

## PRINCIPAL'S MESSAGE

On behalf of the faculty and staff, I would like to welcome you to Winchester High School. Winchester High School is dedicated to providing a safe and welcoming environment that is conducive to learning. We are also dedicated to providing opportunities for our students to demonstrate their abilities in academics, athletics, and the arts. If there are any questions or concerns during the school year, we hope you will use the following procedure to try to resolve the situation. First, call the teacher directly. If this contact does not produce the desired results, then please contact the counselor or the building administrator.

This handbook provides information regarding the daily operations that occur at Winchester High School, including our expectations for appropriate behavior among young adults. Please take the time to review the information. I hope you will find this handbook both helpful and informative. If you have any questions, please feel free to contact the office.

I wish you a successful and rewarding school year.  
Sincerely,

Dennis Vortman  
Principal

### **MISSION STATEMENT:**

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

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

## *NON-DISCRIMINATION*

*Scott County Community Unit School District No. 1 does not discriminate on the grounds of race, color, religion, sex, age, or disability in admission of, access to, or treatment or employment in its programs or activities.*

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

In this handbook, the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-leased vehicles, school owned vehicles, and charter buses. The term “school facilities” includes school district buildings. The term, “school activities,” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

### Sex Offender Community Notification Law

Please be aware of the Public Act 94-004: Sex Offender Registration. This legislation requires that principals and or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at [www.isp.state.il.us/gov](http://www.isp.state.il.us/gov).

## **ALCOHOL TESTING PROCEDURES**

The administration and staff of Winchester High School CUSD #1 may require breath alcohol testing prior to admittance to any optional school sponsored activity. At any event or function at which testing is performed, each and every student (and their guests if applicable) will be subject to the testing. For more information regarding this procedure please contact the high school office.

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## FEES

Book Rental	\$75.00
Driver Education	\$60.00 (If enrolled in the class during the school year)
Parking Fee	\$10.00
Art	\$25.00
Lab	\$10.00
Athletic Fee	\$50.00
Woods I	\$20.00
Industrial Arts	\$20.00

A parent or guardian may apply for a waiver of textbook fees.

## Graduation Requirements

**26 Credits** will be required for all classes starting with class of 2012.

## REQUIRED COURSES

**English (including English 1, 2,&3).....	3.5 years
Speech.....	5 year
Mathematics.....	3 years
(Includes Algebra/Geometry)	
Science.....	2 years
Social Science (Geography, US History, and Gov't).....	3 years
Fine Arts, Foreign Language or Vocational Education.....	2 years
Driver Education (Classroom only).....	5 year
Consumer Education.....	5 year
(May be earned through Resource Management or Agribusiness Mgmt)	
Physical Education (Includes Health).....	3 years

Illinois State Law requires that all students are all enrolled in PE every semester, unless they meet an exemption.

\*\*To fulfill the 3.5 English credits, students may take novels, film, writing, drama (each are semester courses), or English I, II, III, and IV.

\*\*\* Students must also pass the Constitution, both United States and Illinois exams. Juniors are required to take the PSAE state exam.

## Student Classification

Students will be classified in chronological order year after year. Year one will be freshman, year 2 will be sophomore, year 3 will be juniors, and year 4 will be seniors. Student will remain a senior until credit requirement has been met. A student will not be of senior standing until they complete

## SUMMER SCHOOL & CORRESPONDENCE COURSES

For any student interested, summer school or correspondence courses are allowed to transfer a total of two (2) credits to satisfy graduation requirements (these may be in

any subject area) during their high school career. Keystone Credit Recovery is recommended for any student who will not pursue collegiate athletics. However, should a student be on course for collegiate athletics, Illinois Virtual School will be the recommended credit recovery program. Consultation with the school counselor will occur.

### **GRADING SCALE**

100-94	A
93-86	B
85-76	C
75-68	D
Below 68	F

Rationale: An A+ and an A- have the same weight for the student transcript and are not used for post-high school purposes or for calculation of honor roll.

Class standing will be based upon student GPA. Students earning a 5.0 or higher (\*4.0 or higher for the class of 2015 - 2017) will be considered *summa cum laude*, 4.51 or higher (3.51 for class of 2015-2017) will be *magna cum laude*, while a 4.0 (3.0 for class of 2015-2017) or higher will be considered *cum laude*. These students will be recognized during graduation with appropriate colors.

\*WHS will be converting the computer data system for grading to a 4.0 scale beginning with the class of 2015.

Numerical grades are rounded to the nearest whole percent by the computer.

### **HONOR ROLL AND MERIT ROLL**

To achieve Merit Roll, a student must reach 4.0 on a 5.0 scale with only one letter grade of C allowed. To achieve Honor Roll, a student must reach 4.45 on a 5.0 scale with no letter grade below a B. With the change to a 4.0 scale, students on the 4.0 scale will be subject to the following: Merit Roll=3.0; Honor=3.56.. Grade point average for honor roll will be figured on the exact same basis for each grade as it is figured toward graduation. *Any "D" or "F" will result in an automatic exclusion from the Honor Roll, regardless of the grade point average.*

### **REPORT CARD AND PROGRESS REPORTS**

Progress reports are no longer mailed home, they will be sent home with the student. Parents will be notified by a school messenger. Report cards are distributed at the end of each quarter by giving them to the students to take home.

Parents of any senior that is in danger of not meeting graduation requirements will be notified by deficiency slips, phone calls, letters or parent conferences.

**Any senior that owes money to the school or has not returned all school property (books, uniforms, etc.) prior to graduation will not receive diploma.**

### **Incomplete Grade**

Any student with a grade of incomplete for the quarter, semester or semester exam will have two weeks from the end of the grading period to complete their work unless the principal grants an extension of time. Any work not completed may become a zero and the final grade will then be determined.

### **Early Graduation**

Students that have satisfied **ALL** graduation requirements may petition the School Board for early graduation. Students that are approved for early graduation will be considered graduates and as such will not be allowed to attend Prom (other than as a guest), or banquet.

