appear and discuss the suspension with the Board. After the hearing the Board may take such action as it finds appropriate. The decision of the school board is final.

Expulsion – The Board of Education takes action to exclude a student from the educational setting for a period of time not to exceed 2 calendar years. The School Board is authorized to expel students guilty of gross disobedience or misconduct.

1. Prior to expulsion the Board shall provide the student and his/her parents/guardian written notice of the reasons for expulsion to be considered as well as the time, date, place and purpose of a hearing to be held to determine if there are grounds for an expulsion. The notice shall be sent by certified mail.

2. The hearing will be conducted by the Board or a Hearing Officer appointed by the Board. If a Hearing Officer is appointed he/she shall report to the Board the information presented at the hearing, and the board shall take such final action as it finds appropriate.

TEEN DATING VIOLENCE PROHIBITED

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

Section 5

BUS INFORMATION

Behavior at the Bus Stop

Parents have the primary responsibility for behavior of their children at the bus stop. Appropriate conduct is expected. Students must show respect for others at the bus stop and for the owner's property around the bus stop. Any violation of desired conduct may

lead to loss of the privilege to ride the bus.

Behavior on the Bus

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. However, only those people with a legitimate educational or administrative purpose may view the videotapes.

Parental support is needed to help eliminate problems on the school bus. It is hoped that parents, bus drivers, and school personnel can work together to correct student misconduct prior to the need for the withholding of bus privileges for any student.

Bus Safety Rules

Riding the bus is a *privilege* that requires adherence to the following rules:

1. Be on time at your bus stop.
2. Stay off the road at all times while awaiting the bus.
3. Do not move toward the bus or exit the bus until it has come to a stop.
4. Always cross in FRONT of the bus when necessary. NEVER GO BEHIND.
5. Sit where the bus driver directs you.
6. Stay in your seat while the bus is moving.
7. Keep hands and heads inside the bus at all times. Do not throw things out of the bus.
8. Excessive noise and loud talk are not allowed.
9. Be especially quiet when the bus approaches a railroad crossing.
10. Never tamper with the bus or any of its parts. If a student damages the bus they and their parents are liable.
11. Keep the bus safe and clean at all times.
12. Candy, food, and gum are not allowed on the bus.

Parents with bus riding students are required to notify the office by 2:00 p.m. if there is to be any variance from the students riding pattern on any given day. Discipline procedures on the bus will be the same as discipline procedures used at school.

Section 6
CURRICULUM, ASSESSMENT, EDUCATIONAL
PROGRAMS AND RELATED AREAS

CURRICULUM

Willow Grove curriculum for Kindergarten to 8th grade students is based upon locally determined goals and objectives and the Illinois Learning Standards. The core content areas include: reading, writing, listening, math, science, social science, fine arts, and physical education.

ASSESSMENT

Willow Grove has a comprehensive local assessment program. This program helps us assess your child's ability and achievement. Diagnostic testing is given to all students each fall, winter, and spring for grades K-8. Throughout the year additional non-standardized assessments are also administered.

Each spring, schools in Illinois are required to administer Illinois testing (currently PARCC Testing – Partnership for Assessment of Readiness for College and Careers) at predetermined grade levels. The results of these tests are available the following fall.

All of this information is used in two ways. The first is to help teachers develop an individual picture of your child's ability and achievement and to better meet his/her personal learning needs. The second use of the assessment information is to develop school improvement plans that will improve the academic achievement of all students.

All assignments used to determine a student's grade will be evaluated to provide feedback to the student and parents regarding academic progress. If parents have questions concerning a student's progress they should contact the teacher.

USAGE OF THE INTERNET

Authorization for Internet Access

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

SPECIAL EDUCATION PROGRAM

Willow Grove offers a continuum of services to meet the needs of children with disabilities. We believe all children can learn. The special education program complies with the Individuals with Disabilities Education Act (IDEA). These federal regulations require that children eligible for special education and related services be provided a free appropriate public education (FAPE) in the least restrictive environment (LRE).

