

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 Jr/Sr High School Mission Statement

The mission of Windsor Junior Senior High School is to provide a safe learning environment in order to assist all students in acquiring the knowledge and skills necessary for today's competitive job market. We will accomplish this objective through the cooperative effort of a dedicated staff, an involved family, and a supportive community.

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.windsorcusd.org or at the Board office, located at:

**Windsor Community Unit School 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>Michelle Schultz</u>	President	<u>Matt Greuel</u>	Member
<u>Karen Pfeiffer</u>	Vice President	<u>Albert Shafer</u>	Member
<u>Stacy Cole</u>	Secretary	<u>Christie Storm</u>	Member
<u>Josh Cline</u>	Member		

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

Erik Van Hoveln Superintendent Kelsey Deadmond School Counselor
Jon Will ES Principal Bart Wiedman Jr/Sr High Principal
Brian Lee Athletic Director

The schools are located and may be contacted at:

Windsor Jr./Sr. High School
1424 Minnesota Ave.
Windsor, Illinois 61957
(217) 459-2636
(217) 459- 2794 Fax

Windsor Elementary School
808 Wisconsin Ave.
Windsor, Illinois 61957
(217) 459-2447
(217) 459-2408 Fax

Windsor Elementary		Windsor Jr./Sr. High	
7:30	Doors Open/Breakfast	7:30	Doors Open/Breakfast
8:00	Classes Begin	8:00	1 st bell rings
8:05	Tardy	8:05 - 8:51	1 st Hour
11:00-11:30	Lunch	8:54 – 9:40	2 nd Hour
12:00-12:30	Lunch	9:43 - 10:29	3 rd Hour
3:05	End of Day	10:32 – 11:18	4 th Hour
		H 11:21- 12:07 5 th Hour	J 11:21 – 11:51 Lunch
		J 11:54 – 12:40 6 th Hour	H 12:10 – 12:40 Lunch
		12:43-1:29	7 th Hour
		1:32 – 2:18	8 th Hour
		2:21 – 2:55	9 th Hour

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child’s school and

district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school

- staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
 11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
 12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

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.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official, or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by state law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.

6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Student visitors

Student visitors from other districts are discouraged. 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.

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.

All students will have the opportunity to interact with a hypoallergenic therapy dog. However, if you choose to have your child not interact with the dog, we will do our best to honor your wishes. The dog could visit classrooms or be at large school events such as assemblies and after school events. We will do our best to make sure that the dog is not near your student in these settings. Please contact the building principal if you would like to opt out of your student interacting with a therapy dog to receive the opt-out form. If you do not send this form back with your signature, then it is the district's understanding that you are giving permission for your child to interact with the dog.

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.

1.80 – Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed, including for birthday parties or Christmas gift exchange. The office is unable to release addresses and phone numbers of students.

1.85 – Treats and Snacks

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.

1.90 – Emergency School Closings

In cases of bad weather and other local emergencies, families can be informed by local radio stations, television stations, and school social media 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 families can also be informed by the district's automated telephone systems, and social media. 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.

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.

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.

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 (ES) or (217) 459-2636 (HS).

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.

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.

1.180 - Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student

- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

- Additional Resources include:
- National Sexual Assault Hotline at 800.656.HOPE (4673)
- National Sexual Abuse Chatline at online.rainn.org
- *Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)*

1.185 - Faith's Law Notifications

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

1.190 - Prevention of Anaphylaxis

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

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.

Attendance Guidelines

Punctual and regular attendance at school is the joint responsibility for the students and his/her parent(s) or guardian(s) and is necessary if a student is to obtain maximum benefit from his/her educational experience. Regular attendance is a value and standard that prepares the student for the world of work and adult responsibilities. The school district expects all students to attend school, to be on time, and to bring appropriate school materials with them. Illinois Law (105 ILCS 26-2A) requires a parent or guardian to ensure a student attends school each day it 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.

2.20 – Student Absences

In the event of any absence, the student's parent or guardian is required to call the elementary school at (217) 459-2447 or the high school (217) 459-2636 before 8:00 a.m. to explain the reason for the absence. Messages may be left 24 hours a day, 7 days a week. 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 parents have not met their responsibility by 3:00 p.m. on the day that their child is absent, the office will consider the student unexcused for that time period. The final determination of an excused absence is decided by the administration, not the parent. Students also have a responsibility to make sure that absences are properly cleared. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Student Absences Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused.

1. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), death in the immediate family, family emergency, doctor/dentist appointment, observance of a religious holiday or event, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, court appearance where the student's presence is required as set forth in the Illinois School Code, attending a military honors funeral to sounds TAPS, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election. The explanation for these types of absences is the responsibility of the parent/guardian. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.
 - a. Serious Illness in the Family: This means a personal illness or injury which jeopardizes one's life.
 - b. Quarantine of the home: The absence of a child from school under this condition is limited to the length of the quarantine as fixed by the proper health officials.
 - c. Death of a Relative: The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown for a longer absence.
 - d. Observance of Religious Holidays or Events: Any child of any religious faith will be excused if his absence is for the purpose of observing a religious holiday consistent with his creed or belief, upon written request to the building principal at least 5 calendar days before the absence from the parent or guardian.
 - e. Medical and Dental Appointments: Applies to those that cannot be arranged during non-school hours. A signed doctor/dentist note will be needed.

f. Attending a Military Honors Funeral to Sound Taps
Military Circumstances: A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. A student's absence arising from this condition would be limited to a period of 5 days unless a reasonable cause can be shown for a longer absence and is subsequently approved by the Board of Education. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior the excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

h. Prior Approval of the Principal/Designee: This is a request the student must make through the principal stating the reason of the absence a minimum of three school days preceding the absence. The principal will then determine, through teacher input, if the student can afford to be absent for the day(s) requested. These types of absences would be college visitation, family vacation, etc. For prior approved absences, complete the planned absence form and all make-up work must be completed by the student prior to the absence.

i. Other Circumstances: Circumstances which cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety. A student shall have the opportunity to make up schoolwork missed due to an excused absence. It shall be the responsibility of students to initiate a make-up procedure and schedule with their teacher(s). A student will be given the same number of days to make-up his work as the time he missed from school for an excused reason. A student shall receive full credit for schoolwork made up pursuant to an excused absence.

j. Mental Health Days: Students are granted 5 mental health days, which are excused absences. After the second mental health day is used, students will be referred to the appropriate school supported personnel who will check in with the student. Additionally, parents will receive a letter after the 2nd and any subsequent mental health days are used that will include a list of community resources. Students are given the opportunity to make up any schoolwork missed during the mental or behavioral health absence. Any days taken beyond the 5 will require a medical note to be counted as excused.

2. Unexcused absences include: absences including truancy, or other unjustifiable absence as determined by the administration. Examples are oversleeping, working, missing the bus, car problems, and babysitting. Unexcused absences are subject to disciplinary action. Students with excessive absences will be reported to the proper authority.

a. Students will be marked “unexcused” if not in attendance on school days during periods of bad weather when school is in session. If all buses are able to complete their bus routes, students will be expected to be at school. School cancellations will be determined by the superintendent.

b. All absences not verified by school phone, signed doctor/dental note or documentation within 24 hours will be subject to discipline in accordance with the Unexcused Absence Discipline Policy.

