

Windsor C.U.S.D. #1

**Windsor Jr./Sr. High School
Student Handbook**

Adopted
April 2020

2020-2021

TABLE OF CONTENTS

1.30 – General School Information	7
1.40 – Visitors	8
1.50 – Equal Opportunity and Sex Equity	9
1.60 – Animals on School Property	9
1.70 – School Volunteers	10
1.80 – Invitations & Gifts (K-8)	10
1.85 – Treats and Snacks (K-8)	10
1.90 – Emergency School Closings	10
1.100 – Video and Audio Monitoring System	11
1.110 – Accommodating Individuals with Disabilities	11
1.120 – Students with Food Allergies	11
2.20 – Student Absences	12
2.30 – Release Time for Religious Instruction & Observance	13
2.40 – Make-Up Work	13
2.50 – Truancy	14
2.60 – Grading & Promotion	14
2.100 – Home and Hospital Instruction	17
2.110 – Early Graduation (HS)	17
2.120 – Graduation Requirements (HS)	18
3.10 – Fines, Fees, and Charges; Waiver of Student Fees	19
3.20 – School Breakfast & Lunch Program	20
4.10 – Bus	20
4.15 – Bus Conduct	22
4.20 – Parking (HS)	22
4.20 – Parking (K-8)	23
5.10 – Immunization, Health, Eye & Dental Examination	23
5.20 – Student Medication	25
5.40 – Safety Drill Procedures and Conduct	27
5.60 – Head Lice	27
6.10 – General Building Conduct	27
6.20 – School Dress Code & Student Appearance	28
6.30 – Student Discipline	29
6.40 – Prevention of and Response to Bullying, Intimidation, and Harassment	36
6.45 – Sexual Harassment & Teen Dating Violence Prohibited	38

6.50 – Cafeteria Rules [Jr./Sr. HS-Closed Lunch]	39
6.60 – Field Trips	40
6.70 – Access to Student Social Networking Passwords & Websites	41
6.80 – Student Use of Electronic Devices	41
7.10 – Internet Acceptable Use	42
7.20 – Guidelines for Student Distribution of Non-School Publications	45
8.10 – Search and Seizure	47
9.10 – Extracurricular Athletic Activities Code of Conduct	48
9.20 – Attendance at School-Sponsored Dances	52
9.30 – Student Athlete Concussions and Head Injuries	53
10.10 – Education of Children with Disabilities	53
10.20 – Discipline of Students with Disabilities	53
10.30 – Exemption From PE Requirement [3-HS]	54
10.40 – Certificate of High School Completion [HS]	54
10.50 – Access to Classroom for Special Education Observation or Evaluation	54
10.60 – Related Service Logs	55
11.10 – Student Privacy Protections	55
11.20 – Student Records	56
11.30 – Student Biometric Information	59
11.40 – Military Recruiters & Institutions of Higher Learning [HS]	59
12.20 – Standardized Testing	59
12.30 – Homeless Child's Right to Education	61
12.40 – Family Life & Sex Education Classes	62
12.60 – English Learners	62
12.70 – School Visitation Rights	62
12.80 – Pesticide Application Notice	63
12.90 – Mandated Reporter	63
12.100 – Unsafe School Choice Option	63
12.105 – Student Privacy	63
12.110 – Sex Offender Notification Law	63
12.120 – Violent Offender Community Notification	64
12.130 Parent Notices Required by the Every Student Succeeds Act	64
Instructions for Accessing Board Policies	65
Grading System	66
Semester Exam	67
Clubs and Organizations	67

Senior Trip	68
Asbestos	68
RANDOM DRUG TESTING POLICY	69

Alphabetized Table of Contents

Absences	13
Accessing Board Policies	65
Allergies	11
Animals on School Property	9
Asbestos	68
Athletic Activities Code of Conduct	48
Athletic Fees	52
Breakfast & Lunch Program	20
Bullying	36
Bus	20
Cafeteria Rules	39
Career Academy	63
Clubs and Organizations	67
Concussions	53
Dances	52
Dental Examination	23
Diabetes	12
Disabilities- Accommodations	11
Disabilities- Education/Discipline	53
Discipline	29
Dress Code	28
Electronic Devices	41
Email	43
Emergency School Closings	10
English Learners	62
Equal Opportunity and Sex Equity	9
Fees	19
Field Trips	40
Grading & Promotion	14
Grading Scale	66
Grading System	66
Graduation	18
Graduation Requirements (HS)	18
Head Lice	27
Health Occupations	67
Homeless	61
Internet	42
Invitations & Gifts (K-8)	10
Make-Up Work	13
Mandated Reporter	63
Medication	25
Military	59