### **Policy for Taking Higher Education Courses**

Students requesting release consent in order to take college classes must have demonstrated academic and/or occupational excellence as well as the emotional maturity to undertake the course, or must currently be in an accelerated program or have demonstrated exceptional performance or capacity. Students may be dismissed during their senior year in order to take higher education courses if leaving does not interfere with the completion of requirements of graduation. **Students will not be released for higher education classes during the school day if that class is offered at WHS.** A student must be in attendance at WHS in order to attend a college class on that day. Juniors will not be dismissed during the school day, but may sign up for an evening course if otherwise meeting the guidelines. **Higher educational courses taken will not count toward graduation at WHS.**

### **Auditing Class**

Juniors and Seniors have the opportunity to audit one class per semester with the express purpose of learning the subject matter without grade apprehension. Audit classes are graded Pass/Fail, that grade will be entered onto his/her report card as either P or F. If a student chooses to audit a class, he/she must complete all homework and necessary tests or quizzes. Since the purpose of auditing class is to gain knowledge in that subject, students will be expected to maintain a passing grade. Intent to audit a class must be submitted to the guidance counselor during the first week (or final schedule change deadline) of the semester, and may be granted upon the discretion of the guidance counselor, teacher, and principal. Auditing a class for the purpose of improving and/or maintaining a grade point average will NOT be permitted. Failure to do so will result in being removed from class with a grade of 'F' and placed in another educational setting.

### **THE RESPONSIBILITIES OF STUDENTS**

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

1. To become informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators, teachers and support staff.
2. To respect the rights and individuality of other students, school administrators, teachers and support staff. Students have the responsibility of recognizing the rights and human dignity of others. For example, students must refrain from name-calling, fighting, harassment, belittling or engaging in deliberate attempts to embarrass or harm another.
3. To refrain from libelous, slanderous, or vulgar remarks in verbal and nonverbal expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety and is not disruptive to the educational process.
5. To be punctual, present for, and to participate in the regular or assigned school program.
6. To refrain from behavior that disrupts the educational process.
7. To attain and maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators, teachers and support staff in maintaining discipline in school and at school-sponsored activities. Students should not defy authority.
9. To respect and maintain school and private property in accordance with school rules.

### **PARENTAL RIGHT TO REVIEW GRADES**

Parents/Guardians of Winchester High School students have the right to review their child's grades via the online grading system (INOW). To sign up for an INOW account to view your child's grades, please contact the high school office as training sessions are limited.

### **THE RESPONSIBILITIES OF PARENTS/GUARDIANS**

The following is a list for parents/guardians of ways in which they can make their daughter or son more successful at school:

1. IF YOUR STUDENT IS ILL AND CANNOT ATTEND SCHOOL, CALL SCHOOL BEFORE 9:00 A.M. AT 742-3151 extension #202.
2. At the beginning of the year, make sure your student has all necessary school supplies and that all physicals and immunizations are complete. A physical is required for all incoming freshmen and out-of-state transfer students.
3. Notify the school of any changes in address, contact or emergency contact information.
4. Know your student's class schedule.
5. Know your student's teachers and do not hesitate to contact them. When a question arises regarding any class, the first contact should be with that teacher.
6. Take an interest in your student's academic progress and discuss it frequently with them.
7. Know when progress reports (mid-quarter) and report cards (end of quarter) are due and discuss them with your student.

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

### **Attendance Statement**

"Every child between the ages of seven and seventeen years of age will attend public school, or a private school, for a period of not less nine months during any school year. No child will be required to attend a public school more than ten months."

(Illinois School Code) Any student who has missed 10 consecutive days unexcused will be dropped for non-attendance. If the student is under seventeen (17) alternative educational placements will be recommended. "The Principal will have ultimate discretion on the following based on circumstances."

### **Excused Absences**

Excused absences will be granted for the following situations as well as those emergencies that the principal may feel is beyond the student's control.

1. Student illness- with a note signed by the parent or legal guardian.
2. Death in the family- with a note signed by the parent or legal guardian.
3. Doctor's appointment – only upon presentation of verification from the doctor. (an appointment card, bill or receipt)
4. Court appearance – Upon verification
5. Religious holiday (written proof of religion must be presented in the office)
6. Prearranged – any other type of absence, not covered by the above will require a pre-arrangement between parents, student, faculty, and administration. A prearranged form should be secured from the office, properly signed and returned to the office for the principal's approval and signature **48** hours in advance of the absence for approval. Students are expected to have all assignments completed upon returning to school

unless other arrangements were made prior to the absence with the teachers. Students must provide a signed statement on college or military stationary upon returning from a college or military visit. **For an excused absence 75% of the student's teachers must approve, if less than 75% grant approval** the principal will inform the student and parents that the absence will be unexcused. Students absent all day by pre-arrangement may participate in extracurricular events after school, with administrative approval. **Freshmen and sophomores are allowed two (2) prearranged absence per school year not to exceed 3 days total. Juniors and seniors are allowed three (3) prearranged absences per school year.** Any pre-arranged for a college visit must have the counselor's signature. Field trips and items 1-5 do not count towards the total allowable pre-arranged absences. It is recognized that all requests for prearranged absences are different. Therefore, the principal reserves the right to classify a prearranged absence as excused, as unexcused, and/or as a truancy, depending on the nature of the request, the academic record of the student, and the student's attendance record.

### **Unexcused Absences**

An unexcused absence is one, which the parent is aware of and supports, but does not meet the school guidelines for being excused. For an unexcused absence students cannot make up assignments or tests.

### **Truant Absences**

A student is truant when absent from class without school permission and/or without parental knowledge. Truant students will be placed at the appropriate level on the truancy policy (see p. 7). Like unexcused absences, truant students may not make up work missed when truant. The truancy policy applies to all students regardless of age. The State of Illinois defines a chronic truant as a child who is absent without valid cause 10% or more of the attendance days for each term. Students under the age of 17 in this category will be reported to the county truant officer.

### **Reporting Absences**

Parents are responsible for calling the school by 9:00 a.m. if their student is absent. Winchester High School - 742-3151 extension 202. Absences can also be reported through an email feature on the school website.

