

2019-2020

Windsor C.U.S.D. #1

Windsor Elementary School

Student Handbook

**Adopted
April 2018**

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Windsor Community Unit School District # 1 Vision

The school district, in an active partnership with parents and community, will promote excellence in a caring environment in which all students can learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible lifelong learners and decision-makers. The school district is committed to developing and continually improving a quality curriculum and a knowledgeable and dedicated staff.

Windsor Elementary School Mission Statement

The main goal of Windsor Elementary is to motivate and educate students to become lifelong learners with the skills necessary to succeed in meeting life's challenges.

1.30 – General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.windsor.k12.il.us or at the Board office, located at:

**Windsor Community Unit District #1
1424 Minnesota
Windsor, IL 61957**

The School Board governs the school district, and is elected by the community. Current School Board members are:

<u>Matt Greuel</u>	President	<u>Michelle Schultz</u>	Member
<u>Nick Hendrickson</u>	Vice President	<u>Albert Shafer</u>	Member
<u>Stacy Cole</u>	Secretary	<u>Brett Barnard</u>	Member
<u>Karen Pfeiffer</u>	Member		

The School Board has hired the following administrative staff to operate the school:

<u>Erik VanHoveln</u>	Superintendent	<u>Becky Fogarty</u>	Academic Advisor
<u>April Drake</u>	Principal	<u>Brian Lee</u>	Athletic Director

The school is located and may be contacted at:

**Windsor Elementary
School
808 Wisconsin
Windsor, IL 61957
(217) 459-2447 Telephone
(217) 459-2408 Fax**

School Hours

7:30	Doors Open
7:30 – 8:05	Breakfast
8:05	Classes Begin (Tardy Bell)
11:00 – 11:30	Lunch – Grades K – 2
12:00 – 12:30	Lunch – Grades 3 – 6
3:03	End of School Day (Bus Students)
3:09	End of School Day (Town Students)

1.40 – Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Cross-reference: PRESS 8:30, Visitors to and Conduct on School Property
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Student visitors

Student visitors from other districts are discouraged. At the K-6 level, friends and relatives are distractions, space may be unavailable, and the teacher may not be prepared for the additional responsibility. Prior approval by the principal must be obtained.

1.50 – Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Superintendent's Office.

Cross-Reference: PRESS 7:10, Equal Educational Opportunities PRESS 2:260, Uniform Grievance Procedure

1.60 – Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

1.70 – School Volunteers

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

<p>Cross-Reference: PRESS 6:250, Community Resource Persons and Volunteers</p>
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1.80 – Invitations & Gifts (K-8)

Party invitations or gifts for classmates should not be brought to school to be distributed, including for birthday parties or Christmas gift exchange.

Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

1.85 – Treats and Snacks (K-8)

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. **All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school.** Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

- See Appendix A (in the back of the handbook)

1.90 – Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6:30 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Cross-Reference:
PRESS 4:170, Safety

1.100 – Video and Audio Monitoring System

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross-Reference:
PRESS 4:110, Transportation

1.110 – Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:
PRESS 8:70, Accommodating Individuals with Disabilities

1.120 – Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 459-2447.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Cross Reference:
PRESS 7:285, Food Allergy Management Program

1.130 – Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Care of Students with Seizures

If your child has seizures and requires assistance with managing this condition while at school and school functions, a seizure action plan must be submitted to the school nurse annually. The Seizure Action Plan must be signed by the student's treating physician and contain information on the type of seizures the student has, first aid including emergencies, parent and health care provider contacts, and medications specifically for the student. The school will distribute copies of the plan to appropriate school staff that interacts with your child on a regular basis. Seizure Action Plans are an important tool that helps parents and schools partner to keep children safe and healthy during the school day.

1.140 – 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 goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Cross-Reference: PRESS 7:290, Suicide and Depression Awareness and Prevention
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2.10 – Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the

child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Entrance into Kindergarten

A child must be five (5) years old on or before September 1 in order to enter school. A birth certificate must be presented as evidence of age.

Cross-reference: PRESS 7:70, Attendance and Truancy
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2.20 – Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at (217) 459-2447 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Cross-reference: PRESS 7:70, Attendance and Truancy
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2.30 – Release Time for Religious Instruction & Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:
PRESS 7:80, Release Time for Religious Instruction/Observation

2.40 – Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Cross-reference:
PRESS. 7:70, Attendance and Truancy

2.50 – Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% (9+ days) or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

1. Referral to the truancy officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to the State's Attorney
4. Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Cross-references:
PRESS 7:70, Attendance and Truancy

2.60 – Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

****Students in 6th grade will participate in a promotion ceremony at the end of the school year.**

Cross Reference:
PRESS 6:280, Grading & Promotion

ACADEMICS

2.70 – Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student’s teacher, ability and grade level.

Grading Scale (Kindergarten)

Standard Based Report Card

- Exceeds
- Meets
- Does not meet

Grading Scale (1st – 6th)

A (94-100)	C (74-76)
A-(90-93)	C-(70-73)
B+(87-89)	D+(67-69)
B (84-86)	D (64-66)
B-(80-83)	D- (60-63)
C+(77-79)	F (0-59)

Fifth and Sixth Grade Honor Roll

The Grade Point Average (GPA) will be figured using the nine subject areas: English, Reading, Math, Social Studies, Science, Spelling, Art, PE, and Music. A student can only receive one “C” and must maintain a GPA of 3.5 or higher. If a student receives a D or F, they will not qualify for the honor roll.

Talented and Gifted (TAG)

1. Initial Screening and Pool Selection

Will serve students 3rd – 6th grade; students must meet two of the three in order to be evaluated for gifted abilities.

