



Parent Handbook

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Legal Disclaimer

This Parent Handbook contains only general guidelines and information, and it is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. Neither this Parent Handbook nor any other document published by The Winston Knolls School confers any rights, either expressed or implied, including contractual rights between you and your student and The Winston Knolls School. No employee or agent of The Winston Knolls School (except the President) has the authority to make any agreement contrary to the above.

The procedures, practices, policies, and benefits described herein may be modified or discontinued from time to time. Every attempt will be made to inform you of any changes as they occur. However, it is your responsibility to keep current of all The Winston Knolls School policies and procedures. These changes will have effect regardless of whether any particular notice is given or received.

This Parent Handbook is not intended to substitute, replace, overrule, or modify any existing federal and state laws, agency rules, regulations or policies, nor be inclusive of every policy.

Signature Page

2022-2023 STUDENT/PARENT HANDBOOK

ACKNOWLEDGEMENT

The handbook is designed and published to provide as much information as possible. Please take time to review the policies and procedures together. Give careful attention to the major areas listed below:

- | | |
|---|---|
| <input type="checkbox"/> Safety & Security | <input type="checkbox"/> Medical Information |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Academics |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Behavior Management |
| <input type="checkbox"/> Food | <input type="checkbox"/> School Rules |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Internet Usage |

Student's Name (Please Print)

Parent's Name (Please Print)

Parent's Signature

Date

For High School Students: (if possible)

Student's Signature

Date

Welcome

Welcome to the 2022-2023 school year! We are excited about another great year in which we will continue to grow and evolve in order to provide our students and families with the best education and programs possible.

This handbook contains important Winston Knolls School at the Hoffman Estates Campus policies and procedures. Please read through the information and contact The Winston Knolls School at (630) 283-3221 with any questions. We appreciate your cooperation with these policies in order to ensure the safety of our community and provide the best learning environment possible.

Thank you for being a part of The Winston Knolls School community; we look forward to working with you over the next year!

About Us

The Winston Knolls School is a non-public special education school approved by the Illinois State Board of Education as a 501(c)(3) nonprofit organization. We provide school-based services to children (ages 3-19) diagnosed with autism spectrum and related disorders such as emotional/behavioral disorders, developmental disabilities and other health impairments. We believe every student should be given the opportunity to reach his or her full potential.

The Winston Knolls School is an ages 3-21 school that educates students from more than 30 different school districts throughout the Chicagoland area. Students are grouped in classes based on their age and current learning performance.

School Hours

Students attend The Winston Knolls School from 8:50 AM-2:50 PM. on Monday, Tuesday, Thursday, and Friday. Students have a 1:50 PM dismissal on Wednesday to allow for staff training and professional development. Our office hours are 8 a.m. – 4 p.m. Monday – Friday. Extended School Year (ESY) runs approximately mid- June through the end of July. ESY is in session for a minimum of 120 hours from approximately 8:50 AM- 2:00 PM;. The exact end time for ESY varies year-to-year, due to when the July 4th holiday falls on the calendar.

Mission Statement

The Winston Knolls School provides a comprehensive and distinctive learning environment for students with autism and related challenges. Through effective teaching, personalized curriculum and behavioral services, we help our students and their families achieve the highest quality of life.

Vision Statement

Inspiring a lifetime of individual achievement, independence and learning.

Core Values

- Commitment
- Compassion
- Courage
- Dignity
- Respect

The Winston Knolls School Seal

The Winston Knolls School seal symbolizes our vision of individual achievement, independence and learning. Each component of our school seal will serve as the formal representation of The Winston Knolls School.

These individual elements combine to form the official seal which signifies our organization and the growth and academic excellence for which we strive.

The **lit torch** shining at the top of the seal signifies hope and enlightenment for all of our students.

The **circle** around the shield represents the commitment and devotion we have to our students and their families.

The **shield** in the center of the seal represents protection, life's challenges and dedication to our mission of helping our students and their families achieve the highest quality of life.

The **lion** in the top left quadrant signifies strength, courage, dignity and sound judgment in our students' life activities.

The **tree of life** in the top right quadrant represents compassion and the growth and achievement of our students.

The **book** in the bottom left signifies a commitment to education and learning of academia and life skill components, nurturing students in all aspects.

The **infinity symbol** in the bottom right quadrant represents the autism spectrum and the respect that all of our students deserve.

Admissions

The Winston Knolls School accepts applications for admissions / enrollment through its rolling admissions process providing individual application review on a case-by-case basis anytime of the year.

The admission process to The Winston Knolls School begins with an initial referral being made by the home school district or the special education cooperative that represents the district. Parents who wish to enroll their child may also initiate a referral.

The Winston Knolls School administration will review the student's records (including the current IEP, the most recent multidisciplinary conference reports, the case study evaluation, and any additional psychiatric or psychological reports.)

Several items will be taken into consideration in reviewing each application such as, but not limited to: new student spot availability; best fit for school – student-family; availability of a specific classroom for the best fit; classroom structures; and family requirements. If an application is denied, the Admission Committee may decide to place the prospective student and family on a waiting list for future admissions consideration.

Safety and Security

One of the primary goals at The Winston Knolls School is to ensure the safety of all students. All exterior doors are locked at all times. The two main entrances (front and back) to The Winston Knolls School are monitored by video.

Entrance into the building

Visitors may only enter the building via the front entrance. No visitor will be allowed entrance to the school via the back entrance.

Students will be dropped off and picked up at the back entrance of the school. Please refer to pages 13-14 for more information.

