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General Information

This handbook is a summary of our 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 http://www.winnebagoschools.org/district/schoolboard/policy or at the Board office, located at:

304 East McNair Road
Winnebago, Illinois 61088

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

Heather Dunaway, President
James Gray, Vice-President
Melissa Thomas, Secretary
Duane Lovett, Treasurer
Cali Oberbroeckling, Board Member
Jon Strutzenberg, Board Member
Jessica Cowman, Board Member

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

John Schwuchow, Superintendent
Ben Powers, Winnebago High School, Principal
Daniel Lemke, Winnebago High School, Assistant Principal
Patrick Brûlé, Activities Director
Cathy Finley, Winnebago Middle School, Principal
Jeannette Mingus, Winnebago Middle School, Assistant Principal
Sean Monahan, Jean McNair Elementary Principal
Heather Baker, Dorothy Simon Elementary Principal
Ginnie Cunningham, Director of Student Services
Staci Thompson, Curriculum Director

The schools are located and may be contacted at:

Winnebago High School
200 E. McNair Road
Winnebago, IL 61088
815.335.2336

Winnebago Middle School
407 N. Elida Street
Winnebago, IL 61088
815.335.2364

Jean McNair Elementary School
304 E. McNair Road
Winnebago, IL 61088
815.335.1607

Dorothy Simon Elementary School
309 S. Benton
Winnebago, IL 61088
815.335.2318

Winnebago District Office
304 E. McNair Road
Winnebago, IL 61088
815.335.2456

School and district report cards are available at the district website or a paper copy may be made available upon request by contacting the District Office.

Visitors

All visitors during the school day, when students are present, must enter through the main office and present a valid identification to be registered as an official school visitor. Once registered, visitors will be provided with a name tag that must be worn at all times while in the building. 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 by telephone or email 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. Any person wishing to confer with a staff member should contact the staff member to make an appointment. Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular activities/events.

Cross Reference:
School Board Policy 8:30, *Visitors to and Conduct on School Property*

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 or any other legally protected category.
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 the building principal.

Cross References:
School Board Policy 7:10, *Equal Educational Opportunities*
School Board Policy 2:260, *Uniform Grievance Procedure*

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.

School Volunteers

All school volunteers must complete the "Volunteer / Chaperone Application 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:
School Board Policy 6:250, *Community Resource Persons and Volunteers*

Invitations & Gifts

For grades PreK-5, party invitations or gifts for classmates must not be brought to school to be distributed, unless the entire class is invited. These items are of a personal nature and should be distributed outside of school.

Birthday Treats

For grades PreK-5, students may bring treats to school to celebrate their birthday. Please note, treats must be commercially prepared and not "homemade", with a list of ingredients displayed so the school nurse can inform the teacher of potential allergens/other health concerns or impacts. Parents should not feel obligated to bring a treat; it is completely optional. In order to create the least amount of confusion, please send something that is easy to eat. Gum is not an appropriate treat. If you choose to send a treat, please contact the teacher beforehand in order to determine an appropriate time for the treat to be distributed and to avoid multiple treats on the same day.
Simon Elementary School requires that birthday treats must be individually wrapped and store bought (i.e. individual bags of goldfish, Little Debbie snacks, fruit snacks, etc.)
McNair Elementary School allows both individually wrapped, store bought items as well as donuts, cookies and cupcakes.

Emergency School Closings

Should weather or some other unexpected circumstances may require the school to be closed or the students dismissed early, the information will be broadcast over television via: WREX -- channel 13-television station, WTVO – channel 17, and WIFR – channel 23. Also, the information will be posted on the district Facebook page and the district website. In addition, the district will use our school emergency calling system to make phone calls to parents making them aware of the circumstances.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses 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:
School Board Policy 4:110, *Transportation*

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:
School Board Policy 8:70, *Accommodating Individuals with Disabilities*

Medicaid Data Release – Special Education Students Only

If your child receives special education services and is also Medicaid eligible, Winnebago CUSD #323 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If your child receives special education services, is Medicaid eligible and you approve of the release of information to Medicaid, do nothing.

If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to the *Director of Special Education at the Winnebago County Special Education Cooperative, 11971 Wagon Wheel Road, Rockton, Illinois 61072.* Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has no impact on your child's or your family's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

a) decrease lifetime coverage or any other public insurance benefit,
b) result in the family paying for services that would otherwise be covered by Medicaid,
c) increase your premiums or lead to discontinuation of benefits or insurance, or
d) result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

Elementary After School Care

Elementary After School Care (grades K-5) is provided by the YMCA of Rock River Valley until 5:30pm. Information for registration, programming and related fees for this program can be found on the YMCA website:

CLOSED CAMPUS POLICY

All Winnebago School District campuses are closed campus buildings. Students may not leave campus without a parent/guardian signing them out. In special cases, a student may be released with a parent/guardian phone call requesting that their child be released, or an administrator may grant approval. Students who leave campus without a parent signing them out and/or without administrative permission will be considered "out of bounds" and "absent-unexcused".

Students at the High School **MAY** earn the privilege of participating in an open campus during lunch/Pride Time. These students will be required to exit through High School building doors only, and will be required to re-enter the building through **Door A at the main office of the High School**. Any student who is found to be engaging in less than appropriate behaviors while participating in an Open Campus opportunity will be subject to losing that privilege. Any student who arrives late back to school from an Open Campus opportunity may also be subject to losing that privilege. Students must qualify for the privilege of participating in Open Campus; students are responsible for checking their qualification prior to signing out and leaving the building.

Attendance

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

Truancy

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $1500.00. Chronic or habitual "truant" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. 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, can be subject to expulsion from school.

Student Absences

Winnebago recognizes two types of absences: excused and unexcused.

Excused Absences

Excused absences include: (up to 5)-illness/mental health days, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health—physical, mental, or emotional, attending a military funeral to sound TAPS (grades 6-12 only), or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. Students are allowed one day-long excused absence per school year for the purpose of attending a civic event.

Students who need to leave the school, due to an excused reason, must first receive permission to do so from the school nurse and/or building administrator. Contact must be made with the school nurse and/or building administrator prior to parent/guardian arrival.

Unexcused Absences

An unexcused absence is for reasons not meeting the requirements of the excused or explained provisions. After using 5 excused illness/mental health absences, further absences may be considered unexcused without proper documentation. For students in grades 6 through 12, if an absence is unexcused, assignments and assessments that were missed will be marked as a zero unless students receive approval from their administrator.

Some reasons for absence that are unexcused according to state and/or local regulations are as follows:

Car trouble	Gainful employment	Missing the school bus
Babysitting	Birthdays	Obtaining a drivers license
Oversleeping	Hair appointments	Trips not approved
Photography sessions	Shopping	Job interviews
Absences not verified by parent call	Leaving school without permission	Leaving assigned area without permission

The school may require documentation explaining the reason for a student's absence. After missing 5 days of school per school year a student may be required to provide a doctor's note verifying illness for future absences to be excused.

In the event of any absence such as sickness or a doctor's appointment, the student's parent or guardian is required to call the school 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. Parents are required to provide current contact information to support parent/school communication regarding student safety and welfare.

Dorothy Simon Elementary School	815.335.2318
Jean McNair Elementary School	815.335.1607
Winnebago Middle School	815.335.2364
Winnebago High School	815.335.2336

Cross Reference:
School Board Policy 7:70, *Attendance and Truancy*

Explained Absence/ Prior Clearances

Explained absences (prior clearance) constitute a student absence with the knowledge and consent of the parent but not meeting the "valid cause" requirements of the Illinois School Attendance Law. The primary absence in this category would be a parental trip or vacation. Except where extenuating circumstances are present, these absences should be arranged in advance with written notice to the school office. Explained absences will include family trips and events such as "Take Your Child to Work" day **and may account for no more than 5 days in a school year**; up to 5 explained absence days each school year will be considered 'excused' absences. Make up of work missed during this absence is permitted at full credit but the responsibility for such make up is on the student. Students will be given at least 1 day for every explained absence day missed in order to complete missed work, provided they have met all requirements. "College Visit Days" only apply to twelfth grade students, and individual exceptions may apply upon contact with the high school principal.

The office must approve explained absences at least one day in advance of the absence with written notice from the parent/guardian if the student is to be gone for more than three class periods. Planned absences during the last week of the grading period are discouraged.A prior clearance form must be picked up from the office in advance of the absence. Failure to complete the appropriate procedure will result in denial of the request and/or the absence recorded as unexcused. Students may use up to two of the five allotted Explained Absence school days to attend college visits, and will need to provide verification upon return from the college(s) they visited in order to have their absence approved.

Teachers are not required to spend extra time outside of the regular day for make-up due to an explained absence. This should be considered when deciding whether or not to take an explained absence.

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:
School Board Policy 7:80, *Release Time for Religious Instruction/Observance*

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who have been suspended will be allowed the number of school days they missed due to suspension to make up any missing assignments, quizzes, and/or tests. The student is responsible for obtaining assignments from his/her teachers. **Students who miss school due to an unexcused absence may also lose a percentage of a multi-day/long term**

project's/assignment's final score--as they were unable to participate, receive group and/or teacher feedback, and were unable to be a productive member of the class/group that day.
*Late work policies will be determined by individual departments and/or teachers; see your teacher with questions regarding late work.

Cross Reference:
School Board Policy 7:70, *Attendance and Truancy*

Tardies

A student who is not in their designated area by the time the bell has completed ringing will be marked tardy. For every three tardies accumulated, the student will receive a referral. If a student continues said tardiness, more severe consequences may ensue; this may include the student being placed on academic probation, which may result in exclusion from extra-curricular participation.

Cross Reference:
School Board Policy 7:70, *Attendance and Truancy*

Grading & Promotion

School report cards will be available at the end of each grading period. Beginning in third grade, students' grades are available online through Infinite Campus. 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. Graduation/Promotion ceremonies and other related activities are considered as privileges; student participation in these activities may be withheld by administrative decision due to circumstances such as--but not limited to: outstanding discipline concerns, and timely completion of graduation/promotion requirements. All outstanding fines and fees are expected to be paid prior to graduation/promotion.

Cross Reference:
School Board Policy 6:280, *Grading & Promotion*

Academic Advancement – Winnebago Middle School

To move to the next grade level (6th to 7th, 7th to 8th, and 8th to 9th), a student must pass all semesters of coursework taken with at least 60% proficiency in each course. If a student fails a course in the first semester, they will remain in that course for the second semester, (in the event it is a year long course), but will be required to complete specific coursework during the second semester or the following summer (time to be determined by the administration) to demonstrate required proficiency. If a student fails a course in the second semester, they will be required to complete specific coursework during the following summer to demonstrate required proficiency. Any changes to this plan require administrator, teacher and parent approval.

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.

Home and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. A notification from a treating physician is required. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.
A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.
For information on home or hospital instruction, contact the school office.

Cross Reference:
School Board Policy 6:150, *Home and Hospital Instruction*

High School Graduation Requirements

*See Winnebago High School Course Description Handbook for detailed information.
Students not attending Winnebago High School in person and/or are not earning a Winnebago High School Diploma, will also not participate in the Senior Graduation Ceremony.

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. When the student, parent, or guardian pays for a fee, fine and/or charge, and the payment process shows insufficient funds from the bank, the student, parent, or guardian is expected to reimburse the school and/or district for the bank penalty, including the initial fee, fine and/or charge. 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. ***Note that in order to participate in extracurricular activities, students must first have all fees/fines paid in full.**

Instructions for Application of Waiver of Fees

- Only one application per family.
- A new application must be completed each school year.
- Applicants are responsible for all fees incurred prior to approval.
- Waived amount only to apply from approval date
- Families must submit an application for the free and reduced lunch (meal) program

Fees for textbooks, basic instructional materials, driver education and other instructional fees are waived for students who meet eligibility criteria for a fee waiver as described in this policy.

This application for a school fee waiver is completely independent from the District process for determining eligibility for free meals. The information from the free lunch (meals) application must be provided for your application of waiver of fees to be considered. Submit the completed application and income verification documents to the district office.
Winnebago CUSD 323 may grant a waiver of fees when one or more of the following factors resulted in the loss or reduction of family income: (a) illness in the family; (b) unusual expenses caused by fire, flood, storm, etc.; (c) seasonal employment; (d) emergency situation; or (e) one or more parent/guardian is involved in a work stoppage.
Only one application is needed per household provided all current students are listed on the application. A new Application Form of Waiver of Fees must be submitted at the beginning of each school year.
REAPPLICATION: You may apply for a fee waiver at any time during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed or receive state public aid, SNAP or TANF for your children, fill out an application at that time.
You will be notified by mail when the application is approved or denied.

Cross References:
School Board Policy 4:110, *Transportation*
School Board Policy 4:140, *Waiver of Student Fees*
School Board Policy 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*
School Board Policy 4:140-E1, *Application for Fee Waivers*
School Board Policy 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

School Breakfast & Lunch Program

Breakfast may be available before school. Hot lunch is available at all schools. A student may bring a sack lunch from home or may purchase a school lunch. A positive balance needs to be on a student's lunch account in order to purchase a hot lunch.

Free or reduced price meals are available for qualifying students. For an application, contact the district office or the main office at your student's school building.

Cross Reference:
School Board Policy 4:130, *Free and Reduced-Price Food Services*

Bus Conduct Policy and Discipline Procedures

Section 1: Transportation Conduct Policy

It is the intention of Winnebago Community Unit School District #323 to operate a safe and efficient transportation system for all eligible riders. This intention can best be achieved through a uniform behavior and discipline policy. Therefore, the following rules and discipline procedures will be strictly enforced.
All student behaviors that cause or may cause a safety concern for passengers, the driver, pedestrians, or other drivers may result in suspension from the school bus.
All students should assume they are being videotaped while riding a District #323 bus. Our buses are equipped with cameras and are randomly selected for viewing. We also monitor the buses where behavior problems are a concern. These tapes may be used for disciplinary

purposes or referral to law enforcement for possible criminal charges. Riding a school bus is a privilege, not a right. Therefore, this privilege can be revoked for recurring unsafe and/or disruptive behavior.
Due to the fact that most of our buses are transporting students from different grade levels, and these students are within a wide range of developmental stages, we keep in mind that behavioral expectations may vary according to the child. Therefore, we reserve the right to take the specific needs of the child into consideration when applying discipline.

General Rules

1. The bus driver's instructions are to be followed at all times. This will promote an orderly and safe environment.
2. Students must use their Bus ID card to log their entrance and exit of the school bus as an important safety procedure.
3. The driver may assign seats and/or seatbelts. In cases of permanent assignment, a seating chart will be kept in the driver's on-bus folder and in the Transportation office.
4. Students shall not bring on-board the school bus any item that could be disruptive or interfere with the safety of students. The driver will be the first line of discernment.
5. Students shall not bring on-board any large item that interferes with the proper seating or evacuation of bus riders. This includes large musical instruments (drum, keyboard, tuba, etc), large school projects, athletic equipment, etc. Permission can be granted at the discretion of the driver or the Transportation office, but must be obtained prior to boarding the bus. If the item interferes with seating or safety, the parent/guardian will be responsible for transporting the item.
6. The custodial parent/guardian shall be held liable for any vandalism committed by their child and shall be required to make restitution.
7. Students shall ride only their assigned bus and shall not board or depart the bus at any stop other than their regularly assigned stop. Emergency changes must be approved, in writing, by the school principal/designee, or verbally by the Transportation Dept/designee.
8. Bus stops are extensions of the bus. All behaviors that are unacceptable on the bus or on school grounds are unacceptable at the bus stop. Disciplinary actions for infractions, which occur at a bus stop, will be handled as though they occurred on the bus or any other district property.
9. The mere fact that a student can be disciplined for behavior at a bus stop does not give rise to liability by the district nor is it intended that the district is responsible to supervise riders at a bus stop. Ultimately, parents are responsible for their child's behavior prior to the arrival of the bus and after the bus departs when they are dropped off.
9. Suspension from district transportation does not negate the student's obligation to attend school. It is the responsibility of the custodial parent/ guardian to provide transportation during a suspension from district transportation. Students unable to attend school due to lack of transportation may complete make up work in accordance with District policy.
10. The custodial parent/guardian may appeal a bus suspension or other disciplinary action by contacting the Transportation office. Students will not be permitted to ride district transportation while awaiting the outcome of a transportation suspension appeal.
11. The School Board of C.U.S.D.#323 recognizes that the student transportation policy must be construed to be consistent with the Individuals With Disability Education Act ("IDEA") and Section 504 of the Rehabilitation Act ("Section 504"). Students eligible for services under the IDEA or Section 504 will be disciplined in accordance with these Acts.