3. 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. Absences, even with the approval of the parents, which are excessive and/or which interfere with the student’s educational program may be interpreted as truancy and follow-up legal procedures instituted. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/ guardian and any school officials who may have information about the reasons for the student's attendance problems.

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 more than 1% but less than 5% (9+ days) or more of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss more than 5% of the prior 180 regular school days 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 student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

- Forgery of a parent or guardian's name on a note verifying the excused absence of a student.
- Employment of the student during the school day, with the exception of those who are in a specialized job training educational program sponsored by the District.
- Missed the bus
- Car Trouble
- Overslept
- Vacation without prior approval of the principal
- Job Hunting or Job Interview
- Personal Student Business

Students who miss school attendance for some unexcused reason shall not be afforded the opportunity to make up school work missed and shall receive a grade of zero for that missed work.

Students who return to school without having had their parent(s)/guardian(s) contact the school by phone or written note will receive an unexcused absence. If the reason for the absence is valid and the parent(s)/guardian(s) verifies the same, the unexcused absence will be reclassified to that of excused by the building principal.

The primary responsibility of supervision of a student rest with his/her parent(s)/guardian(s). The school district staff will provide the assistance it can to parent(s)/guardian(s) with this responsibility. **Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences.** The principal/designee is required to notify a student's parents, custodial parent, guardian, legal custodian, or the person responsible for the student when the student is absent from school. The parent or other responsible person will be notified by telephone within two hours after the first class or written notice will be mailed on the same day the absence occurred, if the parent or other responsible person cannot be reached by telephone. Parents or other responsible persons will provide the school with their current home and/or work telephone numbers and home address, as well as emergency telephone numbers.

In the interest of health and to protect the academic program from attendance abuse as a result of the activity program, a student shall not be eligible for participation in school sponsored activities unless that student has been in attendance the last one-half day during the school day on the day of the activity on those days school is in session.

Excessive Absences

Students will be permitted a maximum of five (5) days absence (excused or unexcused) per semester without an acceptable form of documentation (Dr. note, court note, funeral note, etc.) After the sixth day of absence per class per semester, the student's parent or guardian will be notified that parental calls or notes will no longer be accepted to excuse an absence. From that point forward, a student's absence will only be excused if an acceptable form of documentation is turned in to the office on the day of the student's return to school. Failure to do so will result in the absence(s) being considered unexcused and the consequences for unexcused absences will apply.

2.60 – Grading & Promotion

School report cards are issued to students on a quarterly basis electronically via our student information system. For questions regarding grades, please contact the classroom teacher.

Additionally, mid-term reports for Jr./Sr. High will be issued to students who receive an F grades. Teachers’ comments on students’ attitude, study habits, citizenship, etc., may be recorded on the report card.

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.

Windsor Elementary students who fail more than one core curricular area are subject to retention. Core curricular areas include Math, English Language Arts, Social Studies and Science.

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.**

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. Students who are absent for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

Grading Scale (Kindergarten)	Grading Scale (1st-12th)
Standards Based Report Card	A (94-100)
*Exceeds = 4	A- (90-93)
*Meets = 3	B+ (87-89)
*In Progress Towards Standard = 2	B (84-86)
*Needs improvement = 1	B- (80-83)
	C (74-76)
	C- (70-73)
	D+ (67-69)
	D (64-66)
	D- (60-63)
	F (0-59)

Weighted Grades

All dual credit courses, which may include but are not limited to: Composition I/Composition II, Tech Math. Additionally, Chemistry II, Physics and Calculus will have weighted grades. Other classes may become weighted or current weighted classes may lose their weighted status based upon rigor and state action.

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.

Jr./Sr. High Honor Roll

The honor roll is posted at the end of each nine-week grading period for the 7th and 8th grade. High School is run at the end of each semester. It contains the names of those students who have a 3.2 grade point average or higher on a 4.0 scale. To be eligible for high honors, a student must earn a 3.6 grade point average or higher on a 4.0 scale. A student is allowed to receive only one C to remain eligible for the Junior/Senior High School Honor Roll. Students receiving a grade of D or F will not be included in the honor roll. The honor roll for high school students is based on a four-point scale times the credit earned. Honor roll is based on student GPA for the quarterly grading period for junior high and on the semester for high school. High school cumulative grade point average is based upon semester grades. Semester grades are determined by the two quarters comprising each semester and the final exam. Each quarter is weighted 40% of the semester grade. Final exams comprise 20%. In circumstances where students are not required to take the final exam, each quarter will comprise 50% of the semester grade.

Valedictorian and salutatorian will be determined by cumulative grade point average for the eight semesters of high school only. When there is a tie (identical GPAs) for the valedictorian, there will be co-valedictory honors, and there will be no class salutatorian. A student must attend WHS at least four semesters, including both semesters of senior year to be included in for special student awards including valedictorian and salutatorian.

From time to time, students will be given long-term assignments that are due on or before a specific due date. Since the assignments are long-term and since these assignments can be turned in prior to the final date, no excuses will be accepted nor extended time given to a student who is absent the day the assignment is due. Students will be expected to get the materials to the teacher via family or friend in the case of absence.

Semester Exam

Final Exams will be given at the end of each semester. All high school students other than seniors are required to take semester exams. Seniors who meet ALL of the following criteria each semester will not be required to take first or second semester exams their senior year.

1. No more than 3 absences during the semester, which are inclusive of mental health days, days out for surgery do not count against the students 3 absences (extraordinary cases will be considered by administration)
 - a. Maximum of two college days unless permission is given by the administration.
2. An 80% or higher in the class
3. No suspensions in or out of school.

Seniors may take finals if they choose to do so. Teachers also have the discretion to insist a student takes a semester exam.

Seniors may leave 9th hour if they have at least a C average across all of their classes and no failing grades. Grades will be checked each Thursday at 3:30 to determine next week's eligibility. If a student is not eligible, they will stay with their homeroom teacher for the following week. Teachers may request a senior who has lower than a C in their class to stay 9th hour to get extra assistance on assignments regardless of having a C average or higher. Students must check in with their homeroom teacher and office

Driver's Education

For a student to be able to register for Driver's Education a student must have received a passing grade in at least eight (8) courses completed in grade eight or during the previous 2 semesters, and paid the onetime, nonrefundable \$125 fee. After the 4th absence (excused or not), the student will be removed from the class. *In an instance of a pandemic of which regulations and guidelines prohibit students from attending in person, Google Meets will be available for the class instruction* Students must pass the instruction portion of Driver's Education with at least a 70%.

Health Occupations/Automotive Program/CEO/LIFT (WHS)

Students are required to pay a \$500.00 fee for Health Occ and Automotive and a \$500 fee for LIFT. Currently the CEO Board pays for the dual credit cost for students in CEO. If the final semester grade is lower than a "C" it will result in the termination from the class with no credit earned and re-enrollment in classes at Windsor Jr./Sr. High School for the following semester. If students earn less than a C then they will be required to pay back the district portion of the tuition (i.e. for Automotive and Health Occ -\$500, LIFT- \$1,000, CEO - \$128.94. Each program has attendance policies. All of these programs take place during the first portion of the day, unless verified by administration. Health Occupations, Automotive Program, CEO, and LIFT receives 2 class credit hours.