Visitors

Visitors are always welcome to The Winston Knolls School as we are proud of our learning environment. In order to continue to provide a safe and respectful learning environment:

- It is essential all visitors sign in and out with the reception desk.
- All visitors should schedule an appointment 24 hours ahead of time with the appropriate WKS staff member prior to their arrival. Please refer to the online WKS directory to identify staff members and coordinate with the main office. Only ISBE and contracting school district representatives are excepted from the requirement of visiting without a previously scheduled appointment.
- Visitors will not be allowed to access classrooms or offices without checking into the main office or scheduling an appointment. It can be very disruptive to the learning community when visitors attempt to visit classrooms or department offices unannounced.
- Visitors are asked to refrain from using cell phones or other electronic devices in the classrooms or other educational spaces during their visit.
- Visitors are not allowed in the classrooms or other educational spaces without a visitor badge and a staff escort.
- When picking up or dropping off a student, please use the student entrance and intercom at the rear of the building. Visitors are asked to stay with the student until a staff member can escort the student to class.

Attendance

Attendance

The Winston Knolls School records daily attendance for all enrolled students. Each student's attendance information is emailed to their home district on a monthly basis. We cannot mark an absence excused without being contacted by the parent/guardian.

Reporting an absence

In the event of an absence, a parent/guardian must officially notify the main office of The Winston Knolls School (630) 283-3221 by 9:30 a.m. When calling the school, the parent/guardian should provide the following information:

- The student's name
- The date of the absence
- The reason for the absence
- The caller's name and relationship to the student.

You may call the school number 24 hours a day as soon as you know that an absence will occur and leave a message with the Receptionist. This procedure not only helps us fulfill necessary attendance obligations as required by Illinois law, but it also helps us to monitor the safety of our students en route to school.

If the front office has not received a phone call by 10:00 a.m., a representative of The Winston Knolls School

Importance of attendance

Success in school requires regular attendance. All children are to attend school regularly, unless they are ill or important family matters arise.

Truancy

The Winston Knolls School recognizes the impact of regular school attendance on educational performance. School staff will work with families to help students and families with issues that prevent a student coming to school. However, if these efforts are not successful, the student's home district may choose to involve a truancy officer.

ISBE requires that The Winston Knolls School provide written notification to school districts when a child has had five consecutive absences.

Religious Holidays

Absences due to religious holidays that fall on days when The Winston Knolls School is in session will be considered excused, and students will be given the opportunity to make up any work missed.

Medical/Dental/ Therapy Appointments

Whenever possible, please try to schedule medical and dental appointments after school hours or when school is not in session.

Transportation

The staff members at The Winston Knolls School work closely with school district representatives, drivers, and transportation assistants to ensure that students remain safe during transportation. We recognize that a student's transportation can be a point of high anxiety for parents, as many of our students have limited verbal abilities. We work closely with drivers and bus assistants to ensure your child's physical and emotional safety.

All students at The Winston Knolls School are provided transportation, as specified in their Individualized Education Plan (IEP). The home school district is responsible for transportation to and from The Winston Knolls School. The mode of transport and number of students in the vehicle are determined by the home school district. Transportation providers are required to conduct background checks and provide training for all drivers. The driver is not permitted to change pick-up or drop-off locations, times of pick-up, or students to be transported. If there are concerns with transportation, please contact your serving district.

It is important for students to feel just as safe during the transition to and from school as they do in our building. The time students spend in the cab or bus on the way to or from school is an extension of the school day and students are subject to the same school practices, policies, and expectations.

Daily Drop Off/Pick Up

All student drop-off and pick-ups take place at the student entrance in the rear (East side) of the building, during all official and parent arrival, dismissal / pickup times as well as throughout the day. Daily student arrival begins promptly at 8:50am; students may not enter the building before this time. Arrival ends approximately at 9:10am but in the event there is inclement weather, arrival staff will remain at the entrance until 9:20am.

Whether arriving at school by bus, cab, or with a parent, students must be released to an adult. A staff member from The Winston Knolls School will escort your child from their vehicle into the building. We have worked closely with the Hoffman Estates Police Department to ensure that all children and adults remain safe while leaving their vehicle and walking into the building.

Student dismissal begins at 2:50pm each day, except on Wednesdays when students are dismissed at 1:50pm. At the end of each day, a staff member will escort your child to the

appropriate vehicle. We work with each of the drivers to make sure that before the vehicle leaves all students are appropriately buckled and/or harnessed.

Late Drop Off/Pick Up

For late arrivals after 9:10am or early pickups before 2:50pm (1:50pm on Wednesdays), please ring the doorbell at the student entrance (rear East Side) and a staff member will escort your child from/to the entrance.

Parent Pick Up

Please be advised that The Winston Knolls School may only release students to parents and school district authorized transportation. Should you authorize an alternate trusted person to pick up your child from school, please contact the school office to provide the name of the person authorized to pick your child up. This person will be asked to provide proof of identification.

Parking

Parking spots located directly in front of the building are reserved for the handicapped and senior administrative staff only. Visitors may park in any of the reserved visitors spots or rows located across from the main entrance or along the south end of the building outside of the gymnasium. Please be advised that cars parked in the handicapped or reserved spots may be subjected to towing at the owner's expense.

Food

Lunch

Accordingly, many of our students have food allergies and/or are on a restricted diet. Students at The Winston Knolls School are expected to bring their lunch to school each day. Please label your child's lunch box. Students eat lunch with staff supervision in the school cafeteria.

Students may bring food that needs to be heated in the microwave. Staff will help students open packaging and/or heat up their lunches, but we ask that your child's lunch have as much preparation done at home, as is possible. Most of our students have fine motor concerns and when there are multiple items to cut and/or prepare, this can cause issues at meal times. We understand that many of the students at our school have concerns with food temperature and we will do our best to work with parents and students so that an appropriate lunch is consumed.