Mission Statement	7
National Honor Society	67
Parking	22
PE Exemption	15
Pesticide Application	63
Property and Equipment	46
Publications	45
Random Drug Testing Policy	69
School Day	8
Search and Seizure	47
Semester Exam	67
Senior Trip	68
Social Networking	41
Standardized Testing	59
Suicide and Depression Awareness and Prevention	12
Tardy Policy	34
Treats and Snacks (K-8)	10
Truancy	14
Video and Audio Monitoring System	11
Visitation Rights	62
Visitors	8
Vison Examination	24
Volunteers	10
Wellness Policy	66

Windsor Community Unit School District # 1 Vision

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

Windsor Junior Senior High School Mission Statement

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

1.30 – General School Information

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

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

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

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

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

<u>Erik Van Hoveln</u>	Superintendent	<u>Becky Fogarty</u>	Academic Advisor
<u>Jennifer Bridges</u>	Principal	<u>Brian Lee</u>	Athletic Director

The school is located and may be contacted at:

**Windsor High School
1424 Minnesota
Windsor, IL 61957
(217) 459-2636 Telephone
(217) 459-2794 Fax**

Regular School Day- Daily Bell Schedule

Periods	<u>High School</u>	<u>Junior High</u>
1 st Hour	8:05 - 8:59	8:05 - 8:59
2 nd Hour	9:02 - 9:56	9:02 - 9:56
3 rd Hour	9:59 - 10:53	9:59 - 10:53
4 th Hour	10:56 - 11:50	10:56 - 11:50
5 th Hour	11:53 - 12:47	11:53 - 12:23
10-12 Lunch	6th Hour 12:50 - 1:20	7-9 Lunch
	12:26 - 1:20	
	7 th Hour 1:23 - 2:18	1:23 - 2:18
	8 th Hour 2:21 - 3:15	2:21 - 3:15

1.40 – Visitors

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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 detectable, 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.

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

1.50 – Equal Opportunity and Sex Equity

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

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

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

1.60 – Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a

documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

1.70 – School Volunteers

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

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

Cross-Reference: <u>PRESS 6:250, Community Resource Persons and Volunteers</u>

1.80 – Invitations & Gifts (K-8)

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

1.85 – Treats and Snacks (K-8)

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

1.90 – Emergency School Closings

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

Cross-Reference: <u>PRESS 4:170, Safety</u>
--

1.100 – Video and Audio Monitoring System

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

Cross-Reference: PRESS 4:110, Transportation

1.110 – Accommodating Individuals with Disabilities

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

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

1.120 – Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 459-2636.

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

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

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

1.130 – Care of Students with Diabetes

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

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

For further information, please contact the building principal.

1.140 – Suicide and Depression Awareness and Prevention

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

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

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

2.10 – Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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

2.20 – Student Absences

There are two types of absences: excused and unexcused. Excused absences include:

illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

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. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at (217) 459-2636 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

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

2.30 – Release Time for Religious Instruction & Observance

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

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

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

2.40 – Make-Up Work

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

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

2.50 – Truancy

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

Students who miss more than 1% but less than 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss more than 5% of the prior 180 regular school days are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

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

2.60 – Grading & Promotion

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

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

Cross Reference:
PRESS 6:280, Grading & Promotion

2.70 – Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending

on a student's teacher, ability and grade level.

2.80 – Exemption From PE Requirement (HS)

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

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program
4. Enrollment in academic classes that are required for admission to an institution of higher learning; or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.

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

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

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

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

1. The time of year when the student's participation ceases
2. The student's class schedule
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

Cross Reference:

PRESS 6:310, Credit for Alternative Courses and Programs, and Course Substitutions

2.90 – Course Alternatives and Substitutions (HS)

Accelerated Placement

The District provides for an Accelerated Placement Program for qualified student. It

provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to student who have been identified as gifted or talented. Please contact the building principal for additional information.

Credit for Proficiency, Non-District Experiences and Course Substitutions

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

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

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

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

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

Proficiency Credit – Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Vocational or technical education; registered apprenticeship program. A student in grades 9-12 may satisfy one or more high school courses (including physical education)

or graduation requirements by successfully completing related vocational or technical education courses or a registered apprenticeship program if:

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

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

2.100 – Home and Hospital Instruction

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

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

2.110 – Early Graduation (HS)

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

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

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

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

Cross Reference:PRESS 6:300, Graduation Requirements

2.120 – Graduation Requirements (HS)

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

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

State Mandated Graduation Requirements

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.
6. One year chosen from:
 - a. music
 - b. art
 - c. foreign language, which shall be deemed to include American Sign Language
 - d. vocational education
7. One semester of health education
8. Daily physical education classes.
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.

