



Winchester Grade School

Winchester School District #1

Mrs. Jessica Crawford, Principal

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283 South Elm Street
Winchester, IL 62694

Dear Families and Students,

Welcome back to another exciting school year at Winchester Elementary School! I hope you all had a wonderful and restful summer break, filled with memorable experiences and quality time with loved ones. As we gear up for the new academic year, I am thrilled to welcome both our returning students and those joining our school community for the first time.

Our dedicated team of teachers and staff have been working tirelessly over the summer to prepare engaging lessons, activities, and programs designed to foster a love of learning and to support every student in reaching their full potential. We are committed to creating a nurturing and inclusive environment where each child feels valued, safe, and inspired to explore their interests and talents.

This year, we are introducing several new initiatives to enhance the educational experience for all our students. We are confident that these enhancements will provide our students with even more opportunities for growth and success.

Communication between school and home is key to ensuring a successful school year. We encourage you to stay informed and engaged by regularly checking our school website and social media pages, attending school events, and participating in parent-teacher conferences. If you have any questions or concerns, please do not hesitate to reach out to your child's teacher or the school office.

We are excited to see the bright smiles and eager faces of our students as they return to the classrooms. Together, we will make the 2024-25 school year a rewarding and memorable one. Thank you for your continued support and partnership.

Let's make it a great year!

Jessica Crawford

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VISION

LEARN TODAY TO SUCCEED TOMORROW

MISSION STATEMENT:

The mission of Scott County CUSD #1 is to provide an educational system which offers each child the opportunity to recognize his or her potential in order to succeed in an ever changing world.

Disclaimer:

This handbook is not intended to create a contractual relationship with the student: rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

This handbook is not all-inclusive in that it cannot possibly address all the possible scenarios that may arise. The Board of Education does not intend to limit its ability nor the ability of its administrators or staff to respond to situations that are not specifically addressed herein. This handbook provides guidelines for the administration to consider when deciding punishment.

DEFINITIONS:

In this handbook, the word “parent” also means “guardian” unless otherwise stated. Administrators include the superintendent and principal, as well as their designee. “Staff” means any employee of Winchester CUSD #1. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-leased vehicles, school owned vehicles, and charter buses. The term “school facilities” includes school district buildings. The term “school activities” means all school sponsored, supervised, sanctioned or recognized activities or events in which students are involved, whether they are held on or off school grounds.

**** LEGAL / SAFETY NOTICES**

**Equal Opportunity Statement:

Scott County Community Unit School District #1 does not discriminate on the grounds of color, race, national origin, religion, sex, sexual orientation, gender identity, pregnancy, ancestry, age, marital status, or physical or mental disability or status of being homeless in admission to, access to, or treatment or employment in its programs or activities.

**Sex Offender & Violent Offender Community Notification Laws:

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.

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

**SCHOOL SEARCHES and SEIZURES

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.

Student Searches

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.

**Visitors- 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.

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.

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.

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.

**Parental Right to Review Grades:

Parents/Guardians of Winchester Grade School students have the right to review their child's grades via the online grading system (TeacherEase). To sign up for a TeacherEase account to view your child's grades, please contact the grade school office.

**DUE PROCESS

Parents/guardians are entitled to protest any disciplinary sanctions imposed by the principals and staff. The first step of this appeal process is to contact the Superintendent at 149 South Elm Street, Winchester IL 62694, 217-742-3175.

When the administration is recommending an expulsion, a hearing is required.

**Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

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 Il. 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

**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.

**Section 504 Policy

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Such notice shall identify the location and phone number of the office or agent of the school district to whom inquiries should be directed regarding the identification, assessment, and placement of such children. The notice shall also state that any parent who is deaf or does not typically communicate using spoken English and who participates in a Section 504 meeting with a representative of a local educational agency shall be entitled to the services of an interpreter.

**Title I Parental Involvement Policy - The Board of Education, CUSD #1, will ensure that parents of the children being served and on an official waiting list have an adequate opportunity to participate in the design, planning and implementation of the Title 1 project through the following: a district-wide meeting for all Title I parents, a quarterly report of student progress, parental visits to the program, and questionnaires regarding evaluation and suggestions.

**Asbestos Notification - Winchester Elementary School does contain asbestos materials in the school building. A plan for the management and containment of these materials is on file with the state and is available in the school office for those who may wish to see it.

**Pesticides - Pesticides are used on a routine basis with the school district. Parents with health concerns for their student should register in the school office for notification

**Personal Delivery Ban for Students - Due to the disruption of the educational process, Winchester Grade School will accept no personal deliveries for students. This includes, but is not limited to floral arrangements, balloons, gifts, and mail.

**Residency- Parents must provide two documents proving residency in the Winchester CUSD#1 school district. Residency is defined in the Illinois School Code, 105 ILCS 5/10-20.12b and 105 ILCS 5/14-1.11a, as well as the educational rights of homeless children as embodied in The Education for Homeless Children Act, 105 ILCS 45/1 et seq., and the federal McKinney-Vento Act, 42 U.S.C 11431 et seq. Any student not living in the Winchester CUSD #1 School District will be billed the annual tuition rate.

**Parent Attendance at school Functions--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.

I. RESPONSIBILITIES OF STUDENTS

Students, as citizens of the U.S., are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers and administrators have a responsibility, indeed a duty, to protect the rights of students while maintaining an atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is valid in the education community. There are certain special responsibilities required of a citizen who is a student in the school.

1. To become informed of, and adhere to, all reasonable rules and regulations established by the local Board of Education and implemented by school administrators and staff.
2. To respect the rights and individuality of other students, school administrators, and staff.
3. To refrain from libelous, slanderous or vulgar remarks in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, safety, and is not disruptive to the educational process.
5. To be punctual, present for, and to participate in the regular or assigned school program.
6. To refrain from behavior that disrupts the educational process.
7. To attain and maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and staff in maintaining discipline in school and at school sponsored activities. Students who defy authority will be disciplined accordingly.
9. To respect and maintain school and private property in accordance with school rules.

FAILURE TO ABIDE BY THE AFOREMENTIONED MAY RESULT IN DISCIPLINARY ACTION.

II. RESPONSIBILITIES OF PARENTS

The following are ways which parents can make their student more successful at school:

1. Attendance is crucial to your child's education, however, if your student is ill and *CANNOT MAKE IT TO SCHOOL*, CALL THE SCHOOL BY 9:00 AM at 742-9551 and leave your message.
2. At the beginning of the year, make sure your students are properly equipped and that all required physical, dental and vision examinations and immunizations are complete.
3. Keep the school office informed of any changes of address, phone numbers or emergency contacts.
4. Know your student's class schedule and see that he/she is on time each day...
5. Know your student's teachers and don't hesitate to contact them. When a question arises regarding any class, the first contact should be with that teacher.
6. Take an interest in your student's academic progress and discuss it frequently with them.
7. Know when progress reports (mid-quarter) and report cards (end of quarter) are due and discuss them with your student.
8. Encourage the involvement of your student in extra-curricular activities.

9. See that your child is on time to school.
10. Keep track of your student's absences, and do not allow them to frequently miss school.
11. Provide a quiet, well lit and otherwise suitable setting at home for doing homework at a pre-set time.
12. Support your student through your attendance at open houses, parent-teacher conferences, student performances, awards ceremonies, and school support organizations.
13. Set the example. If you value school, show it by your actions.
14. If a concern should arise about a school policy or occurrence, the following procedure should be followed in order to resolve the problem as quickly as possible:
 - a. Contact the staff member at the source of the concern to discuss the issues.
 - b. If the problem still exists, contact the principal.
 - c. If the problem is still unresolved, contact the superintendent.
 - d. Finally, if the problem still exists, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

Parent Pledge

In order to protect my own child, I agree to the following guidelines:

1. I will not discuss any child other than my own outside of the school and/or the classroom. To do so is to violate the 1972 Federal Rights Privacy Act.
2. I will not criticize the teacher in front of the students.
3. I will not ask for confidential data about any student other than my own.
4. If I have a problem with something a teacher does, I will talk to the teacher privately. Then, if I am unsatisfied, I can talk to the principal about it.