- IQ of 120 or above
- Score in the 95th percentile on state or other standardized testing in grades 4-6. (Including but not limited to PSAE and Local Assessments.)
- Parent/Teacher Recommendation

2. Identification of Talented and Gifted Students

Students must meet three of the four criteria in order to participate in the gifted program.

- Score 120 or above on the Kauffman Brief Intelligence Test (K-Bit), or the Wechsler Abbreviated Scale of Intelligence (WASI).
- Score 120 or above on the Gifted Evaluation Scale (GES)
- Score in the 65th percentile on the GES Motivation Profile
- Score in the 95th percentile on state or other standardized testing. (Including but not limited to PSAE, and Local Assessments.)

3. Parent Notification

Parents or guardians will be notified by mail whether their students qualify to be included in the gifted program. A parent permission form must be signed and returned in order for their student to participate.

4. Exit Criteria

- Voluntary - By request of a parent, student, or the TAG teacher. The request must be made in writing and be followed by a conference with the building administrator, social worker or guidance counselor, classroom teacher (if applicable), parent and student.
- Unsatisfactory Performance - Work for TAG is a class assignment. It is under staff discretion whether or not a student's performance warrants their dismissal from the TAG program. If a student is blatantly and continuously disruptive during class time, they may be suspended from the program for a portion or duration of the school year. If a student perpetually fails to complete homework or quarterly projects, they may also be dismissed from the program.

5. Criteria for Teamquest Selection

- Students will be selected for Teamquest based on the following criteria:
 - a. Number of behavior issues from either the classroom or TAG teachers
 - Recess or after school detentions or blatantly and continuously being disruptive during class time
 - b. Missing or late work
 - c. Ability to work as a team
 - d. Ability to problem solve
 - e. Attendance

Title 1 Program

It shall be the policy of this district to ensure that parents of children being served in the Title 1 program have an adequate opportunity to participate in the planning and implementation of the project. This will include, but is not limited to:

1. Notifying parents when a student is selected to participate in the Title I program.
2. Reporting to parents regarding individual student progress. Conducting parent teacher conferences.
3. Providing suggestions to parents to help them promote the education of their children at home.
4. Consulting with parents regarding the planning and operation of the Title I program.
5. Provide timely information concerning the Title I program including entrance and exiting criteria, program plans, and evaluations.
6. Students will be admitted to the program upon a priority rating based on achievement scores, parent nomination, teacher nomination, reading grades and level of reading.
7. Students will be dismissed from the program based on the same method as entrance.

State Testing

Standardized testing is taken in grades 3-6

Illinois Science Assessment is taken in grade 5

Response to Intervention

The district will be utilizing RtI, which is the practice of providing high quality instruction and interventions matched to student need, monitoring progress frequently to make changes in instruction or goals, and applying child response data to important educational decisions. Students are “benchmarked” three times during the school year, in the fall, winter, and spring. Information gathered during these times will be used to determine what interventions are necessary for each student.

2.80 – Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student’s home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before

1. the birth of the child when the student’s physician indicates, in writing, that she is medically unable to attend regular classroom instruction
2. for up to 3 months after the child’s birth or a miscarriage. For information on home or hospital instruction, contact: Windsor Elementary School Principal

Cross Reference: PRESS 6:150, Home and Hospital Instruction
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Fees and Waivers

3.10 – Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student’s family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

1. An illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Seasonal employment;
4. Emergency situations; or
5. When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Cross-references:

PRESS 4:110, *Transportation*

PRESS 4:140, *Waiver of Student Fees*

PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*

PRESS 4:140-E1, *Application for Fee Waivers*

PRESS 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

3.20 School Breakfast & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 8:05 a.m. Lunch is served every school day from 11:00 a.m. to 11:30 p.m and 12:00 to 12:30 p.m. Free meals are available to all students.

3.30 – Cafeteria Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until they are dismissed at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

1. Students shall not save seats for other students.
2. Loud talking, yelling, screaming, and other disruptions are prohibited.
3. Students shall not throw food, drinks.
4. Students shall not trade food.
5. Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
6. Students shall not leave the cafeteria until they are directed by staff.
7. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
8. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.

9. Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Student Drop Off/Pick Up Procedures

All students being dropped off by car will enter through the gym door located on the East side of the school. ALL students are to go to the gym until they are released for breakfast or to the respective classrooms at 8:00. Students will not be allowed in the hallways or classrooms until 8:00. Students riding the bus will be dropped off at the front sidewalk and should proceed to the gym through the east door. Students who walk to school should also enter through the east gym doors and then wait in the gym or go to the cafeteria for breakfast.

Parents will need to notify their child's teacher if the student is to be picked up by car or bus or are walking. Buses will enter through the circle drive and bus students will be released through the main doors or the west doors to get on their bus.

Car riders will be taken to the gym and will sit in line with their classmates until they are notified that their ride is waiting. Cars will be directed to come down the East side of the school, circle around the parking lot and proceed to the gym doors. Each car will have a card with the child's name for who they are picking up. A teacher will be outside reading the names off the cards to a teacher in the gym, who will then tell the student their ride is here. The goal is to move along four or five cars at a time. The circle drive will not be open for cars to pull into and pick up students. **For their safety, we ask that you do not park, please just follow the line and pick up your students from the gym.**

4.10 – Bus

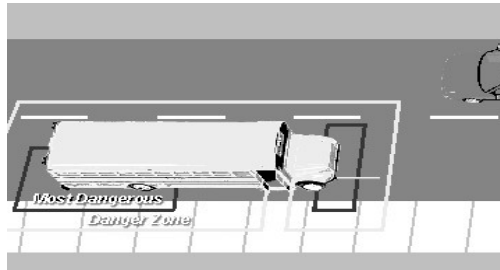
The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
12. No glass containers on the bus.
13. No blown up balloons on the bus.
14. No Sports balls allowed on the bus unless contained in a bag (backpack).