Celebrations

The Winston Knolls School will create the environment to make a special day a celebration in school where appropriate. If you wish, you may bring in a store bought treat for your child's birthday. All classroom treats must have a product label available; homemade treats are not allowed for any classroom parties or celebrations.

Many of our students have food allergies and/or are on a restricted diet. Prior to sending in treats, please ask your child's teacher what the dietary restrictions and allergies are within the classroom. If your child is on a restricted diet, you may send in non-perishable food items to be kept in the classroom for celebrations.

Students with Food Allergies

The Winston Knolls School wants to create a safe environment for all students and staff. We have students and staff who are allergic to a variety of common food ingredients. If your child has a severe food allergy, we will create an allergy action plan, in order to keep your child safe. The student cafeteria will have an "allergen free" lunch table available for all students.

More information regarding allergies can be found in the Medical Information Section.

Communication

The Importance of Communication

The Winston Knolls School values communication between the school and home. We have a variety of ways to provide information on a daily, monthly, and as needed basis. We try to maintain open lines of communication at all times. Please feel free to call or email your child's teacher, related services professional, or school administration to discuss any questions or concerns you may have. Most problems are easier to solve when addressed early.

The ability to communicate electronically makes parent-staff connections very convenient. During school hours, teachers have the responsibility to serve the needs of all of their students. At The Winston Knolls School, we ask staff to respond to parent inquiries as soon as they are able, but recognize that it may take up to 48 hours for staff members to respond during the school week. Faculty members and staff are not expected to check and/or respond to email outside of their work day, or on weekends, holidays, and school breaks. While many do check their email during non-work hours, this is not the expectation. We ask that you please be respectful of staff if they do not respond to an email during this time.

Communication Folder and Daily Note Home

Each day, the staff at The Winston Knolls School will send students home with a folder. This folder contains school related information. Please take out the notices and keep those that are appropriate. We ask that the Communication Folder go back and forth in the child's backpack and is sent back to school every day.

In the Communication Folder, parents will find a note describing their child's day. This note home is a brief update that will touch upon academic highlights, behavior highlights, related service, and school information. This is not meant to replace goal updates, or direct contact with The Winston Knolls School staff, but to keep parents informed about their child's day in a general way.

Parent-Teacher Conferences

Twice during the school year, once during each semester, Parent Teacher Conferences will be scheduled over a two/three day period. These Conferences will be a 20-30 minute meeting between classroom staff and parents. During these meetings, we will provide general information about your child's progress in the classroom.

We encourage you to attend your child's conferences. This is a good place to discuss your child's progress in school. You should feel free to bring up any concerns you may have. A good way to prepare is to write down any questions you have before the meeting.

Parents, please note: The School Visitation Rights Act of 1993 allows employees to take unpaid time off work to attend school conferences. There are some restrictions. Please check with your employer to schedule time-off from your work for Parent-Teacher Conferences or meetings.

Parent Meetings

The Winston Knolls School recognizes the importance of observations and meetings between school staff, parents, home school districts, and outside therapists. At any time in the school year, a parent may request a meeting with The Winston Knolls School staff and the home district, not just at the Individualized Education Plan (IEP) meeting. We ask that you contact school administration and we will arrange a meeting.

Parent Observations

The Winston Knolls School recognizes parent interest in the classroom, but having extra adults in the classroom can be distracting or upsetting for some students. Parents (or their designees) are allowed to observe their child in the classroom setting one time per quarter. Observations will be limited to 45 minutes, and a representative from The Winston Knolls School must be present. All parent observations must be scheduled through the Principal's office; we ask that observations are scheduled one week in advance.

Many times, it is necessary to have a parent meeting to demonstrate a new behavior approach or provide information for an outside therapist. We will work closely with parents to ensure that their child is as successful as possible. If necessary, staff members will meet with parents during school hours to provide support when implementing a new behavior approach. These meetings will be in addition to the quarterly parent observation.

Communication with Outside Service Providers

We know that some of our students work with outside service providers. The faculty and staff at The Winston Knolls School welcome the opportunity to collaborate with these members of your child's team. We want to ensure that all services are consistent and work in conjunction, rather than in conflict.

In order for you to speak with an outside service provider, we must have a Consent to Release Information signed for your child.

Medical Information

Nurse

The school nurse will coordinate the health program, provide health care and administer medications to students while they are at school.

Student Illness

Please check your child for illness before leaving for school in the morning. Do not send your child to school if your child has an undiagnosed rash, has had a fever over 99.9, has vomited or has had diarrhea within the last 24 hours. The safety and welfare of our students is our number one concern and it is our policy that children may not return to school until they are symptom free for 24 hours.

If your child has a contagious illness such as pink eye, strep throat, etc., they must have at least 24 hours of appropriate treatment before returning to school. When you call to report your child's absence, please indicate the reason. We ask that you report all contagious illness and illnesses with a high fever. A doctor's note will be required to return to school following a contagious illness.

While some illnesses do not require exclusion from school, The Winston Knolls School reserves the right to send home any child deemed too ill to be in class. If a child becomes ill during the school day and needs to go home, the school nurse will attempt to notify the parent/guardians to make arrangements for pick up. If the parents/guardians are unable to be reached, the school nurse will then attempt to reach the designated emergency contact at the numbers listed on the emergency form. Please have a plan in place so that your child can be picked up as soon as possible. The Winston Knolls School does not have facilities to care for sick children.

It is very important to contact the school regarding any health problems that your child has or develops over the course of the year. Make sure all phone numbers on the registration forms are correct and up-to-date. Please notify the office of any changes so that you can be reached immediately in the event that your child becomes ill or injured during the school day.