III. BOOK RENTAL & FEES

Basic book rental at Winchester Elementary School is \$60.00 per student, with possible additional fees depending on grade levels and/or activities. Payment in full must be made at the time of registration unless previous arrangements are made.

- Students will be assessed a \$50-\$80 fee for extracurricular sports in which they participate at Winchester Elementary School.
- A Technology Fee of \$20.00 per student will go towards upkeep of District technology.
- A Junior High Science Lab Fee of \$10 will be assessed to all Junior High students.
- An Art materials fee of \$5 will be assessed to all Elementary students.
- A Transportation Fee may be assessed for students participating in Field Trips or other events that require transportation off campus.

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 parents or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

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

The building principal will give additional consideration where one or more of the following factors are present: 2

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- 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. No fees will be charged at registration until the Homeless Liaison has met with the family to make determination on the situation.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who

IV. STUDENT CONDUCT GUIDELINES / DISCIPLINE CODE

It is the goal of the district to instill acceptable habits of personal conduct in all its students. It is essential that student conduct policies stress the responsibilities, as well as the rights, of individual students. At all times, a student will be held accountable for his actions, and the school is obliged to impose restraints upon the individual who fails to respect the rights of others by displaying disruptive or malicious behavior at school or at any school activities.

If a student is referred to the administrative staff due to a discipline problem, the student will have a conference and, if appropriate, will receive disciplinary action in accordance with the student conduct code. Disciplinary actions may include lunch detention, after-school detention, Saturday detention, internal restriction, external suspension, and/or expulsion. These actions will be administered in proportion to the seriousness of the offense.

The following kinds of behavior are examples of conduct, which will not be tolerated in the district:

1. Possession, sale, or use of alcohol or other illegal substances.
2. Possession, sale, or use of tobacco products.
3. Possession or use of weapons.
4. Fighting or assault.
5. Harassment and/or intimidation of students or staff.
6. Defiance (refusal of a reasonable request by an administrator or staff member) and/or disrespect to staff.
7. Vandalism, arson, or the use of incendiary devices of any type.
8. Cheating on assignments or tests, or forging documents.
9. Stealing personal property or school property.
10. Use of vulgar or suggestive language or gestures.
11. Use of symbols, dress, or gestures supporting gangs, Satanism or other antisocial behavior.
12. Use of pornography.
13. Computer misuse.

A. DISCIPLINE CODE

It is the philosophy of WINCHESTER GRADE SCHOOL to have rules and regulations that allow each student the opportunity to work and study in an environment that contributes to learning and provides for their physical safety. Students must accept a personal responsibility to follow these rules and regulations that are necessary for the proper and efficient operation of our school, as well as these guidelines for school provided transportation.

These provisions are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices and procedures as currently practiced and are subject to change at any time.

B. METHODS OF DISCIPLINE

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved staff and administrators to work with the student, his/her parents and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward

protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community.

For students in grades Kindergarten through Third, it is the philosophy of the grade school staff and administration to work with the students to try and correct inappropriate behavior before disciplinary actions are taken. A cooperative effort between students, parents, staff and administration can be successful in modifying unacceptable behavior. If these efforts do not produce appropriate behavior, disciplinary action can/will be taken as outlined in this handbook for student misconduct.

In-School Restriction (ISR) - In-school restriction is confinement of a student to a supervised room for the length of the school day. Students are required to do their work and will receive credit if it is turned in properly.

Suspensions

- *Short-Term Suspension (1-3 Days)* – Short-term out of school suspension may last 1-3 days and will be given when a student's presence in the school poses a threat to the school safety or is a disruption to learning.
- *Long-Term Suspension (4-10 days)* – A long-term out of school suspension (lasting 4-10 days) may be given when a student poses a threat to students, staff, or school, or is a substantial disruption or impeded with the operation of the school.

Policy of Re-Engagement – A student returning after a suspension lasting more than 4 days must meet with their parent/guardian, principal, and school counselor upon returning to school. A plan of action and interventions will be discussed to ensure the infraction is resolved, will not happen again and ensures a smooth transition back into the classroom in regards to schoolwork.

C. STUDENT CONDUCT

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, or e-cigarettes, 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 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 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 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: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.

9. 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.

10. 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.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 12. Engaging in teen dating violence.
 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 14. Entering school property or a school facility without proper authorization.
 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 16. Being absent without a recognized excuse. (see attendance procedures and policy)
 17. Being involved with any public school fraternity, sorority, or secret society.
 18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
 20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
 21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
- For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

D. WEAPON 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:

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 alike" 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.

E. Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2)

use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

F. 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; or (b) endanger the health or safety of students, staff, or school Property.

G. 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 measures 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 addressing the disruption is a suspension or expulsion.

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.

Possible Disciplinary Consequences for Tobacco/Vaping Violations

- First offense – 1 day in-school suspension
- Second offense – 1 day out-of-school suspension
- Third offense – 3 day out-of-school suspension
- Fourth offense – 6 day out-of-school suspension
- Fifth offense-10-day out-of-school suspension and possible expulsion hearing.

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.

Possible disciplinary action

Suspensions

- Short-Term Suspension (1-3 Days) – Short-term out of school suspension may last 1-3 days and will be given when a student’s presence in the school poses a threat to the school safety or is a disruption to learning.
- Long-Term Suspension (4-10 days) – A long-term out of school suspension (lasting 4-10 days) may be given when a student poses a threat to students, staff, or school, or is a substantial disruption or impeded with the operation of the school.

Policy of Re-Engagement – A student returning after a suspension lasting more than 4 days must meet with their parent/guardian, principal, and school counselor upon returning to school. A plan of action and interventions will be discussed to ensure the infraction is resolved, will not happen again and ensures a smooth transition back into the classroom in regards to schoolwork.

In-School Restriction (ISR) - In-school restriction is confinement of a student to a supervised room for the length of the school day. Students are required to do their work and will receive credit if it is turned in properly.

Inappropriate Language / Use of Profanity / Obscene Language or Gestures - This behavior, whether directed toward staff or students, will not be tolerated in school and will result in an out-of-school suspension or alternative options.

Intimidation / Threats – Whether directed toward other students or staff; and whether during the school day, at school activities or on school provided transportation, these actions may result in an out-of-school suspension, alternative options, possible expulsion from school, and/or referral to law enforcement.

Defiance of School Authority / Insubordination - Any student who refuses to comply with a reasonable request by an administrator or a staff member may result in disciplinary action which may be as severe as out-of-school suspension. The length of the suspension will be determined by the seriousness of the offense.

Theft - Any theft of personal or school property, removal of property from school building, or possession of stolen property may result in a referral to law enforcement and/or disciplinary action.

Unauthorized Use of Medicine -

1st offense: warning / confiscation of medicine / parent contacted

2nd offense: sent to office / conference with Principal / parent contacted

3rd offense: 1 day out-of-school suspension or alternative options

Disruption of the Education Process - Any other act, or acts, that detract from the daily function of the school will be subject to disciplinary action that may result in suspension.

H. BUS RULES

While students are on the bus, they are under the supervision of the bus driver. The bus drivers will handle most discipline problems, however any flagrant infractions of these rules shall be handled by the building principal. Riding the school bus is a privilege. If this privilege is abused, the student will be removed from the bus. Student bus problems shall be handled by the building principal.