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the superintendent, (217) 459-2636.

Cross-references:
PRESS 4:110, Transportation
PRESS 7:220, Bus Conduct
PRESS 4:170-AP3, School Bus Safety Rules
PRESS 7:220, Bus Conduct
PRESS 7:220-AP, Electronic Recordings on School Buses

4.15 – Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Cross-references:
PRESS 4:110, *Transportation*
PRESS 7:220, *Bus Conduct*

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

4.20 – Parking (K-6)

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in the locations may be ticketed and/or towed by the police. The front drive is reserved for buses to unload between 7:30 and 8:15 a.m. and load between 3:03 and 3:09 p.m. Remember it is unlawful to go around a bus with children loading or unloading when the buses' lights are flashing and the stop arm is out. If you are planning on parking for an extended amount of time, please use the east parking lot.

Cross-references:

PRESS 4:110, Transportation

PRESS 4:140, Waiver of Student Fees

PRESS 4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees

PRESS 4:140-E1, Application for Fee Waivers

PRESS 4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal

5.10 – Immunization, Health, Eye & Dental Examination

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by **October 15** of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

The required eye examination must be completed within one year prior to the first day of the school year in which the child enters kindergarten or the child enters the Illinois school system (regardless of grade) for the first time. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by **May 15** of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

PRESS 7:100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students

5.20 – Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

Permission for medication administration at school shall be renewed at least annually.

Changes in medication shall have written authorization from the licensed prescriber.

Students are not allowed to transport medication. Medication must be brought to the school by a responsible parent/guardian in a container, labeled appropriately by the pharmacist or licensed prescriber.

At the end of the school year or the end of the treatment regime, the student's parent(s) or guardian will be responsible for removing from the school any unused medication. If the parent(s) or guardian does not pick up the medication by the end of the school year, the certificated school nurse or registered nurse will dispose of the medication(s) and document that it was discarded.

Self-Administration of Medication₁

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

Cross-References:

PRESS 7:270, Administering Medicines to Students
PRESS 7:270-AP, Dispensing Medication

I Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. For further information, see: www.iasb.com/law/diabmats.cfm, Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook procedure 1.130-E1 (Exhibit: Authorization to Provide Diabetes Care, Release3 of Health Care Information, and Acknowledgement of Responsibilities).

Care of Students with Asthma

Illinois Public Act 099-0843 requires school districts to annually request families to share with the school an asthma action plan developed with the student's medical provider. This Asthma Action Plan will be used to provide assistance to your child when experiencing an asthma episode. The school will distribute copies of the plan to appropriate school staff that interacts with your child on a regular basis.

Injuries

Case by case, can be approved by nurse/principal; a note from a doctor is required after **2 days** to be excused from PE; example, crutches.

- Concussion Policy: See Appendix B (in the back of the handbook)

5.50 – Communicable Diseases

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Reasons children may be excluded include:

- Oral fever of 100 or higher – children should stay home from school until they are fever free for 24 hours without the use of fever reducing medication
- Diarrhea and/or vomiting – children should stay home from school if they have had either in the past 24 hours.
- Any symptoms that prevent the student from participating in school, such as excessive tiredness, coughing, headache, body aches, earache, or sore throat.
- If your child has been diagnosed with strep throat, pink eye, or impetigo, the child needs to be on the medication prescribed by your physician for 24 hours before returning to school.
- Rashes consistent with contagious infection – student will be sent home until cleared by a physician to return.

Cross-Reference:

PRESS 7:280, *Communicable and Chronic Infectious Disease*

PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

5.60 – Head Lice

Measures to Control the Spread of Head Lice at School

1. Parent(s)/guardian(s) and staff should report all suspected cases of head lice to the school nurse or designee as soon as possible.

2. Nurse or designee will inspect the head of any student reasonably suspected of having head lice as soon as possible.
3. Checks the siblings of any student with head lice and notifies other schools in district where siblings attend.
4. Nurse or designee provides the student's parent(s)/guardian(s) with information regarding head lice treatment.
5. If more than one student is affected in any class, determines whether to examine all students in the class and/or provides information about head lice to all parents/guardians of students in the class.
6. Students will not be sent home for nits (eggs). If lice are found the student will be excluded from attendance.
7. Nurse or designee examines any excluded student upon return and verifies to the Building Principal that all live lice are gone so that the student may return.
8. Building principal notifies parent(s)/guardian(s) whose excluded student has not returned to school within 5 days of the following:
 - a. School attendance laws
 - b. Action that may be taken if absence continues
 - c. Resources for treatment information

Cross Reference 7:50-AP1
Administrative Procedure - Measures to Control the Spread of Head Lice at School

6.10 – General Building Conduct

Students shall not arrive at school before **7:30** a.m. and classes begin at **8:05** a.m. and bus students are dismissed at **3:03** p.m. each day and town students at **3:09** p.m.. The following rules shall apply, and failure to abide by the rules may result in discipline:

1. Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
2. Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
3. Students shall not write on walls, desks or deface or destroy school property.
4. Skateboards are not permitted at school.
5. Water guns, play guns, and/or real guns are not permitted at school.
6. No radios, tape players, CD players, cameras are permitted without permission from the principal.
7. Cell phones are prohibited unless teacher gives specific instruction to use them as an educational tool.
8. Students will be mindful of all rules and regulations established by the school.
9. Students will refrain from obscenity and slanderous remarks either verbal or written.
10. Students will demonstrate self-control and respect the rights and individuality of other students, teachers, and staff including substitute teachers.
11. Students will dress and groom in a manner that meets standards of health, cleanliness and safety.