Bus Stop Procedures

Arrive at least five minutes early.
Stay off the road.
Wait for the bus to come to a complete stop.
Line up and board in an orderly fashion.
Respect private property (lawn, mailbox, etc.)

Seating Procedures

Go directly to your seat without disturbing others.
Always sit facing forward.
Remain seated until the bus comes to a complete stop.

Section 2: Transportation Discipline Policy

The Transportation Office will forward copies of Disciplinary Forms to the appropriate school official/designee who will handle all discipline. School administration reserves the right to suspend transportation to a student if any of the Bus Stop, Seating Procedures and/or General Rules in Section 1 are violated resulting in a disruption and/or safety concern. School administrators may suspend a student from transportation for up to 10 days, while the Board may impose a longer period of suspension.

Incidents of unacceptable student behavior and possible consequences are divided into Level I, II, and III offenses depending on the severity of the incident. Due to extreme safety concerns, level II and III offenses begin with an automatic suspension.
All behavior problems will be recorded by the driver on a Daily Record of Student Behavior/Discipline Log. Due to the fact that we cannot predict all possible violations, any violation not spoken to will be evaluated on a case-by-case basis by the appropriate transportation/school official.

LEVEL I OFFENSE

-Failure to follow the driver's instructions in a timely manner.
-Eating or drinking.
-Throwing objects inside the bus.
-Standing while the bus is in motion.
-Excessively late to bus stop or in boarding the bus.
-Profanity or obscene gestures.
-Harassment or intimidation of any form
-Riding on a bus other than the assigned route.
-Boarding or exiting other than the assigned stop.
-Horseplay or excessive noise.
-Lowering bus windows below the designated lines.
-Blocking the school bus aisle.

LEVEL I DISCIPLINE

First Offense: Verbal reprimand by driver and recorded on driver's Record of Student Behavior/Discipline log.
Second Offense and subsequent offences:
Verbal correction
Seating change (long or short term)
Conference on bus
Conference with administration
Contact with parent/guardian
Incentives/positive reinforcement
Review of bus rules
Removal of prohibited/problematic item
*Issues that are persistent and/or pertain to safety concerns

LEVEL II OFFENSE

-Threatening the school bus driver. (*Depending on the nature of the threat, may be level III.*)
-Use of tobacco, tobacco related products or 'E-cigs'.
-Ignition of any type of fire, including matches and lighters.
-Physical aggression. Fighting.
-Theft or robbery.
-Possession of a pyrotechnic device.
-Possession of a look-a-like weapon.
-Tampering with emergency equipment.
-Throwing or shooting an object, or objects, at the bus driver or out of the bus window.
-Bringing dangerous objects onto the school bus (other than weapons or flammable liquids.) *****
-Riding while under bus suspension.
-Pushing or shoving another student into the school bus Danger Zone (10 ft. around bus).
-Willful damage to property at the school bus stop, or school district property
-Willful damage to the property of other students.
-Sexual language or conduct.

LEVEL III OFFENSE

1. Possession of a gun, knife, or other weapon
2. Detonation of a pyrotechnic device.
3. Possession of alcohol or non-prescription drugs.
4. Assault on the bus driver.
5. Possession of a flammable liquid*
6. Pushing another student at a moving bus.
7. Opening any emergency exit or attempting to exit from a moving bus.

*If the flammable liquid is for a school project, the driver must be informed in advance. The driver will contact the Transportation Office for directions.

LEVEL II DISCIPLINE

First Offense: 3-day suspension of transportation privileges.
Second Offense: 5-day suspension of transportation privileges.
Third Offense: 10-day suspension with parent/guardian conference.
Fourth Offense: 30-day suspension, and possible recommendation of expulsion for remainder of year.
Fifth Offense: Loss of transportation privileges for remainder of year.

* Depending on the month that the suspension occurs, the loss of riding privilege may extend into the beginning of the next school year. This will be determined on a case-by-case basis by the District Superintendent.

LEVEL III DISCIPLINE

First offense: Loss of bus service for the remainder of the year.
Weapons offenses are an automatic recommendation for expulsion per the School Code. A weapon includes any explosive device as well as guns, knives or other weapons as previously defined.
Police referral for conduct believed to violate a criminal law.
* Depending on the month that the suspension occurs, the loss of riding privilege may extend into the beginning of the next school year. This will be determined on a case-by-case basis by the District Superintendent.

2. Always walk to or from the bus.
3. Stand back from the curb or road.

4. Always keep hands, feet, etc. to yourself.
5. Stay in your seat.
6. Always use appropriate inside voices.
7. Always obey the driver.
8. Wait for the driver's signal before crossing the street.
9. Always cross at least 10 feet in front of the bus.
10. No eating or drinking.

For questions regarding school transportation issues, contact the Director of Transportation: 815.335.2903.

Cross References:
School Board Policy 4:110, *Transportation*
School Board Policy 7:220, *Bus Conduct*
School Board Policy 4:170-AP3, *School Bus Safety Rules*
School Board Policy 7:220, *Bus Conduct*
School Board Policy 7:220-AP, U*se of Video Recording Devices on School Buses*

Student Parking

Students must park their vehicles in their assigned spot. Repeated violation of parking in other students' spots will lead to a referral, towing of vehicle, and/or suspension of parking privileges without refund. 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 for school staff, personnel, and others 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. Contraband dogs, administration, and police officers regularly search school lots. 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 at the owner's expense.

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.

Visitor Parking

Visitor parking is available at each school building. Those dropping off and picking up children may do so in the designated location. Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at ANY TIME, or handicapped parking without current, valid disabled placards. Bus lanes, fire lanes, and handicapped parking are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police at the owner's expense.

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, please notify the building principal. We have many students with serious food borne allergies. To help prevent life threatening allergic reactions, also known as anaphylaxis, we are putting the following safety guidelines into effect:

- A table in each cafeteria may be designated as "Allergen aware" to assist in keeping allergen exposure to a minimum and allow the students with severe allergies to be monitored for safety.
- An alternative lunch location may be designated to students that have severe/life threatening food allergies. This is based on doctor's orders and/or recommendations.
- If any classroom project or art project contains food products or any other potential allergen concerns, the nurse will be notified and approve said project based on students' known/reported allergies and/or find an alternative that would be safe for all.

If throughout the course of the year you have any questions or concerns about food-allergy related issues, please do not hesitate to contact the school nurse or building principal.

ASTHMA EPISODE EMERGENCY RESPONSE PROTOCOL

Effective January 1, 2017 following an amendment to 105 ILCS 5/22.-30, pursuant to Public Act 99-0843, all school districts must implement an "Asthma Episode Emergency Response Protocol." This protocol is designed to provide assistance to a pupil experiencing

symptoms of wheezing, coughing, shortness of breath, chest tightness, or breathing difficulty. Annually, Winnebago CUSD #323 shall request an asthma action plan from the parents/guardians of a student with diagnosed asthma. If provided, the asthma action plan will be kept on file in the health office. Copies of a student's asthma action plan may be distributed to appropriate school staff who interact with the student on a regular basis, and, if applicable, may be attached to the student's federal Section 504 plan or individualized education program

Section 504 as pertaining to Health Conditions/Concerns

State law requires our school district to annually inform parents of students with life-threatening allergies or a diagnosis of a chronic condition that may impact their education, 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. 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/or a diagnosis of a chronic condition may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. If your student has such an allergy or chronic condition, please notify the building principal.

Cross Reference:
School Board Policy 7.285, *Food Allergy Management Program*

Immunization, Health, Eye and Dental Examinations

All students are required to provide a completed Illinois Physical Form (or a physical form from another state if it includes the same review of systems) within one year prior to:

- Entering Pre-K, Kindergarten, Sixth, Ninth, and Twelfth grades
- Enrolling in an Illinois school for the first time, regardless of the student's grade.
  The required health examination must include a diabetes screening (diabetes testing is not required), contain a social/emotional screening, and a statement from a physician assuring a lead questionnaire was administered and/or if a blood test was indicated. 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 shall have 30 days following registration to comply with the health examination and immunization regulations.

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. A physician licensed (MD, DO) to practice medicine in all its branches, an advanced practice nurse or a physician assistant must sign the schedule and statement of medical reasons.

Eye Examination

All students entering Kindergarten or an Illinois school for the first time are required to provide a completed Illinois Eye Examination form within one year prior to entry before October 15 of the current school year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) a completed Illinois Eye Examination form or an Eye Examination Form Waiver, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten, second, sixth, and ninth grades are required to provide a completed Illinois Dental Form signed by a licensed dentist before May 15 of the current school year. Dental exams are valid 18 months prior to May 15 of the current school year.

Example: Current school year is 2023, so exams that took place from November 15, 2021 through May 15, 2023 would be considered valid. The school district reserves the right to withhold the child's report card for failure to provide either proof of dental exam, dental exam waiver form, or proof of upcoming appointment within 60 days by May 15th of the current school year.

Immunization Exemptions

Religious Exemption

To receive an exemption to vaccination/examination, a parent or legal guardian must provide a statement on the designated ILLINOIS
CERTIFICATE OF RELIGIOUS EXEMPTION TO REQUIRED IMMUNIZATIONS AND/OR EXAMINATIONS FORM detailing
the religious beliefs that prevent the child from receiving each required school vaccinations/examination being requested. The parent or legal guardian must list out each vaccination or examination exemption requested and state the religious grounds for each request.

Medical Exemption

Any medical exemption from an immunization shall be:

1) Made by the examining physician licensed (MD or DO) to practice medicine in all its branches, an advanced practice nurse or a

physician assistant responsible for the performance of the health examination indicating what the medical condition of the child is that makes administration of one or more of the required immunizing agents medically contraindicated; *and*

2) Endorsed and signed by the examining physician, advanced practice nurse or physician assistant responsible for the performance of

the health examination on the health examination form.

*A medical exemption cannot be based on family history, it can only be based on the student's medical history.

Vision and hearing screening will take place annually in each school throughout the school year as mandated by the State of Illinois. Vision screening completed at school is not a substitute for a complete vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an eye doctor has completed an examination within the last 12 months. Parents/guardians are still encouraged to have their children undergo a vision examination whenever health examinations are required.

Cross Reference:
School Board Policy 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

Concussions

Return to Learn protocol applies to all students attending Winnebago CUSD #323 (pre-k through 12th grade) who may require academic accommodations while recovering from a concussion, regardless of where the concussion occurred. The Return to Learn protocol must come from the diagnosing physician or care provider along with recommended accommodations while at school. Return to Play protocol will be determined by physician recommendations along with the Athletic Trainer final determination.

Guidance to Parents Regarding Your Sick Child:

If your child has any of the following symptoms, please keep them home and call the school office to report their absence. If your child exhibits any of these symptoms at school, it will be necessary for your student to be picked up.

- Thick mucus or pus draining from the eye
- Sore throat with white spots on back of the throat with fever
- Temperature of 100.4 F or higher. *Children must be fever free for 24 hours without taking anti-fever meds (Tylenol or Ibuprofen) before returning to school*.
- Three or more watery stools or diarrhea in a 24-hour period. *Children must be diarrhea free for 24 hours before returning to school.*
- Vomiting. *Children must not have vomited for 24 hours before returning to school.*

The school nurse can be helpful in consulting with you regarding your child's health status. The school nurse also retains the right to require a recovery day if symptoms are severe or reoccur.
During a pandemic or other health emergency, always follow your school's posted guidelines/requirements regarding when students must remain at home for safety.

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 signed by the parent/guardian must be submitted to the school nurse.
Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any changes that need to be made to the Diabetes Care Plan on file.
- Inform the school in a timely manner of any changes to their emergency contact numbers.
- Provide all treatment items (alcohol pads, needles, emergency glucagon, insulin, etc.) including food and/or drinks for treatment of hypoglycemia.

For further information, please contact the Building Nurse.

Cross Reference:
Pending

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 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 "Student Medical 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 (over-the-counter or OTC) on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form and the prescribing physician has signed off authorizing the student to self-carry and self-administer. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. A qualifying plan means: (1) an asthma action plan, (2) an Individualized Health Care Action Plan, (3) an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma inhaler, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

A designated caregiver, a parent/guardian at least 21 years of age, is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his/her school or on their bus **IF**: a.) both the student and the designated caregiver possess valid registry identification cards issued by IDPH, b.) copies of the registry identification cards are provided to the district, and c.) the student's parent/guardian completed, signed, and submitted a school medication authorization form for medical cannabis. Medical cannabis infused products include: oils, ointments, food, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping any form of cannabis is prohibited. After administration of the product to the student, the caregiver shall immediately remove it from school premises or the bus. The product may not be administered in a manner that, in the opinion of the district or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

School District Supply of Undesignated Medications

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated auto-injectors/emergency asthma medication/opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Undesignated means medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector/asthma medication/opioid antagonist to a person when they, in good faith, believe a person is having an anaphylactic reaction/asthmatic reaction/opioid overdose.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors/emergency asthma medication/opioid antagonist from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for said undesignated medications.

Upon any administration of an undesignated epinephrine auto-injector/emergency asthma medication/opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30© of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector/emergency asthma medication/opioid antagonist. This policy does not guarantee the availability of an epinephrine auto-injector/emergency asthma medication/opioid antagonist: students and their parents/guardians should consult their own physician regarding this medication.

Cross References:
School Board Policy 7:270, *Administering Medicines to Students*
School Board Policy 7:270-AP, *Dispensing Prescription Medication*
School Board Policy 7:270-E, *School Medication Authorization*

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health (IDPH) and Winnebago County Health Department (WCHD) regarding communicable diseases.

- Parents are strongly encouraged to notify the school nurse if they suspect their child has a communicable disease, especially influenza, pertussis, mononucleosis (mono), fifth's disease, hand/foot/mouth, COVID-19, etc.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

- The school can provide written guidance to the parent and guardian as to where they can seek appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor or WCHD stating that the student is no longer contagious or at risk of spreading the communicable disease.

*School operations during a pandemic or other health emergency will be determined based on WCHD and/or CDC guidelines in a manner that embraces the goal of providing the best possible education while keeping students and staff as safe as possible.
Operations specifics, as well as any adjustments or changes that may be necessary, will be communicated in a timely manner.
Operations specifics, as well as any adjustments or changes that may be necessary, will be communicated in a timely manner. Refer to pages 39-40 for more specific, detailed information.

PUNS (Prioritization of Urgency of Need for Services)

Database Information for Students and Parents or Guardians
The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at *https://www.dhs.state.il.us/page.aspx?item=41131.* You may also contact the following District employee for assistance: - Director of Student Services

References:

School Board Policy 7:280, *Communicable and Chronic Infectious Disease*
School Board Policy 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

Head Lice

The school will observe recommendations of IDPH and WCHD regarding pediculosis.

- Parents will be notified by the school nurse if they suspect their child has head lice.
- The school can provide written instructions to parents or guardians regarding appropriate treatment.
- It is strongly recommended that the student return to school once they are lice and nit(eggs) free. The school nurse can check once they return to school if the parent or guardian requests it.

Cross References:
School Board Policy 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

Suicide and Depression Awareness/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. If you have questions regarding suicide and depression awareness/prevention, please contact: Director of Student Services– 815-335-2456 x 2606.

Student Safety Assessment

If the safety of a student or staff member is believed to be compromised, administration will go through the Student Safety Assessment and Management System to determine the level of assessment and necessary steps to follow in order to keep all involved individuals safe. Information regarding the district procedures for Student Safety Assessments can be obtained by contacting building administration.