Co-op Requirements

Qualifications to leave for co-op on a weekly basis – students must maintain a "C" average in their classes and have no failing grades. Grades will be checked Thursday at 3:30 to determine next week's eligibility

Exemption From PE Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Ongoing participation in an interscholastic athletic program
2. Enrollment in academic classes that are required for admission to an institution of higher learning; or
3. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.

Students with an Individualized Education Program may also be excused from physical education courses for classes needed for graduation.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases
2. The student's class schedule
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above

2.90 – Course Alternatives and Substitutions (HS)

Credit for Non-District Experiences-A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for

1. providing documents or transcripts that demonstrate successful completion of the experience
2. taking a proficiency examination, if requested.

The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Proficiency Credit – Proficiency credit is available in limited subjects where a student demonstrates competency.

Vocational or technical education: A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered Apprenticeship Program. A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Early Graduation (HS)

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. A letter must be submitted to the principal prior to October 1 of the student's seventh semester. Students who graduate early cannot attend senior trip or prom.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student will schedule a conference with the Principal and the senior counselor prior to **October 1** of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

Graduation Requirements (HS)

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed.
2. Completing all District graduation requirements that are in addition to state graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
6. One year chosen from:
 - a. music
 - b. art
 - c. foreign language, which shall be deemed to include American Sign Language
 - d. vocational education
7. One semester of health education
8. Daily physical education classes.
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.
11. For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

Windsor Jr./Sr. High School Requirements	
A minimum of 24 credits are needed for graduation. These credits must include:	
2023-2024	
4	Credits of English
3	Credits of Mathematics (Accounting will meet math requirements for senior only)
3	Credits of Science (General and Biology I, and an elective)
3.5	Credits of Social Studies (Including: US History, World History, Civics, Ethnic Diversity)
1	Credit in Fine Arts, Foreign Language or CTE
0.5	Credit of Health
2	Credits of PE (Unless waived out)
0.5	Credit of Resource Management
1	Credit of computer applications
	Remainder of credits in electives.
	Additional Requirements:
30	Total Community Service/Volunteer Hours completed during High School

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Library

Library books can be checked out for 2 weeks at a time. There is an overdue fine of \$0.05 per book for each school day after that time. Students with fines over \$1.00 or with a lost book will not be allowed to check out books until resolving the issue. Seniors must return all books and pay all fines before graduation.

Clubs and Organizations(WJHS)

Classes: Early in the school year, each class selects class officers. Class meetings are held monthly, or as often as required, to conduct class business. Each class will have one or more faculty advisors. These advisors must approve all class activities.

Jobey Dunscomb Chapter of the National Honor Society (WJHS):

The procedure and rules regarding selection must be fair, nondiscriminatory, consistently applied, and written for public dissemination. Schools are not obligated to share information concerning nonselection of specific students with parents and students. According to legal counsel for the National Association of Secondary School Principals, no constitutional due process requirements apply in non- selection cases. Neither the National Council nor the NASSP shall review the judgment of the faculty council regarding selection of individual members to the local chapter. Following are the current selection rules:

1. Only those students who have been in the school the equivalent of one semester may be considered for membership.
2. Membership is open to qualified sophomores, juniors, and seniors.
3. The academic requirement is at least 3.4 on a 4.0 scale
4. Other criteria for selection must be leadership, service, and character.

Each candidate will be ranked on a scale of 1 to 4 and must receive an average of 3 or above in these categories. All teachers will have the opportunity to comment on each candidate, but the committee of 5 will make all final selections.

Talented and Gifted (TAG) (WES)

1. Initial Screening and Pool Selection
 - a. Will serve students 3rd – 6th grade;

- b. Students who meet any of the following criteria are selected to undergo the full identification process:
 - i. Cognitive Skills Quotient of 120 or above
 - ii. Score in the 90th percentile on state or local tests
 - iii. Parent Recommendation
 - iv. Teacher recommendation based on student performance
2. Identification of Talented and Gifted (TAG) Students
 - a. Parent permission form must be signed and returned to begin the identification/testing process.
 - b. Students must meet three of the four criteria in order to participate in the TAG program.
 - i. Score of 120 or above on the Kaufman Brief Intelligence Test (2nd edition) or the Wechsler Abbreviated Scale of Intelligence (Revised)
 - ii. Score 120 or above on the Gifted Evaluation Scale completed by the teacher
 - iii. Score in the 65th percentile on the GES Motivation Profile
 - iv. Score in the 90th percentile on battery average or local standardized tests
3. Parent Notification
 - a. Parents or guardians will be notified 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
 - a. 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.
 - b. 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.

Title 1 Program (WES)

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 exit 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 (WES)

Standardized testing is taken in grades 3-6.

Illinois Science Assessment is taken in grade 5.

Response to Intervention (WES)

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.

Home and Hospital Instruction

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student’s individualized education program.

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse 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, physician assistant, or licensed advanced practice nurse 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 the building principal.

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 applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and 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).
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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.

3.20 School Breakfast & Lunch Program

WES: 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 a.m and 12:00 to 12:30 p.m. Free meals are available to all students.

WJHS: Breakfast is served every school day from 7:30 a.m. to 8:00 a.m. Lunch is served every school day from 11:21 a.m. to 12:40 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.
10. Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line. (WJHS)

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

Water bottles (preferably clear) are allowed in class and can be refilled at the designated water bottle stations located throughout the school. All other drinks brought from home are restricted to student lunches and must be consumed during lunch hour.

Student Drop Off/Pick Up Procedures (WES)

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 west doors to get on their bus. Walkers will be released through the front doors.

Car riders and town students will be taken to the gym and will sit in line with their classmates until they are notified that their ride is waiting or the town bell rings. 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. Please be sure to pull your car forward to the sign, this will enable the pickup line to load at least four to 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.**

Transportation to the Jr/Sr High for elementary students will be for athletics only. Faculty/staff members' students can be transported to the Jr/Sr High.

Student Drop Off/ Pick Up Procedures (WJHS)

Those dropping off and picking up children may do so in the student parking location during the following hours: before and after school. Parents should park in the last two rows of the parking lot to pick up their student.

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 these locations may be ticketed and/or towed by the police.

Parking (WES)

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 3:05 and 3:10 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.

Parking (WJHS)

Students may park their vehicles in the lot designated student parking near the new gym during school hours and designated school events. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action. The lots designated directly south of the school are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way in the parking lot, and items of value should not be left in or near the vehicle while unattended. Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. 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 these locations may be ticketed and/or towed by the police. 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.

4.10 – 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.

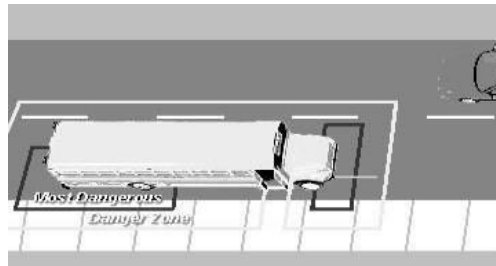
A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student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

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.