### **Excessive Absences Procedures**

In order to avoid a buildup of excessive absences:

- a. After 7 days absent during the school year, a letter will be sent to the parents.
- b. After 10 days of absence (**without doctor's excuses**), a parent conference may be requested. That 10-day count will not include days covered with doctor's excuses. All future absences due to illness will be considered unexcused unless covered by a medical excuse signed by a doctor.
- c. Students absent from the same class will have letters sent to parents after the 7<sup>th</sup> missed class. After the 10<sup>th</sup> missed class period, those absences will require doctor notes or will be counted as unexcused. The 10-day count

will not include days covered by doctor's excuses. Also, parents are encouraged to spread out appointments so students do not continually miss the same class.

d. Semester class will have the same requirements but will have a threshold of five days.

**We ask that the parent or guardian do the following regarding absences:**

1. In case of illness, or death in the family, please call the school office that morning to report the absence. If the parents do not call, the school will attempt to reach a parent at home or work. Upon return a note, signed by a parent, is required for the student to be readmitted and receive an excused absence.
2. To be considered a doctor visit, the student must go to the doctor's office. Doctor notes will be accepted for office visits only. If the student is not seen by the doctor and a doctor's note is presented to the Attendance Secretary at WHS, the note will not be accepted.

**Returning after an Absence**

Students who are absent the previous day must report directly to the office before the beginning of school in order to be readmitted. Parental or physician note to explain the absence must be presented at the time of the student's return. Students receive one day's grace period when returning from absences to bring a note. On the second day without a note, the student is marked unexcused and receives no credit for work done during the absence(s). Students will receive one day for each day absent to make up their work. **Make-up work is the student's responsibility.**

**Returning when School is in Session**

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

**Leaving School**

Written or verbal permission must be obtained from the student's parent or legal guardian before leaving school. Students must report to the office and receive permission from the administration to sign out. If a student becomes ill, a parent, legal guardian or authorized emergency contact person will be contacted by phone. Students are responsible for asking for assignments, which need to be made up.

**Students will receive one day for each day absent to make-up their work.**

**Field Trips**

During the school year teachers or organization sponsors may take their classes or groups on trips that relate to the material being studied.

To be eligible for field trips:

1. Must be present in school the previous school day.
2. Must be eligible (grades), unless the trip is required as part of class grade.
3. **Students are to turn in assignments due the day of the trip prior to leaving or a letter grade deduction will result.**

4. **Assignments due the day after the field trip are due at that time; the field trip does not allow an extra day to complete assignments.**
5. Since the field trip is an extension of the school day, all school rules are to be followed. Appropriate discipline will be administered for breaking rules. If police are involved, parents will be notified and be responsible for any fines/bail that may result. The student will be left in police custody and it will be the parent's responsibility to drive to the police station to gain custody of their child(ren).

### **Attendance and Participation**

Students must attend school a full day in order to participate in after-school activities unless otherwise excused by the principal. Likewise, students in work programs who miss school in the morning may not go to school-related jobs later in the day unless otherwise excused by the principal.

Any student not participating in Physical Education class will not be allowed to participate in practice or games that evening.

### **Tardiness Policies**

The following policy and procedures will be used in dealing with those students who fail to arrive to school or classes on time and receive an unexcused tardy. Students are allowed a "clean slate" at the beginning of each semester. Definition of a tardy is as follows:

Tardy - Being late to school or a class period up to 10 minutes after the tardy bell without a valid excuse constitutes a tardy. Being late after the 10 minutes constitutes truancy.

Steps taken for tardiness:

**Four times total tardy, consequences will be at the discretion of the Principal. Reports will be run weekly by the office. The 5<sup>th</sup> tardy and continued offenses will be dealt with by the administration.**

### **The Truancy Policies**

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. Following policy and procedures will be used in dealing with those students who fail to follow the procedure for receiving an excused absence. Definition of truant is as follows:

Truant - Being absent from school without a valid excuse.

Steps taken for truancy:

Step I. A student who receives his/her first truant will be given a two-hour Saturday detention. Parents will be sent a letter to notify them of their child's truancy.

Step II. A student who receives his/her second truancy will be given a four-hour Saturday detention. Parents will be notified.

Step III. For each truant after the third a student will receive two four-hour Saturday detentions or an out-of-school suspension. The student's parents or legal guardian will be required to meet with the principal to readmit the student. Parent/guardian will be sent letters informing parents of all detentions, in-school restrictions, and out-of-school suspensions.

Step IV. If a student receives additional trancies the police will be notified and a home visit will occur.

Step V. If the problem continues the situation will be referred to the states attorney's office.

## **METHODS OF DISCIPLINE**

### **Office Visit Policy**

Students who find themselves being referred to the office concerning various school related disciplinary problems in and/or out of the classroom, including school bus behavior will be handled, if not immediately given restriction or suspension, at the discretion of the principal and the parents/guardians will be notified. **A student referred to the office for disciplinary reasons during class time will receive no credit for class on that day.** The Office Visit Policy in no way acts to supersede the out-of-school suspension of Winchester CUSD #1 students for gross violations of school rules as outlined elsewhere in the Student-Parent Handbook.

### **Noon Hour Detention/After School Detention**

Noon hour and after school detentions will be used as disciplinary tools of the district. Transportation home for after school detentions will be the responsibility of the parent.

### **In-School Detention**

Students will be assigned in-school detentions to be served during the school day. Breaks will be limited and lunch will be eaten in the suspension room. Students should bring their lunch or they will be allowed to use the vending machines or order school lunch.

### **Saturday Detention –**

Saturday detention will be served from 8:00 a.m. - 12:00 p.m. for one of the following time spans: 8:00---10:00; 8:00—11:00 or 8:00—12:00.

Students will be expected to sign a contract, which details the procedures and expectations of Saturday detention.

**A student who violates terms of the contract or does not serve an assigned Saturday detention will receive a minimum of a one (1) day out-of-school suspension.**

### **Out-of-school Suspensions**

**Students may be suspended from one to ten (1 - 10) days per incident by the administration for any violation of the following:**

For violation of the board policy on attendance, tardies and truancy.