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, a minimum of one (1) bus evacuation drill each school year, and a minimum of one (1) active shooter training. There may be other drills at the discretion of the administration. A warning to the students will not precede drills.

Cross References:
School Board Policy 4:170, *Safety*
School Board Policy 4:170-AP1, *Comprehensive Safety and Crisis Program*

General Building Conduct

Students shall not arrive more than 20 minutes before the beginning of the school day unless they have pre-arranged their early arrival with a supervising staff member. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats, hoods and bandanas shall not be worn in the building. Any of these items brought to school shall be removed before entering unless in the case of a special dress day, or it is approved by the building administration.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, real guns knives, play knives or any weapons and weapon look-a-likes are not permitted at school.

WINNEBAGO DRESS CODE GUIDELINES FOR STUDENTS

Philosophy

- The Winnebago School dress code is designed to provide a standard of personal care, safety, and pride in appearance, while upholding the belief that individuals should be conscious of the quality of their appearance as an important life-skill.
- The Winnebago School dress code has been established with the intended goal of preparing all students to dress in a professional manner during the school day that would be appropriate in the general professional working world.
- The Winnebago School dress code is designed with the purpose of parents and students regulating students' professional and appropriate appearance prior to their arrival to school. School personnel will support enforcement as needed at school.
- Students' dress and grooming must not disrupt the educational process, or interfere with the maintenance of a positive teaching and learning environment.
- The Dress Code of Winnebago School District is at the complete and sole discretion of the faculty, staff, and administration.
- *Students not adhering to the Dress Code Expectations will be asked to address and correct the area(s) of concern; failure to appropriately address the concern(s) according to the options given (change or find a lasting and approved solution to the problem) will be subject to the appropriate discipline.

Professional Clothing and Dress Expectations:

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, tobacco, illegal drugs, drug paraphernalia, guns/violence, pornography or sexual innuendo, vulgar or offensive language, hate-speech or other inappropriate or disruptive images or words/images.
- Clothing must completely cover the midriff, bottoms, torso, undergarments, and private body parts at all times.
    - Tops without sleeves must have straps and cover undergarments/private body parts.
- Fabric covering undergarments, bottoms, midriffs and private body parts must be opaque and must not have holes.
    - Other holes in garments are acceptable as long as no undergarments or private areas are visible.
- Students are responsible for dressing according to their temperature comfort needs without the use of trench coats, topcoats, or overcoats.
- Student dress (including accessories) may not signify membership to a gang or reference a gang in any manner.
- State of Illinois health laws require that shoes with hard soles must be worn at school. The school nurse must approve exceptions due to a medical condition. Shoes with wheels and/or cleats may not be worn.
- Hats, hoods and caps may not be worn indoors; hats and caps will need to remain in lockers during the school day. Exceptions will be designated by school administration or the school nurse to accommodate special needs.
- Sunglasses may not be worn indoors without the approval of the school nurse due to a medical condition.
- Accessories and body jewelry must not pose a threat to safety and may be required to be removed during a situation in which the item may potentially become a safety concern--such as in physical activity or a lab. Chains, spiked/studded collars or bracelets and any other item that may pose a threat to safety are not allowed.
- Bags--backpacks, purses, etc.-- will be subject to school specific requirements as directed by school administration. Middle school students will be required to keep bags in lockers during the school day unless otherwise directed. Exceptions to any requirements will be designated by school administration or the school nurse to accommodate special needs.

Special Dress Days:

All school days are to follow the dress code requirements unless there have been specific directions by the school administration regarding exceptions--for example hats may be allowed on that day.

Level of Intervention	Disciplinary Responses
Level 1 Level 1 represents behavioral offenses, which are essentially minor in nature. They only become significant when they become repetitive.	• Teacher/Student Conference • Reminders and Redirection • Written Apology or Reflective Essay/Activity • Clean up or Community Service • Administrative Warning; or Peer Jury • After School Detention Lunch Detention
Level 2 Level 2 infractions often result from the continuation of Level 1 misbehaviors requiring additional disciplinary interventions because the use of Level 1 disciplinary responses have failed to correct the situation.	• Any Lower Level Intervention • Parent Conference • Loss of Privileges • Item Confiscated • After School Detention or Saturday School
Level 3 Level 3 violations are severe, which may result in multiple detentions or immediate suspension. When appropriate a report will be made to the proper authorities for Level 3 violations. Any item involved in a Level 3 violation will be confiscated permanently. Any student issued a detention for a Level 3 violation will not be allowed to attend or participate in extracurricular activities until all detentions are served.	• Any Lower Level Intervention • Restitution • Referral to Support Staff • After School Detention • Saturday School • In-School Detention • Out of School Suspension • Revoking Privileges (including parking and extra-curricular) • Removal from court (ex. Prom), student office or student organizations (ex. NHS)
Level 4 Level 4 violations are very severe, which may result in suspension and possible recommendation to the Superintendent for expulsion. The occurrence of a number of violations may also result in a recommendation for expulsion. When appropriate a report will be made to the proper authorities for Level 4. Any item involved in a Level 4 violation will result in it being confiscated permanently.	• Any Lower Level Intervention • Out of School Suspension • Recommendation for Expulsion • Alternative Education Placement • Revoking Privileges (including parking and extra-curricular) • Removal from court (ex. Prom), student office or student organizations (ex. NHS)

Cross Reference:
School Board Policy 7:160, *Student Appearance*

Student Discipline

The following is the Disciplinary Consequences Matrix containing a list of potential inappropriate or disruptive behaviors and the appropriate interventions or consequences.

***Academic Success is our top priority over the social aspects of school. Students who are not demonstrating academic success may be withheld and excluded from attending extracurricular events by administration until an agreed upon academic goal can be reached.**

Discipline Matrix Continued

Note: On the first instance of an inappropriate or disruptive behavior, use one or more interventions from the lowest level indicated for that behavior. If the same behavior is repeated during the same school year, one or more inventions or disciplinary responses from the next highest level may be used. Lower-level interventions may always be used.					
Inappropriate or Disruptive Behavior	**Policy**	**Levels**			
		1	**2**	**3**	**4**
Littering, drinking or eating in halls.	Students are expected to keep the building clean; eating outside the cafeteria is inappropriate.	•	•		
Inappropriate behavior, violation of classroom rules, team rules, café rules; public display of affection; running in halls	Students are expected to behave in an appropriate manner	•	•		
Dress Code Violations (must always correct violation)	Students are expected to dress appropriately in order to avoid disrupting the educational process.	•	•		
Possession of rollerblades, skateboards, hover boards, motorized vehicles (ATV, snowmobile, dirt bike, etc.) or any other related items to school.	For safety reasons, such items are not allowed at school, unless prior approval is given by administration; students may not ride on school property.	•	•		
Possession of fanny pack, backpack, purse, or book bag in classroom.	Fanny packs; backpacks, purses and book bags need to remain in school lockers to avoid classroom distractions and disruptions - unless directed otherwise by school administrator	•	•		
Unauthorized outside food/drink	Students are required to get prior administrative approval before ordering food/having food delivered to the school by anyone other than a parent/guardian				
Display of gang symbols, words, etc.	A safe environment is necessary for everyone to have an opportunity to be successful.	•	•		
Unapproved sale of personal items or those of a non-school organization	Students cannot sell items for an outside organization.	•	•		
Violation of bus rules	Students are expected to follow the rules for safety reasons.	•	•		
In halls without a pass; out-of-bounds	Students are expected to be in assigned area unless they have permission.	•	•		
Loitering	Students are expected to leave the building within 15 minutes when not in any supervised activity.	•	•		
Misbehavior at district extra-curricular activities/events	Students are expected to conduct themselves properly at all times.	•	•		
Throwing snowballs, ice, kicking snow	Snowballs can result in injury or damage to property.	•	•		
Violation of locker rules --- possession of glass items, items posted on locker	Proper care of school property is expected.	•	•		
Excessive tardies	Students are expected to be in class on time.	•	•		
Failure to serve a detention on assigned date	Students are expected to serve detention on date indicated.	•	•		
False reports/forgery or cheating	Students are expected to be honest.	•	•		
Entering another student's locker without permission	Students are not allowed in another's locker.	•	•		
Gambling	Gambling is unacceptable.	•	•		
Allowing Wrongful Entry	Students/visitors are required to enter only through main office entrance unless escorted by a staff member; entrances must not be propped open	•	•		
Unauthorized use of cell phones during school hours (sending/receiving messages/calls).	Electronic devices must not disrupt the learning environment.	•	•	•	
Harassment - inappropriate behavior that threatens, offends, intimidates or creates a hostile environment for another student, person or staff member.	Students are expected to respect others	•	•	•	
Parking/Driving Violations	Students are expected to adhere to the driving and parking regulations for the purpose of safety	•	•	•	
Possession and use of electronic devices. All played media must be appropriate, in addition to not violating other school/district rules and policies.	Electronic devices must not disrupt the learning environment.	•	•	•	
Five referrals in a nine week period	Students are expected to obey rules.		•	•	

Possession of fireworks	Fireworks can result in injury or damage to property.		•	•	
Failure to serve/serve appropriately Saturday Detention	Students are expected to serve on the date(s) assigned and serve with appropriate school behaviors		•	•	
Creating, sending, sharing, receiving, viewing or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting".	Students are expected to display respectful behaviors and attitudes toward others.		•	•	
Insubordination or disrespect, vulgar or inappropriate language writing, gestures, verbal assault	Students are expected to display respectful behaviors and attitudes toward others.		•	•	
Violation of closed campus, not Unexcused Absence	Students are expected to be in their assigned area. Students are not to leave their classroom or school building or school grounds without administrative approval. This would include, but not limited to, viewing or participating in a student walkout.		•	•	
Minor vandalism; minor theft, and attempt of theft	Students are expected to respect the property of others.		•	•	
Fighting; physical and non-physical harassment; gross misconduct; cyber bullying	Students are expected to respect others.		•	•	•
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. This includes any and all verbiage regarding race, age, gender, religion, disability, and/or sexual orientation.	Students are expected to respect others.		•	•	
Smoking, sale, distribution, attempt to sell, possession of: tobacco products, tobacco related products, vapes or 'E-cigs', lighters or other related paraphernalia	Such items are not allowed.		•	•	
Unexcused absence	Students are expected to be in class or assigned area.		•	•	
Possession, display, or distribution of pornographic material	Such behavior fails to display proper respect.		•	•	
Trespassing in school buildings or on property during school day or after school hours	Students are expected to respect the property of others.		•	•	
Attending extracurricular event while on event suspension/social exclusion list	Students with unserved discipline are unable to attend/participate in extracurricular events—including Homecoming, Prom, Graduation, etc.			•	
Absent from scheduled school class(es) but attends a school district sponsored extra-curricular or co-curricular event	School attendance is a priority over attending extra-curricular and co-curricular events.		•	•	
Threats or intimidating acts *(Level to be determined by administration depending on the severity of the threat.)*	A safe environment is necessary for everyone to have an opportunity to be successful.	•	•	•	•
Filming and/or sharing videos, pictures and/or other electronic media of students without their permission and/or parent permission while on school grounds and/or during school hours (including transportation).	All students have a reasonable expectation of their social privacy while attending and participating in school and classes.	•	•	•	•

Inappropriate or Disruptive Behavior	**Levels**			
	1	**2**	**3**	**4**
Damage to property of school personnel, verbal assaulting or harassing, or sending written threats or harassment to school personnel while off of school grounds				•
Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other weapon regardless of its composition, a billy club, mace/pepper spray, or any other object if used or attempted to be used to cause bodily harm				•
Vandalism				•
Attacking school personnel or another student				•
Sale, attempt to sell, attempt to purchase, attempt to deliver, possession, distribution or use of alcohol				•
Extortion				•

Sale, attempt to sell, attempt to purchase, attempt to deliver, possession, distribution, use, or being under the influence of drugs, possessing or using drug paraphernalia, look-a-like drugs or substances that intoxicate (including prescriptions, over-the-counter medication and any form of cannabis); any substance that aids in the attempt to hide or cover up drug use; sniffing or huffing or attempt to do sniffing or huffing. Students who emit the odor and/or are under the influence are not permitted to attend school or school functions and are treated as if they have a substance in their possession.				•
Activating false fire alarm or emergency alarm/signal				•
Theft or attempt of theft				•
Behavior resulting in serious injury to another or endangering another				•
Threat to Safety (ie bomb threat, school shooting threat etc.), real or in jest				•
Arson or attempted arson				•
Physical abuse or threat of physical violence directed toward school personnel				•

Detention

In some situations, it may be necessary to issue a detention. Only the administration may issue a detention. The administration will decide upon the date and time of the detention. Advance notice will be given for the date and time of the detention.

In-School Detention (ISD)

Violations for which a student receives an in-school detention are identified at Levels 2, 3, 4 of Behavior Offenses. A student receiving an in-school detention will be allowed to make-up homework and daily work. A student placed in in-school detention will be expected to follow the in-school detention rules. Students who fail to follow these rules will not be released from in-school detention until they do. In some instances, it may be necessary to have a conference with the student's parents.

Saturday School (SS)

In some instances, secondary administrators may issue a Saturday School intervention. Any student who does not attend Saturday School can be issued a two-day suspension. Administration reserves the right to assign a make-up session plus an additional session if a student fails to serve an assigned Saturday School session. Any student who has not served a Saturday School may not attend any extra-curricular events/activities until they have served a make-up session or a suspension.

Out-of-School Suspension (OSS)

Violations for which a student will receive an out-of-school suspension are generally limited to Level 3 and 4 violations. Before any student is suspended he/she will be afforded due process. A student may not participate in curricular or extracurricular activities the day of the suspension. The types of suspension are short term or long term. These are explained in greater detail below. Any student who has been suspended may lose his/her privilege to participate in class or on field trips; the administration will make a final decision concerning participation on field trips. In some instances, a student will not be allowed to return to school from a suspension until a conference has been scheduled between the parent and administration. For any suspension the student and/or parents have a right to request a review of the suspension. Any student who receives an out-of-school suspension will be allowed to make up their daily work at 100%. Students who are serving an Out-of-School will be offered the opportunity to make up work in accordance with district make up work policies (see pg. 6). Students who are suspended from school may not attend extra-curricular events/activities.

Short Term Suspension (STS)

- 1-3 days --- behavior for which the student's continuing presence poses a safety risk within the school or disruption to the learning for others.

Long Term Suspension (LTS)

- 4-10 days – behavior for which the student's continuing presence poses a safety risk to other students, staff or members of the school community, or substantially disrupt, impede or interfere with school operations and for which other interventions have been exhausted or deemed not appropriate by the administration.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used as a last resort and if the student's behavior presents an imminent danger of serious physical harm to the student or others.

Corporal Punishment

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

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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 may be expelled for a period of not less than one year:

(1) A firearm. For the purposes of this Section, "firearm" means 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 superintendent may modify the expulsion period, and the board on a case-by-case basis may modify the superintendent's determination.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a club, or any other object if used or attempted to be used to cause bodily harm, including "look a-likes" 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.
This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Gang & Gang Activity
"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 nonverbal 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.

Cross References:
School Board Policy 7:190, *Student Discipline*
School Board Policy 7:190-AP2, *Gang Activity Prohibited*

Preventing Bullying, Intimidation, (Sexual) Harassment, Discrimination & Dating Violence

Bullying, intimidation, (sexual) harassment, discrimination and dating violence are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, (sexual) harassment, discrimination or dating violence and will take disciplinary action against any student who participates in such conduct.
No person shall harass, intimidate, discriminate, or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. Bullying, intimidation, and/or harassment, 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, or at school-sponsored or school-sanctioned events or activities; (3) through the transmission of information from a school computer, a school 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 distinct or school **IF** the bullying causes a substantial disruption to the educational process or orderly operation of a school.
The term 'Bullying' means consistent or any individual severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.
The term "Cyberbullying" means: bullying through the use of technology—including but not limited to: instant messaging, texting, social media, e-mail, use of AI and web pages.
For purposes of this policy, the term bullying includes harassment, intimidation, discrimination, retaliation, and school or teen dating violence. A student who has concerns of this nature is encouraged to immediately report it orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.
Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, discrimination, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
The Superintendent or designee shall develop and maintain a program that:
Any student who is determined, after an investigation, to have engaged in bullying, intimidation, harassment, discrimination, or dating violence will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Health/Sex Education

According to updated school law, sex education must be age appropriate, medically accurate and discuss both abstinence and contraception as a means to prevent pregnancy and sexually transmitted diseases.