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

Cross Reference:
PRESS 6:300, Graduation Requirements

Windsor Jr./Sr. High School Requirements	
A minimum of 24 credits are needed for graduation. These credits must include:	
2016–2017	
4	Credits of English
3	Credits of Mathematics (Accounting will meet math requirements for senior only)
3	Credits of Science (General and Biology I, and an elective)
3.5	Credits of Social Studies (Including: US History, World History, Illinois History, Civics, Ethnic)
1	Credit in Fine Arts or Foreign Language
0.5	Credit of Health (quarter class)
2	Credits of PE (Unless waived out)
0.5	Credit of Resource Management (may proficiency by test for 0 course credits or 2 credit of interrelated coop)
1	Credit of computer applications
	Remainder of credits in electives

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

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. 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:

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

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

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 cannot pay for or owes money for a meal or snack.

3.20 – School Breakfast & Lunch Program

Breakfast is served every school day from 7:40 a.m. to 8:00 a.m. Lunch is served every school day from 11:53 a.m. to 1:20 p.m. Free meals are available to all students.

4.10 – Bus

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

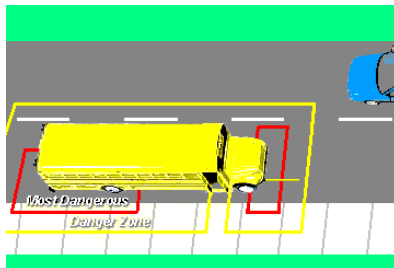
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the

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



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

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

Cross-references:
PRESS 4:110, Transportation
PRESS 7:220, Bus Conduct
PRESS 4:170-AP3, School Bus Safety Rules
PRESS 7:220, Bus Conduct

4.15 – Bus Conduct

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

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

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

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

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

4.20 – Parking (HS)

Students may park their vehicles in the lot designated **student parking** near the new gym between the hours of 7:30 a.m. and 6 :30 pm. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated directly south of the school are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way

while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds.

School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

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

4.20 – Parking (K-8)

Those dropping off and picking up children may do so in the student parking location during the following hours: before and after school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Cross-references:

PRESS 4:110, Transportation

PRESS 4:140, Waiver of Student Fees

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

PRESS 4:140-E1, Application for Fee Waivers

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

5.10 – Immunization, Health, Eye & Dental Examination

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

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

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

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

Eye Examination

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.

Care of Students with Seizures

If your child has seizures and requires assistance with managing this condition while at school and school functions, a seizure action plan must be submitted to the school nurse annually. The Seizure Action Plan must be signed by the student's treating physician and contain information on the type of seizures the student has, first aid (including

emergencies), parent and health care provider contacts, and medications specifically for the student. The school will distribute copies of the plan to the appropriate school staff that interacts with your child on a regular basis. Seizure Action Plans are an important tool that helps parents and schools partner to keep children safe and healthy during the school day.

Care of Students with Asthma

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

Cross Reference:

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

5.20 – Student Medication

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

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

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

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

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.

Self-Administration of Medication¹

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

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

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

Cross-References:

PRESS 7:270, Administering Medicines to Students

PRESS 7:270-AP, Dispensing Medication

¹ Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. For further information, see: www.iasb.com/law/diabmats.cfm, Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook procedure 1.130-E1 (Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities).

5.40 – Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

5.60 – Head Lice

Measures to Control the Spread of Head Lice at School

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

Cross Reference 7:50-AP1

Administrative Procedure - Measures to Control the Spread of Head Lice at School

6.10 – General Building Conduct

Students shall not arrive at school before **7:30** a.m. and classes begin at **8:05** a.m. and students are dismissed at **3:15** p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

1. Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.

2. Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
3. Students shall not write on walls, desks or deface or destroy school property.
4. Skateboards are not permitted at school.
5. Water guns, play guns, and/or real guns are not permitted at school.
6. No radios, tape players, CD players, cameras are permitted without permission from the principal.
7. Cell phones are prohibited unless teacher gives specific instruction to use them as an educational tool.

6.20 – School Dress Code & Student Appearance

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

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, sexually derogatory, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, sexually derogatory, vulgar, obscene, or offensive language or symbols (including gang symbols).
3. Hats, coats, bandannas, hoodies or the head, and sunglasses may not be worn in the building during the school day.
4. Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Clothing with holes, rips, or tears above the knee are not permitted. Clothing that is otherwise poorly fitting and/or showing skin or undergarments may not be worn at school.
6. The length of the shorts should have a length of at least a 3-inch inseam. Skirts must be below the fingertip when hands are at the student's side or not more than 3 inches above the knee.
7. Appropriate footwear must be worn at all times.
8. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.
9. School attire will be neat, clean, opaque, and will cover the individual at least from the shoulder to the appropriate shorts length of a 3-inch inseam. Shoes will be worn.
10. Midriffs (stomachs) must be covered with clothing even when arms are raised.
11. No bare shoulders or backs
12. Coats, jackets, and book bags are not to be worn in the building nor brought to class.
13. Wallet chains are not permitted at school.
14. Pants and shorts must be worn at the waist.