*For violation of the board policy prohibiting driving or riding in motor vehicles during lunch or the school day without authorization.*

For violation of the board policy concerning smoking or use of tobacco products during the school day or at school functions, either at home or away.

For violation of board policy concerning the use of either drugs or alcohol.

For fighting, assault or harassment occurring on school property.

For violation or gross disobedience of school rules, policies or personnel.

For violation of bus rules.

Before being suspended, a student will be given the right to state his/her case before the administration, while determining exactly what charges are being made against him/her. Any appeals to decisions by the building administrators must follow the established challenge procedure. Any daily assignment that the student misses while suspended he/she is allowed to makeup the assignment (the assignment will be similar or comparable to what work he/she missed) and is eligible to earn a maximum grade of 68%. Any test, quiz or project that he/she missed while suspended will automatically be lowered one letter grade. All work is due immediately upon return (noting certain scheduling requirements are at the discretion of the teachers).

**Students under out-of-school suspension may NOT attend or participate in any school functions or co-op employment over the duration of the suspension or restriction, or in the evening of a day of an out-of-school suspension. Students serving a suspension are not allowed to be on school property during the suspension.**

### **Expulsion**

In addition to a suspension, a student may also be recommended by the administration to the Board of Education for expulsion. An expulsion by the Board of Education is the complete loss of the student's privilege to attend school for a period of up to two years.

## STUDENT CONDUCT GUIDELINES

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

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

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

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

## MAJOR OFFENSES

Conduct, which is dangerous, or a threat to the students, staff or building is a major offense and will result in in-school restriction, or out-of-school suspension and/or expulsion. Major offenses will include but is not limited to those listed below:

1. **FIGHTING OR ASSAULT** -Fighting and/or assault cannot be tolerated. Students involved in a fight or an assault or having contributed to the incident will be suspended from school for a period of time to be determined by the principal. **An attack on another student or staff member will result in an immediate 10-day suspension and if the administration judges it appropriate the expulsion process will be started. Appropriate law enforcement agencies will be notified.**
2. **DRINKING** - Positively no alcoholic beverages are to be carried, served or consumed on school property or at any school-sponsored activity. No student will be allowed to attend any school activity while under the influence of alcohol. Out-of-school suspension or expulsion will accompany any violation of the above drinking policy. Law enforcement agencies will be notified.

3. DRUGS - Positively no illegal substances or person under the influence of any type of illegal substances will be tolerated on the school premises or at any school activity. Suspension and/or expulsion will accompany any violation of the above controlled substance policy. Law enforcement agencies will be notified.

4. TOBACCO - Winchester High School is a smoke-free environment. The use or possession of tobacco, tobacco products or smoking materials is not allowed during the school day or at school events, in any area of the building, on or off school grounds by students. The first offense will result in an in-school restriction. Subsequent offenses will result in out of school suspension. Law agencies will be notified if necessary.

5. VANDALISM - Acts of vandalism or purposeful destruction or defacement of school property may result in out-of-school suspension, expulsion from school and/or notification to law enforcement agencies. The students who damage any school property will be dealt with accordingly, and their parents/guardians will be notified and payment for the damages will be expected.

6. ARSON - Arson or attempted arson will result in an out-of-school suspension, recommendation for expulsion from school and notification to law enforcement agencies.

7. BOMB THREATS -The complete disruption caused by bomb threats or other disruptions (possession of firecrackers, smoke bombs or other incendiary devices) may be dealt with by an out-of-school suspension and possible recommendation for expulsion from school.

8. WEAPONS- Knowingly possessing, handling or transmitting an object that can reasonably be considered a weapon (as defined by the school code):

- a. On school property at any time.
- b. Off school grounds at a school activity, function or event.

Students violating the weapons policy will be subject to out-of-school suspension, expulsion from school and/or notification to law enforcement agencies. As per school code the term "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/1.1), or use of a weapon as defined in Section 24-1 of the Criminal Code (720 ILCS 5/24-1), (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to knives, brass knuckles, or Billy clubs, or (3) "look a likes" of any weapon.

9. FALSE FIRE ALARMS - The disruption created by setting off a fire alarm will be dealt with severely. First offense will result in an out-of-school suspension of up to ten days. A second offense will result in a 10-day out-of-school suspension and an expulsion recommendation to the Board of Education.

10. THREATS against other students or any staff member. First offense will result in an in-school restriction. Second offense will result in an out-of-school suspension of up to 10 days.

## Other Offenses

1. SOCIAL CONDUCT - The school is the inappropriate location for any type of physical display of affection (i.e., hugging and kissing). Intimacy and physical contact will be treated as a disciplinary matter.

2. INAPPROPRIATE DRESS - When students are dressed appropriately for school, a more businesslike attitude prevails and the atmosphere in the school is more pleasant and conducive to learning. For this reason, items of dress which are disruptive to the educational process or which represent a safety hazard may not be worn. In order to encourage a positive educational climate teachers and administration will enforce appropriate dress guidelines. The following are examples that are not considered appropriate dress:

- Spiked apparel, accessories and chains
- Hats and caps- are permissible in the building before school, during lunch, after school.
- Bandannas and sweatbands
- Sunglasses
- Clothing made of see-through or fishnet fabric.
- Jeans/pants with excessive rips or tears above the knees will not be allowed.
- Low riser jeans, tank tops with straps less than two inches, and sleeveless shirts with sagging arm holes allowing undergarments or chest to be seen will not be allowed.
- Clothing which promotes or pictures illegal activities, violent behavior, sexual subjects or innuendoes, obscene language or gang symbols.
- Clothing and accessories, which display lewd, vulgar or plainly offensive language or symbols, or promotes the use of alcohol, illegal drugs or tobacco products.
- Clothing that is revealing or exposes the chest (any visible cleavage is unacceptable), abdomen, genital area, buttocks, undergarments or the legs above **6 inches from the knee**.
- All shorts, skirts, dresses (including over leggings of any sort) must be within 6 inches from the knee..
- Outerwear (coats, hats and gloves) in the classroom.
- When students are considered to be in violation of the guidelines, in the opinion of administration, students will be asked to either change clothes or be sent home to change. Any time out of class will be unexcused. Repeated violations may result in disciplinary action.