6.20 – School Dress Code & Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats (including hoods on hooded sweatshirts), coats, bandanas, sweat bands, and sun glasses may not be worn in the building during the school day.
4. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
6. The length of shorts or skirts must be appropriate for the school environment. (half way between hip and knee)
7. Appropriate footwear must be worn at all times.
8. If there is any doubt about dress and appearance, the building principal will make the final decision.
9. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
10. No Spaghetti Straps

Cross Reference: PRESS 7:160, Student Appearance

6.30 – Student Discipline

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

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 or e-cigarettes.
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:
 - i. that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
 - ii. 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:
 - i. 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
 - ii. 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:
 - i. ingest, inhale, or inject cannabis or controlled substances into the body;
 - ii. 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.

1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and 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 needed in an emergency that threatens the safety of students, staff, or other individuals.
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. 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.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
9. Entering school property or a school facility without proper authorization.
10. 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.
11. Being absent without a recognized excuse.
12. Being involved with any public school fraternity, sorority, or secret society.

13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
15. 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.
16. 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.
17. 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:
 1. on the student’s person
 2. contained in another item belonging to, or under the control of, the student, such as in the student’s clothing or backpack,
 3. in a school’s student locker, desk, or other school property
 4. at any location on school property or at a school-sponsored event
 5. 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 or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; 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;
 - 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 Saturday 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.
15. TCI (Physical Restraint)

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.

Tardy Policy

A student is considered tardy if they do not make it to the classroom by 8:05 a.m. Students who come in late must stop by the office and get a late pass from the office staff. Habitual tardiness will not be tolerated and will be dealt with appropriately. Students who arrive late to school need to report to the office. The following is the discipline procedures for Windsor Elementary School per quarter.

1 st tardy to class or school	no consequence
2 nd , 3 rd , 4 th tardy to class or school	Parent notification by teacher
5 th , 6 th , 7 th tardy to class or school	Phone call by principal
8 th tardy and beyond	Parent/Teacher & Principal Conference

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.

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.

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.

Cross-references:

PRESS 7:190, Student Discipline

PRESS 7:190-AP2, Gang Activity Prohibited

6.40 – Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

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

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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 students' 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.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

<p>April Drake</p> <hr/> <p>Name</p> <p>808 Wisconsin, Windsor, IL 61957</p> <hr/> <p>Address</p> <p>(217) 459-2447</p> <hr/> <p>Phone Number</p> <p>drakea@windsorcusd.org</p> <hr/> <p>Email Address</p>	<p>Erik VanHoveln</p> <hr/> <p>Name</p> <p>1424 Minnesota, Windsor, IL 61957</p> <hr/> <p>Address</p> <p>(217) 459-2636</p> <hr/> <p>Phone Number</p> <p>vanhoveln@windsorcusd.org</p> <hr/> <p>Email Address</p>
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A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

Cross-references:

PRESS 7:20, Harassment of Students Prohibited

PRESS 7:180, Prevention of and Response to Bullying, Intimidation and Harassment

PRESS 7:190, Student Discipline

PRESS 2:260, Uniform Grievance Procedure

6.45 – Sexual Harassment & Teen Dating Violence Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be

kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Erik VanHovel, 1424 Minnesota, Windsor, IL 61957
 (217) 459-2636, Fax (217) 459-2794_
vanhovelne@windsorcsud.org

Complaint Managers:

April Drake	Erik VanHovel
Name	Name
808 Wisconsin, Windsor, IL 61957	1424 Minnesota, Windsor, IL 61957
Address	Address
(217) 459-2447	(217) 459-2636
Phone Number	Phone Number
drakea@windsorcsud.org	vanhovelne@windsorcsud.org
Email Address	Email Address

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Cross-references:
 PRESS 7:20, Harassment of Students Prohibited

6.60 – Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework, must be passing all courses;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

Cross-references:
 PRESS 6:240, Field Trips
 PRESS 6:240-AP, Field Trip Guidelines

6.70 – Access to Student Social Networking Passwords & Websites

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.

Cross-references:

PRESS 7:140, Search and Seizure

PRESS 7:190-AP7,E1 Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting

6.80 – Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod©, ipad©, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

1. using the device to take photographs in locker rooms or bathroom
2. cheating;
3. creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting)

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned.

The student's parent/guardian will be notified and required to pick up the device in the school office.

3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

Cross-references: PRESS 7:190-AP5, Student Handbook, Electronic Devices
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7.10 – Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.

These rules do not attempt to state all required or proscribed behavior by users.

However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. Students in grades 3-6 are 1:1 with chrome books.

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

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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

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

Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be

transmitted in an email message that would be inappropriate in a letter or memorandum.

3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these Regulations.

Cross Reference:
PRESS 6:235, Access to Electronic Networks

7.20 – Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;

- d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District’s Uniform Grievance Procedure to resolve a complaint.
 8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Cross Reference: PRESS 7:310, Restrictions on Publications

8.10 – Search and Seizure

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

The building principal 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 school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

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

Cross-reference: PRESS 7:140, Search and Seizure

9.10 – Extracurricular Athletic Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities.

Eligibility rules will be the same for both schools.

Weekly Eligibility – Grades will be checked on each Thursday at 3:30. Eligibility runs from Monday-Saturday of each week. Any subject receiving an F by 3:30 on each Thursday, that student will be ineligible for the following week.

Requirements for Participation in Athletic Activities-A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association’s “Pre-

Participation Physical Examination Form.” Physicals are good for 395 days.

2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance Enhancing Substance Testing Policy.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Code of Conduct

Athletic Code of Conduct Policy will be the same for both schools.