15. Clothing made of transparent fishnet fabric or clothing that exposes the chest, abdomen, genital area, or buttocks are not allowed.
16. Tank tops are not permissible.

Tattoos and Body Piercings

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

Final Judgment of Clothing/Consequences

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

1. The teacher who feels a student does not meet the dress code standards will e-mail the building principal and secretary.
2. The principal and secretary will keep record of the occurrence.
3. The principal and secretary will contact a Student Council officer and ask them to approach the student in question
 - a. All contact regarding the dress code will occur through e-mail.
 - b. Officers will check their e-mail every hour.
 - c. The Student Council officer contacted will be of the same gender as the student in question.
4. Once the officer has received an e-mail, they will approach the student in a non-confrontational manner, away from other students. Students will not be taken out of class (i.e. students will be approached in the hallways or at lunch)
5. The student will be asked to either have clothes brought to them, change into clothes they already have available at school, or change into his or her PE clothes.
6. After having three or more instances of not meeting the dress code standard, the student in question will be called to the office for further disciplinary action including detention, in-school suspension, and/or out-of-school suspension.

Cross Reference: PRESS 7:160, Student Appearance

6.30 – Student Discipline

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, 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 project under Ashley's Law).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - i. that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
 - ii. about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one:
 - i. that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or
 - i. about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to:
 - i. ingest, inhale, or inject cannabis or controlled substances into the body;
 - ii. grow, process, store, or conceal cannabis or controlled substances.

- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 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.
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.
23. Social Media or Texting/Off Campus Behavior: Engaging in any activity on or off campus including without limitations, the use of any of any computer or cell phone whether such device is located on or off campus, that (a) poses

- a threat or danger to the safety of other students, staff, or school; (b) constitutes an interference with school purposes or an educational function; (c) is disruptive to the school environment; or (d) is in violation of any upholding guideline or rule stated in the handbook
24. Any threat that endangers the school or safety of the school building, staff, or students.

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

1. on the student’s person
2. contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile
3. in a school’s student locker, desk, or other school property
4. at any location on school property or at a school-sponsored event
5. in the case of drugs and alcohol, substances ingested by the person.

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

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

When and Where Conduct Rules Apply – The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
 - a. be a threat or an attempted intimidation of a staff member;
 - b. endanger the health or safety of students, staff, or school property.

Disciplinary Measures – School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Tardy Policy – All students are to be in place of their activity before the bell rings marking the beginning of that activity. There is ample time for students to go from one activity to the next by way of their lockers, but does not permit loitering and talking with friends in the corridor. Habitual tardiness will not be tolerated and will be dealt with

appropriately. Students who arrive late to school need to report to the office. The following is the discipline procedures for Windsor Jr./Sr. High School per quarter.

1 st tardy to class or school	no consequence
2 nd , 3 rd , 4 th tardy to class or school	detention each occurrence
5 th , 6 th , 7 th tardy to class or school	1 day ISS per occurrence
8 th tardy and beyond	3 days ISS per occurrence

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

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

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

1. wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or
2. use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;

3. request any person to pay protection or otherwise intimidate, harass or threaten any person;
4. commit any other illegal act or other violation of district policies,
5. or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Cross-references:

PRESS 7:190, Student Discipline

PRESS 7:190-AP2, Gang Activity Prohibited

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

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

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

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or

conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

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

Complaint Managers:

Jennifer Bridges	Erik Van Hovel
Name	Name
1424 Minnesota, Windsor, IL 61957	808 Wisconsin, Windsor, IL 61957
Address	Address
(217) 459-2636	(217) 459-2636
Phone Number	Phone Number
bridgesj@windsorcusd.org	vanhovelne@windsorcusd.org
Email Address	Email Address

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

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

Cross-references:

PRESS 7:20, Harassment of Students Prohibited

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

PRESS 7:190, Student Discipline

PRESS 2:260, Uniform Grievance Procedure

6.45 – Sexual Harassment & Teen Dating Violence Prohibited

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

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

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

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:

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

Complaint Managers:

Jennifer Bridges
Name
1424 Minnesota, Windsor, IL 61957
Address
(217) 459-2636
Phone Number
bridgesj@windsorcusd.org
Email Address

Erik Van Hovel
Name
1424 Minnesota, Windsor, IL 61957
Address
(217) 459-2636
Phone Number
vanhovelne@windsorcusd.org
Email Address

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

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

6.50 – Cafeteria Rules [Jr./Sr. HS-Closed Lunch]

Lunch Rules

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

Cafeteria Rules

- 1. Students shall not save seats for other students.
- 2. Loud talking, yelling, screaming, and other disruptions are prohibited.
- 3. Students shall not throw food, drinks.
- 4. Students shall not trade food.
- 5. Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to

use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.

6. Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
7. Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
8. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.

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

Drinks brought from home are restricted to student lunches and must be consumed during lunch hour. Only water purchased from school is allowed in classrooms unless a student's IEP or 504 specifies differently.

6.60 – Field Trips

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

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

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework, must be passing all courses;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.
6. Students who are out-of-school suspended are not allowed to attend any field trips for the remainder of the school year.
7. Students who are not in attendance on the day before a field trip are not eligible to attend the trip unless the student has prior permission from the building principal.

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

6.70 – Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Cross-references:

PRESS 7:140, Search and Seizure

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

6.80 – Student Use of Electronic Devices

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

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

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

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

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

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

Cell Phones: Cell phones are to be out of sight or in the cell phone caddy unless a specific teacher allows usage as an educational tool. Failure to do so will result in confiscation of the phone. Students in grades 10,11,12 can use cell phones during

lunch hour. Cell phone privileges can be taken away as communicated by the building administrator.

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

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

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Cross-references: PRESS 7:190-AP5, Student Handbook, Electronic Devices
--

7.10 – Internet Acceptable Use

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
5. Use of the School District’s email system constitutes consent to these regulations.

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

7.20 – Guidelines for Student Distribution of Non-School Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.

5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

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

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

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

Cross Reference:
PRESS 7:310, Restrictions on Publications

8.10 – Search and Seizure

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. 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.

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

9.10 – Extracurricular Athletic Activities Code of Conduct

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

Eligibility rules will be the same for both schools.

Weekly Eligibility – Grades will be checked on each Thursday at 3:30. Eligibility runs from Monday-Saturday of each week. Any subject receiving an F by 3:30 on each Thursday, that student will be ineligible for the following week. Any athlete who has been deemed ineligible will not be allowed to practice or attend athletic events for that week. Students who are ineligible for three weeks during a sporting season will be removed from the sport.

Quarter Eligibility – Athletes must maintain a C- average from all combined subjects in order to be eligible for the start of the next quarter. If a student's average is below a C- average at the end of the quarter, they will be determined ineligible and will sit out the following week. Any subject receiving an F at the end of the quarter will result in the student being ineligible for the following week. Any athlete who has been deemed ineligible will not be allowed to practice or attend athletic events for that week.

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.

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

Code of Conduct

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

365 Drug and Alcohol Policy

Student athletes and participants are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Stewardson-Strasburg Community Unit School District #5A and Windsor Community Unit School District #1. All cooperative HS Activities/Sports offered through the agreement are subject to this policy.

When this Extra-Curricular Code is in Effect

The rules set forth in this Extra-Curricular Code:

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

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

1. Violation will be written by the Coach, Sponsor or Athletic Director.
2. Copies will be sent to:
 - a. Athletic Director
 - b. Head Coach/Sponsor
 - c. Principal
 - d. Superintendent
 - e. Guidance Counselor
 - f. Parent/Guardian
3. The written violation notice will contain:
 - a. The violation
 - b. Time and date
 - c. Nature of punishment

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

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

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

Violation 1

The individual has the following consequence:

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

Violation 2

The individual has the following consequence:

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

Violation 3

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

Additional Rules and Regulations – Note: Offenses of the extra-curricular code will be of a cumulative nature. These rules will carry over the entire high school career of a program participant. Junior High school students will not carry over to the high school. However, an eighth grade student will assume high school status immediately following promotion from eighth grade. Also, these rules and regulations apply during 24 hours per day, 7 days per week, and 365 days per year. *Community service activities must come from a pre-approved list of activities available in the grade school and high school offices. Prohibited serious offenses include, but are not limited to the following:

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

Important Note – The above **Code of Conduct** deals specifically with athletics, but it is to be considered as the **Code** for **ALL** activities covered by this agreement where students are in competition and representing the Stewardson-Strasburg and Windsor

School Districts. This **Code** was made to inform the student and the parents of what is expected of the student when he/she wishes to participate in athletics and or athletic related activities in the Stewardson-Strasburg and Windsor School Districts. It is the responsibility of each coach to cover the **Code** thoroughly with his/her squad before the first practice.

Additional Participation Rules and regulations:

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

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

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

Any student that is not able to or chooses not to dress for or participate in P.E. during the school day will not be allowed to participate in any sports activities sponsored by the school unless special permission is granted by the administration.

Athletic Fees

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

9.20 – Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as **less than 21 years of age**. Students who are not in attendance on the day before a school-sponsored dance are not eligible to attend the dance unless they have prior permission from the building administrator.

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

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

Cross-references:
PRESS 6:190, Extracurricular and Co-Curricular Activities
PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities

9.30 – Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois’ Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District’s return-to-play and return-to-learn protocols.