Nondiscrimination Coordinator:
John Schwuchow, Superintendent District Office 815.335.2456

Complaint Managers:
The building principals in each facility have been designated as the complaint managers.
Winnebago High School: Ben Powers & Daniel Lemke Tel. No. 815.335.2336
Winnebago Middle School: Cathy Finley and Jeannette Mingus Tel. No. 815.335.2364
McNair Elementary School: Sean Monahan Tel. No. 815.335.1607
Simon Elementary School: Heather Baker Tel. No. 815.335.2318

Cross References:
School Board Policy 7:180, *Preventing Bullying, Intimidation, and Harassment*
School Board Policy 7:190, *Student Discipline*
School Board Policy 7:20, *Harassment of Students Prohibited*
School Board Policy 2:260, *Uniform Grievance Procedure*

Lunch & Cafeteria Rules

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. Students shall remain seated until the lunch bell rings, 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 as this includes lunch payment.

- Food delivery services (i.e Grub Hub, DoorDash, etc) are not allowed. Any of these deliveries will remain in the office until they can be picked up after student dismissal.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw items.
- Students shall not trade food and will not touch any food/items that do not belong to them.
- Vending machines may be provided for High School student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until dismissed unless given permission by staff.
- Students shall follow the instructions of the staff and show proper respect toward all staff.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall clean up their area before leaving.
- Students in grades 6-12 are required to use their student ID to purchase lunch.
- During Pandemic or other health emergencies, students will need to adhere to the prescribed safety requirements.

Misbehavior will result in disciplinary action in accordance with the school's disciplinary procedures.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Field trips are considered an important part of the curriculum and a valued part of the learning experience that reinforce classroom learning. Students are encouraged to attend field trip opportunities when possible. Students who are not meeting academic or behavioral expectations may be excluded from participation at the discretion of the school administrator. A parent may be required to attend with their student in order to meet behavioral expectations/requirements and to allow the student to attend. Students who are not attending a field trip are expected to still attend school that day or will be marked as absent and considered unexcused without a Dr. note.

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:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Those parents/guardians acting as chaperones on school field trips need to complete a "Volunteer/Chaperone Form" at least one month prior to the field trip. Only one form needs to be completed for any trip throughout the entire present school year.

Cross-references:
School Board Policy 6:240, *Field Trips*
School Board Policy 6:240-AP, *Field Trip Guidelines*

Internet Acceptable Use

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is almost assured if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1)obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
The system administrator and Building Principal shall monitor student Internet access.

Returning Your Chromebook

1. End of School Year: At the end of the school year, students will turn in their Chromebooks and chargers. Failure to turn in a Chromebook, charger, or case will result in a charge to the student for the full replacement cost of the missing item. The District may also file a report of stolen property with the local law enforcement agency. The school may require students to turn in Chromebooks during extended holiday breaks to perform routine maintenance.
2. Transferring/Withdrawing Students: Students that transfer out of or withdraw from Winnebago Schools must turn in their Chromebooks and chargers to the building office on their last day of attendance. Failure to turn in the Chromebook will result in a charge to the student for the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook issued by the school. Report any Chromebook that fails to work properly or broken immediately to a teacher. Never take District-owned Chromebooks to an outside computer service for any repairs or maintenance. Any missing items, such as the charger or case, are replaced through the school only. Students should never leave their Chromebooks unattended except locked in their hallway locker or in the classroom with the teacher. Disciplinary action may be taken for students leaving their Chromebooks unattended.

It remains the student's responsibility to care for and protect the device at all times.

1. **General Precautions**
   - **a.** No food or drink should be next to Chromebooks.
   - **b.** Insert all cords, cables, and removable storage devices carefully into Chromebooks.
   - **c.** Do not store or use Chromebooks near pets.
   - **d.** Do not use Chromebooks with the power cord plugged in where the cord may be a tripping hazard.
   - **e.** Chromebooks must remain free of any writing, drawing, stickers, and labels.
   - **f.** Never place heavy objects on top of Chromebooks.
2. **Carrying Chromebooks**
   - **a.** Never lift Chromebooks by the screen.
   - **b.** Never carry Chromebooks with the screen open.
3. **Screen Care**
   - **a.** Chromebook screens may be damaged by heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
   - **b.** Do not put pressure on the top of a Chromebook when closed.
   - **c.** Do not store a Chromebook with the screen open.
   - **d.** Do not place anything in the protective case that will press against the cover.
   - **e.** Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
   - **f.** Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

g. Per warranty policy, there is a **$150.00** replacement deductible cost for each touch-screen replacement. This cost is assigned to the student.

4. **Asset Tags**
   a. All Chromebooks are labeled with a District asset tag, device ID label, and device ID card.
   b. Do not modify or tamper with asset tags or device IDs in any way.
   c. Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

Using Your Chromebook at School

Students are expected to bring their Chromebooks to all classes unless specifically advised not to by their teacher.

1. **Charging Chromebooks**
   a. Bring Chromebooks to school each day fully charged.
   b. Students should charge their Chromebooks at home every evening.
2. **If a student does not bring his/her Chromebook to school:**
   a. Loaners may be available in this circumstance, but not guaranteed.
   b. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
   c. The students that obtain a loaner will be responsible for returning the borrowed device to the library before 3:05 p.m. unless otherwise discussed.
   d. If a loaner is not turned in by 3:05 p.m., the library may submit a report to the Technology Department.
3. **Chromebook In Repair**
   a. Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Technology Office.
   b. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
   c. Chromebooks on loan to students having their devices in repair may be taken home.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet.
Students are bound by the administrative procedures, acceptable use agreement, and all
other guidelines in this document wherever they use their Chromebooks.

1. **Updates**
   a. The Chromebook operating system updates itself automatically. Students do not need to manually update their Chromebooks. At the most, a student may be prompted to restart their Chromebook.
2. **System Protection**
   a. Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
   b. There is no need for additional virus protection.

Content Filter

The district utilizes an Internet content filter that complies with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. The District may also utilize technologies to minimize student Chromebook distractions (i.e. GoGuardian).

1. **Google Apps for Education**
   a. Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
   b. All work is stored in the cloud via Google Drive.
2. **Chrome Web Apps and Extension**s
   a. Students will be issued pre-approved apps and extensions through the school's Google Apps administrator.
   b. Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification

1. **Records**
    a. The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.
2. **Users**
    a. Each student will be assigned the same Chromebook for the duration of his/her time at Winnebago Schools. Take good care of it!

No Expectation of Privacy

Students have no expectation of confidentiality or privacy concerning any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

1. **Monitoring Software**
    a. Teachers, school administrators, and the technology department staff may use monitoring software, such as GoGuardian, that allows them to view the screens and activity on school-issued student Chromebooks.

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Use of Technology Policy and its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personally identifiable information, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas. I will not engage in any form of bullying.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate the information. I will use and abide by the fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open-source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Repairing/Replacing Your Chromebook

1. **Reporting**
    a. Bring all Chromebooks in need of repair to a teacher or technology department staff member as soon as possible.
2. **Chromebook Repairs**
    a. will be covered as part of the enrollment fee when you sign up for school. The below costs are estimates.
    b. You may be charged for a repair at any time at the discretion of the technology department due to purposeful damage.
    c. Repeat offenders may be charged for a repair at the discretion of the technology department.
3. **Replacement Costs**
    a. The following are the replacement costs issued to students in the event their school-issued Chromebook, case, or charger is lost, stolen, or damaged beyond repair:
        i. Student device: **$350.00**
        ii. Device Charger: **$35.00**
        iii. Case: **$35.00**
        iv. Replacement Touch Screen (Warranty Deductible per Occurrence): **$150.00**

Any resulting charges for shipping and handling will also be charged to the student. These are approximate costs and may vary due to price fluctuations.

By signing the technology agreement during the registration process, I agree to the following:

- I will charge my student device fully each night.
- I will never leave my assigned Chromebook unattended.
- I will keep my Chromebook clean.
- I will report damages or device failures immediately.
- I will report a lost/stolen Chromebook immediately.
- I will not take off any school labels that are on my Chromebook or case.
- I will not take another student's Chromebook.
- I will not exchange parts with other devices.
- I will follow the Winnebago School District's Technology Acceptable Use Policy and 1:1 Digital Learning Handbook when using my Chromebook.
- I understand that I, the parent, am financially responsible for the replacement of the following items if deemed that the student has repeatedly or egregiously broken or destroy their Chromebook.
    - Replacement of Device: **$350.00**
    - Replacement of Charger: **$35.00**
    - Case: **$35.00**
    - Touch Screen Replacement Deductible per Occurrence: **$150.00**
    - Other parts of the Chromebook not listed: TBA (Based on the price of the device)

Costs are approximate and may be altered due to small quantities being ordered for replacement.

LEGAL REFERENCES:
No Child Left Behind Act, 20 U.S.C. §6777.
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhances Education Through Technology Act of 2001, 20 U.S.C §6751 et seq.
Harassing and Obscene Communications Act, 720 ILCS 135/0.01.

DATED: January 26th, 2023

School Board Policy 6.235 on the Acceptable Use of Electronic Networks

Administrative Procedure - Acceptable Use of the Electronic Networks
All use of the electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures 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 procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

1. **Acceptable Use** - Access to the District's electronic networks 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.
2. **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator 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.
3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
    a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
    b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
    c. Downloading copyrighted material for other than personal use;
    d. Using the network for private financial or commercial gain;
    e. Wastefully using resources, such as file space;
    f. Hacking or gaining unauthorized access to files, resources or entities;
    g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
    h. Using another user's account or password;
    i. Posting material authored or created by another without his/her consent;
    j. Posting anonymous messages;
    k. Using the network for commercial or private advertising;

l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
m. Using the network while access privileges are suspended or revoked;
n. Use of network for, or in support of any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student-authorized user inadvertently accesses such information, he or she must immediately disclose the inadvertent access to a teacher or an administrator. Other authorized users should report incidents to the network administrator. This will protect the user against allegations of intentionally violating this policy;
o. Use of the network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyber stalking) another individual;
p. Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to a student's grades and test scores;
q. Any form of unauthorized access, as stated above or otherwise.

4. **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:
   a. Be polite. Do not become abusive in messages to others;
   b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language;
   c. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues;
   d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail; Messages relating to or in support of illegal activities may be reported to the authorities;
   e. Do not use the network in any way that would disrupt its use by other users;
   f. Consider all communications and information accessible via the network to be private property;

1. **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.
2. **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.
3. **Security** - All student-authorized users are to report promptly any violations of this policy to their teacher or school principal. Teacher or school principal will report such violations Technology Director or designee of the Superintendent in order to ensure network security.

   In order to maintain the security of the system, authorized users are prohibited from engaging in the following actions:
   a. Use of any unauthorized personal equipment attached, connected, and/or installed to district network;
   b. Intentionally disrupting the use of the network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind;
   c. Disclosing the contents or existence of computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems;
   d. Network security is a high priority. If you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log on to the network, as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network;

8. **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.
9. **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 of line costs.
10. **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
    a. For each republication (on a Web site 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.
    b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
    c. 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 Web site displaying the material may not be considered a source of permission.

d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and student.

11. **Use of Electronic Mail**

The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

a. 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 or staff member to an electronic mail account is strictly prohibited.

b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain 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 electronic mail messages transmitted to external recipients.

d. 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.

e. Use of the School District's electronic mail system constitutes consent to these regulations.

12. **Online Activities**

a. Educational Purposes

Authorized users may create web pages as a part of a class activity. Material presented on a class website must meet the educational objectives of the class activity. The District has the right to exercise control over the content and/or style of the student web pages.

Only those students whose parent(s) or guardian(s) have completed the Authorization for Electronic Network Access Form Permission for Publication section may post their work or picture on student or school websites. Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes.

b. Electronic Social Networking

While home-based web sites, message boards, blogs, forums, and other uses of home-based computers may be regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

Using a non-district computer, either during or outside of the regular school day, such that the use results in material and/or substantial disruption to the school will constitute grounds to investigate whether the use violates applicable law (see Greenfield BOE vs. Boucher, 1998) or district rules. Should such misuse be found, the school will implement appropriate consequences as defined in the acceptable use policy and the student discipline code. As district network use is a privilege, such violations may result in suspension of use of district network or other technology for a period of time based upon the seriousness of the offense's impact or a threat's ability to have caused material and/or substantial disruption were it carried out.

In addition, state law requires the District to notify students and their parents/guardians that school officials may 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. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

13. **Monitoring**

The District network is routinely monitored to maintain the efficiency of the system. Authorized users should be aware that use of network resources, including their use of e-mail, is subject to monitoring by the superintendent, technology director, or his/her designee. Any activities related to or in support of violations of this policy and/or the Student Handbook may be reported and will subject the user to sanctions specified either in the Student Handbook or in this policy. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the user.

14. **Internet Safety**

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses", as detailed in these procedures, and otherwise follow these procedures.

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

Each District computer with Internet access is filtered in a manner to block entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

15. **Definitions**

A. **Electronic Network Related Technologies and Access ("Network")** is the system of computers, peripherals, terminals, servers, databases, routers, hubs, switches and distance learning equipment connected to the District network. These components may function in conjunction with established hardwire or wireless LAN running over outside lines, including, but not limited to T -1, BRI, PRI, VPN, Dialup, Distance Learning Equipment, owned or leased by Winnebago Schools.
B. **Cyber stalking** is knowingly harassing another person or persons through the use of electronic communication.
C. **Damage** means any impairment to the integrity or availability of data, a program, a system, or information.
D. **Distance Learning Equipment** is a means for providing meetings, educational or professional courseware and workshops utilizing video and/or audio conferencing equipment, and/or media management systems to distribute video to individual classrooms and offices in schools.
E. **Electronic Mail (e-mail)** consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission data, message text, and all attachments.
F. **Electronic Social Networking** includes the use of any electronic form of communication including but not limited to chat rooms, email, forums, article forwarding, instant messaging, text messaging, blogs, message boards, document forwarding from home, libraries, or other outside sources and other uses of electronic communication for non-educational purposes.
G. **Hacking** is any illegal or unlawful entry into an electronic system to gain secret, unauthorized information.
H. **Harass** means to engage in a knowing and willful course of conduct directed at a specific person or persons that alarms, torments, or terrorizes that person or persons.
I. **Loss** means any reasonable cost to any victim, including the cost of responding to an offense, conducting a damage assessment, and restoring the data, program, system, or information to its condition prior to the offense, and any revenue lost, cost incurred, or other consequential damages incurred because of interruption of service.
J. **Internet** a collection of worldwide networks and organizations that contain millions of pages of information.
K. **Other Electronic Devices** include, but are not limited to, cellular telecommunication devices such as cellular phones, pagers, text communication pagers, two-way text pagers, and personal digital assistants that may or may not be physically connected to the network infrastructure.
L. **Password** is a secret word or series of letters, numbers and/or other characters that must be used to gain access to a network, a service or the Internet, and/or to modify certain software (such as parental controls).
M. **Sexually explicit material** means any material displaying sexual content that does not directly correspond to approved curriculum.
N. **Authorized User** is anyone who has signed the current network acceptable use policy and has had it accepted by the District Superintendent or his/her designee.
O. **Unauthorized access** entails approaching, trespassing within, communicating with, storing data in, retrieving data from, or otherwise intercepting and/or changing computer resources without authorization.
P. **Website** is a page and/or a collection of "pages" or files on a network that are linked together.