When this Extra-Curricular Code is in Effect

The rules set forth in this Extra-Curricular Code:

1. Are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session, and including vacation periods and holidays.
2. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale.
3. The rules apply from the beginning of the athlete's and/or participants first tryout or practice in the first sport or activity which the participant attempts or first day of school of the first-year of participation in Jr. High School through High School Graduation. Any violations acquired during Junior High will be erased immediately after Junior High Promotion and the High School policy will go into effect immediately following Junior High Promotion.
4. The rules apply until the completion of the athlete and/or participants eligibility in all sports and activities.
5. Community service and substance abuse counseling must be approved by the administration and any cost paid by the athlete and/or participant.
6. Any program participant who has served a suspension is not eligible for All-Conference Nomination or for an MVP Award during the season that the suspension occurred.

Notification of Disciplinary Action Administrative procedure for handling extra-curricular code violations:

1. Violation will be written by the Coach, Sponsor or Athletic Director.
2. Copies will be sent to:
 - a. Athletic Director

- b. Head Coach/Sponsor
 - c. Principal
 - d. Superintendent
 - e. Guidance Counselor
 - f. Parent/Guardian
3. The written violation notice will contain:
- a. The violation
 - b. Time and date
 - c. Nature of punishment

The Athletic Director will attempt to contact a parent/guardian after violation has been established, using the home phone number and work numbers turned into the school by the parent/guardian. Parents/guardians are welcome to request a meeting for the opportunity to discuss a violation with the Athletic Director.

Discipline Policies for Drug, Alcohol, and/or Tobacco Violations

The following individuals are considered accurate reporting sources: Certified Teachers, Administration and Law Enforcement.

Violation 1

The individual has the following consequence:

- 1. Miss 1/3 of the contests and complete counseling (5 hours) and *community service (10 hours).
 - a. If you do not complete the requirements you cannot participate in any other activity.
 - b. Individuals cannot go out for a sport that they have never played before, unless you are a freshman, to complete requirements.
 - c. Individuals must participate in all practice activities, attend all games and pay all fees while serving suspension for athletics.

Violation 2

The individual has the following consequence:

- 1. Suspended from extra-curriculars for one year with counseling (10 hours) and community service (20 hours).
 - a. Suspension of 1 calendar year is from the date of enforcement of the penalty.

Violation 3

- 1. Student is suspended from extra-curriculars for the remainder of career.

Additional Rules and Regulations

Note: Offenses of the extra-curricular code will be of a cumulative nature. These rules will carry over the entire high school career of a program participant. Junior High school students will not carry over to the high school. However, an eighth grade student will assume high school status immediately following promotion from eighth grade. Also, these rules and regulations apply during 24 hours per day, 7 days per week, and 365 days

per year. *Community service activities must come from a pre-approved list of activities available in the grade school and high school offices.

Prohibited serious offenses include, but are not limited to the following:

1. Alcohol (use, possession, distribution, purchase, or sale)
2. Tobacco (use, possession, distribution, purchase, or sale)
3. Drugs/Look Alike Drugs (illegal use, possession, distribution, purchase or sale)
4. Criminal Offenses (including all offenses which are defined under Illinois or Federal criminal codes as misdemeanors or felonies). A conviction by a court of law is not prerequisite to disciplinary measures under this handbook. Depending on the severity of the criminal act, administration may choose to permanently suspend the student/athlete by the approval of both boards.
5. The Illinois School Code requires school districts to have stringent policies on bullying, cyber bullying, hazing and other forms of harassment. Hazing can be defined as a ritualistic test and/or task involving harassment, abuse or humiliation used as a way of initiating a person into a gang, club, military organization or other group. The definition can refer to either physical (sometimes violent) or mental (possibly degrading) practices. Bullying, to include cyber bullying, is an act, usually repetitive (although one instance, if severe enough, can lead to liability for harassment according to the United States Supreme Court) that intentionally causes harm to other students or athletes through either verbal or physical assault.
6. Conduct, which is unsportsmanlike or brings disrepute to Stewardson-Strasburg CUSD #5A and/or Windsor CUSD #1. Student athletes and participants are cautioned that their presence in circumstances where prohibited activities are occurring may constitute the conclusion that the student athlete and/or participant was participating in those prohibited activities. Student athletes and participants are advised to avoid circumstances where they might be so implicated. A student athlete or participant shall immediately leave or make a good faith effort to leave any place where substances prohibited by this handbook are present or are being used, or where other prohibited conduct is occurring, upon the student athlete or participant becoming aware of the presence of prohibited activities, and a failure to do so shall, for purposes of this handbook, be considered participation in the prohibited conduct by the student athlete or participant. Suspension from the team involves the actual IHSA/IESA sanctioned competition. Practice may still be required.

Important Note:

The above **Code of Conduct** deals specifically with athletics, but it is to be considered as the **Code** for **ALL** activities covered by this agreement where students are in competition and representing the Stewardson-Strasburg and Windsor School Districts. This **Code** was made to inform the student and the parents of what is expected of the student when he/she wishes to participate in athletics and or athletic related activities in the Stewardson-Strasburg and Windsor School Districts. It is the responsibility of each coach to cover the **Code** thoroughly with his/her squad before the first practice.

Additional Participation Rules and regulations:

Student athletes will be expected to adhere to the state of Illinois curfew laws. Special curfews may be set by the coaches for the night before games. Violations will be handled the same as an unexcused practice.

Boys are to have haircuts with at least half the ear showing. Hair will be well groomed, off the collar, and out of the eyes. Girls' hair should show evidence of appropriate cleanliness and grooming. No game participation will be allowed until these standards are met.

Disrespect to or taunting of coaches, fans, team members, or opposing team members will not be tolerated!! Violations of this nature will be dealt with by the coach and will be subject to warnings and/or conditioning through dismissal from the team at the coach's discretion. The student-athlete will also be subject to a conference with the principal and to any disciplinary measures deemed necessary by the principal.