Cross Reference:
PRESS 7:305, Student Athlete Concussions and Head Injuries

10.10 – Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

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

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

Cross Reference:
PRESS 6:120, Education of Children with Disabilities

10.20 – Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor

procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

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

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

10.30 – Exemption From PE Requirement [3-HS]

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

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

10.40 – Certificate of High School Completion [HS]

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Cross Reference:
PRESS 6:300, Graduation Requirements

10.50 – Access to Classroom for Special Education Observation or Evaluation

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

child. For further information, please contact the school principal.

Cross Reference:

PRESS 6:120, Education of Children with Disabilities

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

10.60 – Related Service Logs

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

11.10 – Student Privacy Protections

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

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

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

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

1. Political affiliations or beliefs of the student or the student’s parent/guardian.
2. Mental or psychological problems of the student or the student’s family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student’s parent/guardian may inspect the survey or evaluation upon, and refuse to

allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

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

Cross-References:

PRESS 7:15, Student and Family Privacy Rights

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

11.20 – Student Records

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

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

1. The right to inspect and copy the student’s education records within 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 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 removal from the student’s academic transcript one or more scores received on college entrance examinations.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student’s academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance

examination that is the subject of the request and the dates of the scores that are to be included. A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be send to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and

challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:
 - a. Name
 - b. Address
 - c. Gender
 - d. Grade level
 - e. Birth date and place
 - f. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - g. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - h. Academic awards, degrees, and honors
 - i. Information in relation to school-sponsored activities, organizations, and athletics
 - j. Major field of study
 - k. Period of attendance in school

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

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students’ names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.
8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Cross-reference:
PRESS 7:340, Student Records

11.30 – Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student’s parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Cross-reference:
PRESS 7:340, Student Records

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

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

Cross-reference:
PRESS 7:340-AP, Student Records

12.20 – Standardized Testing

Students and parents/guardians should be aware that students in grades 7, 8, and 11 will

take standardized tests issued by the State of Illinois. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

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

Illinois Assessment of Readiness (IAR)

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

Illinois Science Assessment (ISA)

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

PSAT 8/9

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

PSAT 10

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

SAT

The SAT is a college entrance exam mandated by the State for public school students in 11th grade. It assesses reading, writing and language, mathematics, and essay-writing. This test will take approximately 4 hours. Results are available upon release of records from the State.

MAP Test

The MAP test is an assessment given by the District to 7th-11th grade students to measure growth and performance in the areas of mathematics, reading, and language arts. This test is given in one school day three times a year. Results are immediate upon completion of the tests.

Armed Services Vocational Aptitude Battery (ASVAB)

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

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

12.30 – Homeless Child's Right to Education

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

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

Assistance and support for homeless families includes:

1. Educational organizations and schools
2. Food bank and meal programs
3. Local service organizations (Goodwill, Salvation Army, etc.)
4. Family shelters
5. Medical services
6. Other support
- 7.

Cross-References: PRESS 6:140, Education of Homeless Children PRESS 6:140-AP, Education of Homeless Children
--

12.40 – Family Life & Sex Education Classes

Students will not be required to take or participate in any class or course in comprehensive sex education including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

Cross-References:

PRESS 6:60-AP, Comprehensive Health Education Program

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

12.60 – English Learners

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

Parents/guardians of English Learners will be:

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

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

Cross Reference:

6:160, English Learners

12.70 – School Visitation Rights

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

Cross-References:

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

12.80 – Pesticide Application Notice

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

Superintendent, 1424 Minnesota, Windsor, IL 61957.

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

Cross-Reference:

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

12.90 – Mandated Reporter

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

Cross Reference:

PRESS 5:90, Abused and Neglected Child Reporting

12.100 – Unsafe School Choice Option

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

12.105 – Student Privacy

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

12.110 – Sex Offender Notification Law

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

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

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

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

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

12.120 – Violent Offender Community Notification

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

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

Cross Reference:

PRESS 4:175-AP1,E1. Informing Parents/Guardians About Offender Community Notification Laws

12.130 Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional

information, see handbook procedure 12:20.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at <https://windsor.k12.il.us/district/>.

IV. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100.

V. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12:105.

VI. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60

VII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30.

For further information on any of the above matters, please contact the building principal.

Instructions for Accessing Board Policies

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

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

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

Wellness Policy

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

Grading System

Our system of grading is by letters; “A” standing for superior work as measured by achievement, industry, and attitude. The “A” student does more than is required and is an asset to the class. “B” denotes very good work, above the average. “C” represents average work. “D” is poor but passing. “F” denotes a failing grade. **Extra effort to succeed may be considered by individual teachers and could result in higher grades.**

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

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

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

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

Report cards will be issued at quarter intervals. Additional mid-term reports will be issued to students who receive D or F grades. Teachers' comments on students' attitude, study habits, citizenship, etc., may be recorded on the report card.