Physical Examinations and Immunizations

Illinois law requires that each child entering kindergarten, sixth grade, and ninth grade have a physical examination and immunizations as directed by Illinois School Code. A copy of your child's immunizations is kept on file in our Health Office.

Communicable Disease Management

A child who shows signs of illness should not come to school. This is for the sick child's own benefit and for the protection of other children, faculty and staff. Some of the symptoms of communicable diseases include an elevated temperature (higher than 99.9 degrees Fahrenheit), purulent discharge from the nose or eyes, uncontrolled bouts of coughing, an unidentified skin rash, vomiting and/or diarrhea. A child displaying any of these symptoms should be kept home from school until the symptoms have been gone for 24 hours or until a physician has examined the child and determined that the child can return to school. The school will notify you if your child displays any of these symptoms at school. Please notify the school if your child has any contagious disease.

Control of communicable diseases is managed in accordance with the Office of the Governor, Illinois State Board of Education and Illinois Department of Public Health mandates, as updated and amended from time-to-time. Students who exhibit symptoms of communicable diseases are excluded from school until a physician indicates they can safely return. Health Services staff alert families of reported communicable diseases within the schools as recommended by the health department.

The following chart lists common illnesses, symptoms and recommended time out of school:

Disease	Symptoms	Exclusion from School
Chicken pox	Rash (successive crops of red dots that turn into fluid-filled blisters and then dry up to form scabs) and fever.	Not less than five days after the eruption or until all lesions form crusts.
Mumps	Fever, nausea, pain, and swelling of glands along neck and jaw.	Nine days after swelling.
German measles/ Rubella	Rash (small pinkish-red blotches beginning behind ears and on face), slight swelling of neck glands, and upper respiratory infection.	Until all symptoms and rash are gone – one week after onset of rash.

Measles/ Rubeola	Starts as a cold with fever, watery eyes and nose, sneezing, and slight cough. Rash on face follows, then rash spreads to body.	From the onset of symptoms until four days after symptoms and abnormal mucus secretions have stopped.
Strep infections /scarlet fever	Fever, sore throat, and enlarged glands in neck. The scarlet fever rash (pinpoint dots) appears 1-3 days after onset of sore throat and strawberry tongue.	Until after completing 24 hours of antibiotic treatment.
Pink eye (Conjunctivitis)	Redness of the white part of the eye, itching and burning of the lids, and discharge.	Until after completing 24 hours of antibiotic treatment.
Impetigo	Skin infections appear as honey-colored blisters, frequently on the face around the mouth.	Until after completing 24 hours of antibiotic treatment.
Staph infection	Skin infection with redness, warmth, swelling, pus, and tenderness at site; a boil or appearing like a spider bite.	Until the wound is covered and no longer draining.
Pinworm	Itching of anus.	Until after completing 24 hours of antibiotic treatment.
Head lice and nits infestation	Itching at the nape of neck, around ears and scalp; Pinpoint gray/ white eggs (nits) attached securely to the hair shaft.	Until after completing medicated shampoo treatment.

Medicine at School

The staff at The Winston Knolls School will act based on the health and medication information provided by the parent/guardian and health care provider(s). At the start of each school year, each student must have an updated form that lists the various medications (both prescription and over-the-counter) that are taken at home and at school. It is expected that the information provided is accurate, complete and up-to-date, and that any changes will be communicated to the school in an expedited manner.

If your child's medical condition requires that medication be administered at school, please discuss the situation with the school nurse. An Authorization for the Administration of Medication at School form must be completed by the prescribing physician and parents and received by The Winston Knolls School before any medications can be administered. Any medication brought to school that does not meet The Winston Knolls School requirements will not be administered.

The Illinois State Board of Education feels that the parents/guardians have primary responsibility for the administration of medication to their children. In situations when a student's health or well-being could be compromised by not receiving medication during school hours, the following policy and procedures must be followed in order for medications to be administered at school:

- The Authorization for the Administration of Medication at School must contain a signed Parent Authorization and Physician/Licensed healthcare provider order before any medications will be administered. These authorizations are distributed prior to the start of each school year and as requested by the parent/guardian.
- All prescription medication must be in a pharmacy container labeled with the student's name, dosage, and directions for administration.
- All over-the-counter (non-prescription) medication shall be brought to school in the manufacturer's original packaging with the ingredients listed and the child's name affixed to the container.
- All medication, both prescription and over the counter, must be brought into the main office by a parent or guardian, or an adult appointed by the parent or guardian. No student shall be permitted to carry medication or drugs on their person, including in their backpack. The Winston Knolls School will not administer medication that is delivered to the school via the student.
- While the parent is present, the school nurse or school administrator will verify the quantity of the medication and it will be locked in the Health Office.
- Should there be any changes in medication, dosage or routine of administration, an Authorization for the Administration of Medication at School form must be completed.
- All medication needed during school hours will be administered by the school nurse or school administrator.
- Expired medication will not be administered. Unclaimed medication will be destroyed by school personnel at the end of the summer term. New Authorization for the Administration of Medication at School must be completed, signed, and received by The Winston Knolls School at the beginning of each school year.

The administration, withdrawal, and dosage change of medication for any student at any time of day is considered an important variable in a student's learning and behavior management plan. We ask that parents notify The Winston Knolls School at each change in a student's medication regimen.

Accidents at School

Each year, you will be asked to update and sign an emergency form to be kept on file at school. This form authorizes The Winston Knolls School to allow emergency medical treatment for your child by a licensed physician in the event the parent/guardian/emergency contact cannot be reached. In giving The Winston Knolls School permission to authorize emergency medical treatment, parents do not hold The Winston Knolls School and/or its employees responsible for the treatment given to the student. Parents/ guardians shall also assume full financial responsibility for the emergency care and/or transportation for the child and will not hold The Winston Knolls School financially responsible.