THE FOLLOWING BUS RULES APPLY TO ALL SCHOOL ACTIVITIES, AND FAILURE TO OBSERVE THESE RULES MAY RESULT IN LOSS OF BUS PRIVILEGES:

- a. Guest riders are not allowed for any reason.
- b. Students must obey the bus driver at all times.
- c. Students must remain seated while the bus is in motion.
- d. Keep hands and head inside the vehicle.
- e. Do not throw anything out the windows.
- f. No loud talking, laughing, or unnecessary commotion.
- g. Be ABSOLUTELY QUIET at railroad crossing stops.
- h. Respect all bus property. Students and/or parents will be charged for any repairs or replacement caused by intentional misuse, based on the recommendation of the transportation director.
- i. No eating or drinking is allowed in the vehicle.
This includes candy, suckers, and gum.
- j. Drivers are not allowed to make unauthorized stops.
- k. Absolutely no fighting will be allowed; nor name-calling, vulgar language, or spitting.
 - h. When required, face masks must be worn over the nose and under the chin at all times. Removal from the bus may occur if non compliant.

Any student who will NOT be riding the bus on their regular schedule or route MUST have a written notice to be authorized in the main office of the grade school. The notice must be dated and signed. If a student does not have a written notice then he/she will be required to ride the bus as normal. In the case of extreme emergencies only, the parent/guardian may call the school office and make arrangements over the telephone for any necessary accommodations. Arrangements

made by telephone are highly discouraged due to student safety, possibilities of confusion in the message, and lack of valid verification of parent or guardian.

Bus Discipline / Suspension - 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 a 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.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. Bus drivers will deal with most bus problems or issues. If a student is causing problems on a bus, the bus driver will first make contact with the parents and try to correct any behavior problems or concerns.

If repeated problems occur and it is necessary, the bus driver will send a written disciplinary report to the principal. The principal will treat each incident as a disciplinary matter and may apply the following rules:

- First offense: Send a written warning to the parent, and have a conference with the student and bus driver.
- Second offense: The principal will telephone the parents. Actions may result in detentions or 1-day suspension off bus.
- Third offense - Fifth offense: The principal will suspend the student from the bus for a period of time to be determined by the administration.
- Sixth offense: The principal will suspend the student for a period of time from 10 days until the end of the quarter. A conference with the student and parents/guardians will be required before the student is allowed to return to bus privileges.

I. Appropriate Dress - When students are dressed appropriately for school, the atmosphere in the school is more pleasant and conducive to better schoolwork. For this reason, items of dress which are disruptive to the educational process or which represent a safety hazard may not be worn. The staff and administration, to encourage a positive educational climate, will enforce appropriate dress guidelines. The following are examples that are NOT considered appropriate dress:

- Hats, hoods, caps, bandanas, sweatbands and sunglasses.
- Outerwear (coats and gloves) in the classroom.
- Spiked apparel and accessories or chains which can be used as weapons.
- Appropriate shoes must be worn at all times. Because a closed toe shoe is best for all activities, flip-flops/beach sandals are discouraged.

- Shorts/Skirts - Short shorts and skirts are not acceptable. Shorts and skirts must have a minimum of 5 inch inseam and not be folded.
- Sagging or Bagging pants – Pants must be worn at waist level.
- Shirts and Blouses – Shirts and blouses that cover the torso of the body are required. This means that midriffs, low cut, or see-through shirts will not be permitted. Tank tops or basketball type shirts with large armholes should be worn over another shirt. Backless sun dresses and tops with spaghetti straps are not permitted.
- Clothing and accessories which promotes the use of alcohol, illegal drugs, or tobacco products, any illegal activities, violent behavior, sexual subjects, obscene language, or gang symbols
- Any other apparel which the principal determines to be unacceptable in light of school district standards.
- Undergarments shall NOT be visible.

J. Cell Phones and Other 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, smart watch, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight (in locker or bookbag, not on your person) 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 (as a privilege not a right) to use electronic devices during non-instructional time, which is defined as before and after school.

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 bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

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

Students in violation of this procedure are subject to the following consequences, and administered in proportion to the seriousness of the offense.

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
4. Fourth offense- Any device brought to school after this offense will be required to be dropped off in office at the beginning of the day. Failure to do this may result in other disciplinary actions up to and including suspension.

K. Computer/Printer Misuse – All use of electronic network use must be consistent with the school’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District’s educational objectives, or (b) for legitimate business use.

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

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

- a. 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;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. 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;
- h. Using another user’s account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate,

abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and

- m. Using the network while access privileges are suspended or revoked.

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.

L. Harassment and Sexual Harassment

Physical, verbal or sexual harassment of students will result in disciplinary action that may be as severe as suspension, and possible charges filed with law enforcement.

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

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

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

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 Complaint: Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Complaint Managers:

Kevin Blankenship

Name

149 South Elm Street

Address

217-742-3175

Phone Number

kblankenship@winchesterschools.net

Email Address

Complaint Managers:

Jessica Crawford

Name

283 South Elm Street

Address

217-742-9551, Extension: 301

Phone Number

jcrawford@winchesterschools.net

Nick Zuhone

Name

283 South Elm Street

Address

217-742-9551, Extension: 30

Phone Number

nzuhone@winchesterschools.net

Email Address

Email Address

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

Board of Education Policy No. 486.0-Harassment/Sexual Harassment

Harassment of any person due to sex shall be deemed to be discriminatory conduct under policies 394 and 486.0 of the district's policies and shall be subject to the corrective procedures set forth therein. Harassment shall be defined to include, but shall not be limited to, inappropriate sexual advances, demeaning, intimidating or insulting sexual comments which result in restriction on or denial of participation in the work or academic opportunities of the district on the basis of sex. -adopted 02/11/97

Board of Education Policy No. 385.0-Bullying

Issues of harassment will be deemed as "bullying" and will be handled as outlined in the district policy 385. Students who exhibit a pattern of aggressive behavior including physical injury, intimidation, harassment or verbal abuse of fellow students shall be deemed at risk of aggressive behavior in the future. All district staff shall monitor student interactions in order to identify individuals whose conduct demonstrates a pattern of aggressive behavior. Staff members shall intervene to stop acts of physical or verbal aggression, harassment or intimidation and shall report any such behavior to the building principal for further action.

The building principal shall notify parents or legal guardians when their children are deemed to be at risk of engaging in aggressive behavior, and shall enlist parental cooperation, involvement and assistance in the correction of the student aggressive behavior where feasible. The principal shall also make use of available district and community resources to achieve correction of student aggression. School district resources shall include counseling and may include psychological evaluation where appropriate.--adopted 12/11/01

M. 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 district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the

aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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:

Jessica Crawford

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V. ATTENDANCE PROCEDURES AND POLICY

A. *Attendance Statement* - 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.

WGS School Day Begins at 8:10 and ends at 3:20.

B. *Excused Absences* - Excused absences will be granted for the following situations as well as those emergencies which the principal may feel are beyond the student's control, including circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety.

1. Student illness - with a note signed by the parent or legal guardian.
2. Death in the family - with a note signed by the parent or legal guardian.