Athletic Fees

1. Each school district will set its own athletic participation fees.
2. Participation fees will be collected at the student's home school as well as physical examinations and other necessary paperwork. Fees that are collected for participation will remain with their home school.

9.20 – Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Cross-references:

PRESS 6:190, Extracurricular and Co-Curricular Activities

PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities

9.30 – Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Starting with the 2016-17 school year, Illinois legislation (105 ILCS 5/22-80, added by P.A. 99-245) governs a student's return to the classroom after the student is believed to have experienced a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity.

Cross Reference: PRESS 7:305, Student Athlete Concussions and Head Injuries
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Education of Children with a 504 Plan

Section 504 of the Rehabilitation Act of 1973 and its implementing regulations prohibit discrimination on the basis of disability by any program or activity that receives or benefits from federal funding. Section 504 requires that disabled students be provided with a free appropriate public education including education with non-disabled peers to the maximum extent appropriate.

The following procedures apply regarding the evaluation, identification, and provision of services to students under Section 504.

Definition of Qualified Individual with A Disability Under Section 504

A person has a disability within the meaning of Section 504 of the *Rehabilitation Act of 1973* if he or she has a mental or physical impairment, has a record of such impairment, or is regarded as having such an impairment, which substantially limits one or more major life activities. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active. The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures (except for ordinary eyeglasses or contact lenses).

Major life activities include, but are not limited to, functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

10.10 – Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition

of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Cross Reference: PRESS 6:120, Education of Children with Disabilities
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IEP : https://www.isbe.net/Documents/nc_proc_sfgrds_34-57j.pdf

504 : <https://www.eiase.com/forms/section-504>

10.20 – Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Cross Reference: PRESS 7:230, Misconduct by Students with Disabilities

10.30 – Exemption From PE Requirement [3-HS]

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or

2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Cross Reference:
PRESS 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

10.50 – Access to Classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

Cross Reference:
PRESS 6:120, Education of Children with Disabilities
PRESS 6:120-AP2,E1 – Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes

11.10 – Student Privacy Protections

Surveys by Third Parties – Before a school official or staff member distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey:

- a. that is created by a person or entity other than a district official, staff member, or student
- b. regardless of whether the student answering the questions can be identified
- c. regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information – School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.

6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material – A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Cross-References:

PRESS 7:15, Student and Family Privacy Rights

PRESS 7:15-E, Notification to Parents of Family Privacy Rights

11.20 – Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or

improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her 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 permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
4. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian.

Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:
 - a. Name
 - b. Address
 - c. Gender
 - d. Grade level
 - e. Birth date and place
 - f. Parent/guardian names, addresses, electronic mail addresses, and phone numbers
 - g. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - h. Academic awards, degrees, and honors
 - i. Information in relation to school-sponsored activities, organizations, and athletics
 - j. Major field of study
 - k. Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
7. 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, SW
Washington DC 20202-4605

Cross-reference: PRESS 7:340, Student Records
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11.30 – Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18.

Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Cross-reference:
PRESS 7:340, Student Records

12.10 – Teacher Qualifications

Parents/guardians may request information about the qualifications of their child’s teachers and paraprofessionals, including:

1. Whether the teacher has met State certification requirements;
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
3. The teacher’s college major;
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
5. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Cross-References:
PRESS 5:190, Teacher Qualifications
PRESS 5:190-E1, Notice to Parents of Their Right to Request Their Child’s Classroom

12.20 – Standardized Testing

Students and parents/guardians should be aware that students in grades 3-6 will take standardized tests issued by the State of Illinois. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school’s ability to continue to prove its success in the state’s standardized tests. Parents can help their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night’s sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Cross-Reference:
PRESS 6:340, Student Testing and Assessment Programs

12.30 – Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

1. Educational organizations and schools:
2. Food bank and meal programs:
3. Local service organizations (Goodwill, Salvation Army, etc.):
4. Family shelters:
5. Medical services:
6. Other support:

Cross-References:

PRESS 6:140, Education of Homeless Children

PRESS 6:140-AP, Education of Homeless Children

12.40 – Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross-References:

PRESS 6:60-AP, Comprehensive Health Education Program

PRESS 6:60-E, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes

12.60 – English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be:

1. given an opportunity to provide input to the program
2. provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school’s English Learners program, contact the high school principal at (217) 459-2636.

Cross Reference:
6:160, English Learners

12.70 – School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Cross-References:
PRESS 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights
PRESS 8:95-E2, Verification of School Visitation

12.80 – Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Superintendent, 1424 Minnesota, Windsor, IL 61957.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross-Reference:
PRESS 4:160-AP, Environmental Quality of Buildings and Grounds

12.90 – Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference:
PRESS 5:90, Abused and Neglected Child Reporting

12.110 – Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual’s child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may

be made with respect to their child’s special education services.

3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Cross-References: PRESS 4:170-AP2, Criminal Offender Notification Laws

12.120 – Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police’s website at: <http://www.isp.state.il.us/cmvo/>.

Cross Reference: PRESS 4:170-E6, Informing Parents About Offender Community Notification Laws
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Instructions for Accessing Board Policies

Go to the district webpage at www.windsor.k12.il.us, select the “school board” link at the center of the top row of links, select the “board policy manual” link on the school board page, select the policy that you wish to review.

To download a policy: Right click on the policy link, select “save target as” from the drop down window, choose a location to save and click “save,” in the “download complete” window select open to view the file or close to view it later.

To print a policy: Right click on the policy link, select “print target” from the drop down menu, select print.

Wellness Policy

Windsor Community School District # 1 Wellness Policy is available online and in the school office.

Asbestos

Please be advised that asbestos is present in the District 1 school buildings. An asbestos management plan is in place and may be viewed at the school Monday-Friday from 8:00 a.m. to 4:00 p.m. You may receive a copy of this plan paying five cents per page copying fees.