Semester Exam

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

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

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

Seniors may leave 8th hour if they have at least a B average across all of their classes and do not need the 8th hour class offered toward graduation or college credit. Teachers may request a senior who has lower than a B in their class to stay 8th hour to get extra assistance on assignments regardless of having a B average or higher. Students must check in with the office before leaving. This privilege may be taken away at any time.

Health Occupations/Career Academy

Students are required to pay a \$500.00 fee. Students must maintain a "C" average in all classes. Result of lower than a "C" average is termination from the class with no credit earned, loss of deposit and reenroll in classes at Windsor Jr./Sr. High School. Student must maintain 90% attendance rate at school. Health Occupations and Career Academy receives 2 class credit hours.

Clubs and Organizations

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

Jobey Dunscomb Chapter of the National Honor Society: The procedure and rules regarding selection must be fair, nondiscriminatory, consistently applied, and written for public dissemination. Schools are not obligated to share information concerning non-selection of specific students with parents and students. According to legal counsel for the National Association of Secondary School Principals, no constitutional due process

requirements apply in non-selection cases. Neither the National Council nor the NASSP shall review the judgment of the faculty council regarding selection of individual members to the local chapter. Following are the current selection rules:

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

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

Senior Trip

Each year graduating seniors will take a class trip which must include a visit to Washington D.C. To be eligible to go on the trip, each class member must raise his/her share of the money. Starting with the Class of 2024, grades 9-12 students will raise at least 200 points each year for a total of 800 by January 1st of their senior year. Classes of 2021-2023 will raise at least 150 points each year, for a total of \$600.00 by January 1st of their senior year. Students do have the option of paying \$600.00. A point system will be used to determine who is eligible for the trip. Each student will receive one point for every dollar of profit he/she raises. Each student must earn 150 per year. A student who does not raise 150 points each year will not be eligible for the trip. Students will be allowed to purchase points. All money collected and earned by the class becomes property of the class. All money owed to the class is due by February 1 of that school year. Students who miss the class trip are not entitled to any reimbursement.

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

Asbestos

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

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

CROSS REF: 2:150, 7:150

Library

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

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

Substance abuse is a common occurrence in our society and community, which can endanger the welfare of students who participate in competitive extracurricular activities and of students who drive to school requiring adherence to various health and safety standards. There is great concern regarding the increase in substance abuse taking place within the community. Students who avail themselves of the privilege of participating in competitive extracurricular activities and those who exercise the privilege of driving to school within the Windsor Community Unit School District # 1 act as representatives of the District, and are viewed as leaders within the community.

To protect the health and safety of students engaging in competitive extracurricular activities, students who drive to school, and students with whom students engaged in competitive extracurricular activities and students driving to school, as well as to insure that student leaders and District representative maintain high standards of conduct, it is the policy of the District to require that students submit to random drug testing as a condition of participation in competitive extracurricular activities and as a condition of being able to drive to school. The Administration shall establish rules and regulations implementing this policy.

Nothing in this policy precludes administering a drug test to a student participating in competitive extracurricular activities or a student who drives to school, based on reasonable suspicion that the student is violating the Board of Education's policy prohibiting drug use. Any drug test on the basis of reasonable suspicion conducted shall be performed in accordance with the test procedures specified in the rules implementing this policy. Positive tests based on reasonable suspicion may result in consequences under the Student Discipline Code as well as under the Extracurricular Code of Conduct.

Legal References:

Bd. of Educ. of Indep. School Dist. No. 92 v. Earls, 122 S. Ct. 2559 (2002).
Joy v. Penn-Harris-Madison School Corp., 212 F. 3d 1052 (7th Cir. 2000)
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir. 1998), cert. denied 119 S.Ct. 68 (1998).
Vernonia School Dist. 47 J v. Acton, 515 U.S. 646 (1995).
Schail by Kross v. Tippecanoe County School Corp., 864 F.2d 1309 (7th Cir. 1988).

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

I. Purposes

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

II. Definitions

A. Competitive Extracurricular Activities include the following: HS Baseball, HS Boys' Basketball, HS Girls' Basketball, HS Dance, HS Golf, HS Softball, HS Track, HS Volleyball, HS Cheerleading, HS FFA, HS Scholastic Bowl, HS Academic Competitions, HS Special Olympics, JH Baseball, JH Boys' Basketball, JH Girls' Basketball, JH Softball, JH Volleyball, JH Cheerleading, JH Track, JH Scholastic Bowl, JH Academic Competitions, JH Special Olympics

Competitive Extracurricular Activities do not include graded courses and classes or activities for which academic credit is receive.