3. Doctor's appointment - only upon presentation of verification from the doctor. (An appointment card, bill or receipt) *Note-doctor excuse stating "per parent" when child was not seen in person will not be accepted as an excused absence.
4. Court appearance - (upon verification)
5. Observance of a religious holiday or event
6. Mental Health Days (5 days) which are included in a student's total 10 days of absences.
7. Attending a military honors funeral to sound TAPS **Additionally, 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. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

C. Pre-arranged - Any other type of absence, not covered by the above, will require a pre-arrangement between the parents, student, staff and administration. A pre-arranged form should be secured from the office, properly signed and returned to the office for the principal's approval and signature 48 hours in advance of the absence for approval. If 50% or more of a student's teachers check the "NO, the student cannot afford to miss" category, the principal will inform the student and parents that the absence will be unexcused. WGS students will be limited to three (3) pre-arranged absences unless the principal grants additional requests. Students absent all day by pre-arrangement may not participate in extracurricular events after school, except with administrative approval. The three pre-arranged absences should not exceed three (3) days total. It is recognized that all requests for pre-arranged absences are different. Therefore, the administration reserves the right to classify a pre-arranged absence as excused, unexcused, and/or truant, depending on the nature of the request, the academic record of the student, and the student's attendance record.

Parents are encouraged not to take their children out of school longer than three school days. Excessive absences may result in lower academic achievement because it will be difficult for a student to make-up the lost instruction time. It is the student and parent's responsibility to make sure missed assignments are completed.

D. Unexcused Absences - An unexcused absence is one in which the parent is aware of and supports, but does not meet school guidelines for being excused. For an unexcused absence, students may not be able to make up assignments or tests; it is at the discretion of the classroom teacher and principal. Unexcused absence include: oversleeping, running errands, staying at home to provide daycare for siblings, shopping, vacations not pre-arranged, unsecured transportation or any business that could be held outside of regular school hours.

E. Truant Absences - 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.

A student is truant when absent from class without school permission and without parental knowledge. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more 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:

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

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

Truant students will be placed at the appropriate level on the truancy policy. (See Section L.) In the case of unexcused absences, truant students may not make up work assigned when truant. They may make up work when restricted.

F. Remote Learning Attendance- If a student or WGS has to move to remote learning, all students in remote learning must turn the camera on at the beginning of class so the teachers know you are on. If at any time a teacher calls on you during remote learning and you do not respond (may respond in chat if necessary) the student will be moved to absent.

G. Excessive Absences Procedures - Parents will be informed when a student has accumulated 10 absences. After 10 excused or unexcused absences, combined, all absences must be accompanied by a doctor's note (this will exclude pre-arranged days and any days that students are absent due to pandemic restrictions). Continued absences will result in the Truancy Officer at the Regional Office of Education being notified.

H. Reporting Absences When School is in Session – In the event of any absence, the student's parent or guardian is required to notify the school before 9:00 a.m. to explain the reason for the absence. If notification has not been made to the school by 9:00 a.m. on the day of a student's absence, the school notification system will document a call to the parent or guardian to inquire why the student is not at school. In the event that communication does not occur between the parent/guardian and the school, the student will be required to submit a signed note within 48

hours of the recorded absence. This note should include: student name, parent name, date of absence, and parent signature. Failure to have written verification shall result in an unexcused absence. MISSED WORK SHALL BE GIVEN TO STUDENTS ON FIRST DAY OF RETURN. HOMEWORK REQUESTS WILL BE TAKEN ONLY FOR MULTIPLE DAYS OF ABSENCE.

I. Returning After an Absence - Students who are absent the previous day and were not previously reported absent by parent/guardian via phone call or website must report directly to the office before the beginning of school in order to be readmitted. Appropriate verification of the absence must be presented to the office at the time of the student's return. Students who were previously reported absent by parent/guardian via phone call, note, or website may report directly to the home room.

J. Returning When School is in Session - Students are to report directly to the office, sign the sign-in sheet, and present the verification of the absence to determine if an excused or unexcused absence or tardy will be issued. The student will then be issued a pass and is to report immediately to the proper classroom.

K. Leaving School - Written permission must be obtained from the student's parent or legal guardian before leaving school. Students must report to the office and receive permission from the administration to sign out. If a student becomes ill, a parent, legal guardian or authorized emergency contact person will be contacted by phone. Students are responsible for asking for assignments that need to be made up. For each of the days of absence, students will have two days in which to make up their work. Example-Student absent Monday and returns Tuesday will have until the beginning of the day Thursday to turn in make-up work.

L. Attendance and Participation - Students must attend school for the full day in order to participate in after-school activities sponsored by the Illinois Elementary School Association, unless otherwise excused by the administration. (Please refer to Extracurricular Code of Conduct). (Full day definition is not tardy or leaving early without a valid excuse.)

M. Truancy and Tardiness Policies - The following policy and procedures will be used in dealing with those students who fail to follow the procedure for receiving an excused absence. Students who accumulate excessive unexcused tardies will be dealt with in the same manner. Students are allowed a "clean slate" at the beginning of each semester. Definitions are as follows:

- Tardy (Unexcused) - Being late to school without a valid excuse, or being late to class after the tardy bell. This includes "oversleeping"

- Tardy (Excused) – Being late to school with a valid excuse.
- Truant - Being absent from school without a valid excuse.

A student who receives his/her fourth unexcused tardy will be referred to the local ROE. Three separate notices from the ROE will be sent to families displaying emerging patterns of truancy.

- A first notice (at 4 unexcused absences) will inform the families that a truancy problem exists, offer recommendations to deter truancy through an attendance plan and give official notice that continual and consistent attendance is expected throughout the remainder of the school year.
- A second notice (at 7 unexcused absences) will be sent if truancy continues. Further supports are offered, parental involvement is strongly suggested and objectives are clearly stated.
- The third notice (at 10 unexcused absences) is the final appeal to parents, encouraging them to take proactive steps to stop their child's truancy or face certain legal interventions. This is the last chance for the parents to voluntarily correct the truancy situation.
- 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.
- When the three notices and supportive measures prove ineffective in deterring the truancy, the local ROE will conduct a hearing regarding the missed school days. Participants will examine the family's failed efforts to stop the truancy and discuss further actions to improve attendance. At this hearing, the student can be legally ordered to accept a referral for assessment, counseling and/or other beneficial services. The student and/or the parents could be referred to local police agencies for truancy tickets and fines. Continued failure to comply with state compulsory school attendance laws could then result in legal action being filed with the State Attorney's Office for possible prosecution of the parents and/or for court supervision of the student.

VI. HEALTH

A. School Nurse - A school nurse is employed full-time for our school district and is on campus to review health care records, ensure immunization compliance in accordance with local and state mandates, provide general first aid, and administer physician ordered medications. Please refrain from sending your child to the nurse for problems that should be taken care of at home or in a physician's office.

B. 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 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. The authorization should include the following:

- Student's name and date of birth
- Name of medication
- The reason the student takes the medication
- Intended effects and potential side effects of medication
- A list of other medications the student is taking
- The proper dosage
- Times the medication needs to be taken
- Instructions for administering
- The prescriber's name, signature and contact information

All medication must be brought to the school in its original, labeled container and checked into the nurse's office or the main office. It is not to be kept on a student's person or in desks or backpacks. The nurse's office and school office will have non-prescription medication available for student's use with parental consent on medication forms (forms are located on the school website).

Self-Administration of Medication

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

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.

C. Medical Release from Physical Education, Recess, or Sports -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. Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in IEP.¹

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 with an excusal from participation in physical education , recess or extracurricular events due to a medical reason will need physician medical release before being allowed to return to participation.

D. Physical, Immunization, and Screening Requirements- 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. Beginning with the

2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year^[1] will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. 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.

E. Notification of Vision and Hearing Screening Services-

- The Illinois School Code requires that students enrolled in an early childhood program, pre-kindergarten program, kindergarten, second grade, eighth grade, are in all special education classes for instruction, are referred by teachers and all transfer students must have a vision screening during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. If a child has been seen by an optometrist or ophthalmologist within the previous 12 months, please provide the signed report form to the school nurse no later than October 15.
- The Illinois School Code requires students enrolled in the following grade levels to have a hearing screening: early childhood program, pre-kindergarten program, kindergarten, first grade, second grade, third grade, or any student enrolled in special education courses. In addition, a student must be screened if the student transfers from another school district or the student is referred by a teacher.
- If parents have questions regarding these screenings or their child's participation in these screenings, please contact the office..