405/1-7 and 1-8(F)

CROSS REF: 2:150, 7:150

Appendix A

Healthful Food and Beverage Options for School Functions:

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff, and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts, and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars, and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices. Not all food and beverage items on this list will necessarily meet district nutrient standards as items vary in sugar, fat and calorie content from brand to brand. However, all of the items in the list are believed to be

consistent with the intent of the wellness policy to promote student health and reduce childhood obesity.

Appendix B

Head Injury/Concussion Policy

Purpose:

1. Manage concussions and head injuries suffered by students and ensure legal compliance with the Youth Sports Concussion Safety Act (Illinois Public Act 099-0245); the protocols, policies, and by-laws of the Illinois High School Association (IHSA) and the Illinois Elementary School Association (IESA), including the requirements in the National Federation of State High School Associations (NFHS) Sports Playing Rule for Concussions.
2. Provide education and training regarding concussions for coaches, school personnel, parents, students and athletes.
3. Appoint a Concussion Oversight Team (COT) that shall establish a Return to Learn (RTL) and a Return to Play (RTP) protocol, based on peer-reviewed scientific evidence consistent with Centers for Disease Control (CDC) and Prevention guidelines. The COT will include, at minimum, one person who is responsible for implementing and complying with the RTL and RTP protocols. The person with supervisory responsibilities may not be a coach of interscholastic athletics team.
4. Develop a school-specific emergency action plan for interscholastic activities to address the serious injuries and acute medical conditions in which the condition of the student may deteriorate rapidly. The plan shall include delineation of roles, methods of communication, available emergency equipment, and access to and plan for emergency transport. The emergency actions plan must be:
 1. In writing
 2. Reviewed by the COT
 3. Approved by the district superintendent
 4. Distributed to appropriate personnel
 5. Posted conspicuously at all venues utilized by school

Reviewed annually by athletic trainers, first responders, coaches, school nurse, athletic director, and volunteers for interscholastic activities

Head Injury Protocol:

Background

A concussion is caused by a bump, blow, or jolt to the head and can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. All students believed to experience a concussion, whether or not the injury took place while a student was participating in an interscholastic activity are subject to this protocol.

- An on-field (sideline) cognitive test will be performed by coaching, administrative, or medical staff.
- The student should be seen in an emergency department right away if s/he has: one pupil (the black part of the eye) larger than the other, drowsiness or cannot be awakened, a headache that gets worse and does not go away, weakness, numbness, decreased coordination, repeated vomiting or nausea, slurred speech, convulsions or seizures, difficulty recognizing people or places, increasing confusion, restlessness, agitation, unusual behavior, or loss of consciousness.
- A student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems, etc.) or fails an on-field cognitive test shall be removed from further participation or competition at that time.
- A student-athlete must also be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the student might have sustained a concussion during the practice or competition:
 - a coach
 - a physician
 - a game official
 - an athletic trainer
 - the student's parent(s)/guardian
 - the student
 - any other person deemed appropriate
- An athlete can only be cleared to return to practice or competition the same day as removed by a licensed physician or a certified athletic trainer working in conjunction with a licensed physician.
- In the cases when an athlete is not cleared to play the same day, coaching staff must notify the COT and the parent(s)/guardian(s) of the student who exhibits symptoms consistent with that of a concussion as soon as possible.
- The parent(s)/guardian(s) of that student must be given the CDC's Concussion Guide for Parents. The student should never be left alone and should not be allowed to drive until s/he is seen by a physician.
- The student must be evaluated by a physician, chosen by the student or the student's parent(s)/guardian(s), or an athletic trainer working under the supervision of a physician before returning to school or sports. If diagnosed with a concussion an emergency room physician cannot clear a student to return to learn/play.

- Upon return to school/sports documentation from evaluation by the physician or trainer confirming or negating suspected concussion must be obtained
- If documentation obtained does not indicate a concussion the student may return to learn/play without restriction (if indicated by physician/trainer), but will be monitored for delayed concussion symptoms.
- If the student is diagnosed as having a concussion, upon return to school:
 1. A post-concussion consent form signed by parent(s)/guardian(s) and student must be obtained.
 2. A written statement indicating that in the physician's professional judgement, it is safe to return to school must be obtained.
 3. The school nurse or responsible COT member will notify the student's teachers of the diagnosis, signs and symptoms to report, and appropriate academic/classroom accommodations
 4. A neurocognitive assessment will be done when student has been symptom free 24 hours and/or when the RTL protocol is complete using the Immediate Post-Concussion Assessment and Cognitive Testing (ImPACT) Program. Test results will be sent to the athletic trainer for interpretation.
 5. The school nurse or responsible COT member will monitor the student on a regular basis throughout the school day and make recommendations to plan of care as needed
- The Return to Play Protocol will be initiated once a written statement indicating that in the physician's professional judgement it is safe has been received, the student has successfully completed the requirements of the RTL protocol, and the post-injury test is within normal range of baseline.
- Another post-injury test will be completed when the student has no recurring symptoms following physical exertion and has completed the RTP protocol. This final test may serve as their new baseline.
- Further post-injury testing will be done as needed as recommended by the athletic trainer.

Return to Learn (RTL) and Return to Play (RTP) Protocols

Purpose:

Provide a safe return to activity and the classroom for all students following a concussion.

Return to Learn Protocol

Background:

A concussion can have direct effects on learning and evidence suggests that using a concussed brain to learn may worsen concussion symptoms and may prolong recovery. Return to Learn following a concussion should be managed in a stepwise program that fits the needs of the individual. The protocol emphasizes allowing the student to participate in school in a modified fashion so as not to worsen symptoms.