Disciplinary Procedures for Violations of Technology AUP

The computers are tools to use for all students and must be handled accordingly. The computer is not personal property and any changes to the computer must be approved by a teacher/supervisor. Any problems with a computer must be brought to the attention of the teacher/supervisor at once. No student may install, delete or change programs or files that are not owned by that student. Students are not allowed to make changes to hardware configurations or software configurations. Attempts of any kind to change, alter or make different any software or hardware component or the output thereof without permission will be cause for disciplinary action. If said change, alteration or difference causes damages the student may also be liable for costs. This may cause civil law suits to be brought against the student by the software author or manufacturer of the hardware component. It is the duty of all citizens (and that includes students) to remember that there are laws governing the use of products and components (Copyright Law-Public Law 94-553 enacted January 1, 1978) and that we as an institution are obligated to ensure that all students learn about and obey those laws. School Board Policy 6.235 likewise governs the appropriate use of the District's electronic network.

It is the responsibility of each student to ensure the security of his or her password and user ID. Students must log off the computer every time they need to leave the machine. If they do not log off the computer, they will be held responsible for any misuse of that machine which might occur while they are away.

While home-based student web sites, message boards, blogs, forums and other uses of home-based computers may be regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

Using a non-school based computer such that the use results in material and/or substantial disruption to the school will constitute grounds to investigate whether the use violates applicable law (see Greenfield BOE vs. Boucher, 1998) or district rules. Should such misuse be found, the school will implement appropriate consequences as defined in the acceptable use policy and the student discipline code. As computer use is a privilege, such violations may result in suspension of your use of any school technologies for a period of time based upon the seriousness of the offense's impact or a threat's ability to have caused material and/or substantial disruption were it carried out.

Any problems with a computer/device must be brought to the attention of the teacher/supervisor at once—failure to notify will be considered a 1st violation of a Level 1 Behavior Offense. If equipment is found to be damaged that was not reported, the most recent

user of the piece of equipment will be responsible for restitution/repair costs. The chart below serves as a guideline for violations of the Technology AUP, however due to rapid changes in technology, there may be additional violations not listed. Be aware that these violations are cumulative, for example: a 1st violation in one category under each level of offense may be treated as a 2nd violation if the student has previously had consequences for a 1st violation in a different category. In addition to any general disciplinary consequences that may apply given the nature of the misconduct, students who engage in misuse of technology may be subject to:

Level I Behavior Offenses

Problem	Disciplinary Action
Removal, disconnection or modification of cabling or hardware	1st violation – Verbal warning 2nd violation – 1 detention and potential loss of electric device usage. Up to the discretion of the administrator 3rd violation – 3 detentions and potential loss of electric device usage. Up to the discretion of the administrator 4th violation – 1 Saturday School or In-School Detention and potential loss of electric device usage. Up to the discretion of the administrator
Intentional viewing or opening of files or websites not authorized by the instructor including proxy sites or services	1st violation – 1 detention and potential loss of electric device usage. Up to the discretion of the administrator 2nd violation – 3 detentions and potential loss of electric device usage. Up to the discretion of the administrator 3rd violation – 1 Saturday School or In-School Detention and potential loss of electric device usage. Up to the discretion of the administrator
Problem	**Disciplinary Action**
Intentional viewing or attempting to view inappropriate websites or material	1st violation – 1 detention and potential loss of electric device usage. Up to the discretion of the administrator 2nd violation – 3 detentions and potential loss of electric device usage. Up to the discretion of the administrator 3rd violation – 1 Saturday School or In-School Detention and potential loss of electric device usage. Up to the discretion of the administrator
Failure to report missing or damaged computer equipment during student use	1st violation – Verbal warning 2nd violation – 1 detention and potential loss of electric device usage. Up to the discretion of the administrator 3rd violation – 3 detentions and potential loss of electric device usage. Up to the discretion of the administrator 4th violation – 1 Saturday School or In-School Detention and potential loss of electric device usage. Up to the discretion of the administrator
Use of internet email, chat or instant messaging	1st violation – 1 detention and potential loss of electric device usage. Up to the discretion of the administrator 2nd violation – 3 detentions and potential loss of electric device usage. Up to the discretion of the administrator 3rd violation – 1 Saturday School or In-School Detention and potential loss of electric device usage. Up to the discretion of the administrator
Download of any files unless authorized by instructor	1st violation – 1 detention and potential loss of electric device usage. Up to the discretion of the administrator 2nd violation – 3 detentions and potential loss of electric device usage. Up to the discretion of the administrator 3rd violation – 1 Saturday School or In-School Detention and potential loss of electric device usage. Up to the discretion of the administrator
Intentional duplication, modification, or deletion of files for student assignments	1st violation – 1 detention and potential loss of electric device usage. Up to the discretion of the administrator 2nd violation – 3 detentions and potential loss of electric device usage. Up to the discretion of the administrator 3rd violation – 1 Saturday School or In-School Detention and potential loss of electric device usage. Up to the discretion of the administrator

Unauthorized access to workstation utilities, control panel, command prompt or bypassing or attempting to bypass security	1st violation – 1 detention and potential loss of electric device usage. Up to the discretion of the administrator 2nd violation – 3 detentions and potential loss of electric device usage. Up to the discretion of the administrator 3rd violation – 1 Saturday School or In-School Detention and potential loss of electric device usage. Up to the discretion of the administrator

Problem	Disciplinary Action
Student use of any software other than software designated by the teacher or staff member	1st violation – 1 detention and potential loss of electric device usage. Up to the discretion of the administrator 2nd violation – 3 detentions and potential loss of electric device usage. Up to the discretion of the administrator 3rd violation – 1 Saturday School or In-School Detention and potential loss of electric device usage. Up to the discretion of the administrator
Logging in as another user other than self or allowing another user to use your account	1st violation – 1 detention and potential loss of electric device usage. Up to the discretion of the administrator 2nd violation – 3 detentions and potential loss of electric device usage. Up to the discretion of the administrator 3rd violation – 1 Saturday School or In-School Detention and potential loss of electric device usage. Up to the discretion of the administrator

Level II Behavior Offenses

Problem	Disciplinary Action
Vandalism of hardware or software	Violations will lead to In School Detention or Out of School Suspension from 1-10 days and may result in referral to the Board of Education for a disciplinary hearing. Restitution may be required.
Intentional introduction of a virus	Violations will lead to In School Detention or Out of School Suspension from 1-10 days and may result in referral to the Board of Education for a disciplinary hearing. Restitution may be required.
Use of a staff member's account	Violations will lead to In School Detention or Out of School Suspension from 1-10 days and may result in referral to the Board of Education for a disciplinary hearing.
Unauthorized transfer of server or workstation data files to another media	Violations will lead to In School Detention or Out of School Suspension from 1-10 days and may result in referral to the Board of Education for a disciplinary hearing
Deletion, modification, and/or introduction of files which alter or disable the computer and/or network operations	Violations will lead to In School Detention or Out of School Suspension from 1-10 days and may result in referral to the Board of Education for a disciplinary hearing. Restitution may be required.

Level III Behavior Offenses

Problem	Disciplinary Action
Using school equipment to commit an illegal act	Violation will lead to Out of School Suspension of from 1 to 10 days and may result in referral to the Board of Education for a disciplinary hearing which could result in further disciplinary action up to and including expulsion. Restitution must be made. Parents and police will be notified.

Unauthorized data access or modifications, tampering with server records or files	Violation will lead to Out of School Suspension from 1 to 10 days and may result in referral to the Board of Education for a disciplinary hearing which could result in further disciplinary action up to and including expulsion. Restitution must be made. Parents and police will be notified.

Cross References:
School Board Policy 6:235, *Access to Electronic Networks*
School Board Policy 6:235-AP1, *Acceptable Use of Electronic Networks*
School Board Policy 6:235-E1, *Letter to Parents/Guardians Regarding Student Use of the District's Electronic Networks*

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The building principal must review the material in advance for purposes of ensuring that the material is not otherwise prohibited from distribution, as set forth in section 6, and does not suggest it is school sponsored.
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.
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
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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:
School Board Policy 7:310, *Restrictions on Publications*

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" include 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.

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.

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 Reference:
School Board Policy 7:140, *Search and Seizure*

Winnebago School District #323 Extra-Curricular Code

Winnebago Athletic Mission Statement:

The mission of WinnebagoAthletics is to enhance the vision of the School District in helping children in achieving their fullest potential. We will help students achieve their fullest potential by instilling in them 5 key principles, learned through participation in athletics, which will serve as building blocks towards becoming a successful, ethical, and community-orientated person.

Five Principles of the Winnebago Athletic Department:

Discipline
Responsibility
Intensity
Leadership
Loyalty
D.R.I.L.L.

Parent and Student Reminders:

High School Students and parents/guardians are expected to attend the Activities Code meeting before participating in their first High School activity.

With regard to insurance coverage, an individual(s)/family coverage will be the first applied to any issues/incident, The School District provides accident coverage for students in some cases. Please see the Nurse for specifics on the coverage.

Parents and athletes need to look over the policies and rules for activities within the District and those of the IHSA before returning the signed Co-curricular and IHSA eligibility form.

ALL parents/guardians/Students in grades 6-12 are responsible for this information. Negligence is not a forgivable exception.

Students attending any extra-curricular activity must remain at the event for the duration of the event. If a student leaves during an event they will not be readmitted unless they leave and return with their parent. All students attending extra-curricular events must adhere to the Winnebago Student Code of Conduct, as well as the IHSA code for proper sportsmanship. Administration retains the right to remove or

prevent students from attending extra-curricular events if they have violated any rules or if the student is not fulfilling their academic and/or behavior obligations.

All student spectators or attendees must enter the event through designated doors/entrances. Students caught jumping fences, propping doors or allowing others to gain entrance to events through unauthorized entry points will be removed from the event and will be subject to school discipline code. All students must bring their current student ID with them to any extra-curricular event.

To be a part of an extracurricular activity is a privilege, not a right. To be eligible to participate in extracurricular activities, students must have all registration fees/other fines paid in full.

Students/children 8th grade and under must be accompanied and supervised by an adult in order to attend High School extracurricular events.

To try out for or participate in any school sponsored interscholastic competition, the student athlete must read the random drug testing policy and sign a consent on the "Random Drug and Alcohol Testing Consent". This consent form must also be signed by the student's parents or guardians in advance of the tryouts or start of the extra-curricular activity. The consent form will be valid for the school year, including the following summer, and must be renewed annually to participate. If the student athlete, his/her parents or guardians refuse to sign the release form, the student will not be permitted to be a member of the team.

Issues regarding practices, team issues, individual issues, and playing time must follow the chain of command steps if problems are to be resolved in a timely manner.

Parents/Guardians– Please follow the 24 hour policy; if you are unhappy with anything regarding any of our programs, please wait until the next day to discuss it. Coaches are not to be accosted or confronted immediately following any game. Failure to do so may result in a suspension from attending co-curricular events.

As NIL becomes more prevalent at the college and high school levels, I wanted to add the IHSA language on NIL.

"The state of Illinois allows its student-athletes to monetizing their Name, Image, and Likeliness (NIL)

Chain of Command:

Coaches and advisors must be made aware of any/all sports or activity related issues first and allowed to handle/address them.

If you are concerned about a coach's behavior being immoral, unethical, or illegal please reach out to the Activities Director at 815-335-2336 ext:2144

In a situation when/if the activities director is the head coach of a program, the chain of command would be as follows: Address Issues with the Head Coach, if issue not resolved or finalized, then you would contact the high school principal.

Clothes, Purchases, & Fundraising Questions:

Items the athlete/parent(s) are responsible for:

Any items such as socks, gloves, shoes/cleats, etc…and any extra item an athlete wants and is allowed to use by the coach, administration, or IHSA at their own cost.

Athletes are also financially responsible for the upkeep and safe return of all district uniforms/items received during their playing season.

All team t-shirts, non-district uniform/clothing, fundraising, and any coach/team wants are NOT mandatory.

An athlete's playing time or ability to participate in a sport is not based upon fundraising or extra clothing. Coaches and athletes are to focus on their team, their sport, good sportsmanship, and having fun.

Winnebago CUSD #323 - Activities Code & IHSA Eligibility

Philosophy:

The Winnebago School District sponsors co-curricular activities to provide middle and high school students with additional opportunities for personal growth, self-discipline, skill development, cooperation with others, creativity, and fun. Although it is understood that the main purpose for attending school is to obtain an education, co-curricular programs are also supported as a valuable part of the total educational experience.

Participation in co-curricular activities is a privilege, not a right, and carries with it additional responsibilities. The standards outlined in this code will help to ensure that the involved students serve as a credit to themselves, their families, their school, and the community. The code is in effect 12 months per year and applies to all 6-12 athletes, co-curricular participants, managers, & statisticians.

Activities sanctioned under the Code

Group I – Clubs/Organizations – Including the following:

Students in Service Clubs – National Honor Society (NHS), Student Council, etc.

a. Field trips

b. Club participation

Students in Enrichment Clubs – Art, Pep Band, Drama, Foreign Language Clubs; Forensics, International Studies, Mock Trial, etc.

a. Day trips

b. Competitions

Student Representatives - Students elected to class or student council offices; students chosen by faculty or peers to represent the school.

a. IHSA State

b. Student Council, etc.

c. Students selected for Prom, Homecoming or other courts.

Student Performances - Students in co-curricular music ensembles, Musical, Forensics team competitions, etc.

Group II - Interscholastic activities - Interscholastic team members

a. All games, contests, scrimmages, and tournaments.

As a member school of the IHSA, Winnebago High School will follow IHSA rules and regulations in situations that are not specifically outlined in this code. Winnebago Middle School will follow IESA rules and regulations in situations that are not specifically outlined in this role.

Eligibility for Co-Curricular Participation

All co-curricular participants and a parent/guardian must sign an agreement each year.

Signing the Parent and Participant Agreement this is required of all students who want to participate in any of the activities listed above. Signing the Parent and Participant Agreement indicates that parent and participant have knowledge and understanding and are in agreement with the standards set forth to afford the privilege of participation. Failure to sign the Parent and Participant Agreement will immediately disqualify a student from participating in all co-curricular activities.

The co-curricular Code undergoes regular review. Any changes made to the co-curricular Code will be in effect after School Board approval and the acceptance meetings at the beginning of each new school year. Therefore, students and parents must sign a new Parent and Participant Agreement each year.

Advisors/Coaches have their own set of rules specific to the sport they coach. Any rules established by the coach must be in writing and distributed to every participant. Rules may be acquired anytime from the head coach of the particular sport. Rules and consequences may include but are not limited to those distributed. Coaches/advisors have authority to administer consequences for violations of any team rules. Copies of these rules must be filed by the coach/advisor with the Activities Director, before the season begins. Student cooperation, which conforms to any rules designed by the coach, is required to maintain eligibility in that specific activity. The rules in the sport are to be followed just as the code of conduct is followed. Questions on these rules should be first directed at the coach and secondly, the activities Director.

Coaches are expected to provide a list of all participants prior to the start of the season, and follow up with an updated roster following the conclusion of tryouts (and/or by the 3rd week of the season.)

Other requirements for initial Eligibility in Co-Curricular Activities

Activities Co-Curricular Activities:

All athletes wishing to participate in/on an athletic team or program must complete and have on file with the Activities Director the following documents prior to their first practice:

a. Emergency/IHSA Physical Information Form (Physical/Alternate Year Cards) with updated medical needs (High School and Middle School)

b. Signed IHSA Eligibility Form (HS only)

c. Signed IHSA Concussion/Cardiac Arrest Parent and Athlete Agreements (HS only)

Non-Athletic Co-Curricular Activities: All students wishing to participate in non-athletic co-curricular activities must have the following documents on file in the office before the first meeting:

a. Emergency Contact Information (from Infinite Campus at registration and/or Emergency Card)

Prior to Beginning a Co-Curricular activity or starting the next season: Students who have outstanding school obligations (registration, activity, library, lost equipment/uniforms, etc.) may not participate in or start until all fees/fines and/or obligations are taken care of.

Dual Sport Participation:

The Winnebago School District allows dual sports participation. The following are procedures and expectations for any student athlete wishing to participate in two sports within the same season.

The student athlete:

1. Has permission from coaches of both sports.

2. Has identified a "priority" sport. (i.e. – the sport that will take precedence with regard to practices, contests, etc.)