F. Care of Students with Diabetes, Life Threatening Allergies, Seizures or Asthma

If your student has Diabetes, Life Threatening Allergies, Seizures, or Asthma, and requires assistance with managing this condition while at school and school functions, a Care Plan must be created and submitted to the school principal. This written plan identifies the specific health care actions your student may need during school hours. It is cooperatively developed by the building nurse, parent/guardian, student and doctor. This plan must be signed by the physician and the parent and renewed every year. The plan should describe the student's medical information including medication the student receives and daily management guidelines. The plan should also include a suggested plan of action for school staff and emergency procedures that may be needed due to health conditions. It should also include emergency contacts and phone numbers.

Parents/guardians are responsible for providing documentation signed by physicians outlining directives for medical care and assist school personnel in creating an Individual Care Plan.

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.

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 support 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.

See also Board of Education Policy No. 105.5-Food Allergies-approved 12/14/10

G. ILLNESS DURING SCHOOL

Illness symptoms include a body temperature of 100 degrees or higher, vomiting, open wound with drainage which cannot be contained in a dressing, incidence of diarrhea, unexplained rash or croup-like cough. Students with these illness symptoms should not attend school. If these symptoms occur while at school, the parent/guardian will be contacted and the student will be required to go home. In addition, any student who has symptoms of impetigo, pink eye, scabies, or ringworm will be sent home and should not attend school until they have been under treatment for 24 hours or have a written release from their physician stating they may return to school. If the student has symptoms other than those already listed, the nurse, principal or designated school staff member will contact the parent/guardian to discuss the best course of action. No student may leave school during the day due to illness unless he/she has permission from the school office. The student should be free of symptoms for 24 hours before returning to school. Reasonable suspicion of communicable disease/health concerns should be reported to the school nurse or principal immediately. This includes chicken pox, mumps, measles, strep throat, diarrhea, flu like symptoms, pink eye, ringworm, scabies, lice, or unexplained rashes.

VII. OPEN RECORDS ACT (REVISED 1985)

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.

Scott County Community Unit School District No. 1 is governed by rules and regulations of the Illinois Student Record Act of 1985. Winchester Elementary School maintains two types of records about each student:

1. Permanent Records - The law requires that permanent records contain *basic identifying information, the academic transcript, attendance record, accident reports and health record, and a record of the release of this permanent record information.*
2. Temporary Records - The student's temporary record consists of *all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, disciplinary information, any verified reports or information from non-educational persons, agencies or organizations; and records of release of temporary record information.*

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 request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; A 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:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

7. 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.

8. 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

VIII. ACADEMIC POLICIES

Grading scale

A+ 100-98 (4.0)

A 97-93 (4.0)

A- 92-90 (3.7)

B+ 89-88 (3.3)

B 87-83 (3.0)

B- 82-80 (2.7)

C+ 79-78 (2.3)

C 77-73 (2.0)

C- 72-70 (1.7)

D+ 69-68 (1.3)

D 67-66 (1.0)

D- 65 (0.7)

F 64-0 (0)

Grades are rounded to a whole number percent.

B. *Straight A Honor Roll, Honor Roll and Merit Roll*

- To achieve *Straight A's Honor Roll*, a student must:
 - For each quarter, receive all A's during the nine weeks grading period.
 - For the school year, receive all A's on the report card for the whole year. A student cannot have any other grade during any grading period on the report card.
- To achieve *Straight A Average* – Based only on calculated yearly averages for the school year.
 - Receive an overall average of A (94% or better) for every subject area.
 - Adding the 4-quarter grades and dividing by 4 calculate yearly averages.
- To achieve *Honor Roll*, a student must:
 - For the quarter, have more A's than B's or an equal number of A's and B's.
 - A student cannot have any grade lower than a B during the grading period.

- For the school year, a student's yearly averages of all grades must meet the same criteria as the quarter.
- To achieve *Merit Roll*, a student must:
 - For the quarter, receive all A's and B's for the grading period, having more B's than A's
 - A student cannot receive any grades lower than a B during the grading period.
 - For the school year, a student's yearly averages of all grades must meet the same criteria as for the quarter.
- Physical Education, Band and Junior High Exploratory classes will be included in all considerations for any type of honor roll.
- Art and Music will not be included in consideration for any type of honor roll.
- For yearly Honor Roll's, student's grades are calculated for all grading periods during the school year.

C. Academic Dishonesty (Cheating) - Any attempt to get a grade on a test or assignment by using another person's work is academic dishonesty or cheating. Students who are detected using cheat sheets or plagiarizing (copying from other students or from published materials/submitting another person's work as though it were their own) will receive a zero for that assignment or test. Any second occurrence of academic dishonesty in the same class will be referred to the principal. Students who allow others to copy their work are also subject to disciplinary action and/or loss of grades for the assignments that they allow others to copy. Any student who knowingly changes or alters grades on paper, progress reports, report cards, or forges signatures on school reports will also be subject to disciplinary action.

D. Promotional Policy (District Policy 304) – For the purpose of determining retention, the following academic subjects shall be considered:

Grades 1-2: Reading, Math, Language Arts and Spelling

Grade 3: Reading, Math, Language Arts, Spelling and Physical Education

Grade 4: Reading, Math, Language Arts, Spelling, Science, Social Studies and Physical Education

Grades 5-6: Reading, Math, Language Arts, Science, Social Studies and Physical Education

Grade 7: Math, Language Arts, Literature, History, Science, Health and Physical Education

Grade 8: Math, Language Arts, Literature, History, Science, and Physical Education

Grades 1 and 2:

When a student compiles a failing yearly average in one of the four academic subjects, he/she may be considered for retention. If a student fails in two of the four academic subjects, retention will be strongly considered.

Grade 3:

A student compiling a failing yearly average in two of the five academic subject areas will be considered for retention. If a student fails three of the five subject areas, retention will be strongly considered.

Grade 4:

A student compiling a failing yearly average in two of the seven academic subject areas will be considered for retention. If a student fails three of the seven subject areas, retention will be strongly considered.

Grades 5 and 6:

A student compiling a failing yearly average in two of the six academic subject areas will be considered for retention. If a student fails three of the six subject areas, retention will be strongly considered.

Grade 7:

A student compiling a failing yearly average in two of the seven academic subject areas will be considered for retention. If a student fails three of the seven subject areas, retention will be strongly considered. Also, if a 7th grade student is failing math, language arts or literature, it is strongly considered they be retained.

Grade 8:

A student compiling a failing yearly average in two of the six academic subject areas will be considered for retention. If a student fails three of the six subject areas, retention will be strongly considered. Also, if an 8th grade student is failing math, language arts or literature, it is strongly considered they will be retained and not proceed to high school.

In any case, before a student is retained, efforts must have been made to inform parents of the possibility. Such efforts may take the form of deficiency slips, notes, phone calls, conferences, letters from the Principal, Student Support Meetings, etc.

E. *Incomplete Grade* - Students with a grade incomplete for the quarter will have two weeks from the end of the grading period to complete their work unless the principal grants an

extension of time. Any work not completed will become a zero, and the final grade will then be determined.