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.

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, sixth, and ninth 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.

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 office 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 and signing a medication log indicating the number of pills, type of medication, and date of removal. 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 Medication

A student may possess and self-administer an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton

conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must 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 injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

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.

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 the 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

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)

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. Drills will not be preceded by a warning to the students.

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.

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, the nurse 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

6.10 -- General Building Conduct

Students shall not arrive at school before **7:30** a.m. and classes begin at **8:05** a.m.

Dismissal is at 3:03 (WES) or 2:55 (WJSH) 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. (unless it is a school sanctioned dress up day)
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.

Locker Guidelines

1. Students should only keep items necessary for school in the locker (i.e. books, school supplies)
2. Bags and coats will still be hung in the hallway on hooks. **(WES)**
3. No food or drinks will be kept in lockers.
4. There will be a locker provided for each student.
5. Lockers are school property and will be utilized without damage.
6. Students will have certain times of the day where they will be allowed to go to lockers, if a student needs something outside of those times, they will need to ask permission.
7. Transition time will be limited to 3 minutes
8. During the 3rd quarter students will not have locks on their lockers, however at the beginning of 4th quarter locks will be incorporated to help students familiarize themselves with the mechanism.
(WES)

Lockers shall be free of clutter.

Playground Rules

1. General
 - a) Students are to only use PE and playground equipment in the manner for which they are intended.
 - b) Students will refrain from kicking or pulling on others or others clothing.
 - c) Students will refrain from tackling or pulling or pushing other students down.
 - d) Students will refrain from using bad language.
 - e) Students must ask permission before leaving playground.
 - f) Students will refrain from spitting on the playground.
 - g) Footballs, baseballs or softballs will not be permitted on the

- playground. (“Nerf” or other soft balls will be allowed.)
- h) Students need to store personal sports equipment in their school bags which includes bats, balls, and gear.

2. Outdoor Recess

Weather permitting, all recess periods will be conducted outdoors. Temperature and wind chill factors are considered before children are taken outside for recess. Students who have been out with an illness may, with written parental request, stay indoors during recess time for duration of three days. If the student needs longer than three days, a doctor’s note should be provided. There are several benefits for children spending even a brief amount of time outside.

6.20 – School Dress Code

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. A student’s appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, sexually derogatory violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, sexually derogatory, 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 the shorts should have a length of at least a 3-inch inseam. Skirts must be below the fingertip when hands are at the student’s side or not more than 3 inches above the 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. School attire will be neat, clean, opaque, and will cover the individual at least from the shoulder to the appropriate shorts length of a 3-inch inseam. Shoes will be worn.
11. Midriffs (stomachs) must be covered with clothing even when arms are raised.
12. No bare shoulders or backs.
13. Coats, jackets, and book bags are not to be worn in the building nor brought to class.
14. Wallet chains are not permitted at school.
15. Pants and shorts must be worn at the waist.
16. Clothing made of transparent fishnet fabric or clothing that exposes the chest, abdomen, genital area, or buttocks are not allowed.

Tattoos and Body Piercings

Tattoos must be covered if inappropriate for a school setting. Body piercing must be removed for physical education class. Students that have a new piercing are not exempt from physical education and must remove the piercing.

Final Judgment of Clothing/Consequences (WJHS)

The protocol for enforcing the dress code will be as follows:

1. The teacher who feels a student does not meet the dress code standards will e-mail the building principal and secretary.
2. The principal and secretary will keep record of the occurrence.
3. The student will be asked to either have clothes brought to them, change into clothes they already have available at school, or change into his or her PE clothes.
4. After having three or more instances of not meeting the dress code standard, the student in question will be called to the office for further disciplinary action including detention, in-school suspension, and/or out-of-school suspension.

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, e-cigarettes vapes, vape pens or other vaping related products.
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, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - 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, smart watches 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.
 - d. it is used during the student's lunch period
(WJSH)
 - e. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
4. Disobeying rules of student conduct or directives from staff members of school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
 5. 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.
 6. 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.
 7. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 8. Engaging in teen dating violence.
 9. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 10. Entering school property or a school facility without proper authorization.
 11. 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.
 12. Being absent without a recognized excuse.
 13. Being involved with any public school fraternity, sorority, or secret society.
 14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
 16. 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.
17. 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.
18. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

- a. on the student’s person
 - b. contained in another item belonging to, or under the control of, the student, such as in the student’s clothing or backpack,
 - c. in a school’s student locker, desk, or other school property
 - d. at any location on school property or at a school-sponsored event
 - e. in the case of drugs and alcohol, substances ingested by the person.
19. Social Media or Texting/Off Campus Behavior: Engaging in any activity on or off campus including without limitations, the use of any computer or cell phone whether such device is located on or off campus, that
- a. poses a threat or danger to the safety of other students, staff, or school;
 - b. constitutes an interference with school purposes or an educational function:
 - c. is disruptive to the school environment; or
 - d. is in violation of any upholding guideline or rule stated in the handbook
20. Any threat that endangers the school or safety of the school building,

staff, or students

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 or
5. During periods of remote learning.

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.

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.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

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, 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.

Tardy Policy (ES)

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

Tardy Policy (WJHS)

All students are to be in place of their activity before the bell rings marking the beginning of that activity. There is ample time for students to go from one activity to the next by way of their lockers, but does not permit loitering and talking with friends in the corridor. 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 Jr./Sr. High School per quarter.

1 st Tardy to class	Warning
2 nd Tardy to class	Detention assigned by teacher
3 rd Tardy to class and all subsequent tardies to class	A detention will be assigned by the principal or other consequences determined by the principal

1 st Tardy to school	Warning
2 nd Tardy to school	Parent Notified
3 rd Tardy to school and all subsequent tardies to school	Detention(s) and possible referral to ROE #11

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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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:

Jon Will/Bart Wiedman

Name

808 Wisconsin, Windsor, IL 61957/
1424 Minnesota, Windsor, IL 61957

Address

(217) 459-2447 / (217) 459-2636

Phone Number

willj@windsorcusd.org
wiedmanb@windsorcusd.org

Email Address

Erik Van Hovelne

Name

1424 Minnesota, Windsor, IL 61957

Address

(217) 459-2636

Phone Number

vanhovelne@windsorcusd.org

Email Address

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: *Harassment of Students Prohibited* and *Prevention of and Response to Bullying, Intimidation and Harassment*.

6.45 -- Sexual Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, 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.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:

Erik Van Hovelne,
1424 Minnesota, Windsor, IL 61957
(217) 459-2636, Fax (217) 459-2794
vanhovelne@windsorcsd.org

Complaint Managers:

Jon Will
Name

808 Wisconsin,
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Email Address

Bart Wiendman
Name

1424 Minnesota
Windsor, IL 61957
Address

(217) 459-2636
Phone Number

wiedmanb@windsorcsd.org
Email Address

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

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.