Minor first aid treatment is provided at school. If an injury is more serious, the school will notify the parents/guardians. Occasionally, an injury occurs at school that requires that a child receive immediate medical attention. In the event of an emergency, The Winston Knolls School will call 911 and will make every effort to contact parents/guardians, but if they cannot be reached, the signed form permits the administration of emergency treatment.

Please notify the school in writing of any information changes that pertain to this emergency form (such as a change in the telephone number where you can be reached during the school day).

Supporting Students with Life-threatening Allergies

The goal of The Winston Knolls School is to provide a safe environment for all children, including those with life-threatening allergies. Although the risk to students with these allergies in the schools cannot be completely eliminated, it can be greatly reduced. Protecting students with life-threatening allergies is the shared responsibility of families, schools, and the community.

In adherence to the requirements in 105 ILCS 5/22-30 and 23 Illinois Administrative Code 1.540, The Winston Knolls School requests that parents/guardians advise the school health office of any allergies that your child may have. If your child does have an allergy, we ask that you

complete an Allergy History Form. If an Epi-Pen or asthma medication has been prescribed for your child by a physician for severe allergic reactions, we ask that an Emergency Action Plan be completed by the physician and signed by the parents and that Epi-Pens or asthma medication be kept at school.

The Winston Knolls School cautions that it is necessary for staff, students, and parents to understand that an allergen-free environment is impossible to achieve and to expect it to harbor a false sense of security.

Academics

The Winston Knolls School utilizes a multi-disciplinary approach to developing skills that will foster independence in our students. The collaboration between disciplines results in a unique approach where communication, sensory regulation, and social-emotional development are incorporated into the instructional day in order to provide students multiple opportunities to practice these skills for generalization and mastery. In the classroom, students follow a daily schedule with instructional periods lasting 30 minutes in length. Subjects covered on a daily basis include core academics such as mathematics and language arts, science, social studies, life skills groups, and vocational groups. WKS does not subscribe to one specific curriculum due to the diverse range of student learning needs but through multi-disciplinary collaboration, uses evidence-based strategies to address the unique individualized needs of our students; examples of instructional tools and curriculum used include, but are not limited to: Reading A-Z, IXL Math & Language Arts, News-2-You, Functional Academics Curriculum for Exceptional Students (FACES), Core Vocabulary, Social Thinking, and Zones of Regulation. Related services typically follow a push-in model in order to support skill building within the educational environment while also delivering direct services within group and individual settings.

Courses and Grades

Illinois State Board of Education (ISBE) requires course codes and grades for each course that a student is enrolled in. The Winston Knolls School curriculum emphasizes the acquisition of basic academic skills (reading, spelling, language arts, math, science, social studies, and physical education).

High School Program

The high school program follows graduation requirements as suggested by the Illinois State Board of Education. All students are expected to meet these guidelines, unless determined at the student's IEP meeting. Students are enrolled in courses as required by their home district.

However, if the district has stricter credit requirements for graduation, every attempt will be made to meet these requirements.

Students earn course credit based on attendance, work done in class, assessments, and homework. Students are educated based on their intellectual and cognitive functioning with all curricular content and lessons modified to meet their needs and ability level. English, Mathematics, Social Science, Science, and electives meet five days a week and Adaptive Physical Education is conducted no less than two times a week. All academic lessons are administered in a self-contained classroom setting, where one teacher delivers all subjects.

Related Services

Speech, Occupational Therapy, and Counseling Services are provided by a combination of full-time and contracted licensed Speech/Language Pathologists, and Occupational Therapists, and Clinical Psychologists. Speech and Occupational Therapy are integrated into the curriculum, but students also receive direct and group therapy minutes as determined at their Annual Review. All related service professionals consult with the classroom team on a regular basis to ensure program integrity

Adapted Physical Education

An Adapted Physical Education curriculum has been created for our students, in accordance with ISBE Common Core State Standards; the curriculum will be implemented by staff from The Winston Knolls School.

Grand Sports Arena

The Winston Knolls School will continue with visits to The Grand Sports Arena once per month, conditions permitting. The Grand Sports Arena is a one and half block walk from The Winston Knolls School. During times of inclement weather, we will not attend. Please make sure that your child wears appropriate clothing and gym shoes on these days.

More information about exact dates and times, as well as permission slips will be provided to parents in September. Students will not be permitted to attend events at the Grand Sports Arena without written parent permission.

Weekly PE Courses

Physical Education at The Winston Knolls School is routinely incorporated into the weekly schedule for all classrooms. Adaptive PE will be taught by a certified special education teacher and the classroom staff. Classrooms will receive a minimum of two, thirty minute sessions of Adaptive PE each week. This information will be shared with parents in September.

Field Trips and Community Based Outings

Field trips are an important part of the school program and are carefully selected and planned to integrate with the curriculum. Outings at The Winston Knolls School provide students with instruction in functional life skills and community safety and awareness. Field trips are a relevant extension of the classroom; they are recognized by the State of Illinois as regular school attendance days. Therefore, students unable to attend field trips must still attend school that day.

School field trips will be planned during the regular school year. Parents will be notified well in advance of the field trips. All students will be required to bring a signed permission slip in order to attend each field trip. Only students who have a SIGNED permission slip from their parent/guardian may participate in a field trip.

We may take trips for which there will be a charge to the student. That charge is often to purchase tickets, transportation, etc., and must be paid in advance. Therefore, if the student has paid the fee and is unexpectedly absent from school on the day of the trip, it may not be possible to reimburse the fee, although we will make every effort to do so.