IX. EXTRACURRICULAR ACTIVITIES

A. *Definition and Philosophy* - In agreement with the district's overall philosophy of education and as an extension to this philosophy, all students are encouraged to participate in extracurricular activities, which include all activities, athletic or non-athletic, which are sponsored or supported by the school, but which cannot be used toward graduation.. These activities are not required for graduation, and thus will not be graded or tied to grades; however lettering and other non-graded awards may be used to encourage the students to fully participate dependent upon conduct, attitude and the fulfillment of certain criteria.

Since participants in extracurricular activities frequently represent the school and the community in public, the standards of conduct for these participants is, and shall remain, high.

Recognizing the importance of family time - extracurricular activities, practices, open gyms, or voluntary workouts are not to be held on Sundays and legal holidays during the school year. In the event of extenuating circumstances such as contests or competitions, or a tournament game the following day, the administration may grant approval for variances.

B. EXTRACURRICULAR CODE OF CONDUCT

All students who participate in extracurricular activities will be required to sign an extra-curricular code of conduct prior to participating in each activity. The extracurricular code of conduct must be signed by the student and parent or guardian, and on file at the school verifying the student and parents have received and are aware of all rules and guidelines. It will be the student and parent's responsibility to maintain a copy of the code of conduct at home for their reference.

Code of Conduct

As a member of Winchester or Bluffs Jr. High- (West Central Co-op) who are involved in extracurricular programs become responsible for an extracurricular code of conduct.

Certain guidelines establish behavior and conduct expectations of all students who participate in extracurricular programs. This code of conduct will apply to all participating students at all times of the calendar year. Participating students will be held accountable to this Code of Conduct as long as they are eligible to participate according to I.E.S.A. eligibility guidelines. Any member of an extracurricular activity who violates any of these guidelines is subject to forfeiting his/her privileges of participation.

I. Academic-Extracurricular Eligibility

To be eligible, and to remain eligible for participation in extracurricular events, students must meet all applicable IESA rules. Additionally, in order to represent Winchester/Bluffs Jr. High-High School, the student must be passing all subjects. The grades shall be reported by the teachers each week on a CUMULATIVE BASIS FOR THAT CURRENT QUARTER. The athletic director and/or the activity sponsor will make a weekly check of eligibility during the school year.

Any student who is failing any class becomes ineligible for one week (week being defined as Monday to Sunday). During this week, the student is expected to practice but cannot dress for any game(s) or participate in any extracurricular activity. Eligibility will be checked each week and the student will not be eligible until they are passing all classes.

If a student fails a course and is ineligible for a third time during a season, he/she will be ineligible for the remainder of that season.

II. Possession or consumption of tobacco, tobacco products, alcohol, illegal or controlled substances and drug paraphernalia is prohibited.

III. Additionally, knowledge of and/or association with individuals while they are illicitly using alcohol, controlled substances and/or drug paraphernalia are prohibited. **

IV. Any refusal of drug testing (i.e. breathalyzers or random drug testing) will be considered a violation of the extracurricular code of conduct.

In all cases where the Administration finds sufficient evidence of prohibited acts as determined by administrative investigation and discretion, including but not limited to police intervention and/or assistance, the student will be banned from all extracurricular activities. A first offense (of prohibited acts) shall result in a six-week suspension from extracurricular activities. This suspension may apply to the current activity as well as the

next extracurricular activity in which the student is involved. Suspensions will begin from the date of the offense. Suspensions may carry over from one school year to the next, and nothing shall prohibit a student who violates this code during summer vacation or any other non-school time from serving said suspension upon the resumption of the next school year or an extracurricular activity that starts prior to the next school year.

V. Student Attendance

In order to participate in practice or an extracurricular event, a student must be in attendance at school for the full day. Exceptions (pre-arranged absences, field trips, funerals, doctor appointments, etc.) will require the approval of the principal. If the activity is held on a non-school day, the coach/sponsor shall determine participation within the intent of the guidelines.

VI. Student Discipline

Students who received an out-of-school suspension for one or more school days due to a violation of regular school rules shall be unable to participate in extracurricular activities (practices and games) on the same day they are suspended. Student participation in extracurricular activities may also be limited or denied due to the violation of the rules herein or the individual team or activity rules as noted by the coach/sponsor or administrator, and approved by the Board of Education. All acts of insubordination, disruptive behavior, vandalism, malicious mischief, misuse of transportation privileges, or breaking the general training rules as outlined herein or in the activity rules may result in dismissal from the organization or team, or loss of privileges, or other disciplinary action as may be recommended by the coach, sponsor or administrator.

VII. General Regulations

- A. Illinois Elementary School Association rules must be followed in all cases of eligibility, transfer, physical examinations and insurance coverage. No student is to practice or play without their physical and insurance form or waiver on file.
- B. Students Must travel to and from contests away from Winchester schools on transportation provided by the school. The only exceptions are
 1. Injury to a participant which requires alternative transportation.
 2. Arrangements are made in person by the parent/guardian to the coach/sponsor of the activity. A signature from the parent/guardian shall accompany the verbal request.
- C. Completion of the event season is required in order for the

student to be eligible for a letter or other team or individual awards. No awards shall be given to any student suspended for the remainder of the season for Extracurricular Code violations.

- D. A student who has not turned in uniforms/equipment or monies owed to coach/sponsor for one extracurricular activity will not be eligible to participate in another activity.

Approved by CUSD #1 Board of Education 6/11/02/revised Section II approved by CUSD #1 Board of Education 5/11/04

C. Student Participation in Conflicting School Events - If students are scheduled to participate in two school activities whose times overlap or conflict, the teachers, coaches or sponsors involved should cooperate so that the students may participate in both events. If this is not possible, the following guidelines will determine in which event they should participate. A class related activity (for example a field trip, band/choir performance, science fair, etc.) would take precedence over an extracurricular practice or performance. A performance, contest or game takes precedence over a practice or rehearsal. If two performances (contest or games) or two practices (or rehearsals) are in conflict, the students involved may choose which he/she wants to attend. The student may do so without penalty as long as he/she notifies both teachers (coaches, sponsors) of his/her choice, in writing, a day in advance. Failure to do so will result in the same consequences for the student as for failure to show up. If there are continual schedule conflicts between two activities, either sponsor (teacher, coach) may ask for the student to choose between the activities with the advice and consent of the principal.

D. Impeachment Rule - The principal may, if the sponsor is in agreement, impeach or remove any extracurricular officer or team captain from office. Reasons for such action shall include, but not be limited to: failure to carry out the responsibilities for which the student was elected, misconduct in or out of school which is unbecoming of an officer and/or student, and/or involvement with tobacco, alcohol, or illegal substances such that the student has been banned from future participation.

E. Dances / Other Activities - Throughout the year students in 6th, 7th, and 8th grades have opportunities to attend school dances and activities. General guidelines for dances and other activities include but not limited to:

- 1) Once students are in the activity they are not allowed to leave and return. All students must remain in the areas in which the activity takes place. If students leave they will not be allowed to return, and parents will be notified.

- 2) Students not conducting themselves in an appropriate manner (as outlined in the Student - Parent Handbook) will be excluded from the activity, and parents will be notified to pick-up the students.
- 3) Students may be excluded from future dances and other activities based on inappropriate behaviors during school hours or at previous dances and activities.
- 4) All dances must be concluded by 11:00 PM.

F. Student Attendance at Athletic Events and Other School Activities - There are many athletic events and school activities (i.e. open house, P/T teacher conferences, etc.) during the year at WGS. Any student (especially grades K - 5th) attending these events should be accompanied and supervised by an adult. Students should not be running in and out of the gym, playing in the cafeteria or hallways, and should conduct themselves in an appropriate manner. Students who are not accompanied by an adult and are not conducting him/herself in an appropriate manner may be removed from the event. The parents will be notified, and admission costs will not be returned. Parents must take responsibility for their children during school events and activities.