3. LASER DEVICES-No student will use or have in their possession any device that generates a laser light. Laser devices will be confiscated from the student and held until such time that a parent/guardian comes to school to retrieve the laser device.

4. CELLULAR PHONES AND ELECTRONIC COMMUNICATION DEVICES – Using a cellular telephone, video recording device, personal digital assistant, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during class time unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety

of student, staff, or other individuals. The school district is not responsible for lost or stolen cellular phones.

Any student using a cellular phone in violation of policy will:

- a) First Offense- Cellular phone will be held by the teacher for the class period, returning it at the end of the hour.
- b) Second Offense- Cellular phone will be turned into the office and a parent will be called to pick up cell phone.
- c) Third Offense- Cellular phone will be turned into the office and student will serve an in-school restriction. Phone may be picked up at the end of the school day.
- d) Fourth offense will result in an out-of-school suspension of one (1) day per occurrence.

**In addition to the discipline measures outlined above student(s) determined to be using a cellular phone in any manner to cheat on any test, quiz, or assignment will receive a zero for that work and parents will be notified. Any student found to be using cell phone cameras in locker rooms, bathrooms or any other inappropriate location will be suspended from school and appropriate law enforcement agencies will be notified. Cell phones may not be used to transfer or record the voice of anyone but the user. Images also may not be transferred or recorded.**

6. USE OF ELECTRONIC STUDY AIDES- Electronic study aides may be used during the school day if use of the device is provided in the student's IEP or permission is received from the student's teacher. Examples of study aides include tape recorders, e-readers, kindles, or laptop computers. Examples of electronic devices **not** allowed include electronic games (e.g. Nintendo DS) CD players, MP3 players, radios, cellular phones and other devices deemed inappropriate according to the administration.

7. ELECTRONIC ENTERTAINMENT DEVICES – **Electronic entertainment devices are prohibited.**

8. GAMBLING - Any form of gambling will not be tolerated during the school day or at school-sponsored activities.

9. CARD PLAYING AND OTHER GAMES - Cards or other games are not to be brought to or used at school, without teacher permission.

10. COMPUTER MISUSE - Misuse or abuse of any computer hardware or software, including the entering, the changing, or deleting of any file on the system other than a student's own, will not be tolerated. Misuse or abuse of the Internet access will also not be tolerated. Based on the seriousness of the offense, the penalty may range from a detention to a recommendation for expulsion. A student may also be dropped from the course with a grade of "F" and will not be allowed to use the computer system for any purpose.

11. VIOLATION OF OFFICE VISIT POLICY - Any student referred to the office will go directly to the office. Failure to do so will result in an in-school restriction, Saturday detention or out-of-school suspension.

12. HAZING/INITIATION -This type of activity is prohibited at any time on school property including but not limited to the bus, on the way to and from school, and during school or school sponsored activities. Violators will be dealt with accordingly.

13. INAPPROPRIATE LANGUAGE-Use of profanity, obscene language and/or obscene gestures will not be tolerated and will be dealt with by district staff. Repeat offenders will be referred to the office.

14. DISRUPTION OF THE EDUCATIONAL PROCESS- Any student whose action(s) detract from the educational process will be subject to disciplinary action.

## MISCELLANEOUS

### Student Drivers

**All students who drive motor vehicles to school must secure a parking permit from the office.** The cost of a permit is ten dollars (\$10) per year. Each student will be assigned a numbered parking space to be used during the school day, by that student only. Students who receive their license during the year must secure a parking permit from the office at that time. **Students are not to drive, ride or sit in vehicles during lunchtime, or at any other time during the school day, this includes vehicles parked off campus.** Motor vehicles should not be moved during the school day without the authorization of school officials. Failure to abide by the aforementioned rules will result in disciplinary action, which may include loss of driving privileges for part or all of the school year and/or in-school restriction or out-of-school suspension.

That policy means that all students who drive to school **MUST** park on campus. In addition the policy means students must park their vehicle on campus to be allowed to work on that vehicle in Auto Class.

Consequences for not following Vehicle Policy:

### First Offense

Students will receive one (1) week closed campus, during which time the student will be restricted to the high school building and required to eat in the Ag Room.

### Second Offense

Two (2) weeks closed campus, restricted to building and lunch in the Ag Room.

### Third Offense

Loss of driving privileges for the rest of the current semester. In-school restriction or out-of-school suspension will also be administered.

## **Fourth Offense**

Loss of driving privileges for one (1) calendar year. In-school restriction or out-of-school suspension will also be administered.

## **Social Media**

Harassment or bullying by way of social media is unacceptable. If it is found to have occurred during the school day, disciplinary action will occur. If any harassment or bullying is found to have occurred outside of school, parents will be notified and law enforcement could be notified. If any use of social media causes a substantial disruption during school or a school event, disciplinary action will occur. If administration has reasonable suspicion to believe that there has been a violation of school rules, students will be required to provide passwords to social media accounts for review with the student.

## **Hall Passes**

Students who need to be in the hallways while classes are in session are provided passes (either student planner or yellow pass) showing that they have permission to be absent for a specified period of time from their class or study hall. Staff members may stop a student in the hall to ask to see the pass.

## **Hall Conduct**

Conduct in the halls must be orderly and respectful. Students are asked not to congregate in places that would interfere with hallway traffic (examples—water fountains, stairways, class room doors, etc.).

## **Auditorium Seating/Assemblies**

Programs of high interest to students and faculty will be sought. Common courtesy to others in the audience and to the performers on the stage is expected. Seating will be done according to class and attendance will be taken. Seniors are to sit in the front of the center section of the auditorium, with freshman sitting behind the seniors. Sophomores are to sit on the west side, with Juniors sitting on the east side.

## **Telephone Usage**

The telephone in the main office may be used by students for emergencies or for club business only. Calls may be made during the student's lunch period, before or after school from the school office only. Students are not allowed to receive phone calls except in the event of an emergency.

## **Gum Chewing**

Gum chewing is at the discretion of the individual classroom teachers.