TITLE I PROGRAM

Through federal funding of the Title I program, may provide special instruction to students in language arts and math. This assistance is provided only after parental consent. The program's services will be determined annually based upon funding.

Statement to comply with the Steven's Amendment:

Willow Grove School District acknowledges that it will receive Federal Funds during the 2016-2017 school year.

REPORT OF PROGRESS

Anytime parents are concerned about the progress of their child they are encouraged to contact the teacher. The grade report, which is issued quarterly to all students, is one way of informing parents of the child's progress in school. It shows the grades earned by a student for the previous quarter. Additionally Willow Grove students receive mid-term grades that do not appear on the grade report. Report cards are issued approximately one week following the end of the grading period. The final grade report that will go on the child's permanent record will be issued on the last day of school.

ACADEMIC REQUIREMENTS

Grading Scale

Kindergarten will use a self explanatory form designed to show growth over time. The follow 5 point grading scale shall be used in grades 1-8.

98-100 A+ = 5.33

93-97 A=5.0

90-92 A-=4.67

88-89 B+=4.33

83-87 B = 4.0

80-82 B-=3.67

78-79 C+=3.33

73-77 C = 3.0

70-72 C-=2.67

68-69 D+=2.33

63-67 D=2.0

60-62 D-=1.67

Below 60 F = 1

Honor Roll

Straight "A" Honors—4.67-5.33 with no grade lower than "A-"

High Honors—4.67-5.33 with no grade lower than a "B-"

Honors—4.33-4.66 with no grade lower than a "B-"

Honor roll subjects are: Reading, English, Mathematics, Science, and Social Studies.

Promotion/Retention

The State of Illinois does not allow social promotion (105 ILCS 10-20.9a). A student shall not be promoted based solely upon age or any other social reason not related to academic performance. Students determined by the local district to not qualify for promotion to the next higher grade shall be provided remedial assistance, which may include, but shall not be limited to, a summer bridge program of no less than 90 hours, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade. To qualify for promotion a student must not have an “F” average for the year in more than one subject. The final decision of placement rests with the school district.

105 ILCS 10-20.9a also requires the district to provide the reasons and procedures for changing a grade: Every teacher shall maintain an evaluation record of each student on the teacher’s roster. The final grade assigned by a teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student’s grade include:

- a. a miscalculation of test scores;
- b. a technical error in assigning a particular grade or score;
- c. an inappropriate grade system used to determine the grade;

Graduation Requirements

Participation in the graduation ceremony is a privilege earned by meeting promotion requirements and conduct appropriate for our school.

Marshals for the Graduation Ceremony -- The top two academic students in the seventh grade shall be given the opportunity to serve as marshals at the eighth grade graduation ceremony. If a tie exists for seventh grade class rank of #1, the administration will add as many additional marshals as have identical grade point averages to #1.

Section 7

EXTRACURRICULAR ACTIVITIES

Willow Grove offers extracurricular opportunities to provide students with school sponsored activities that occur outside of the academic school day. Extracurricular activities are provided to teach students lessons best taught outside the traditional classroom. Participation in extracurricular activities is a privilege. Students that are involved in extracurricular activities represent our school and community. They are held

to a high standard of sportsmanship and behavior. Each coach may have additional rules and expectations that participants are required to follow.

Eligibility Standards

In order to participate in extracurricular activities, Willow Grove School athletes and extracurricular participants must maintain passing grades with no grade of “F” in the following subjects: Reading, English, Math, Science, Social Studies and Spelling. Failure to maintain passing grades will result in the student being placed on probationary status. A student will be placed on probation also for displaying attitude, conduct, or behavior that is not acceptable in our school. A student participating in illegal behavior including tobacco use, alcohol use, or drug use at any time of the day will be suspended for 2 games. A second offense will result in dismissal from all extracurricular activities for the rest of the school year.