We do not want any child to miss a field trip due to inability to cover costs. Parents/guardians are asked to contact the principal if the cost of the trip is a problem, and arrangements for assistance will be taken into consideration.

The Winston Knolls School will arrange transportation from a school bus company for any field trips during the school year to ensure safety and insurability, to meet State regulatory requirements and coverage for our school's legal liability. The School Nurse will attend all field trips.

Illinois State Board of Education Assessments

The Winston Knolls School administers the Illinois Assessment of Readiness (IAR), the Dynamic Learning Maps Assessment (DLM), ACCESS for ELLs, Illinois Science Assessment (ISA) and the Brockport Physical Fitness Test; we are not a testing site for PSAT and SAT. These

assessments are taken at the student's home school in coordination with parents and district. Student participation in, as well as accommodations and modifications for, either assessment will be determined at the IEP meeting.

Extended School Year (ESY)

It is recognized that extended breaks from school often cause academic or behavioral regression. To avoid regression of student progress, it may be determined that he or she is eligible for the Extended School Year (ESY). It is important to note that eligibility for ESY is to prevent regression and maintain previously learned academic and behavioral progress. A student's participation in ESY is determined by the IEP team at the annual review. Students attending ESY are expected to be in attendance every day, as is expected for the typical school year. The Winston Knolls School will work with families who have students scheduled to take family vacations, attend sport camps, and/or therapies.

Hours for the ESY program will be distributed in May.

Behavior Management

Philosophy of Behavior Management

The goal of all programs within The Winston Knolls School is to teach skills and adaptive behaviors that will allow the students we serve to function in the least restrictive environment, as independently as possible.

The Winston Knolls School emphasizes encouragement and positive reinforcement of the appropriate behaviors of individual students, and is committed to the standard of "least restrictive alternative." Behavioral interventions are employed in a thoughtful, objective, data-based manner to substitute adaptive behaviors for those behaviors that prevent the student from functioning successfully in a less restrictive environment. Discipline in the punitive sense, as most persons understand it, is not employed as a policy of The Winston Knolls School. Training of faculty members is continued on an ongoing basis in the classroom and school through supervision, direction, and oversight that is provided by the school administration and related services team of clinical psychologists, speech-language pathologists, and occupational therapists.

Behavior Intervention Plans

Students enrolled at The Winston Knolls School will have a Behavior Intervention Plan [BIP]. A Behavior Intervention Plan is a plan created by the behavior department, the educational [IEP] team and parents for the purpose of reducing a student's problem behavior. A Behavior Intervention Plan will always be accompanied by a Functional Behavior Assessment [FBA.] A Functional Behavior Assessment is an assessment and analysis of collected data to determine function, or why a student behaves the way he does.

This plan outlines specific proactive and reactive behavior management strategies that are not already embedded into the classroom management strategies being used by individual classroom teachers. Strategies are utilized if 1) The behaviors impede the learning of the student and/or other students and 2) behavior(s) targeted for reduction include any behavior that is dangerous to the student, others or property.

Behavior plans have two main parts: what to do before a problem behavior occurs (proactive) and what to do after a problem behavior occurs (reactive). Proactive strategies include a variety of replacement behaviors (what the student should do instead) and other ways to change the environment or teaching interventions that can help increase the student's skills and motivation making it possible for the student to make better choices. Behavior plans also list reactive, or consequence management strategies, by function to make the problem behavior(s) irrelevant, inefficient, or ineffective.

The Winston Knolls School favors least restrictive alternatives when it comes to interventions. In cases where a student's problem behavior is considered dangerous or health-threatening to self, others, and/or the physical environment, physical restraint will be implemented.

Restrictive Interventions

The Winston Knolls School views discipline for mildly challenging student behaviors as opportunities for the staff to teach students about negative outcomes of inappropriate behaviors, recommend alternative solutions, and assist in the practice and positive reinforcement of appropriate behaviors. Throughout the school day, staff address problematic behaviors from students with a non-confrontational approach and utilize non-punitive consequences built into classroom management motivational systems.

At The Winston Knolls School, physical restraint is not administered as a form of punishment but rather a means of maintaining a safe and orderly environment for learning. These restrictive interventions are only used as a last resort in which every attempt to de-escalate a student has

been made and staff determine that the severe behavior of the student meets the criteria of continuous physical aggression or self-injurious behavior. Repeated incidents resulting in injury to peers, staff and/or property destruction will require a school administrator to assess the situation and determine if suspension from school is warranted. See the *Behavior Policies & Procedures* for more comprehensive information.

Notification & Documentation: It is the policy of The Winston Knolls School that parents will receive a phone call the day physical restraint occurred. Should the parents prefer an email, a written waiver must be signed.

Parents will receive written notification within one (1) business day of any incident of physical restraint and be informed of their right to a meeting with applicable school personnel to be held within two (2) business days of the date of the incident. The Winston Knolls School will notify ISBE within two (2) school days of any incidents of timeout or physical restraint through the Student Information Systems (SIS).

The Winston Knolls School will hold a review and invite parents when there are three (3) days of physical restraint within a 30-day period. The Winston Knolls School will notify parents that a Manifestation Determination Review (MDR) will be conducted after ten (10) days of suspension in a school year.

The Winston Knolls School will hold an annual review of all incidents of timeout and restraint, and will name the job title of staff involved in this review. The purpose of this review is for the goal of reducing the number of incidents in future years.