B. Prohibited Substances are substances that are prohibited under the District's Parent/Student Handbook listed under "Prohibited Student Conduct" (Student Discipline 6.30).

C. Students, for the purposes of this policy, mean students who participate in competitive extracurricular activities and student who drive to school.

D. Reasonable Suspicion is a reasonable belief that a student is violating a school rule regarding the possession or use of drugs or alcohol, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the student. The observations may relate to the chronic and withdrawal effects of controlled substances.

III. Consent

All students, and parent(s) or legal guardian(s) of minor students, must sign the

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

IV. Testing Protocols

- A. The District shall select a qualified testing facility and comply with the testing protocols of the selected facility.
- B. The selected laboratory will provide training and direction to those who supervise the testing program, set up the collection environment and supervise chain of custody of the specimens.
- C. After it is collected and turned over to the testing laboratory, each specimen will be tested for the presence of prohibited substances.

V. Testing Procedures

- A. Students participating in competitive extracurricular activities and students who drive to school will be subject to random testing for drug use throughout the school term. Students will not be given advance notice of the drug test.
- B. Each student will be assigned a number. The principal or the principal's designee will select up to 20% of the students from time to time for drug testing.
- C. Each student selected will be required to provide a urine sample according to the quality control standards and policy of the laboratory conducting the urinalysis. The designated monitor will escort the student to the collection site. The student selected will not be allowed to go to his/her locker prior to testing.
- D. Before submitting a specimen, the student will fill out, sign, and date any form which may be required by the testing laboratory. The form shall state that if a student chooses, he/she may notify the laboratory

administrator of any medications legally prescribed for the student in the preceding thirty (30) days, or of other circumstances which may affect the results of the test. The parent(s)/guardian(s) shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the laboratory in a sealed and confidential envelope and shall not be viewed by District employees.

- E. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed on the bottle.
- F. The monitor will escort each student to a private restroom. Each student will be instructed to empty their pockets and to wash his/her hands. The student will enter the private restroom by himself/herself to provide the specimen. The toilet will contain a colored dye so the water cannot be used to dilute the sample. The monitor will wait outside of the private restroom with the door closed. When finished, the toilet is not to be flushed until the specimen is given to the monitor. The monitor will verify the normal warmth and appearance of the specimen.
- G. Selected students will remain at the collection site until each student has produced an adequate specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told that he/she is no longer eligible to participate in competitive extracurricular activities and no longer permitted to drive and park at school. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
- H. After the student has produced a specimen, lab personnel will seal and transport the specimen to the laboratory. The student will sign a form stating that the specimen has been sealed. The seal may be broken only by the laboratory personnel testing the specimen.
- I. A specimen will be deemed invalid if its seal is tampered with or broken after leaving the student's possession and before arriving at the lab. The student will be requested to provide a second specimen as soon as

possible. The student will remain eligible for competitive extracurricular activities and will be permitted to drive to and park at school pending completion of testing.

- J. For retesting purposes pursuant to section VII.B of this Policy, the unused portion of a specimen that tests positive shall be preserved by the laboratory for a period not exceeding six months.

VI. Confidentiality

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

VII. Notification of Test Results

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

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

VIII. Consequences

A. 1st Offense:

- 1. Miss 1/3 of the contests and complete counseling (5 hours) and community service (10 hours).
 - a. If you do not complete the requirements you cannot participate in any other activity.
 - b. Individuals cannot go out for a sport that they have never played before, unless you are a freshman, to complete requirements.
 - c. Individuals must participate in all practice activities, attend all games and pay all fees while serving suspension for athletics.
- 2. The student will be suspended from driving to school and parking at school for thirty (30) calendar days.
- 3. The student will be required to participate and complete, at the student's expense, in a school-selected drug assistance program.

B. 2nd Offense:

- 1. Suspended from extra-curricular activities for one year with counseling (10 hours) and community service (20 hours).
 - a. Suspension of 1 calendar year is from the date of enforcement of the penalty.
- 2. The student will be suspended from driving to school and parking at school for sixty (60) calendar days.
- 3. The student will be required to participate and complete, at the student's expense, in a school-selected drug assistance program.

C. 3rd Offense and Subsequent Offences:

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

2. The student will be suspended from driving to school and parking at school for one calendar year.
3. The student will be required to participate and complete, at the student's expense, in a school-selected drug assistance program.

IX. Financial Responsibility

- A. The District will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow up drug tests necessitated by an invalid specimen.
- B. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student and/or parent(s)/guardian(s).

X. Compliance with Other Rules

- A. Rules issued by athletic associations, school sponsored organizations, or other entities which regulate the Windsor CUSD #1's competitive extracurricular activities shall be enforced in conjunction with this policy. Any student who violates a rule or requirement as a member of a team or an activity will be subject to the consequences as defined in the applicable rules.