Field trips are a great experience for teachers to support learning through an extension of the classroom using real-life experiences. To help keep these experiences enjoyable, safety is a number one priority for the students and staff. For this reason, chaperones for field trips will be required to complete a volunteer packet, which includes verifying you understand the responsibilities of a chaperone and a background check. The number of chaperones able to attend the field trip will be determined by the class size. The teacher along with administration will decide if chaperones are needed for a field trip. If the number interested in chaperoning is more than needed, names will be put into a lottery and chosen by a third party. (WES)

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. Students who are out-of-school suspended are not allowed to attend any field trips for the remainder of the school year.
6. Students who are not in attendance on the day before a field trip are not eligible to attend the trip unless the student has prior permission from the building principal.
7. Other reasons as determined by the school.

Senior Trip

Each year graduating seniors will take a class trip that will be planned by the class, building administration, and district administration. To be eligible to go on the trip, each class member must raise his/her share of the money. Starting with the Class of 2025, grades 9-12 students will raise at least 200 points each year for a total of 800 by January 1st of their senior year. Classes of 2021-2024 will raise at least 150 points each year, for a total of \$600.00 by January 1st of their senior year. Students do have the option of paying \$600.00. A point system will be used to determine who is eligible for the trip. Each student will receive one point for every dollar of profit he/she raises. Each student must earn 150 per year. A student who does not raise 150 points each year will not be eligible for the trip. Students will be allowed to purchase points. All money collected and earned by the class becomes property of the class. All money owed to the class is due by February 1 of that school year. Students who miss the class trip are not entitled to any reimbursement.

The point system is based solely on the senior trip. To participate in the trip, seniors must be in good standing in regard to grades/discipline. Any student who is failing one or more classes on the day prior to departure will not be allowed on the trip. Eligibility with discipline will be at the discretion of administration. Seniors who do not go on the class trip are required to be in school all day during the school days the seniors are on the trip. Any student not in attendance immediately following the trip will be subject to disciplinary action. Other fund raising activities may occur for other activities.

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.

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), Ipad®, 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.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period with the exception of grades 7 thru 9. (WJHS)

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

Cell Phones: Cell phones are to be powered down and placed in the cell phone caddy or another place specified by the teacher. Failure to do so will result in confiscation of the phone. Students in grades 10,11,12 can use cell phones during lunch hour. Cell phone privileges can be taken away as communicated by the building administrator.

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.

Chromebook Agreement

1. Receiving Your Chromebook
 - a. Parent/Guardian: All parents/guardians are required to sign the Chromebook Agreement before a Chromebook can be issued to their student.
 - b. Student Distribution: Students must also sign the Chromebook Agreement prior to receiving their Chromebooks.
 - c. Transfer/New Student Distribution: All transfer/new students will be able to pick up their Chromebooks from the Main Office, after they have registered for classes. Both students and their parents/guardians must sign the Chromebook Agreement prior to picking up a Chromebook.
2. Returning Your Chromebook
 - a. End of Year: At the end of the school year, students must turn in their Chromebook and accessories. Failure to turn in the Chromebook will result in the student being charged the full replacement cost of the Chromebook. The District may also file a report of stolen property with the local law enforcement agency.

- b. Transferring/Withdrawing Students: Students that transfer out of or withdraw from Windsor CUSD #1 must turn in their Chromebook and accessories to their school's Main Office on their last day of attendance. Failure to turn in the Chromebook and accessories will result in the student being charged the full replacement cost of the Chromebook and power cord. Unpaid fines and fees of students leaving Windsor CUSD #1 school may be turned over to a collection agency, and official transcripts will not be sent until all dues and fees are paid. The District may also file a report of stolen property with the local law enforcement agency.

3. Chromebook Care

- a. Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher. Students must provide any information they may have as to why the device does not work properly to a faculty member. A QNS form will then be submitted by the teacher as soon as possible for a replacement. District-owned Chromebooks shall never be taken to an outside computer service for any type of repairs or maintenance. Students shall never leave their Chromebooks unattended. Failure to take proper care of the Chromebook and power cord may result in disciplinary action and/or being charged up to the full replacement cost of the Chromebook. NOTE: Lost or stolen power cords will not be replaced.
- b. General Precautions
 - i. Food or drink should not be next to a Chromebook.
 - ii. Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
 - iii. Chromebooks and accessories should not be used or stored near pets.
 - iv. Power cords must not create a tripping hazard.
 - v. Chromebooks must remain free of any writing, drawing, stickers, and labels.
 - vi. Heavy objects should never be placed on top of Chromebooks.
 - vii. Do not lean on the Chromebooks.
 - viii. Chromebook cases are for Chromebooks and the accessories (i.e. power cord) only.
 - ix. It should not be used as a back pack, meaning it

- should remain free of papers, pens, and books.
 - x. Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
 - c. Carrying Chromebooks
 - i. Never lift a Chromebook by the screen.
 - ii. Never carry a Chromebook with the screen open.
 - iii. Chromebooks should be secured in their cases, especially when walking in the
 - iv. hallways.
 - d. Screen Care
 - i. The Chromebook screen can be damaged if subjected to heavy objects, rough
 - ii. treatment, cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
 - iii. Do not put pressure on the top of a Chromebook when it is closed.
 - iv. Do not store a Chromebook with the screen open.
 - v. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils,
 - vi. paper clips or flash drives).
 - vii. Only clean the screen with a soft, dry microfiber or anti-static cloth.
 - e. Identification
 - i. Chromebooks have a couple of identifying features, which may include: a classroom number, STS or QNS number, serial number, and Windsor CUSD number. These numbers are not to be modified or tampered with in any way. Students may be assessed a fee up to the full replacement cost for tampering with the identifying features of a Chromebook.
 - ii. The District will maintain a log of all Chromebooks which may include and are not limited to: a classroom number, STS or QNS number, serial number, and Windsor CUSD number
 - 4. Expectations for Using Your Chromebook at School
 - a. Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Elementary students must ensure their Chromebook has been properly put away in the classroom cart and plugged in. Failure to bring the Chromebook to

- school each day may result in disciplinary action.
- b. Repairing/Replacing Your Chromebook
 - i. All Chromebooks in need of repair must be reported to a teacher so that a QNS form
 - ii. can be submitted and a replacement provided as soon as possible.
 - iii. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.
 - iv. Loss or theft of the Chromebook is also the student's responsibility and may result in
 - v. the student being charged and a police report being filed.
 - vi. Estimated Costs for lost or theft items (subject to change at any time without notice)
 - 1. Chromebook Replacement - \$280.00
 - 2. Power cord - \$15.00
 - 3. Case -- \$30.00
 - c. Charging Chromebooks
 - i. Students should charge their Chromebooks at home every evening.
 - ii. Chromebooks must be brought to school each day with a full charge.
 - iii. Failure to have a charged Chromebook is not a viable excuse to not submit work or participate in class.
 - iv. Chromebooks should only be charged with the Chromebook power cord provided.
 - d. Backgrounds and Themes
 - i. A Hatchets background is what is set for each Chromebook background. This is not to be changed.
 - ii. Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media may result in disciplinary action.
 - e. Sound
 - i. Sound must be muted at all times unless permission is obtained from a teacher.
 - ii. Headphones/earbuds may be used for educational purposes only at the discretion of the teachers.
 - iii. Students should have their own personal set of headphones/earbuds for sanitary reasons.
 - f. Camera
 - i. Chromebooks have a built-in webcam. The

District does not have the ability to remotely access the webcam. At no time will webcams be used to monitor students.