School Rules

Appropriate Dress

A student's clothing and appearance are an important form of self-expression. Students at The Winston Knolls School are expected to dress in a way that shows pride in themselves and our learning environment. Students are expected to wear clothing that contributes positively to the school's learning environment. Clothing with suggestive pictures, crude and vulgar writing, or revealing clothing, are not appropriate for the school setting and should not be worn to school.

Change of Clothing

Depending on the age and grade level of each student, staff at The Winston Knolls School may ask that a change of clothing be kept at school.

Students should wear clothing that will allow them to fully participate in the learning environment. Students should avoid wearing clothing with logos or slogans that advertise or support the use of illegal substances (including alcohol and tobacco products). We will ask the student to change their outfit to meet our expectations.

Personal Items

The Winston Knolls School asks that you label all items that your child brings to school. We do not accept any responsibility for items that may be lost or damaged while at school or in transport. If there is a concern about a particular item, we suggest that this item be kept at home.

Personal Electronic Devices

Personal electronic devices that are not necessary for education may be carried to school, but must be turned off during the school day so they do not interrupt classes or school activities. Other cell phone functions such as text messaging, recording, music player, camera, and games are not permitted during school hours. Augmentative communication devices, as listed on a student's IEP, are considered necessary for school.

Contraband

Students are expected to maintain the safety of the school environment by refraining from bringing prohibited items to school. Students are not to bring matches, lighters, knives, or any other items that are not appropriate for school, such as drugs (illegal or prescription medication) or weapons. These items should be left at home in the interest of student safety.

Search and Seizure

The Winston Knolls School faculty and staff are authorized to conduct searches of school property and equipment, as well as of students and their personal effects. School staff may search a student and/or the student's personal belongings when there is a reasonable ground for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the school's conduct rules.

School authorities may inspect and search school property and equipment owned or controlled by the school such as lockers, desks, computers, as well as a student's personal effects without notice or consent of the student/parent. Students enrolled at The Winston Knolls School have no expectation of privacy in these places or areas or in their personal effects left there.

If a search produces evidence that the student has violated or is violating the law or the school's policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. If necessary, a review of the suitability of placement may take place.

Internet Use/ Social Media

The development of technology has given students boundless learning opportunities and access to wonderful educational resources. Responsible use of the internet is expected. The Use of Internet Policy must be signed by the parent at the start of each school year. Students will not be allowed internet access, for academic or behavioral purposes, until a current form is on file at The Winston Knolls School.

Transportation

It is important for students to feel just as safe during the transition to and from school as they do in our school building. We consider the time that students spend in the car or bus on the way to and from school an extension of the school day and subject to the same school practices, policies, and expectations.

Damage to School Property and Equipment

Students are expected to treat any and all physical property and equipment on school grounds with respect and use it in an appropriate manner. During any given school year, The Winston Knolls School repaired damage to school property and incurred several thousand dollars' worth of property damage by students. Consequently, going forward, parents/guardians will be financially responsible for all school property and/or equipment damage caused by their child. Parents/guardians will be provided with a property/equipment damage report and invoiced for the damage expense. All such incidents will be dealt with through the Principal's office. When appropriate, legal action deemed will be taken against students who willfully damage school property.

Internet Usage

The Winston Knolls School provides information about the privileges and responsibilities of using the Internet and district networks as part of your student's educational experience.

Responsibilities

The Winston Knolls School has taken reasonable precautions to restrict access to inappropriate

content and to materials that do not support approved educational objectives. The teacher and staff members will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students. The Winston Knolls School takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user's risk.

Prohibited Uses

Transmission of any material in violation of any federal or state law, and district policy is prohibited. This includes, but is not limited to, the distribution of:

- a. Bullying by using information and communication technologies (cyber-bullying);
- b. Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material;
- c. Advertisements, solicitations, commercial ventures or political lobbying;
- d. Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime;
- e. Material that violates copyright laws;
- f. Vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing viruses or pirated software, is strictly prohibited.

Cyberbullying

See Anti-Bullying Policy

Anti-Bullying Policy

(Revised on June 17th, 2022)

Commitment to a Healthy School Environment: The Winston Knolls School believes that all students have a right to a safe and healthy school environment free from bullying and harassment. We are committed to promoting mutual respect, tolerance, and acceptance for all of our students. Our ongoing, school-wide culture promotes a positive reclaiming environment. This anti-bullying policy aligns with all other policies set by the Board of Directors at Winston Knolls Education Group.

Bullying Defined: Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive

behaviors is an important program goal. Bullying is contrary to State law and the policies of The Winston Knolls School. This policy adheres to federal and State laws and rules governing student privacy rights.

Bullying behaviors are strictly prohibited. No student may be bullied for any reason and is prohibited in each of the following situations:

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

For purposes of this policy, the term *bullying* includes "cyberbullying" and means any 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 one or more of the following:

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 interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

This policy is not intended to infringe upon or prevent the expression of any religious, political or philosophical views.

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

Bullying Prevention & Investigative Process:

The administration or designee shall develop and maintain a bullying prevention and response plan that advances Winston Knolls' goal of providing all students with a safe learning environment free of bullying and harassment. The policy or implementing procedure shall include a process to investigate whether a reported act of bullying is within the permissible scope of the district's or school's jurisdiction. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12 corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. Winston Knolls uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of Winston Knolls. However, nothing in Winston Knolls' bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Principal, Assistant Principal, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to Winston Knolls named officials or any staff member. Winston Knolls named officials and all staff members are

available for help with a bully or to make a report about bullying, Anonymous reports are also accepted.