SPORTSMANSHIP CODE FOR STUDENTS, PARENTS AND FANS

1. Pay proper respect for our flag-stand still, face the flag, and sing the National Anthem.
2. Applaud when our team takes the field/court/stage.
3. Show respect for your school and the opponent's school by standing when the school song of either is played.
4. Cheer good sportsmanship and fine play by either team. A good sportsman never "boos".
5. Show your school spirit by supporting your cheerleaders.
6. Applaud an injured player.
7. Be silent at free throws or when the team is penalized.
8. Officials are chosen on the basis of their ability. Respect their decisions as final.
9. The good sportsmanship reputation of Winchester depends upon your conduct.

G. Student Attendance at School on days of Extracurricular Events-Any student attending a school activity must be in attendance at school on the day of the activity unless otherwise pre-arranged or approved by the building administrator.

H. Eligibility Check- Eligibility checks will be completed every Friday or the last day of student attendance for the week at noon. Coaches, sponsors, parents and students will be notified as soon as possible but no later than noon Monday.

X. MISCELLANEOUS

A. Care of School Property - Students are to respect all school property. Those students who damage any school property will be dealt with accordingly, and their parents/ guardians will be notified and payment for the damages will be expected.

B. Desks & Lockers - Money and other valuables should not be kept in a student's desk or a locker without a lock, but may be checked in at the main office for one day. Desks and lockers are the property of the school district and are subject to inspection at any time by school personnel and/or law enforcement agencies without permission. This inspection may include, but not be limited to, the use of police and/or police dogs. The District shall take active measures to ensure that no substances or materials in any area of any school attendance center, including any desks, contain materials which constitute a hazard to health or safety, or which are in violation of law. Any food in lockers needs to be stored in a lunchbox (paper bag, plastic bag, or lunch box type container). Any open food or wrapper found loose in a locker will result in disciplinary action.

C. School Lunch and Breakfast Program - Winchester CUSD #1 will never allow circumstances beyond a child's control (such as not having money on hand or in their lunch account) to prevent the child from receiving a meal. Breakfast and lunch is served daily in the grade school cafeteria for students who wish to purchase these meals. Breakfast is served from 7:45 a.m. to 8:10 a.m. The meal program operates under the federal nutrition program, and free or reduced cost meals are available for those students who qualify. Applications for free or reduced price meals are made available to all families at the time of registration. They are also available at any time during the school year in the event of a change to household income. WGS Personnel are available to provide assistance with completion of forms. Meals are to be paid IN ADVANCE and if a student's account drops to a negative balance, a note will be sent home. If a student's account reaches \$10.00 negative balance (\$20.00 per family), additional charges for meals will not be allowed. These students will be provided an "alternative meal" until the account is current.

Procedures: A student with a negative balance who brings money for a meal must be given the meal and the money shall NOT be applied to the previous negative balance.

Collection attempts are to be handled in the following manner:

1. Lunch account slips sent home when balance is negative; two different days.
2. A telephone call, text or e-mail can be made by office staff.
3. Failure to respond will garner a letter from the office.
4. Further failure to respond will garner a letter from administration.
5. Families responding, but financially unable to comply will be offered assistance:

- a. Application for Free/Reduced if qualified
- b. Payment plan
- c. Referral to charitable organization(s)

Current Lunch Prices: (the district currently provides free breakfast and lunch to all students through eligibility in the state meal program)

Breakfast: \$1.50 Pre-K-Adult

Lunch: K-3--\$2.25 4-12-- \$2.50 Adults -- \$3.00

D. Closed Campus - Students may not leave the school campus at lunchtime. Those students who go home for lunch must have written permission from parents and sign out in the office.

E. Vending Machines - There is a beverage machine available in the cafeteria. Students may only purchase soda after 3:20p.m. Water and G2 may be purchased throughout the day with staff permission. NO SODA IS ALLOWED ON SCHOOL BUSES.

F. Visitors - The Board of Education and the staff of Winchester Elementary School welcome interested parents and other visitors to the district. All visitors are required to first register in the main office, and obtain a visitor's pass. Staff may request any visitor to provide identification, and to state the purpose of their visit. Visitors are required to enter the building through the administrative entrance (by the elementary office) after 8:30 a.m.

G. Passes - Any student who finds it necessary to be out of the classroom and in the halls during a class period must have a Hall Pass. Passes to leave the school grounds are approved only by the Principal, and students must sign-out in the office. Forged passes or the possession of blank passes will not be tolerated, and students violating this rule will face immediate in-school restriction.

H. Telephone Usage - Students may use the telephone in the main office only in the event of an emergency. Calls may be made during the student's lunch period, or before or after school. Cell phone usage is allowed with permission of supervising staff members in cases of emergency. Students are not allowed to receive phone calls except in the event of an emergency.

Parents are asked to try to plan accordingly and send notes to the school and limit phone calls to the office to only emergency situations. Any message after 12:00 PM will not be guaranteed to be delivered; however, every effort will be made to deliver the message.

Teacher discretion in unusual circumstances such as forgotten necessary items will be considered.

I. Gum Chewing - Gum chewing is at the discretion of the individual classroom teachers.

J. Physical Education Uniforms - PE uniforms are required for students in grades 6- 8. Students may purchase uniforms at registration, or may provide their own as long as they meet the guidelines of black shorts and gray shirts.

K. Driving - Students are not allowed to participate in Drivers Education even if age appropriate, nor may they drive an automobile to school. *New Driver's Education Policy: A student earning a failing semester average in one or more classes in the preceding semester will NOT be able to enroll in the Driver's Education course for the following semester, per state guidelines.*

L. Playing Cards, Pokemon Cards, Spinners, Fidgets, etc....

Playing cards, pokemon cards, spinners and other fidgets may cause distractions in classrooms. They are not allowed without permission from the teacher or as an accommodation on IEP. Those used without permission and causing disruption or distractions may be confiscated by the teacher and will be returned at a later time.

XII. EMERGENCY PROCEDURES

A. Automated Notification System – The district provides an automated notification system to advise parents of emergency / early dismissals, and special notices via telephone. Each student may have up to three telephone numbers entered into the system. This system is also used to notify parents of cancellations of school activities, and to advise parents of any student absences which were not properly reported. Each family may designate phone numbers and those persons who receive calls through Contact Manager on the school's website (www.winchesterschools.net) If you have questions, call the school office.

B. Safety Drills - Drills are conducted from time to time in accordance with state and local safety regulations, and often involve law enforcement, fire department and ambulances for training and response purposes. 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. Drills will not be preceded by a warning to the students. Each room in the building has a card on which are stated the fire drill and disaster regulations for that room. Students are to be familiar with the tornado, fire and emergency procedures so that the evacuation of the building will be prompt and orderly. The following are to be observed:

1. Move from the classroom in an orderly fashion according to the directions given for that particular classroom.
2. Movement should be rapid without running.
3. Students are to remain quiet.
4. Everyone leaves the building.
5. Re-entry into the building is made when the outside bells give a signal. Re-entry should also be orderly and prompt.

C. Emergency Procedures

1. Fire Alarm Sounds - All staff leave the building with their assigned students by the most direct route and according to the building evacuation plans posted in each room. Windows should be shut and lights should be turned off. Students should be instructed to move quickly and quietly outside, at least 100 feet from the building. Teachers must take attendance and notify the principal immediately if a student is missing. NO ONE should re-enter the building for any reason until the all-clear signal. The all-clear signal will be a long ringing of the school's bell system.

2. Tornado Alarm -The tornado alarm is a series of high pitched/low pitched rings of the school bells. As the alarm sounds, staff should move their students to the hallway, away from windows, doors, and entrances. Students will assume a bent knee position with back against the wall, head lowered with face between the knees and hands clasped behind the neck. The all-clear signal will be a long ringing of the school's bell system.