3. Communicates, at least one week in advance (with the approval of coaches), any variations/changes to a practice and/or competition schedule.

Documentation from coaches of both sports and the student athlete needs to be submitted to the Activities Director prior to the start of either season for final approval.

Responsibilities of Co-Curricular Participants:

1. Faithfully support fellow participants by attending all practices, performances, and contests unless previously excused by the coach, advisor, or covered under the student attendance policy as an excused absence.

2.The student attendance policy governs participation in the co-curricular activities. If a student is suspended from school for any reason, as defined in the student handbook, they are ineligible to participate in any co-curricular activities during the suspension. We expect students to be on time and present for all classes in order to practice, attend meetings, or perform on school days.

3. Travel to and from all contests or performances out of the district shall be on school-approved transportation. Students may be excused to ride home with their own parent/guardian/adult family member only. The parent or guardian must sign out in person after the game.

4. Participants must refrain from using and/or possessing alcohol, tobacco, drugs, electronic smoking/vaping devices and/or other illicit substances throughout the calendar year.

5. Participants must refrain from criminal act as defined by state criminal laws, including but not limited to General Crime Provisions, Crimes Against Life & Bodily Security, Crimes Against Health & Public Safety, Crimes Against Reputation & Civil Liberties, Crimes Against Property, Crimes against Sexual Morality, Crimes Against Government & Its Administration, Crimes Against Public Peace, Order and other interests, and Crimes Against Children.

6. Students participating in co-curricular activities must adhere to all provisions of the Winnebago district Student Handbooks. This includes practice, travel, and performance unless the administration grants exceptions.

7. Violation penalties/consequences that have not been served will carry over from season to season and/or school year to school year and will be cumulative throughout a student's career. A student must finish the season in good standing in order for a penalty to count.

Responsibilities of Parent or Guardian:

Encourage players - be enthusiastic - show school spirit.

Maintain a positive attitude whether your team is winning or losing.

Refrain from being insulting or showing bad sportsmanship towards the others during the competition.

Any problems or concerns should be brought to the attention of the Coach or the Activities Director.

Parents, as spectators, are expected to exhibit good sportsmanship at all times.

Spectators who, in the judgment of the site administrator, behave in ways that are inappropriate will be warned about the behavior and then will be asked to leave the competition.

Any parent ejected from a contest will not be allowed to attend the next contest. Consequences will increase as the frequency of the behavior increases.

A 24hr notice is needed if wishing to talk to a coach or the Athletic Director.

Support the team with team sponsored events, such as fundraising, or concessions.

Conduct Expectations - Academic Performance and Maintaining Eligibility

Weekly Academic Progress Monitor

1. The academic eligibility standard at Winnebago High School is that a student must be passing **all but one** of their enrolled classes at the time of each grade check in order to be eligible to participate in any co-curricular activity. This standard is applied through a weekly academic progress monitor. Beginning on the 3rd Friday of each quarter and all following Thursday of the quarter, the Activities Director will run weekly grade reports. Coaches, parents and the student participant will be notified if the student is earning a failing grade. The First Violation: students may continue to practice, but are not allowed to participate in games (Sunday through Sunday of the following week). Second offense: students will not be allowed to participate in practices/contests/events (Sunday through Sunday). Third Offense: a third week of ineligibility shall result in dismissal from the team/activity.

2. Athletes who fail to pass all of their enrolled classes **but one** at the high school level at the end of the semester will be ineligible during the entire next semester.

3. If a student wishes to regain eligibility in a timely manner, he/she is expected to be at rehearsals, practices and games/events (not in uniform/costume) during the period of academic ineligibility unless otherwise approved by the coach and Activities Director. Managers do not travel with the team for away events, and/or sit on the bench or help during the event (on home games - they can help prepare and conclude an event) for the week of their ineligibility.

4. According to the IHSA bylaws students must maintain a minimum of a 2.0 gpa. If a coach chooses to enact a stricter "gpa minimum," this must be discussed and approved by the Activities Director prior to the start of the first practice of the season.

Academic Eligibility - Winnebago Middle School Grade 6-8:

In order to participate in extracurricular activities, a student must be passing all classes during the sport season. Academic Ineligibility Infractions will result in the following sanctions: A.) First Offense: May continue to practice, but will not be allowed to participate in contests/events for one (1) week, Sunday to Sunday. B.) Second Offense: The participant will not be able to participate in practices/contests/events, Sunday to Sunday. C.) Third Offense: A third week of ineligibility shall result in dismissal from the team/activity.

Notification of Academic Ineligibility

1. Grades are considered "posted" when they are received by the Activities Director from the Office. Periods of ineligibility for grades begin on the Sunday following the posting of grades.

2. Upon posting of weekly grades, the Activities Director will notify the parents, students, coaches and advisors of the failing grades. Coaches will be held accountable for withholding that student from participation.

3. The co-curricular Code Appeals procedure deals only with the process, once grades are posted by teachers and whether or not the administrator enforcing the code appropriately followed the process and subsequent actions.

Regaining Eligibility with Summer School Courses

1. Any student who becomes ineligible at the end of the 2nd semester (June) may potentially regain their eligibility by successfully completing comparable/approved summer school courses–if offered–provided the course is completed by the end of the summer school grade reporting period. It is not the school's responsibility to create summer school courses to serve this purpose. Courses taken for this purpose will be the financial responsibility of the family/individual.

2. Grades for courses taken during the summer must be received by the first contest, game, or public event in order for the student to regain eligibility.

Failing Grades Resulting from Dropped Courses

1. If a student drops a class after the first five days of classes in any semester, he/she may receive a failing grade for that class. Failing grades resulting from dropped classes are treated as failing grades on progress reports and on quarter and semester report cards. Note: If the student received a "W" (withdrawal) initiated from the classroom instructor and approved by the principal, eligibility would be retained.

Incomplete Grades

1. A grade of "incomplete" (I) is issued only upon the approval of the principal.

2. All incomplete grades (I) are treated as failing grades and will make the student ineligible to participate in any activity. Upon verification by the teacher issuing the incomplete, a student who completes the necessary requirements to attain a passing grade will immediately regain his/her eligibility providing he/she meets other academic requirements.

Attendance and Maintaining Eligibility

1. Enrolled District 323 students must be in school within 30 minutes of the designated start time and attend the entire day in order to participate in practices and or events/contests. Exceptions will be made only for pre-arranged and administratively approved appointments which are verified in writing or by a medical staff note.

2. Parental excuses are not an excuse that allows a student to play. The principal or Activities Director may approve individual exceptions prior to a student's absence. It is not an approved exception for students to leave school to retrieve forgotten uniforms, equipment, or other items.

3. If a student goes home ill, during any part of the day, the student will not be eligible to participate in practice, contest, event, performance or activity.

4. Students with unverified/unexcused absence(s) will not be allowed to participate in practice, contest(s), event(s), or performance(s) until it is cleared. If an absence(s) is/are not cleared and/or made up with administrative approval (i.e. – detention served and work for class completed) prior to the next contest, the student will serve a (1) one game/event suspension for each unverified/unexcused absence.

5. The later discovery of a violation of either of the previous two attendance eligibility rules after the day of an actual contest or event will result in the suspension from participation on the next event or contest date.

6. The effect of absences on student participation in practice as a result of attendance issues is left up to the discretion of each advisor/coach. All advisors/coaches are expected to have a written policy about attendance/practice issues as part of their team handbook/policies.

Student Conduct and Maintaining Eligibility - General Principles of Conduct and Eligibility:

1. Conduct Rules are in effect for all twelve (12) months of the year ("24/7/365").

2. Violations will result in the suspension of eligibility.

3. Suspension from activities is based on a percentage of contests; while a suspension from all other co-curricular activities are based on specific policies outlined by each co-curricular activity.

4. Violations of the activities:

The standards and procedures identified in the Winnebago School District Student Handbook and co-curricular Code will be the basis and guidelines for disciplinary action for code violations.

Alcohol Testing:

All students at the school/district are subject to taking a breathalyzer test if there is a reasonable suspicion of use. If a student refuses to cooperate, they will be considered guilty of alcohol use. Local law enforcement can give breathalyzer tests without parental consent.

Awards:

In the Winnebago School District, for any student to be eligible for recognition, the season must be completed in good standing. This means that the athlete must finish the sports season started unless there are extenuating circumstances. Also, the athlete cannot have any violation of the following: alcohol, drugs, or tobacco. It is the responsibility of the individual coach to determine what member of their team will letter. It is expected that the coaches will inform their squad before the first contest as to what the requirements will be to earn a letter.

Detention/Suspension:

If placed on detention the student is required to fulfill the detention obligation before his/her activity obligation. After serving the detention the student may report to his scheduled activity. If the student is serving an in-school or other suspension for the day, he/she will not be allowed to attend the scheduled activity, whether it is practice or an actual game. Each individual coach can enforce his/her own team's rules once the athlete returns to practice.

Equipment:

One of the values of co-curricular activities is to teach responsibility and this should apply to the care of all equipment and school facilities. The school/district attempts to provide the best in safety equipment. We expect you to care for the equipment that is loaned to you as if it were your own. You are expected to return the original equipment issued at the close of the season. You will be held financially responsible for any equipment issued to you that is lost, misplaced, or stolen.

Felony/Criminal Act Clause:

Any student charged with a felony shall, upon the filing of felony charges, become ineligible for all further participation until the matter is settled in the judicial system. Any student convicted of a felony with an authorized penalty of incarceration shall be rendered permanently ineligible from participation in all activities. The athlete reinstatement will be evaluated on a case to case basis..

General Guidelines for Conduct Violations:

Penalties will be cumulative over a four (4) year period. This is for determining second, third and fourth violation consequences.

Violations of the co-curricular code apply to all activities in which the student participates.

Suspension period for conduct violations not served carries forward to the next season/activity. A student's record for code violations goes into effect immediately upon signing this co-curricular code. Student infractions/violations will reset transitioning from middle school to high school. Should a student have a code violation in 8th grade and not fulfill suspension, the suspension will carry over to high school.

Code Violations:

Conduct/Behavioral Violations (Rule 1)

a. Purchase, selling, possession, or consumption of substances such as alcohol, nicotine vapes, or tobacco products is a violation of Rule 1.

b. Inappropriate Student Conduct - Conduct Unbecoming of a Participant: Students in all co-curricular programs are expected to adhere to the highest standards of social behavior, sportsmanship, and show proper respect for authority at all times - in school and within the community. Examples of violations of this rule might include: vandalism, harassment, bullying, cheating, plagiarism, illegal or criminal activity (misdemeanors), gross insubordination such as abusive language or behavior directed at another, truancy, refusal to follow school rules resulting in disciplinary action, or any other conduct in direct violation of the philosophy of the co-curricular Code. The principal and the Activities Director have district wide discretion in applying this rule.

Unlawful Conduct/Illegal Substance Use (Rule 2)

a. Purchase, selling, possession, or the use of illegal drugs. Possession of drug paraphernalia (mood-altering substances, controlled substances or look-alike drugs, THC vaping devices, Performance Enhancing Substances, or street drugs).

b. Any civil or criminal infraction including, but not limited to theft, willful damage to property, weapon possession, or felonies, that is determined by the Activities Director/Principal to be a violation of the code, or detrimental to the reputation of the school and/or district will result in a period of suspension of no less than the period served by students according to the code, except that any career suspensions may be invoked sooner depending on the nature of the crime. In accordance with the IHSA, the suspension will last no less than the length it takes to settle the matter in the judicial system.

Attendance at Gatherings (Rule 3)

a. Attendance at gatherings where drugs and/or alcohol are being used/consumed by minors.

Students should avoid placing themselves in situations where their innocence may be questioned. The amount of time spent at the gathering is inconsequential; the time it takes to place a phone call and walk off the premises is the expected amount of time for a choice to be made.

> **Note:** Presence at parties where drinking or use of alcoholic beverages by minors or use of illegal drugs is occurring is prohibited. "Holding" an alcoholic drink, tobacco product, or illegal drugs shall be considered use of the product. This rule is not meant to include presence in an establishment that is primarily an eating-place, presence in such places with parents, or to prevent being employed at such places. It also is not meant to include presence in places like a golf course clubhouse or bowling alley where alcoholic beverages are served. A student must have a legitimate reason for being there. Students are not prohibited from attending weddings, reunions, anniversaries, or other ceremonial functions where alcohol is served but may not consume alcohol nor be in possession of alcoholic beverages even though they have parental permission. (Church activities notwithstanding.)

Activities Violations:

First Violation

Students will be suspended for 25% of their contests or events with a prorated carryover to their next season or activity if the suspension is not fully served in the current season or activity period. A scrimmage is not a contest. Suspended athletes may participate in scrimmages, since a scrimmage is a practice activity.

Note: If students wish to regain thor eligibility after suspension resulting from a violation, they are expected to attend all rehearsals, practices, and/or game/events during their period of suspension.

Second Violaon

Students will be suspended for 60% of their contests or events with a prorated carryover to their next season or activity if the suspension is not fully served in the current season or activity period. A scrimmage is not a contest. Suspended athletes may participate in scrimmages, since a scrimmage is a practice activity.

Note: If students wish to regain their eligibility after suspensions resulting from a violation, they are expected to attend all rehearsals, practices, and/or game/events during their period of suspension.

Third Violation

Students will be suspended from all co-curricular activities for one calendar year. Students may not be considered for local scholarships and/or awards. In addition, no involvement in school activities including practices.

Note: If students wish to regain their eligibility after suspensions resulting from a violation, they are expected to attend all rehearsals, practices, and/or game/events during their period of suspension.

Fourth Violation

Students' privilege to participate in all co-curricular events will be revoked for the remainder of the student's high school career.

Note: All suspensions covered in the alcohol, tobacco, and other drug violations begin the day the student is notified by the Activities Director and not the day the letter is sent home. Days between the end of one sport season and the beginning of another sport season will not be counted toward the suspension.

Reduction of Suspension/Treatment Requirement:

A student has the opportunity to self-report for first offenses. Self-reporting will result in a reduction of suspension following the chart listed below:

A student that received an alcohol, tobacco, drug, or other code violation for his/her first offense may reduce the period of suspension by self-reporting to the Activities Director or Principal. The student may be required to participate in an approved treatment program or support group at the expense of the student/family. Proof of completion of the assessment program (and the serving of any violation) must be submitted prior to eligibility being reinstated.

The reduction will be as follows:	Football	1 game
	Volleyball, Cross-Country, Wrestling, and Track	2 games
	Basketball, Softball, and Baseball	3 games

All of these are intended to reduce the suspension equitably, based on the number of contests in the total season.

Out-of-School Suspensions:

A student who is serving an out-of-school suspension may not be on the school grounds during the suspension. Therefore, the student may not participate in any practices or contests on days or portions of days of scheduled contests, functions, and practices when the suspension is in effect until it is fully served. This may include Saturday competition, i.e., suspended on Friday and Monday. Students may not practice on days when a suspension is in effect.

Note: Winnebago School District is a Drug-Free School. Therefore, any student found to be in violation for illegal substances while on school grounds or within 1500 feet of school grounds could be suspended up to one year from participation in co-curricular activities. A second illegal substance violation while on school grounds or within 1500 feet of school grounds will result in the student being suspended from participation in co-curricular activities for the remainder of their high school career.

Activities Violations:

*Please see Activities Director or principal for a list of activities that fall underneath this category.

First Violation - 30 day probationary period with 15 hours of community service to regain full eligibility

Second Violation - 60 day of probationary period with 45 hours of community survive to regain full eligibility

Third Violation - 1 calendar year suspension with 60 hours of community service to regain eligibility

Fourth Violation - Students' privilege to participate in all co-curricular events will be revoked for the remainder of the student's high school career.

Other Consequences for Athletics & Activities Violations:

First Violation:

1. Homecoming or Prom Court: Ineligible from all participation (court, grand march dance, decorating, escorting a court member) for one calendar year from date of violation.

2. Consideration for Special Awards: Student athletes will be ineligible for consideration as the Outstanding Senior Athlete, Army and Marine awards, WIAA Scholar Athlete, etc for one calendar year from date of violation.