- g. Printing
 - i. Students will be encouraged to digitally publish and share their work with their teachers and peers, printing is not available from Chromebooks at this time.
 - h. Logging into a Chromebook
 - i. Students will log into their Chromebooks using their school issued Google Apps for Education account (with their @windsorcusd.org email)
 - ii. Students should never share their account passwords.
 - i. Managing and Saving Your Digital Work With a Chromebook
 - i. The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices.
 - ii. The District will not be responsible for the loss of any student work.
 - iii. Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
5. Using Your Chromebook Outside of School
- a. Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use. Some applications can be used while not connected to the Internet.
 - b. A guest WiFi will be available in each school parking lot. Students may work on their devices in the parking lot when school is closed and is not available at home.
 - c. Students are bound by the Windsor CUSD #1 Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document wherever and whenever they use their Chromebooks.
6. Operating System and Security
- a. Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the District.
 - b. Updates
 - i. The Chromebook operating system, Chrome OS,

updates itself automatically. Students do not need to manually update their Chromebooks.

- c. Virus Protection
 - i. Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
 - ii. There is no need for additional virus protection.
- d. Malicious Use
 - i. Students are bound by the Windsor CUSD #1 Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document for all Chromebook use.

7. Content Filter

- a. The District utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA).
 - i. All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the District. If a website is blocked in school, then it will be blocked out of school.
 - ii. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

8. Software

- a. Google Apps for Education
 - i. Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms.
 - ii. All work is stored in the Cloud.
- b. Chrome Web Apps and Extensions
 - i. The Windsor CUSD #1 Acceptable Use Policy applies to all Chrome web apps and extensions individually added by the student.
 - ii. Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store with teacher permission.
 - iii. Students are responsible for the web apps and extensions they install on their Chromebooks.
 - iv. Some web apps will be available to use when the

Chromebook is not connected to the Internet.

9. Chromebook Identification
 - a. Records
 - i. The District will maintain a log of all Chromebooks which includes the Chromebook serial number, asset tag number, barcode and name and ID number of the student assigned to the device.
10. No Expectation of Privacy
 - a. Anyone using a District owned Chromebook, using District equipment and/or the District network systems has no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems.
 - b. Monitoring Software
 - c. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on a student Chromebook.
11. Appropriate Uses and Digital Citizenship
 - a. District owned Chromebooks are to be used for educational purposes and students are to adhere to the Windsor CUSD #1 Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Windsor CUSD #1 Student Technology Commitment

PURPOSE: Students will utilize technology as a tool to challenge, expand and enhance learning. Windsor CUSD #1 CUSD 5A may provide and assign student digital learning tools for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This document provides guidelines and information about District expectations for students and families who are being issued these one-to-one (1:1) digital learning tools, as well as students who are issued devices to be used in the classroom. Additional rules may be added as necessary and will become a part of this guide.

It is our expectation and belief that students will use technology responsibly and that they understand the appropriate and acceptable use of both the technology and District network resources. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES

The student will:

- a. Adhere to this technology commitment both at home and school.

- b. Charge their 1:1 device nightly, and make sure it is ready each day with a full charge.
- c. Will communicate in a responsible, ethical, and polite manner, avoiding profanity, obscenity and offensive or inflammatory speech.
- d. Respect the Internet filtering and security measures included on the digital learning tool.
- e. Back up important data files using cloud storage (such as Google Drive) regularly.
- f. Use technology for school-related purposes only.
- g. Follow copyright laws and fair use guidelines. Only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.
- h. Allow an administrator or teacher to inspect the content of any school-issued digital learning tool; understanding that any content may be viewed, monitored or archived by the District at any time.

The student will not:

- a. Mark, deface, or place stickers on the school-issued digital learning tool.
- b. Attempt to override, bypass or otherwise tamper with the Internet filtering software, device settings, hardware, software, or network configurations.
- c. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
- d. Share passwords, attempt to discover passwords, 'hack' to gain access other than your own.
- e. Download harmful, malicious, or inappropriate content including the intentional introduction of computer viruses and other spyware.
- f. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by teachers and administrators.
- g. Reveal or post identifying personal information, files or communications to unknown persons.
- h. Participate in Cyberbullying, including personal attacks or threats toward anyone made while using either District-owned or personally-owned technology.
- i. Use the District-issued device for commercial or political purposes.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided computer technology.

The District is not responsible for any loss resulting from use of District-issued technology and makes no guarantees that the technology or the District network systems that support student use will be available at all times.

You agree to abide all of the conditions listed above and assume responsibility for the care and proper use of Windsor CUSD #1 issued technology. You understand that should you fail to honor any and all of the terms of this commitment, access to 1:1 technology, network access, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Student Handbook.

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.**

Terms and Conditions

The term *electronic* networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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 K-12 are 1:1 with chrome books.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. 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. Using the electronic networks to engage in conduct prohibited by board policy
3. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
4. Downloading of copyrighted material for other than personal use;
5. Using the network for private financial or commercial gain;
6. Wastefully using resources, such as file space;
7. Hacking or gaining unauthorized access to files, resources, or entities;
8. 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 or video;
9. Using another user's account or password;
10. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator
11. Posting material authored or created by another without his/her consent;
12. Posting anonymous messages;
13. Using the network for commercial or private advertising;
14. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
15. Accessing, sending, posting, publishing, or displaying any abusive, profane, sexual, threatening, harassing, illegal, or knowingly false material
16. Misrepresenting the user's identity or the identity of others; and
17. 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 malware, such as viruses and spyware.

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.
4. The *fair use* rules governing student reports in the classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email

The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and 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 of memorandum.
3. Electronic messages transmitted via the 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 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 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, such as spam or potential phishing emails, 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 District's email system constitutes consent to these regulations.

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.

6. 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.
7. 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.
8. 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.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engaged in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for the Internet access contained in these procedures.

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

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 a material and 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 distributed in kindergarten through 8th grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
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.

7.27 - Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall 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 publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and 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, slanderous or obscene, 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, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.
7. All publications must be approved by the building administration.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Annual Notice to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing

personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number

- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

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. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

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 that are not part of an academic class nor otherwise carry credit for a grade.

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. Any athlete who has been deemed ineligible will be allowed to attend practices, but time during the practice will be dedicated to homework and/or tutoring to get caught up in classes. Students will not be allowed to attend athletic events the week they are ineligible.

Quarter Eligibility – Athletes must maintain a C- average from all combined subjects in order to be eligible for the start of the next quarter. If a student's average is below a C average at the end of the quarter, they will be determined ineligible and will sit out the following week. Any subject receiving an F at the end of the quarter will result in the student being ineligible for the following week. Any athlete who has been deemed ineligible will not be allowed to practice or attend athletic events for that 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 High 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 participant's 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. A guest must be "age appropriate," defined as less than 21 years of age. Students who are not in attendance on the day before a school-sponsored dance are not eligible to attend the dance unless they have prior permission from the building administrator.