Probationary Period

Whenever a student is not meeting the standards of Willow Grove School, the student will participate in the extracurricular activity on a probationary basis for a period of one week. At the time of probation, the school will notify the parents and teacher/coach regarding the dates of the probationary period. During the first week of probation, the student will attend all practices and games and must raise his/her grades and/or citizenship to the standards of the school. If the student does not raise his/her grades and/or citizenship, he/she will be placed on a final two week probation and will not be allowed to participate in practices or games. If the student does not raise his/her grades and/or citizenship at the end of the final two weeks probation, the student will be removed from the current team(s) for the remainder of the season. Anytime a student involved in any extracurricular activity exhibits behavior that is detrimental to the reputation of Willow Grove School, the student will be removed from the team for all or part of the season at the discretion of the school administration.

SPECTATORS AT SCHOOL-SPONSORED EVENTS

Students and parents are encouraged to attend school-sponsored events that allow spectators. Students are expected to be courteous and considerate. Noise making devices are not permitted. Good sportsmanship is to be demonstrated by all Willow Grove fans (booing is not acceptable). Inappropriate behavior will result in the student being prohibited from attending future events. Students are to remain indoors until being picked up by their parents. Supervision is only available for a short period of time after an event. Students continuing to remain at school for an unreasonable amount of time after an event risk not being able to attend future events.

Section 8

CENTRALIA AREA SCHOOL EMERGENCY PREPAREDNESS PLAN

CENTRALIA AREA SCHOOL EMERGENCY PREPAREDNESS PLAN

The student body will receive instruction concerning procedures to be followed in the event of fire, tornado, earthquake or any other emergencies. Practice drills will be held in order to ensure knowledge of proper procedure. For emergency information refer to the radio station: WJBD. A School Messenger announcement will also be sent.

DISTRICT AND PARENT RESPONSIBILITIES FOR STUDENTS:

IN CASE OF A DECLARED EMERGENCY BY THE SCHOOL ADMINISTRATION DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AN ALTERNATE SAFE SITE UNDER THE SUPERVISION OF DISTRICT PERSONNEL:

1. Until regular dismissal time and released only then if it is considered safe, OR
2. Until released to an adult authorized by the parent or legal guardian
3. If bused students are on the way TO school they will be brought to school.
4. If bused students are on their way home FROM school they will continue home, if determined safe by school administration.

During a Declared Emergency, those students who have not been picked up by their parents or other authorized person may be taken by District personnel to another site where consolidated facilities can be provided. This information will be given to the radio station to keep parents informed.

PARENT RESPONSIBILITY:

Parents and legal guardians of students will be provided with a Student Health Emergency Form each year. IN CASE OF A DECLARED EMERGENCY STUDENTS WILL BE RELEASED ONLY TO PERSONS DESIGNATED ON THIS FORM. PARENTS ARE RESPONSIBLE FOR ENSURING THAT INFORMATION ON THE STUDENT HEALTH/EMERGENCY FORM IS CURRENT AT ALL TIMES.

Section 9

MISCELLANEOUS INFORMATION

ASBESTOS MANAGEMENT PLAN

In compliance with Federal and State laws and regulations, Willow Grove School has an Asbestos Management Plan and carries out the provisions of that plan. The plan is available for public review in the office of the Superintendent.

INTEGRATED PEST MANAGEMENT PLAN

The District will control the population of insects and rodents by using the least amount of chemicals possible. Alternatives to chemical spraying that have proven to be effective will be used. If a situation should occur which requires the use of chemical spray, it will be scheduled for a time at which the building will be vacant for as long as possible.

Illinois law requires schools to maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school property. Written notification will be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least two business days before application of the pesticide and should identify the intended date of application, and the name and telephone contact number for the personnel responsible for the pesticide application program. Prior written notice shall be required if there is an imminent threat to health or property. The district has determined the use of the Parent/Student Handbook to inform parents. This notification will inform students, staff, parents, and guardians that an application of pesticides will occur after school on the fourth Friday of each calendar month. Parents and guardians who wish to register to receive notification should contact the office.