3. Consideration of All-Conference Awards: Student athletes will be ineligible for consideration of All-Conference awards for the season in which the violation occurred.

Reporting and Administration of the Co-Curricular Code:

The Activities Director will administer the co-curricular code, weekly academic progress monitor, and grade records pertaining to violations and penalties for all activities. The Activities Director or the school administration will maintain these records in the student disciplinary files. Only school officials will have access to these files.

Code violations, other than academic eligibility, must be reported to the Activities Director and/or administration. Each advisor/coach will monitor his/her group to uphold and maintain the expectations of the code. Persons employed by the Winnebago SChool District observing an infraction of this code are expected to report the infraction, in writing, to the Activities Director or a school administrator. In cases where suspected violation of the code may have occurred, the student may be required to meet with the Activities Director or administration to discuss the suspected violation. Infraction reports from members of the community will be considered if a report is submitted to the Activities Director or to a school administrator in writing. In addition, statements can be obtained by interviews by the Activities Director, administration, or law enforcement. Reports of code infractions will be investigated by the Activities Director. If a student is found to have violated the code, the Activities Director will refer to the co-curricular code to determine the appropriate action.

The school recognizes that there must be a timely connection between the violation of the co-curricular rules and when the violation is reported to school administrators. This is necessary to establish reasonable cause as well as to make the imposition of a sanction a learning experience. All violations of this code must be reported within ten (10) calendar days of the occurrence.

Appeal Process:

Due Process Procedures

"Due process" recognizes the rights of the individual since it outlines his/her recourse in the event he/she feels a wrong decision has been made. The "due process" step outlined hereafter is the procedure for a student and his/her parent/guardian(s) to follow in appealing decisions relating to eligibility. It should be understood that the student and parent/guardian(s) will be expected to follow the "due process" steps in the event legal action should be initiated at some later date.

*Athletes are ineligible for participation during the appeal process.

1. Within five (5) school days from the time the Activities Director informs the student (verbally and in writing, with a copy to the parent/guardian if the student is under 18 years of age), of their ineligibility for participation in co-curricular activities for a violation of the co-curricular code, the student has the right to request, in writing to the building principal, a hearing before the co-curricular code review board. "The co-curricular code review board shall consist of five (5) objective members: an administrator, a coach, an advisor, a faculty member, and a community member-at-large."

2. If such a request is made in writing, the principal shall, within five (5) school days, convene the co-curricular code review board and hear the student's case. The co-curricular code review board members and any other parties involved will be notified at least two (2) days prior to the review board meeting.

3. If the student is dissatisfied with the decision of the co-curricular code review board, the student may submit in writing, within three (3) days of receiving written notice from the co-curricular code review board of their decision, a request for a hearing with the district administrator and at least but not limited to two (2) members of the board of education.

4. This hearing shall be held within five (5) school days of the request being received by the district administrator.

5. The district administrator and at least but not limited to two (2) members of the board of education may review any and all decisions made by the co-curricular code review board as per Illinois statutes.

Extra-Curricular Drug and Alcohol Testing Program:

To further its legitimate concerns with regard to preventing, deterring, and detecting drug use and protecting the safety and health of its students, the Board of Education has adopted the following drug and alcohol testing program, which shall apply to all participants in school sponsored extracurricular activities in grades 9 through 12.

To participate in any school sponsored extracurricular activity, a student and his/her parent/guardian(s) must consent to random drug and alcohol testing. Failure to sign off on a "Random Drug and Alcohol Testing Consent" form will make a student ineligible to try out or participate in any District extra-curricular activities. This form must be completed online during the appropriate registration time for all extra-curricular participants. Transfer students who wish to participate in extracurricular activities will be placed in the random testing pool when they sign the consent form at the time of enrollment.

Random Selection of Students:

During the school year, all participants in extra-curricular activities will be subject to the possibility of being randomly tested for controlled substances and alcohol. Once placed on the random list, the participant will remain in the random testing pool for the remainder of the school year. Testing will be conducted at random, unannounced times throughout the school year. In order to maintain confidentiality, the testing agency will assign a number to each student participating in an extra-curricular activity.

Home Schooled students:

Homeschooled students who register to participate in activities at a public school are subject to the school's activities code of conduct. If a homeschooled student is randomly selected for testing, they will be notified the evening before the scheduled test. Failure to report for

testing will be treated as a positive result, and the student will be ineligible to participate in any activities until a negative test result is provided. Additionally, the student will automatically be included in the following month's testing pool.

Notification of Student Selection and Collection Procedure:

Selected students will be notified to report to the testing site. The student will be escorted to the testing site by the Principal, Assistant Principal, Activities Director or designee. Once there, the students will stay under the guidance of the testing agency's personnel until the student is able to provide an adequate specimen. If a student is unable to produce a specimen, the students will be given up to 24 ounces of fluid. If the student is unable to produce a specimen within two (2) hours, the student will be ineligible for participation in extra-curricular activities until the next regularly scheduled test is administered. Any sample given that tests non-negative shall be confirmed by the testing agency.

If a participant is absent from school or is off campus and selected for testing, the student will remain eligible for participation, but will be automatically tested on the next date as one of the selected participants.

Non-Compliance:

If an extra-curricular participant refuses to be tested, this will be considered a positive test and the participant will be subject to the violations in the Extra-Curricular Code of Conduct. Any participant that has a test which is determined to have been altered or "masked" in any way will be ineligible for all extra-curricular activities for the remainder of the school year. This will be reported to the parents/guardians.

Medication:

If an extra-curricular participant selected for testing has been or is taking prescription medication, the participant must provide verification, (either by a copy of the prescription or by doctor's authorization) upon request.

Procedure for a Positive Test Result:

If a student's sample tests are non-negative, the student and his/her parents/guardians shall be notified by phone or personal contact of the results by the Principal and/or Activities Director. The student and his/her parents/guardians shall be given the opportunity to provide information explaining the non-negative result or request a second test. These requests must be made within twenty-four (24) hours of the notification of the first positive test results. A student who tests positive may be tested each time the random drug tests are administered thereafter for the remainder of the school year.

If a drug or alcohol test is verified "positive", the building Administration will meet with the student and his/her parents/guardians. They will be given the names of counseling and assistance agencies. The student will be found in violation of the Code of Conduct for Extra-Curricular Activities, and given the appropriate suspension.

Re-Testing After a Positive Result:

The student will have an opportunity within twenty-four (24) hours of the notification of the first positive test results to be re-tested in a federally-licensed laboratory of the family's choice and at the expense of the student and parent/guardian. The results of this second test will be shared with the Principal or Activities Director. Should the test be confirmed as positive, the student will be subject to the violations specified in the Extra-Curricular Code of Conduct.

Confidentiality of Results:

The results of any test administered under the terms of the policy shall be kept confidential and disclosed only to the students, his/her parents, and school officials designated by this policy. The test results shall not be used as a basis for any academic or disciplinary action other than the consequences stated in the Code of Conduct and Drug and Alcohol Testing Program. The

results of the testing shall not be reported to law enforcement officials. The test results will not be part of the student's permanent record, but will be kept in a separate secure file. The Drug and Alcohol Testing Program does not, however, limit the school district's authority to suspend or expel students under reasonable suspicion of drug or alcohol use, when that reasonable suspicion is based on evidence acquired outside of the Drug and Alcohol Testing Program described herein. Similarly, the Drug and Alcohol Testing program does not limit the School District's authority to search or test students when reasonable suspicion of drug or alcohol use exists.

Expense:

Funding of the Drug and Alcohol program will be provided by the School District for all initial random drug tests. Students and parents/guardians assume financial responsibility for requested re-tests and substance abuse counseling.

Cross References:
School Board Policy 6:190, *Extracurricular and Co-Curricular Activities*
School Board Policy 6:190-AP, *Eligibility for Participation in Extracurricular Activities*
School Board Policy 7:240, *Conduct Code for Participants in Extracurricular Activities*
School Board Policy 7:240-AP1, *Code of Conduct for Extracurricular Activities*

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, the Americans with Disabilities Act Amendment Act, 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 which 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 and/or accommodations.
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:
School Board Policy 6:120, *Education of Children with Disabilities*

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Related Services Log

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 any time upon request.

Cross Reference:
School Board Policy 7:230, *Misconduct by Students with Disabilities*

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or 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: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) 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:
School Board Policy 7:15, *Student and Family Privacy Rights*
School Board Policy 7:15-E, *Notification to Parents of Family Privacy Rights*

Student Records

School student records are confidential and information from them will not be released other than as provided by law.
The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal within 1 week of the student beginning instruction at the school.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed $.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion of a student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper—exclusive of academic grades and references to expulsions or out of school suspensions.
3. The right to request removal from the student's academic transcript of one or more scores received on college entrance exams.
4. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. 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; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; educational technology vendors— as regulated by SOPPA, and in other cases permitted by law.
5. The right to insert a statement of reasonable length disputing the content of the record.
6. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue. SW
Washington, D.C. 20202-8520

Cross Reference:
School Board Policy 7:340, *Student Records*

Requests from Military or Institutions of Higher Learning

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 school office.

Cross Reference:
School Board Policy 7:340-AP, *Student Records*

Teacher Qualifications

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

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

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

Cross References:
School Board Policy 5:190, *Teacher Qualifications*
School Board Policy 5:190-E1, *Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*

Response to Intervention (RTI)

Response to Intervention (RTI) is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of RTI is to provide students with the help they need to be successful as early as possible in their school career.

Positive Behavior Interventions and Support (PBIS)

Positive Behavior Interventions and Support (PBIS) is a federal and state initiative intended to meet a wide range of student and staff needs in academic, social, and behavioral expectations to allow the learning environment to succeed. This is a network of positive expectations ranging from the bus to the hallways to the classroom to extracurricular events. The goal of PBIS is to provide students and staff with the support systems needed to be successful and positive throughout their educational and professional careers.

Standardized Testing

Upon being notified of standardized testing, 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 in achieving 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, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Cross Reference:
School Board Policy 6:340, *Student Testing and Assessment Program*

Homeless Child's Right to Education

Please refer to the Winnebago School Board Policy 6:140.

Cross References:
School Board Policy 6:140, *Education of Homeless Children*
School Board Policy 6:140-AP, *Education of Homeless Children*

Parental Involvement (Title I)

Please refer to the Winnebago School Board Policy 6:170.

Cross Reference:
School Board Policy 6:170, *Title I Programs*

English Language Learners

The school offers opportunities for English Language 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 Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.
For questions related to this program or to express input in the school's English Language Learners program, contact Mrs. Cathay Finley at 815.335.2456.

Cross Reference:
School Board Policy 6:160, *Limited English Proficient Students*

School Visitation Rights

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

Cross References:
School Board Policy 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*
School Board Policy S 8:95-E2, *Verification of School Visitation*

Pesticide Application Notice

The district maintains a registry of parents and 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 the District office: 815.335.2456
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:
School Board Policy 4:160-AP, *Hazardous and Infectious Materials and Student Safety*

Mandated Reporters

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:
School Board Policy 5:90, *Abused and Neglected Child Reporting*

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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following: Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer; *Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer; Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs*

Cross Reference:
School Board Policy 4:170-AP2, *Child Sex Offender and Murderer Community Notification Law*

Sex Offender & Violent Offender Community Notification Laws

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

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

Cross Reference:
School Board Policy 4:170-E8, *Informing Parents About Offender Community Notification Laws*

Winnebago High School Physical Education Rules and Policies

Students will be considered tardy if they are late to class, or late reporting to their squad.

- Must be in the gym or locker room when the bell rings
- Must be dressed and walking in the gym 5 minutes after the bell rings

Infractions of the following rules will initiate disciplinary action:

- Unsafe or inappropriate behavior will result in removal from activity and a failing grade for the day (e.g. fighting, swearing, insulting others, climbing, using equipment inappropriately, etc.)
- Food and/or drinks will not be allowed during class or in the gym whether you are participating or not.
- Students are not allowed to touch any equipment or personal property that does not belong to them (e.g. grade books, computers, keys, whistles, any sports equipment, etc.)

**Students are expected to participate every day. 5 no dress days in one semester will result in an automatic failure.

**After students have changed into school clothes, they are to return to the gym or designated location until the bell dismisses the class.

Make-Up Policy: Students may make up minutes lost due to an absence by appointment with his/her teacher.

P.E. EXEMPTS

- Must be a Junior or Senior
- Must be a student-athlete
- Will receive a Pass or Fail at the end of the semester (no letter grade)

WINNEBAGO PHYSICAL EDUCATION UNIFORM POLICY

Uniform Information

The Winnebago Physical Education uniform consists of a Winnebago T-shirt, Winnebago shorts, and athletic shoes. The T-shirt and shorts will display Winnebago print and must not be altered in any way – cut, tied, etc. The shorts will be mesh. Winnebago T-shirt or shorts will be available for purchase through the PE department.

Required PE Shoes:

PE shoes must be rubber-soled athletic shoes that are secured to the foot (i.e. laced and tied). Shoes such as slides, Crocs, Hey Dude, boots, etc. will not be permitted.

Rental uniforms will be available in the PE offices. The cost will be 25 cents per item. In the event a student does not have the 25 cents, they will be allowed to use the rental uniform and owe the money to the PE department. Unpaid rental costs will be added to a student's fees and fines list at the end each semester. Transfer/and or new students will have 3 days to secure a uniform.

When injured, students must bring a note from a parent or legal guardian to be excused from participating in their Physical Education class for one day. Further exclusion may require a doctor's note.

Refusal to Dress Policy

All students are required to wear the Winnebago PE uniform. Students who refuse to dress and/or use a rental from the PE department will be issued a morning activity detention with the PE department. Failure to serve the detention will result in an office referral.

Medical Excuses for Middle School/High School Physical Education Classes

Middle School and High School students who are unable to participate in physical education for an extended period of time due to injury or other excused reasons with a doctor's note may be provided with an alternate written assignment. The specific assignment will be determined by the teacher at that time. This will count towards their daily points each week.

Winnebago Physical Education Heart Rate Monitor Based Curriculum

Heart Rate Monitor Information

WHS students will be assessed on the amount of time spent in their target heart rate zone (THRz). Target heart rate zones are expressed as percentages of a person's maximum heart rate. Target Heart Rate Training Zone (THRz)
The target heart rate training zone for WHS physical education is at least 60% of the student's maximum heart rate. Maximum heart rate is found by taking 220 – your age. Therefore, the maximum heart rate for high school students usually ranges from 202-206. The target heart rate training zones for high school students begins at 121.2-123.6. Students will work to maintain at least 122 beats per minute.

Equipment/Policy

Students will be assigned a heart rate monitor during their physical education class. Each student is responsible for his/her heart rate monitor during that class period. If equipment is damaged due to student negligence, they will be financially responsible for replacing the equipment. The heart rate monitors and equipment will be sanitized after each use. Locks for PE lockers are issued by the school. Personal locks are not allowed and will be removed by building administration or maintenance. Personal locks that are removed will not be replaced by the school and students will not be compensated.

Winnebago Middle School Locks

Middle school students will purchase a lock for 7 dollars, which will be included in their registration fee. At the end of each school year, the students will take their lock with them for the summer and return it for the next school year. Beginning with fall 2026 registration, the incoming 6th graders will be the only students purchasing a lock with registration, as all upper-class students will already have them purchased. Students will still be required to buy a replacement lock if they lose theirs for the same price. This process applies specifically to Winnebago Middle School students.

Assessment

Physical Education students will be graded on the following:

-Minutes spent in THRz & Student Conduct* 80% of total grade

-Final Exam 20% of total grade

***Minutes may be affected by student conduct during class**

Minutes in Target Heart Rate Zone (THRz) (80% of Total Grade)
Students will be expected to be in their THRz (122 bpm or more) for at least 20 minutes per regular class period.

Student's grade for this portion of the class will be determined by the following formula: *Total # of minutes in THRz/Total # possible minutes = % Grade*

A – (90-100%)
B – (80-89%)
C – (70-79%)
D – (60-69%)
F – (59% and below)

Final Exam (20% of Total Grade)
Student's grade for this portion of the class will be determined by the following formula: **Mile Score(100) + Pacer Score(100) + Written Exam(100) / 300 = % grade**
** Students will be allowed to earn more than 100% in the THRz portion of their grade. This will help offset any low final exam grades.