For example, 7th – 8th grades will be allowed to attend junior high dances and 9th – 12th grades will be allowed at high school dances.

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.

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.

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, except those children with disabilities who turn 22 years of age during the school year are legible for special education services through the end of the school year. 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 and school website.

IEP : https://www.isbe.net/Documents/nc_proc_sfgdrds_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.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

10.30 -- Exemption From PE Requirement [3rd -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.

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.

10.60 -- Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

11.10 -- Student Privacy Protections

Surveys All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey

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.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.

4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
 5. The sale by students of products or services to raise funds for school-related or education-related activities.
 6. Student recognition programs.
- Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

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 (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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 10 business 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. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. 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 have one or more scores received on college entrance examinations included on the student's academic transcript.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **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.
4. **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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); 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 or contractual obligation with the district. 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.

5. **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.

6. **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
 - h. purposes (whether by a media outlet or by the school) of a student participating
 - i. in school or school-sponsored activities, organizations, and athletics that have
 - j. appeared in school publications, such as yearbooks, newspapers, or sporting or
 - k. fine arts programs
 - l. Academic awards, degrees, and honors
 - m. Information in relation to school-sponsored activities, organizations, and athletics
 - n. Major field of study
 - o. Period of attendance in school
 - p. 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.
7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. **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.**
9. **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:

U.S. Department of Education
400 Maryland Avenue, SW
WashingtonDC 20202-8520

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.

11.40 -- Military Recruiters & Institutions of Higher Learning [HS]

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

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.

12.20 -- Standardized Testing

Students and parents/guardians should be aware that students in grades 3-11 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.

Students and parents/guardians should be aware that the State and District require student to take certain standardized tests, including the following:

Illinois Assessment of Readiness (IAR)

The IAR is the state accountability assessment for Illinois public schools. It assesses students in the New Illinois Learning Standards in English/Language Arts (ELA) and Mathematics. Students in 7th and 8th grade will be tested for 3 hours in ELA and 3 hours in Mathematics over a one-week period. Results are available upon release of records from the State.

Illinois Science Assessment (ISA)

The ISA is the state assessment for Illinois public schools It assesses students in the New Illinois Learning Standards in Science. Students in 8th grade and in the 11th grade will be tested for one hour. Results are available upon release of records from the State.

PSAT 8/9

The PSAT 8/9 is a college readiness assessment mandated by the State for public school students in 9th grade. It assesses reading, writing and language, and mathematics. This test will take approximately 3 hours. Results are available upon release of records from the State. The students will also take a practice PSAT in the fall.

PSAT 10

The PSAT 10 is a college readiness assessment mandated by the State for public school students in 10th grade. It assesses reading, writing and language, and mathematics. This test will take approximately 3 hours. Results are available upon release of records from the State. The students will also take a practice PSAT in the fall.

SAT

The SAT is a college entrance exam mandated by the State for public school students in 11th grade. It assesses reading, writing and language, mathematics,

and essay-writing. This test will take approximately 4 hours. Results are available upon release of records from the State. The students will also take a practice PSAT in the fall.

MAP Test

The MAP test is an assessment given by the District to K-8th grade students to measure growth and performance in the areas of mathematics, reading, and language arts. This test is given in one school day three times a year. Results are immediate upon completion of the tests.

Armed Services Vocational Aptitude Battery (ASVAB)

The ASVAB Career Exploration Program test is an assessment given by the District to 11th grade students. Students are tested in a variety of academic and vocational questions. Students also are provided an interest assessment and planning tools to help students explore career field entry requirements and career paths, both military and civilian. This test will take approximately 3 hours and is given each fall. Results are available within one month of taking the test.

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:

12.40 --Family Life & Sex Education Instruction

Students will not be required to take or participate in any class or course in

comprehensive sex education including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, 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.

12.60 -- English Learners

The school offers opportunities for resident 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 informed how they can:

1. Be involved in the education of their children
2. Be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students

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.

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, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

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.

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.

12.100 – Unsafe School Choice Option

The unsafe school option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student’s parent/guardian, may request special accommodations from the building principal.

12.105 – Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

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.

12.120 Sex Offender and Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/
Illinois Murderer and Violent Offender Against Youth Registry,
www.isp.state.il.us/cmvo/
Frequently Asked Questions Concerning Sex Offenders,
www.isp.state.il.us/sor/faq.cfm

12.130 Parent Notices Required by the Every Student Succeeds Act

1. Teacher Qualifications A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:
 - a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - b. The teacher is teaching under emergency or other provisional status.
 - c. The teacher is teaching in the field of discipline of the certification of the teacher.
 - d. Paraprofessionals provide services to the student and, if so, their qualifications
2. Testing Transparency The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20 A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.
3. Annual Report Card Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this

information will be placed on the District's website at <https://windsor.k12.il.us/district/>.

4. **Unsafe School Choice Option** The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100.
5. **Student Privacy** Students have certain privacy protections under federal law. For additional information, see handbook procedure 12:105.
6. **English Learners** The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60
7. **Homeless Students** for information on supports and services available to homeless students, see handbook procedure 12:30. For further information on any of the above matters, please contact the building principal.

Instructions for Accessing Board Policies

Go to the district webpage at www.windsorcusd.org, hover over District, select school board and policies can be found on the right hand side of the website.

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.

WINDSOR CUSD #1 RANDOM DRUG TESTING POLICY
APPLICABLE TO STUDENTS PARTICIPATING IN COMPETITIVE
EXTRACURRICULAR ACTIVITIES AND DRIVING TO SCHOOL

Substance abuse is a common occurrence in our society and community, which can endanger the welfare of students who participate in competitive extracurricular activities and of students who drive to school requiring adherence to various health and safety standards. There is great concern regarding the increase in substance abuse taking place within the community. Students who avail themselves of the privilege of participating in competitive extracurricular activities and those who exercise the privilege of driving to school within the Windsor Community Unit School District # 1 act as representatives of the District, and are viewed as leaders within the community. To protect the health and safety of students engaging in competitive extracurricular activities, students who drive to school, and students with whom students engaged in competitive extracurricular activities and students driving to school, as well as to insure that student leaders and District representative maintain high standards of conduct, it is the policy of the District to require that students submit to random drug testing as a condition of participation in competitive extracurricular activities and as a condition of being able to drive to school. The Administration shall establish rules and regulations implementing this policy. Nothing in this policy precludes administering a drug test to a student participating in competitive extracurricular activities or a student who drives to school, based on reasonable suspicion that the student is violating the Board of Education's policy prohibiting drug use. Any drug test on the basis of reasonable suspicion conducted shall be performed in accordance with the test procedures specified in the rules implementing this policy. Positive tests based on reasonable suspicion may result in consequences under the Student Discipline Code as well as under the Extracurricular Code of Conduct.