NON-DISCRIMINATION

It is the policy of Willow Grove School District #46 that equal opportunities in educational programs, extracurricular activities, employment practices and general services and benefits are offered without regard to sex, race, color, national origin, religion, handicap or age. If any student or parent feels that he/she has been discriminated against he/she has the right and the obligation to report the alleged discrimination to the Superintendent. The Superintendent will then begin the process of grievance as described in the School Board Policy Manual.

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. State and federal law grant students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.

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

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access.
2. The right to request the amendment of the student's education

records that the parent/guardian believes is inaccurate or misleading.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. 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.

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

A transferring student's records must state whether the student was under suspension or expulsion for possessing a weapon, possessing, selling or delivering a controlled substance, or battering a staff member. If the student is under suspension or expulsion for any of these acts, the student will not be allowed to attend class until the full suspension or expulsion has been completely served.

INFORMATION FOR DIVORCED PARENTS

Copies of all correspondence and reports (records which reflect the student's academic progress, emotional health, physical health; notices of school-initiated parent/teacher conferences, major school-sponsored events that include pupil-parent interaction, and copies of the school calendar) may be provided to both parents of a child whose parents are divorced. Such copies shall be provided by mail when they are requested by either parent unless there is a court order to the contrary.

RECIPROCAL REPORTING SYSTEM

It shall be the operating procedure of Willow Grove School District to cooperate in establishing and maintaining a reciprocal reporting system between the District and the Centralia Police Department. Whenever the administration determines that a student has been guilty of gross disobedience or misconduct that may also violate criminal statutes, it shall promptly report the same to the Centralia Police Department.

It is the intent of this system that the Centralia Police Department and any other law enforcement agency having jurisdiction in the District shall promptly notify the administration of any criminal offenses committed by students of the District and shall cooperate with the District in investigating alleged gross disobedience or misconduct by students.

Information will be shared and provided only to designated representatives of

those agencies whose knowledge of such information is necessary to carry out the purposes of this policy. Information will be shared in a prompt manner as soon as possible after determining that reporting is necessary.

Whenever a law enforcement officer of the Centralia Police Department or any other law enforcement agency having jurisdiction in the District wish to interview students the officer shall report to the office and report the nature of the law enforcement business to the Superintendent or his/her designee. In the event the interview concerns possible criminal conduct, the officer and the school shall notify the student's parents/guardians prior to the interview. No interview between student and officer shall occur without an administrator or his/her designee present unless circumstances make this impossible and student safety is at risk.

SCHOOL WELLNESS POLICY

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

Goals for Nutrition Education and Nutrition Promotion

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

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a health lifestyle.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

Nutrition Guidelines for Foods Available in Schools During the School Day

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

Guidelines for Reimbursable School Meals

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

Monitoring

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

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

Community Input

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

DISCLAIMER

This handbook is a summary of selected Board policies and may be changed during the year without notice. Any substantive changes will be sent home as soon as possible after adoption.

Please detach and return this page to school by August 31st.

Students attending Willow Grove School

(Please list all children in your family attending Willow Grove School.)

_____	grade _____

Photo Permit

I hereby affirm that I am the parent/guardian of the above student(s) and I **(do / do not)** give consent for photographs and videos to be taken of him/her at school or in related activities. The photos may appear in the school yearbook, school website, school social media, and local newspapers.

Bus/Walking Field Trips

I hereby affirm that I am the parent/guardian of the above student(s) and I **(do / do not)** give consent for my child to go on bus/walking field trips accompanied by school personnel during the school day.

Handbook Acknowledgment

(Please check)

_____ Yes, I received and read the Willow Grove School Student Handbook.

_____ No, I did not receive the Willow Grove School Student Handbook.

Signature of Parent or Guardian: _____

(Signature signifies all above information has been read and completed.)

Date: _____