3. Crisis Management - In the event of a crisis situation, the district has a Crisis Management Plan to ensure the safety of the students and staff. To help us create the safest possible environment we ask the following of parents/guardians:

- a. Refrain from calling schools as we need phone lines available to make emergency calls.
- b. Refrain from driving to the schools as this will congest traffic and disrupt the progress of emergency vehicles.
- c. Students will not be released until the school feels that it is safe and appropriate. This enables us to account for the whereabouts of all students.
- d. If a crisis situation appears, the district will make every attempt to keep the parents and general public informed via local radio stations or the automated notification system.

STUDENT SAFETY IS OUR MAIN CONCERN!!!

4. School Closings - School may be canceled or dismissed early for emergencies, such as inclement weather or a physical plant problem. The automated notification system will be utilized, and parents must make any arrangements that are necessary for a student's home supervision.

Early dismissal due to weather will be announced on the school website and social media pages , WLDS (1180 AM/107.1 FM) or WJIL (1550 AM/105.5 FM) radio stations.

XIII. STUDENT SERVICES

Scott County Community Unit School District No. 1 provides its pupils with several specialized services. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

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

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal

Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Please contact the school Principal or Special Needs Coordinator if you feel the need for any of the services explained below.

1. Student Support Team/Problem Solving Team - A support team/problem solving team consisting of teachers, administrators, parents and other related service professionals meet to discuss academic or behavioral concerns raised by teachers or parents. The team will create a plan to address the concerns and to provide interventions and support to aid in student success. The team also makes referrals for a further evaluation to determine if a student is eligible for special education services when interventions are not bringing expected results.

2. Special Education - A multidisciplinary team evaluates and determines if a student has a qualifying disability (under State of Illinois and federal guidelines) that would make them eligible for special education services. These disabilities include: Specific Learning Disability, Speech & Language Impairment, Emotional Disability, Intellectual Disability, Autism, Hearing Impairment/Deafness, Visual Impairment/Blindness, Orthopedic Impairment, Traumatic Brain Injury, and Other Health Impairment. Physical and psychological evaluations are provided through the Four Rivers Special Education Cooperative in order to determine if a student meets the criteria for eligibility. A referral for these evaluations may be made by teachers, support team or parent or guardian. Parents or guardians may contact the Special Needs Coordinator to make a request for this evaluation.

3. Social Worker - A district social worker is available to complete a social developmental study when a multidisciplinary team determines what is needed in determining whether a student is eligible for special education services. The social worker will provide social work services as determined by special education IEP (Individual Educational Plan).

4. School counselor - A school counselor is available at the high school to assist students with academics, behavioral/emotional concerns, and career/college planning. The counselor will be available at the elementary school for crisis intervention on a case by case basis.

5. Health - First Aid and nursing services are available from the school nurse.

6. Homeless Liaison - Student services are offered to those students who are McKinney-Vento eligible. (See *McKinney-Vento Definition below*)

7. Transportation - Students who reside more than 1 ½ miles from the school are eligible for free bus transportation, however as stated in the Bus Rules, this privilege may be revoked if abused.

8. *Home and Hospital Instruction* -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. 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.

Note:

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.

XIV. MCKINNEY-VENTO DEFINITION

If your family lives in any of the following situations: In a shelter, vehicle, or campground, on the street, in an abandoned building, trailer or other inadequate accommodations or doubled up with friends or relatives because you cannot find or afford housing.

If any of the above applies, your preschool and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Please inquire in the school office.

XV. FIELD TRIPS / PRIVILEGES

Field trips, even when used as part of the curriculum, are a privilege for students. Trips are a reward for a student's behavior and accomplishments, both academic and social. Students who fail to meet the academic and/or social standards of Winchester Grade School may be denied participation in field trips based upon staff recommendation.

School privileges include but are not limited to: attending school book fairs, classroom parties, assemblies, field day activities, and any other school activity.

8th grade students are expected to be examples of appropriate behavior while in the school and while representing the school at other activities, and those who meet behavior expectations are eligible to go on the 8th Grade trip at the end of the year. Unfortunately, there are those who will make decisions that lead to negative consequences due to inappropriate behavior. The following disciplinary actions will disqualify a student from going on the 8th Grade trip:

1. If a student is suspended out-of-school for any reason during the year, they are not allowed to go on the trip.

2. A student may receive one "In-School Suspension" or "Alternative option" assignment and still go on the trip as long as one parent accompanies as a chaperone and is responsible for their student while on the trip. If a student has more than one "In-School Suspension" or "Alternative option" assignment, they are disqualified from going on the trip.


3. Any 8th grade student with an outstanding debt to the school district (i.e. book rental and fees, lunches, etc.) will not be allowed to go on the trip until the debt is paid in full.

We truly hope that all students are able to go. It is a fun trip for all and a nice way to reward students for finishing their career at WGS. It also speaks well of our community when our students are seen as being leaders for others when it comes to good manners and behavior.

XVII. COUGAR PRIDE

Cougar Pride is a school-wide behavior management system called PBIS (Positive Behavioral Interventions and Supports). Winchester Grade School is committed to making sure students gain academic achievement and social competence. Students will be taught the behavioral expectations for each setting on school grounds: Respect Self, Time, Others and Property. They will then be positively reinforced daily, weekly and quarterly for maintaining these expectations. This will lead to a respectful and positive learning environment for all.

Winchester Grade School
Learn Today To Succeed Tomorrow

<p>Cougar PRIDE</p>  <p>We Will Be:</p>	<p>Classroom</p>	<p>Hallway</p>	<p>Bathroom</p>	<p>Cafeteria</p>
<p>Prepared</p>	<ul style="list-style-type: none"> • Have materials ready • Be on time • Be ready to learn 	<ul style="list-style-type: none"> • Get where you need to go quickly • Know your journey 	<ul style="list-style-type: none"> • Take care of your needs quickly and return to class 	<ul style="list-style-type: none"> • Have lunch or lunch card ready
<p>Respectful</p>	<ul style="list-style-type: none"> • Dress appropriately • Use appropriate language • Keep hands, feet, & objects to yourself 	<ul style="list-style-type: none"> • Keep hands & feet to yourself • Voices off 	<ul style="list-style-type: none"> • Throw away your trash • Respect others privacy 	<ul style="list-style-type: none"> • Stay in one spot • Use your inside voice • Face forward in your seat
<p>Involved</p>	<ul style="list-style-type: none"> • Participate • Ask questions • Follow directions • Share knowledge 	<ul style="list-style-type: none"> • Always watching and moving forward • Stay in a neat & close line 	<ul style="list-style-type: none"> • Flush the toilet • Keep the floors clean and dry 	<ul style="list-style-type: none"> • Eat neatly • Finish on time • Honor allergy restrictions
<p>Dedicated</p>	<ul style="list-style-type: none"> • Regular attendance • Complete assignments • Give your personal best 	<ul style="list-style-type: none"> • Move with purpose • Walk on the right side of the hallway 	<ul style="list-style-type: none"> • Wash your hands • Return to class quickly • Let an adult know of any problems 	<ul style="list-style-type: none"> • Wait your turn • Clean up after yourself • Use your manners
<p>Empowered Educators</p>	<ul style="list-style-type: none"> • Advocate for yourself • Actively supervise • Build relationships • Be actively engaged • Be positive • Encourage Self-advocacy 	<ul style="list-style-type: none"> • Give positive praise for expected behavior • Be an example for our students 	<ul style="list-style-type: none"> • Monitor bathroom activity 	<ul style="list-style-type: none"> • Encourage good manners