## **Physical Education Uniforms**

PE uniforms are required. Students may purchase tee shirts and shorts at registration or may provide their own as long as they meet the guidelines set forth by the teachers. Any student not participating in physical education class will not be allowed to participate in practice or games that evening.

## **Medication**

Prescription and non-prescription medication must be checked into the main office and is not to be kept on the student's person or in lockers. The school office will not have non-prescription medication available for student use. School administrators may consider exceptions on a case-by-case basis.

## **Personal Delivery Ban**

Due to the disruption of the educational process, the schools will accept no personal deliveries for students. This includes but is not limited to: flowers, balloons, gifts and mail.

## **Backpacks and/or Book Bags**

Backpacks and/or book bags are not allowed in the classrooms. Students should keep their backpacks and/or book bags on top of the lockers during the school day.

## **CHALLENGE PROCEDURE**

After an initial conference between the principal and the student at which the facts of a possible violation are explained and an opportunity for response is given, the principal may determine to suspend or otherwise remove a student from participation in school extracurricular activities or sports pending a hearing. Immediately following the initial conference, the student's parents/guardians will be given a written notice of the violation and an opportunity to request a hearing before the Board of Education, or a Hearing Officer appointed by the Board of Education. A hearing will be scheduled in all cases of expulsion or other removal from participation in school activities or sports lasting more than 10 days. When a Hearing Officer is appointed, a written report containing recommendations will be given to the Board of Education. The decision of the Board of Education will be final.

## **Academic Dishonesty (Cheating)**

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

## **Lockers**

When you are assigned a locker (P.E. or hallway) **it is understood that you assume all responsibility for its contents. Only locks provided by the school will be permitted.** The Board of Education and its employees cannot be liable for losses. School lockers are not a place of storage for items of a private and personal nature. **The Board of Education and administration strongly suggest that students lock**

**their lockers and take valuables to the Office for safekeeping.** Each student is limited to the locker assigned to him/her. The lockers remain the property of the school and are issued to the student for his/her use. Lockers remain under the jurisdiction and control of the school authorities. Lockers are subject to periodic inspection for neatness, missing items, vandalism, contraband, weapons and other reasonable causes. This inspection may include, but not be limited to, the use of police and/or police dogs to check vehicles in the parking lot and areas of the school property, in addition to lockers.

## **WINCHESTER COMMUNITY UNIT SCHOOL DISTRICT #1 VIDEO SURVEILLANCE PROCEDURES**

In an effort to improve and maintain the safety and security of students, staff and property, camera systems, including audio recordings, may be utilized in or around any district building and on district vehicles.

Cameras will not be used in areas of the school where students or staff have a reasonable expectation of privacy, such as locker rooms and restrooms.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records and are subject to the Freedom of Information and Protection of Privacy Act; however such recordings are exempt from the Eavesdropping Act.

Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing or legal proceedings, it will be treated like other evidence in the proceeding.

## **SEARCHES AND SEIZURES**

Searches and seizures may be carried out on school premises, or during school supervised activities, on or off school property, by any school official who is responsible for the supervision of the student or property to be searched.

Searches/seizures will be carried out according to district policy.

A complete copy of the aforementioned policy can be obtained by contacting the Board Office located at 149 S. Elm Street, Winchester, Illinois.

## **INTERVIEWS BY POLICE**

The Building Principal will check the police officer's credentials and any legal papers such as warrants for arrest, search warrants, or subpoenas to be served. The Building Principal will attempt to contact parent(s), if possible, and inform them that the student is subject to an interview.

## **VISITOR POLICY**

All visitors, parents/guardians/relatives are required to check in at the main office upon arriving at school. Unless, it is an emergency, visitors will not be allowed to meet with students or staff without permission of school administration. Visitors will be issued a pass, which is to be worn during their visit.

## **TRANSPORTATION RULES**

1. Students must obey the driver at all times.
2. Do not leave your seat while bus/vehicle is in motion.
3. Keep hands and head inside the vehicle. Do not throw anything out the windows.
4. No loud talking, laughing or unnecessary commotion.
5. Be absolutely QUIET at railroad crossing stops.
6. Respect all bus/vehicle property. Students and/or parents will be charged for any repairs or replacement caused by intentional misuse based on the recommendation of the transportation director.
7. No eating or drinking is allowed in the vehicle. This includes candy, suckers and gum.
8. No animals allowed in district vehicles.
9. No unauthorized stops for pickup or drop off.
10. No name-calling, vulgar language or spitting.
11. No unauthorized use of the FM radios.
12. **Guest riders are not allowed.**

**THESE TRANSPORTATION RULES APPLY TO ALL SCHOOL AND EXTRACURRICULAR ACTIVITIES! FAILURE TO OBSERVE THESE RULES MAY RESULT IN LOSS OF TRANSPORTATION PRIVILEGES.**

## **VIOLATION OF TRANSPORTATION RULES**

While students are on the bus, they are under the supervision of the bus driver. It is hoped the bus driver can handle most bus discipline problems. Any flagrant infractions of these rules reported by the bus driver will be handled similarly to a classroom situation. Riding the school bus is a privilege. If this privilege is abused, the student will be removed from the bus. Student bus problems will be handled by the building principal.

## **EXTRACURRICULAR ACTIVITIES**

### **Definition and Philosophy**

In agreement with the districts overall philosophy of education and as an extension to this philosophy, all students are encouraged to participate in extracurricular activities. Extracurricular activities include all activities athletic or non-athletic, which are

sponsored or supported by the school. The participation in these activities cannot be used toward graduation nor are they required. Thus, the activities will not be graded or tied to grades, however lettering and other non-graded awards may be used to encourage the students to fully participate, dependent upon conduct, attitude and the fulfillment of certain criteria. Since the participants in extracurricular activities frequently represent the school and the community in public, the standards of conduct for these participants are, and will remain, high.

### **Extracurricular Activities Available at Winchester High School**

**CLASS ORGANIZATIONS** - Each class elects a president, vice-president, secretary, treasurer, and student council representatives each spring. Four faculty sponsors will remain with the class for four years. Students, who wish to be a class officer should secure a petition packet from the student council sponsor and follow the directions contained in the packet. Students are required to obtain faculty and student signatures on their petitions.