ADMINISTRATIVE RULES RANDOM DRUG TESTING OF
STUDENTS PARTICIPATING IN COMPETITIVE
EXTRACURRICULAR ACTIVITIES AND STUDENTS WHO DRIVE
TO SCHOOL

- I. Purposes
 - a. The purposes of the Random Drug Testing Policy of Windsor Community Unit School District # 1 are 1) to protect the health and safety of students participating in competitive extracurricular activities; 2) to protect the health and safety of all students from students who drive vehicles to school and park on school property; and 3) to maintain high standards of conduct for students who participate in competitive extracurricular activities as role models and representatives of

the District.

II. Definitions

- a. Competitive Extracurricular Activities include the following: HS Baseball, HS Boys' Basketball, HS Girls' Basketball, HS Dance, HS Golf, HS Softball, HS Track, HS Volleyball, HS Cheerleading, HS FFA, HS Scholastic Bowl, HS Academic Competitions, HS Special Olympics, HS Bass Fishing, HS Trap shooting, JH Baseball, JH Boys' Basketball, JH Girls' Basketball, JH Softball, JH Volleyball, JH Cheerleading, JH Track, JH Scholastic Bowl, JH Academic Competitions, and JH Special Olympics. Competitive Extracurricular Activities do not include graded courses and classes or activities for which academic credit is receive.
- b. Prohibited Substances are substances that are prohibited under the District's Parent/Student Handbook listed under "Prohibited Student Conduct" (Student Discipline 6.30).
- c. Students, for the purposes of this policy, mean students who participate in competitive extracurricular activities and student who drive to school.
- d. Reasonable Suspicion is a reasonable belief that a student is violating a school rule regarding the possession or use of drugs or alcohol, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the student. The observations may relate to the chronic and withdrawal effects of controlled substances.

III. Consent

- a. All students, and parent(s) or legal guardian(s) of minor students, must sign the District-approved consent form as a condition to participating in any competitive extracurricular activities and as a condition of being permitted to drive to school. By signing and returning the consent form to the District, the student and parent(s) or guardian(s) agree that the student will comply with the random drug testing policy and these rules. If a student, and parent(s) or legal guardian(s) of minor students, refuse to sign the consent form the student will be suspended from participating in all competitive extracurricular activities and from driving to school for one calendar year.

IV. Testing Protocols

- a. The District shall select a qualified testing facility and comply with the testing protocols of the selected facility.
- b. The selected laboratory will provide training and direction to those who supervise the testing program, set up the collection environment and supervise chain of custody of the specimens.

- c. After it is collected and turned over to the testing laboratory, each specimen will be tested for the presence of prohibited substances.

V. Testing Procedures

- a. Students participating in competitive extracurricular activities and students who drive to school will be subject to random testing for drug use throughout the school term. Students will not be given advance notice of the drug test.
- b. Each student will be assigned a number. The principal or the principal's designee will select up to 20% of the students from time to time for drug testing.
- c. Each student selected will be required to provide a urine sample according to the quality control standards and policy of the laboratory conducting the urinalysis. The designated monitor will escort the student to the collection site. The student selected will not be allowed to go to his/her locker prior to testing.
- d. Before submitting a specimen, the student will fill out, sign, and date any form which may be required by the testing laboratory. The form shall state that if a student chooses, he/she may notify the laboratory administrator of any medications legally prescribed for the student in the preceding thirty (30) days, or of other circumstances which may affect the results of the test. The parent(s)/guardian(s) shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the laboratory in a sealed and confidential envelope and shall not be viewed by District employees.
- e. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed on the bottle.
- f. The monitor will escort each student to a private restroom. Each student will be instructed to empty their pockets and to wash his/her hands. The student will enter the private restroom by himself/herself to provide the specimen. The toilet will contain a colored dye so the water cannot be used to dilute the sample. The monitor will wait outside of the private restroom with the door closed. When finished, the toilet is not to be flushed until the specimen is given to the monitor. The monitor will verify the normal warmth and appearance of the specimen.
- g. Selected students will remain at the collection site until each student has produced an adequate specimen. If unable to

produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told that he/she is no longer eligible to participate in competitive extracurricular activities and no longer permitted to drive and park at school. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.

- h.** After the student has produced a specimen, lab personnel will seal and transport the specimen to the laboratory. The student will sign a form stating that the specimen has been sealed. The seal may be broken only by the laboratory personnel testing the specimen.
- i.** A specimen will be deemed invalid if its seal is tampered with or broken after leaving the student's possession and before arriving at the lab. The student will be requested to provide a second specimen as soon as possible. The student will remain eligible for competitive extracurricular activities and will be permitted to drive to and park at school pending completion of testing.
- j.** For retesting purposes pursuant to section VII.B of this Policy, the unused portion of a specimen that tests positive shall be preserved by the laboratory for a period not exceeding six months.

VI. Confidentiality

- a.** In order to maintain confidentiality, urine specimens will not be identified by the name of the student who provided the specimen. The container will be identified through a random identification number. The results of the urinalysis will be mailed or faxed back to the principal or principal's designee with no student name attached; only the random identification number will appear on the results sheet.
- b.** Positive test results will be disclosed to the principal or principal designee. Other school personnel will be informed on a "need to know" basis. The results of negative tests will be kept confidential to protect the identity of all students being tested.
- c.** School personnel with knowledge of drug test results shall not disclose the test results except as may be required to enforce this policy.

VII. Notification of Test Results

- a.** The principal or principal's designee will provide notice of positive test results to the affected student and to his/her parent(s) or guardian(s) if the student is a minor. Upon

notification of the test results, the principal or principal's designee will review with the student and his/her parent(s)/guardian(s) the consequences of a positive drug test as identified in Section VIII of this Policy and inform the student and his/her parent(s)/guardian(s) that such consequences will be implemented immediately. Also at this time, the principal or principal's designee will schedule a conference to be held within the next two school days to discuss the test results with the student and his/her parent(s)/guardian(s) if the student is a minor.

- b.** The student will remain subject to the consequences identified in this Policy pending any retest of the student's urine specimen or challenge by the student or the student's parent(s)/guardian(s).
- c.** If at any time during the testing the student refuses to submit to the urinalysis and/or follow the procedures and abide by the consequences provided for in this policy, the student will be suspended from participating in all competitive extracurricular activities and from driving to school for one calendar year and until after a test is conducted and the student tests negative.

VIII. Consequences

- a.** 1st Offense:
 - i.** Miss 1/3 of the contests and complete counseling (5 hours) and community service (10 hours).
 - 1.** If you do not complete the requirements you cannot participate in any other activity.
 - 2.** Individuals cannot go out for a sport that they have never played before, unless you are a freshman, to complete requirements.
 - 3.** Individuals must participate in all practice activities, attend all games and pay all fees while serving suspension for athletics.
 - ii.** The student will be suspended from driving to school and parking at school for thirty (30) calendar days.
 - iii.** The student will be required to participate and complete, at the student's expense, in a school-selected drug assistance program.
- b.** 2nd Offense:
 - i.** 1. Suspended from extra-curricular activities for one year with counseling (10 hours) and community service (20 hours).
 - 1.** Suspension of 1 calendar year is from the date of enforcement of the penalty.

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

Appendix B

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.