Final Exam – Mile/Pacer Scoring Rubric

Boys Times	Score	Girls Times	Boys Laps	Score	Girls Laps
Under 6	**100**	Under 7	100+	**100**	66+
6:01-6:15	**98**	7:01-7:15	99	**98**	65
6:16-6:30	**96**	7:16-7:30	97	**96**	62
6:31-6:42	**94**	7:31-7:45	94	**94**	59
6:43-6:54	**92**	7:46-8:00	92	**92**	56
6:55-7:06	**90**	8:01-8:15	88	**90**	53
7:07-7:18	**88**	8:16-8:30	85	**88**	50
7:19-7:30	**86**	8:31-8:45	81	**86**	47
7:31-7:42	**84**	8:46-9:00	77	**84**	44
7:43-7:54	**82**	9:01-9:15	73	**82**	41
7:55-8:06	**80**	9:16-9:30	69	**80**	38
8:07-8:18	**78**	9:31-9:45	65	**78**	35
8:19-8:30	**76**	9:46-10:00	61	**76**	32
8:31-8:42	**74**	10:01-10:15	57	**74**	30
8:43-8:54	**72**	10:16-10:30	53	**72**	28
8:55-9:06	**70**	10:31-10:45	49	**70**	26
9:07-9:18	**68**	10:46-11:00	45	**68**	24
9:19-9:30	**66**	11:01-11:15	41	**66**	22
9:31-9:42	**64**	11:16-11:30	37	**64**	20
9:43-9:54	**62**	11:31-11:45	33	**62**	18
9:55-10:06	**60**	11:46-12:00	29	**60**	16
10:07-10:18	**58**	12:01-12:15	25	**58**	14
10:19-10:30	**56**	12:16-12:30	21	**56**	12
10:31-10:42	**54**	12:31-12:45	17	**54**	10
10:43-10:54	**52**	12:46-13:00	13	**52**	8
10:55-11:06	**50**	13:01-13:15	9	**50**	6
11:07-11:18	**48**	13:16-13:30	5	**48**	5
11:19-11:30	**46**	13:31-13:45	4	**40**	4
11:31-11:42	**44**	13:46-14:00	3	**30**	3
11:43-11:54	**42**	14:01-14:15	2	**20**	2
11:55-12:06	**40**	14:16-14:30	1	**10**	1
12:07-12:18	**38**	14:31-14:45	0	**0**	0
12:19-12:30	**36**	14:46-15:00			
12:31-12:42	**34**	15:01-15:15			
12:43-12:54	**32**	15:16-15:30			
12:55-13:06	**30**	15:31-15:45			
13:07-13:18	**28**	15:46-16:00			
13:19-13:30	**26**	16:01-16:15			
13:31-13:42	**24**	16:16-16:30			
13:43-13:54	**22**	16:31-16:45			

13:55-14:06	**20**	16:46-17:00
14:07-14:18	**18**	17:01-17:15
14:19-14:30	**16**	17:16-17:30
14:31-14:42	**14**	17:31-17:45
14:43-14:54	**12**	17:46-18:00
14:55-15:06	**10**	18:01-18:15
15:07-15:18	**8**	18:16-18:30
15:19-15:30	**6**	18:31-18:45
15:31-15:42	**4**	18:46-19:00
15:43-15:54	**2**	19:01-19:15
15:55 or more	**0**	19:16 or more

Winnebago High School and Middle School Science Department Dress Code and Expectations

The Winnebago High School Science Department requires special dress code considerations during laboratory procedures. The dress code and safety policies are guided by the Occupational Safety and Health Association (OSHA) and Flinn Scientific School Lab Safety. At the beginning of each school year, students and guardians are required to read and sign a safety contract (https://www.flinnsci.com/api/library/download/80efae9513b548d6999c31d38ac36abe?srsltid=AfmBOopqJylftrmTxs2hqzMbXJQFqj-cKD7c2Xhy0PtHcCR6KWPr3QRZ) stating that for their safety and the safety of others, they have read and will abide by the safety requirements of WHS Science Labs. Students not complying with safety dress will not be allowed to participate.
Dress code safety requirements during laboratory days are:
*No open-toed shoes (No sandals, flip-flops, etc); long hair must be tied back, no food/drinks, no purses or bags, long pants are required
*Students wearing contact lenses may be required to remove them or wear additional protective eye wear.
Winnebago Middle School full requirements can be found in the Lab Safety Contract.

AI Programs

Winnebago School District requires students to be academically honest and act with academic integrity. School work generated by using Artificial Intelligence or AI programs will not be considered original work by the student and will be classified and treated the same as plagiarism.

Winnebago High School Study Hall Expectations

The Study Hall teacher will be in charge of the room; they will inform everyone of the expectations and be responsible for follow through. The Study Hall teacher may adjust expectations as needed in order to maintain the disruption and distraction free working environment.
Follow all school policies:

- Be respectful of everyone in the classroom; no one may be a disruption or distraction to learning
- Bring all work and materials you may need with you when you come to class
- Students must be in the classroom and seated when the bell rings
- Sleeping is not allowed
- Study hall is for completing work and/or studying; if you have all of your work already completed, plan to read, study, or sit silently
- The school dress code must be followed
- Use of the library is a privilege; passes must be signed by the librarian first, then by the study hall staff; students may not leave for the library until after the first 10 minutes of class; students must sign in at the library and remain in the library for the duration of the period;
- Students on the D/F list will be required to stay in study hall
- Water/snacks may be allowed, but they may not become a distraction/disruption, and students are responsible for your own mess
- Cell phones/other electronic devices are not allowed; teachers may grant permission and/or designate times for students to use electronic devices when appropriate

Plagiarism/Academic Dishonesty

Plagiarism is a serious issue, especially in an academic environment. In order for teachers/staff to provide the best possible assessment and instruction to meet student needs, it is imperative that student work be their own, original work and not be plagiarized. Plagiarism reflects on character; therefore, students should diligently avoid all forms of plagiarism. Any of the following features found in students' written work (including drafts, journals, revised papers and other assignments) will constitute the evidence of plagiarism/academic dishonesty:

- "Cutting and pasting" printed or electronic texts (from the Internet or elsewhere) into student work, and presenting it without quotation marks or proper citation.
- "Cutting and pasting" printed or electronic text into student work, changing a few words, and presenting it without quotation marks or proper citation.

- Retyping material from a printed or electronic source into student work and/or changing a few words and then presenting as original work.
- Consulting an Internet or print source to "get ideas" that students then incorporate into a paper, without proper attribution.
- Summarizing another person's ideas without citing the source.
- Submitting a paper written by or partially written by someone else, and claiming to be the original author.
- Submitting a paper previously written in another course.
- Putting another person's ideas "in my own words," without documenting the source.
- Copying from a classmate

The penalties for plagiarism/academic dishonesty include loss of all credit for the test, assignment, or paper with no opportunity to revise or resubmit work. Being a form of cheating, plagiarism also may result in disciplinary action from school administration.

High School Final Exams Exemption Policy

In order to encourage students to perform at their highest levels, Final Exam exemptions may be offered for students that meet the required criteria. Final Exam Exemption requirements will be established and communicated by the school administration. Students and parents will be informed in advance of the requirements.

2nd semester seniors will be able to exempt from final exams **IF**:

- They have a grade of at least 60% in the class they wish to exempt from

*During Final Exam Days, students will be required to attend all scheduled classes; once in a classroom, students will need to remain there until the testing period has ended. Students will take each exam on the scheduled date and time unless approved in advance due to a hardship or situation beyond the student's control. Once a student has completed all of their Exams for the day, between testing sessions, they may receive permission to leave from a parent after signing out in the main office.

WINNEBAGO HIGH SCHOOL SENIOR TRIP POLICY

- Students who are participating in the school sponsored Senior Class Trip **WILL NOT** be allowed to interact with students who areNOT attending the school sponsored trip. WHS is not responsible for students who do not have parental permission for attendance and will not risk the safety of other students who are involved in the school sponsored trip. Students on the trip who elect to interact with any non-participating students may be sent home and/or be subject to school discipline.
- Any Major Discipline Referral that occurs during the school year between the first day of student attendance until the date of the Senior Trip will make a student ineligible to participate in the Senior Trip. If a Major Discipline Referral is issued after payment has been made, the payment **WILL NOT** be refunded as event tickets and fees will have already been paid by the School District.
- Students who are earning one or more failing grades per the Eligibility List for the Week of the Senior Class Trip **WILL NOT** be allowed to attend the Senior Trip and will forfeit the payment for the trip as event tickets and fees will have already been paid by the School District.
- Seniors who wish to attend the trip must have no more than 3 unexcused absences for their Senior year of attendance prior to the Senior Trip.

If the student attends Ombudsman, you are permitted to attend the Senior Trip if the following applies:

- All above stipulations are met
- Student must be on track to graduate within 4 years
- Student did not begin attending Ombudsman due to Discipline reasons and/or does not have any outstanding discipline with WHS
- Student must be in good standing in the Ombudsman program

CELL PHONES/ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. 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, smart watch, 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.

Teachers will maintain the right to require students to place their phones - or other electronic devices - in a designated holder during class time.

During instructional time, which includes class periods, electronic devices must be kept powered-off and out-of-sight unless permission is granted by an administrator, teacher or school staff member. Unauthorized use of electronic devices may lead to disciplinary action, including confiscation of the device. Students **may be** allowed to use electronic devices during non-instructional time, which is defined as before and after school and during passing periods. Winnebago High School allows phones to be used appropriately during lunch.

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 unwanted/unsolicited photographs/videos; (2) using the device to take photographs in locker rooms or bathrooms; (3) cheating and/or academic dishonesty; and (4) 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.

Headphones/earbuds are not to be used during instructional time without the permission of the teacher. Headphones may be used during non-instructional times; for safety reasons, students must ensure at least 1 ear is left open and clear of headphones/earbuds to hear emergency warnings, information, and/or directions from staff.
Winnebago Middle School requires wired headphones to be used in the classroom.

WHS Homecoming/Prom Expectations

- The homecoming dance is a semi-formal event. Dress clothes and dresses are acceptable attire. Clothing can't show excessive skin or reveal undergarments or private areas.
- All students must be in the Homecoming dance by 8:30 PM and the Prom by 8:00 PM
- Once a student/guest leaves, they are not allowed to re-enter. Attendees will not be allowed to go to their vehicles once inside.
- All non WHS students attending must have a completed guest pass on file.
- A valid picture/student ID is required for all attendees.
- Guests 21 years and older are not allowed.
- Parents/Guardians are not allowed unless they have agreed to chaperone and have cleared district 323 volunteer protocol.
- All attendees must adhere to the Winnebago Student Code of Conduct. Any violations will result in removal from the event and there will be no refund issued. Parent/guardian will be notified if you are removed from the dance.
- Winnebago HS Administration reserves the right to remove anyone from the event for violating any rules.
- Students that are currently suspended or serving an expulsion or social exclusion are not allowed to attend.
- All non WHS guests must arrive with their designated dance date. If you leave, your non WHS guest must accompany you.
- The school is not responsible for lost or stolen items.
- No outside food or drink will be allowed in.
- Attendees must conduct themselves in a respectable manner. Any lewd/inappropriate dancing or behavior will result in removal from the event.
- Homecoming and Prom are extensions of the school day; all behavior expectations during the school day will extend into the event setting.
- School attendance is critical for academic success. In order to attend Homecoming or Prom, students MUST be in attendance the day before the event. (Certain excused absences may be approved by school Administration.)

Remote Learning Guidance

Remote Learning Student/Parent Guidance McNair, Winnebago Middle School, and Winnebago High School

- Students should follow their regular schedule to complete work for the day (3rd-5th grade students will be provided with a subject schedule; 6-12 grade students will follow their regular class schedule).
- Students should use their Google Classroom Classwork page to view all assignments. Assignments will be posted on the Classwork page by the start of class.
- Students may use Google Calendar to view assignment due dates and scheduled Zoom sessions. Students can access their Google Calendar by navigating to the Classwork page in Google Classroom and clicking the link at the top for "Calendar", or going to calendar.google.com.
- Teachers will be available to provide support during the regularly scheduled subject/class time according to the student schedule.
- It is recommended that students work on their class activities during their regularly scheduled subject/class time to allow them to receive support from teachers as needed.
- Parents will complete and submit the attendance sheet (google form) sent out by building administration for each student. Students need to be either actively participating during class time, working on assignments during class time, or have completed assignments due by the due date set in Google Classroom to be counted as present for the day.
- Any scheduled Zoom sessions are strongly recommended, but not required, and will be scheduled during the normal subject/class time.
- Students will be expected to complete all work by the due dates listed in their Google Classroom assignments. Assignments not turned in by the due date will be subject to the grade/department's late work policy.
- If a student is ill, a parent must call the office for the student to be counted as excused from work for the day. Regular absence policies from the Student Handbook will apply. All excused absences are handled by the school office, not each individual teacher.
- If a student is unable to connect due to home Internet or technology issues, email helpdesk@winnebagoschools.org or call 815-335-3990 and leave a message if someone does not answer for assistance. This procedure will also allow the student to be counted as an excused absence for the day with regular absence policies from the Student Handbook applying.

Dorothy Simon Elementary School Parent Guidance for Remote Learning

Getting Started

- If your child's class takes an adaptive pause, your child will use their 1:1 Chromebook to engage in online learning while at home. For reminders on how to login, and other information regarding Chromebooks, please refer to this Flipbook.

Daily Schedule

- Students should login to Google Classroom prior to 8am each day to find their posted schedule for the day. Students are expected to follow the teacher-provided schedule of activities.

Attendance

- Students must complete the daily attendance form by 8:30am in Google Classroom every morning.
- In addition to the daily attendance form, students need to be either actively participating during class time, working on assignments during class time, or have completed daily assignments by the end of the school day to be counted as present for the day.
- If a student is ill, a parent/guardian must call the office for the student to be counted as excused from work for the day. Regular absence policies from the Student Handbook will apply. All excused absences are handled by the school office, not each individual teacher.

Classwork & Assignments

- Students should use their Google Classroom Classwork page to view and complete all assignments. Assignments will be posted on the Classwork page by the start of class.
- It is recommended that students work on their class activities throughout the normal school day (8:15am-3:15pm) to allow them to receive support from teachers as needed.
- Students will be expected to complete all work by the due dates listed in their Google Classroom. Assignments not turned in by the due date will be subject to the teacher's late work policy.

*In order for your child's teacher to best assess your child's skills & understanding of topics, please allow your child to do their own assignments.

Zoom Instruction

- Attendance of scheduled Zoom sessions is strongly recommended, as Zoom sessions give the teacher the opportunity to provide instruction, feedback, and support to your child. While strongly encouraged, attendance at Zoom sessions is not required during an adaptive pause.

Help & Technical Assistance

- Teachers will be available throughout the school day to provide support and answer questions regarding content and work. While your child may have Zoom sessions with multiple teachers, please direct all questions to your child's Homeroom teacher.
- If a student is unable to connect due to home Internet or technology issues, email helpdesk@winnebagoschools.org or call 815-335-3990 and leave a message with your name, phone number, and student's name, if someone does not answer for assistance. This procedure will also allow the student to be counted as an excused absence for the day with regular absence policies from the Student Handbook applying.

*For other questions regarding remote learning or an adaptive pause, please contact Heather Baker,
Dorothy Simon Elementary School Principal: bakerh@winnebagoschools.org.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.
13. Parents and students must understand that all posted handbook policies and school operations during a pandemic or other health related emergency may require adjustment(s) in order to adhere to the conditions/requirements. Winnebago School District will give notice of all changes in a timely manner. It is up to the Parent/student to contact building administration if they have questions regarding changes in school policies and procedures during these types of circumstances.

Cross Reference:
PRESS 4:180, *Pandemic Preparedness; Management; and Recovery*

Faith's Law Notification

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

Sexual Abuse Response and Prevention Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school office.