- Principal: Robert Lee
2353 Hassell Road, Suite 110,
Hoffman Estates, IL 60169
rlee@winstonknollsedgroup.org
(630) 283-3221

- Assistant Principal: Michelle Block
2353 Hassell Road, Suite 110,
Hoffman Estates, IL 60169
mblock@winstonknolls-hecampus.org
(630) 283-3221

4. Consistent with federal and State laws and rules governing student privacy rights, the Principal or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate the availability of counseling, other interventions, and restorative measures.

5. The Principal or designee shall promptly investigate and address reports of bullying reported to them, by, among other things:

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Principal or designee shall investigate whether a reported incident of bullying is within the permissible scope of the school's jurisdiction and shall require that the school provide the victim with information regarding services that are available

within the school and community, such as counseling, support services, and other interventions and programs.

6. The Principal or designee shall use interventions to address bullying, that may include, but are not limited to, school counseling, restorative measures, social-emotional skill building, and community-based services.

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

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

9. Winston Knolls' bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Principal or designee shall post this policy on the school's website and include this policy in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. The school administration and its designees shall assist with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at school;
- c. Identification of areas of the school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation. The evaluation process may use relevant data and information that the school already collects for other purposes. The school administration or its designee must post the information developed as a result of the policy evaluation on the schools website, or if a website is not available, the information must be provided to school administrators, school personnel, parents/guardians, and students.

12. The Principal or designee shall fully implement the policies, including without limitation, the following:

- a. Uniform Grievance Procedure. A student may use this policy to complain about bullying.
- b. Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
- c. Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- d. Student Social-Emotional Development. Student social and emotional development is incorporated into the schools educational program as required by State law.
- e. Access to Electronic Networks. This policy stated that the use of Winston Knolls' electronic networks is limited to (1) support of education and/or research, (2) a legitimate business use.
- f. Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristics.
- g. Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles use for school-provided transportation.
- h. Student Behavior. This policy prohibits, and provides consequences, for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- i. Restrictions on Publication; Elementary schools, and Restrictions on Publications; High Schools. these policies prohibit students from and provide consequences for:
 - i. accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and
 - ii. creating and/or distributing written, printed, or electronic materials, including photographic material and blogs, that cause substantial disruption to school operations or interferes with the rights of other students or staff members.

Making a Report or Complaint: Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Principal, Assistant Principal or school therapist, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender. All members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that they think may be a violation of this policy. The

report of bullying will be made to the Principal or one of the Principal's designees after the report has been received from the individual who has been bullied. The Federal and State laws and rules governing student privacy shall be followed. The parents and guardians who are parties to the investigation will be informed that an investigation into an allegation of bullying is being conducted. Parents and guardians are entitled to a meeting with the Principal and or designees of the Principal to discuss findings and actions that are being taken to address the instance of bullying.

Reprisal or Retaliation and False Accusations: Reprisal or retaliation against any person who reports a bullying incident is prohibited under this policy. Reporting an incident to staff in good faith will not reflect upon the individual's status, nor will it affect grades or employment status. Appropriate remedial actions may be imposed on those making false accusations of bullying as a means of retaliation or as a means of bullying. Since bystander support of harassment or bullying can support negative bullying behaviors, The Winston Knolls School prohibits both active and passive support for bullying. The Staff will provide encouragement and support for students to walk away from acts of bullying.

Curriculum and Training: A curriculum segment, specific to bullying prevention, will be taught to our students on an annual basis and be reviewed throughout the school year. Staff may also receive updated training on their responsibilities for responding to incidents of bullying as needed. The President or designee shall fully inform staff members of the school's goal to prevent students from engaging in bullying and the measures being used to accomplish it.

This includes each of the following:

- a. Communicating the school's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement in the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

Response Procedures: Through established behavioral and teaching strategies, school employees are engaged in an ongoing effort to prevent incidents of bullying from occurring. We realize that there is a continuum of bullying behaviors which starts with interactions that might be considered mildly inappropriate. Staff provides student supervision, close observation so that even minor inappropriate student interactions are responded to in an effort to prohibit bullying from occurring. Staff members are expected to intervene according to our internal procedures when they see a bullying incident occur. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that they think may be a violation of this policy. All incidents of reported/suspected bullying will be investigated, making reasonable efforts to complete the investigation within 10 school days. Appropriate school personnel with experience and training in bullying will be included in this investigation process. The Principal and other Administrators will be informed of the investigation and outcome. Consistent with Federal and State laws governing student privacy rights, the parents and guardians of the students who are parties to the investigation will be provided relevant information and the opportunity to meet with appropriate school staff/administration to discuss the investigation, findings and the actions taken to address the reported incident of bullying. However, nothing in this bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

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

Consequences: The following factors will be taken into consideration when determining appropriate consequences: age, developmental issues, disabilities, degree of harm, surrounding circumstances, nature and severity of the behavior, past or continuing patterns of behavior, relationship between involved parties, and the context in which the incident has occurred. Restorative measures, social-emotional skill building, and community-based services may be made available to assist victims of bullying as well as those who have been bullied. Restorative measures shall mean a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and

community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school. A hierarchy of consequences may be used as a basis for determining the disciplinary action.

Notification and Review Process: Students, parents and staff will be made aware of this policy. The policy will be incorporated into the Student/Parent Handbook and The Winston Knolls Employee Handbook, both of which are distributed annually, will be posted on the school website, and will be distributed to parents, students, and staff as appropriate.

Evaluation Process: This policy shall be reviewed for its effectiveness in limiting/eliminating bullying every two years. The School keeps data on student behavior that will be utilized in this evaluation. The President or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the School already collects for other purposes. Any changes made to this policy will be made available to all stakeholders and posted on our website.

School Contact Information: If you would like any further information, or have any questions or concerns, please contact the school Principal via email: RLee@winstonknolls-hecampus.org or by telephone: (630) 283-3221.