**STUDENT COUNCIL** - Student Council consists of all class officers and their council representative, and organizes the homecoming, provides suggestions for improving the school and performs service projects for the school and community.

**NATIONAL HONOR SOCIETY (NHS)** - The purpose of the National Honor Society is to promote and recognize academic achievement. Applications are sent to all juniors and seniors who have achieved a 4.55 on a 5.0 scale (3.6 on a 4.0 starting with the class of 2015). A faculty council consisting of members from each academic area then screens applicants. Council members evaluate the applicants on leadership, service, and character.

**CLUBS AND ORGANIZATIONS** - Winchester High School has a number of clubs and organizations open to the participation and enjoyment of all students.

**ATHLETICS** - Winchester High School is a member of the Western Illinois Valley Conference (WIVC) and the Illinois High School Association (IHSA). All academically eligible students are permitted to try out for any of the athletic teams.

**SCHOLASTIC BOWL** - Scholastic Bowl is an academic competition also sanctioned by the WIVC and the IHSA.

### **DANCES**

Informal dances are held throughout the year. Most dances end no later than 11:30 p.m. This gives parents an idea of the approximate time to pick up students or when to expect them home. Students should leave the building promptly at the conclusion of the dance.

Formal dances include Homecoming and Junior-Senior Prom.

Guidelines for dances:

Junior high students are not allowed to attend high school dances. There is an age limit of 20 to be eligible to attend any WHS dance. Each guest must be registered in advance in the high school office and complete the required paperwork.

Only Juniors and Seniors currently enrolled at WHS and their guests may attend the Prom.

A student who leaves the premises of a dance will not be allowed to re-enter the dance. All admissions to a dance will be closed an hour after the event begins.

### **Extracurricular Practices, Etc.**

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

### **Extracurricular Code of Conduct - (Violation of Rules)**

As a member of the Winchester or Bluffs High School extracurricular programs you become responsible to an Extracurricular Code of Conduct. Certain guidelines establish behavior and conduct expectations of all students who participate in Winchester or Bluffs High School extracurricular programs. This Code of Conduct will apply to all participating students at Winchester or Bluffs High School at all times during the calendar year. Participating students will be held accountable to this Code of Conduct as long as they are eligible to participate according to IHSA eligibility guidelines. Any member of an extracurricular activity at Winchester or Bluffs High School who violates any of these guidelines is subject to forfeiting his/her privileges of participation.

### **Academic - Extracurricular Eligibility**

To be eligible, and to remain eligible for participation in extracurricular events, students must meet all applicable IHSA rules. Additionally, in order to represent Winchester or Bluffs High School, the student must be passing all subjects. The teachers shall report the grades each week on a **CUMULATIVE BASIS FOR THAT CURRENT SEMESTER.** The athletic director and/or the activity sponsor will make a weekly check of eligibility on Friday's during the school year. Eligibility will be effective the following week, from Monday to Sunday.

I. If a student fails a course for the semester, the student may participate in co-curricula's the following semester on a contractual basis. Standards for the contract will include, maintaining at least C's in all classes, have no unexcused absences, have no more than three times tardy, and no more than one discipline referral. Students will be monitored by the Principal for compliance. Should they be found in violation of the contract, they will become ineligible for the remainder of the semester.

**Anyone academically ineligible for three times during a season will be ineligible for the remainder of that season.**

- II. Possession or consumption of tobacco, tobacco products, alcohol, illegal or controlled substances and drug paraphernalia is prohibited.
- III. Additionally, knowledge of and/or association with individuals while they are illicitly using alcohol, controlled substances and/or drug paraphernalia are prohibited.

In all cases where the administration finds sufficient evidence of prohibited acts, as determined by an administrative investigation and discretion, including, but not limited to extracurricular activities. A first offense (of prohibited acts) shall result in a suspension of 50% of the season. If there is not 50% of a season left, the remaining percentage will carry over to the next activity the student participates in. Game penalties will always round up (i.e. 5 football games). This suspension may

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

In the case of first time violators, participation in practice during the six-week period will be up to the coach or sponsor. **SECOND TIME VIOLATORS, ANY TIME DURING THE STUDENT'S HIGH SCHOOL CAREER, WILL BE BANNED FROM ALL EXTRACURRICULAR PARTICIPATION FOR A PERIOD OF ONE CALENDAR YEAR. ANY VIOLATION AFTER THE SECOND VIOLATION, ANY TIME DURING THE STUDENT'S HIGH SCHOOL CAREER, WILL BE BANNED FROM ALL EXTRACURRICULAR PARTICIPATION FOR A PERIOD OF ONE CALENDAR YEAR.**

In order to participate in practice or an extracurricular event, a student must be **in attendance at school for the full day**. (refer to page 8). Exceptions (pre-arranged absences, field trips, funerals, doctor appointments, etc.) will require the approval of the principal. If the activity is held on a non-school day, the coach/sponsor shall determine participation within the intent of the guidelines.

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

### **General Regulations**

Illinois High School Association rules must be followed in all cases of eligibility, transfer, physical examinations and insurance coverage. No student is to practice or play without their physical and insurance form or waiver on file. **Students must travel to and from contests away from Winchester or Bluffs High School on transportation provided by the school.**

**The only exceptions are:**

**Injury to a participant, which requires alternative transportation. Arrangements are made in person by the parent/guardian to the coach/sponsor of the activity. A signature from the parent/guardian shall accompany the verbal request.**

Completion of the event season is required in order for the student to be eligible for a letter or other team or individual awards. No awards shall be given to any student suspended for the remainder of the season for Extracurricular Code violations. A student who has not turned in uniforms/equipment or monies owed to coach/sponsor for one extracurricular activity will not be eligible to participate in another activity.

### **Impeachment Rule**

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

### **Student Participation in Conflicting School Events**

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

### **VISITOR CONDUCT EXPECTATIONS**

Visitors are defined as any persons other than enrolled students or employees of the school district who enter onto school district owned/leased/used property. Visitors to the school campus during school hours are required to check in at the applicable office and receive administrative approval to remain on school property. Visitors to school property, events, activities and meetings which are open to the public are required to comply with the rules of the District and the laws of the State of Illinois and are expected to demonstrate respect, civility and orderly conduct.