Protocol:

1. Stay at home with complete cognitive and physical rest until medical clearance is given.
2. Light cognitive activity may be started once student has had no symptoms at rest for at least 24 hours.
 - ❖ Progress to next level when able to tolerate up to 30 minutes of mental exertion without increase of symptoms.
3. May attend school with accommodations if needed, such as shortened day/schedule, extra time and (or) modification of assignments, no significant classroom standardized testing, and quiet place for mental rest as needed or other accommodations as recommended by the trainer, physician, and /or administration.

- ❖ Progress to next level when able to tolerate up to 60 minutes of mental exertion without increase in symptoms.

4. Attend school full time with minimal accommodations.

- ❖ RTL protocol completed when student is able to tolerate all class periods in succession without increase in symptoms AND receives medical clearance for full return to academics.

**Progression is individual. All concussions are different. Students may start at any of these steps, depending on symptoms, and may remain at a step longer if needed. When symptoms continue beyond 3-4 weeks, prolonged in-school supports are required. Request a 504 meeting to plan and coordinate student supports.

Return-to-Play Protocol

Background

It is important to emphasize to athletes that minimizing the amount of activity and physical activity that they do early on is very important because not doing so will delay resolution of concussion symptoms and recovery.

Protocol:

Begin stage 1 when: Student is cleared by health care provider, has had no symptoms for 24 hours, has completed the RTL protocol and when ImPACT test scores are back to baseline.

- Stage 1: Light aerobic activity (20-30 minutes)
 - ❖ Sample activities: walking, stationary bike

Begin stage 2 when: 24 hours have passed since student began stage 1 AND student has not experienced any return of symptoms in the previous 24 hours.

- Stage 2: Sport-specific training
 - ❖ Sample activities: running, resistance training

Begin stage 3 when: 24 hours have passed since student began stage 2 AND student has not experienced any return of symptoms in the previous 24 hours.

- Stage 3: Non-contact drills
 - ❖ Sample activities: full participation in team's regular strength and conditioning program

Begin stage 4 when: 24 hours have passed since student began stage 3 AND student has not experienced any return of symptoms in the previous 24 hours.

- Stage 4: Full-contact practice and full participation in Physical Education (P.E.)
 - ❖ Sample activities: unrestricted participation in practices and P.E.

Begin stage 5 when: 24 hours have passed since student began stage 4 AND student has not experienced any return of symptoms in the previous 24 hours.

- Stage 5: Game play

**It is specifically recommended that each step should be separated by 24 hours. Furthermore, any recurrence of concussive symptoms should lead to the athlete dropping back to the previous level. In other words, if an

athlete is asymptomatic at rest and develops a headache following light aerobic exercise, the athlete should return to complete rest.

Required Training and Consents:

Student/Parent Requirements:

Prior to participation in an interscholastic sports activity the following requirements must be completed:

- A baseline neurocognitive test using ImPACT software will be done on all athletes every two years from 6th grade to senior year of high school.
- The student-athletes and their parent(s)/guardian(s) must read the IHSA's Concussion Information Sheet explaining concussions, including symptoms; treatment; what can happen if child keeps playing with a concussion or returns to soon; and what to do if you think your someone has suffered a concussion yearly.
- The student-athletes and their parent(s)/guardian(s) must read the Windsor CUSD #1 Concussion policy including the RTL and RTP protocol and provide a signature of agreement yearly.
- All student athletes must view the ISHA video about concussions yearly.
 - <https://www.ihsa.org/multimedia/articulate/concussion/presentation.html>
- Student-athletes must read the NCAA Concussion Fact Sheet for Student-Athletes yearly

Staff/Coaches Requirements:

- Windsor CUSD #1 teaching staff will be trained annually by the school nurse on signs and symptoms of a concussion and appropriate actions and accommodations.
- The following persons must take and show proof of a training course from an authorized training provider every 2 years:
 - ❖ A coach or assistant coach (whether volunteer or a district employee) of an interscholastic athletic activity. Such coach or assistant coach must take the training course on concussions approved by IHSA.
 - ❖ Members of the concussion oversight team who aren't coaches.
 - ❖ A nurse must take a course concerning the matter of concussions that has been approved for continuing education credit by the Department of Financial and Professional Regulation.
 - ❖ An athletic trainer must take a concussion-related continuing education course from an athletic trainer continuing education sponsor approved by the Department of Financial and Professional Regulation.

Emergency Action Plan (EAP), Management, and Referral Guidelines:

The following situations indicate a medical emergency and require activation of the Emergency Medical System (911):

- Any student-athlete with witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.

- Any student-athlete who has symptoms of a concussion, and who is not stable (worsening of signs and symptoms), is to be transported immediately to the nearest emergency department via emergency vehicle.
- Any student-athlete who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle;
 - Deterioration of neurological function
 - Decreasing level of consciousness
 - Decrease or irregularity in respirations
 - Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 - Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
 - Seizure activity
- A student-athlete who is symptomatic but stable, may be transported by his or her parent(s)/guardian(s). The student should not be allowed to drive and they should not be left unattended. The parent(s)/guardian(s) should be advised to contact the student-athlete's primary care provider, or seek care at the nearest emergency department, on the day of injury.
- In the event of a medical emergency:
 - Call 911
 - Administer First Aid per the American Red Cross Guidelines, including the use of an AED if needed
 - i. Jr. Sr. High School AED locations:
 1. Outside of new (East) gymnasium
 2. Inside the outdoor concession stand
 - ii. Elementary School AED locations:
 1. Outside main office
 2. Inside the outdoor concession stand
 - Contact Parents and School Principal

*See Venue-Specific Action Plan posted at all venues utilized by the school, for more information regarding medical emergencies.

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