Prohibited acts include, but are not limited to, the following:

- 1) Conduct which interferes with the participation of students, employees or agents of the District.

- 2) Conduct which interferes with the enjoyment of the event by other visitors.
- 3) Unreasonably abusive, insulting, provoking, loud or boisterous conduct.
- 4) Acts which cause, are intended to cause, or creates a substantial risk of personal injury or property damage.

Consequences for violation of Visitor Conduct Expectations include:

- 1) Restriction of visitor privileges
- 2) Removal from the school property, event, activity or meeting.
- 3) Denial of admission to the school property, event, activity or meeting for a period of up to one (1) year, pursuant to the provisions of Illinois Revised Statutes Ch 122, 24-24.

### **SEXUAL HARASSMENT**

**Sexual Harassment will be defined to include, but will not be limited to, inappropriate sexual advances, demeaning, intimidating or insulting sexual comments which result in restriction on or denial of participation in the work or academic opportunities of the district on the basis of sex.** Requests for sexual favors and other verbal or physical conduct of a sexual nature or the creation of an intimidating, hostile, or offensive environment constitute harassment. The practice of harassment is contrary to law and the policy of the school district.

Any student who believes him or herself to be subject to sexual harassment may file a complaint with the Superintendent or any school administrator or teacher who shall promptly refer the matter to the Superintendent who will conduct an investigation. The investigation may include interviews and hearings at which testimony is taken under oath. At the conclusion of the investigation, and in no case later than 30 days from the filing of the complaint, the Superintendent shall make a written report of his/her conclusions and recommendations, which he/she may have drawn. In the event the student presenting the complaint is dissatisfied with the recommendation and conclusions of the Superintendent, an appeal may be taken to the Board of Education. An appeal shall be filed with the Board of Education by service at the Board Office.

### **BULLYING AND HARASSMENT**

Students who exhibit a pattern of aggressive behavior including physical injury, intimidation, harassment or verbal abuse of fellow students shall be deemed at risk of aggressive behavior in the future. Staff members shall intervene to stop acts of physical or verbal aggression, harassment or intimidation and shall report any such behavior to the building principal for further action.

Parents or legal guardians will be notified when their children are deemed to be at risk of engaging in aggressive behavior, and shall enlist parental cooperation, involvement and assistance in the correction of the student aggressive behavior where feasible. The principal shall make use of available district and community resources to achieve correction of student aggression. School district resources include counseling and may include psychological evaluation where appropriate. Bullying via electronic means

such as the use of social network sites while at school or at a school related function may constitute gross disobedience or misconduct and a violation of the district's bullying and harassment policies.

### **ASBESTOS STATEMENT NOTIFICATION**

Winchester High School does contain asbestos materials in their boiler room area. A plan for the management and containment of these materials is on file with the state and is available at the district office for those who may wish to see it.

### **PESTICIDES**

Pesticides are used on a routine basis within the school district. Parents with health concerns for their children need to register in the school office for notification.

### **School Breakfast/Lunch Program**

Breakfast and hot lunches are prepared daily in the grade school cafeteria for those students who wish to purchase these meals. This program operates under the federal nutrition program, and free or reduced cost meals are available for those students who qualify. Free and reduced cost applications may be obtained from the school offices. Students may deposit money into their accounts in the main office before school or during the lunch hour the first day of each week. Students will be provided places to eat lunch but are not allowed to use the upper hallways as dining areas.

### **Vending Machines**

Vending machines for candy, snacks, and soft drinks are available for student use.

**The students may use these during their lunchtime and before or after school.**

**The machines are not open at other times during the day. If students abuse this policy, the machines will be removed.**

### **ALTERNATIVE EDUCATION**

Winchester High School is a member of the (Brown, Cass, Morgan and Scott County) Regional Office of Education #46. This allows Alternative Education Programs to be offered to our school for certain students. For more information regarding Alternative Education, please contact the high school office.

### **OPEN RECORDS ACT**

Scott County Community Unit School District No. 1 is governed by rules and regulations of the Illinois Student Record Act of 1985. The complete set of regulations is on file in the district superintendent's office. The school maintains two types of records about each student:

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students certain rights, including the right to inspect, copy and challenge school records. Disclosure of student information may only be provided to individuals who have legitimate education interest in the student's educational record in order to fulfill his or her professional responsibility without parent consent. The Act also provides

you with the right to seek the correction of student records that you believe are inaccurate. Further questions about these rights may be directed to the principal.

**PERMANENT RECORDS** - The law requires that permanent records contain basic identifying information, the academic transcript, an attendance record, accident reports and health record, and a record of the release of this permanent record information.

**TEMPORARY RECORDS** - The student's temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teachers' anecdotal records, disciplinary information, any verified reports or information from non-educational persons, agencies or organizations and records of release of temporary record information. Parents and students have the right to inspect and obtain unofficial copies of the permanent and temporary records. Parents and students exercise control over access to the release of student records. Professional employees of the school have access to school records for legitimate educational interests. Parents have the right to challenge the contents of their student's records, except for grades, on the basis of accuracy, relevancy or propriety. Special Education student's records will be disposed of 5 years after the student graduates or turns 21 unless parents or students request them. All rights and privileges accorded to a parent under this act become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage or entry into military service

## **EMERGENCY PROCEDURES**

### **Fire and Disaster Drills**

Fire drills are conducted from time to time in accordance with state and local safety regulations. Each room in the building has an evacuation plan on which are stated the fire drill and disaster regulations for that room. Students are to be familiar with these directions so that the evacuation of the building will be prompt and orderly. The following are to be observed:

1. Move from the classroom in an orderly fashion according to the directions given for that particular classroom.
2. Movement should be rapid without running.
3. Students are to remain quiet.
4. Everyone leaves the building.

Re-entry into the building is made when the administration gives the all clear. Re-entry should also be orderly and prompt.

### **Emergency Procedures (Fire & Tornado)**

Fire alarm sounds--All teacher/staff will leave the building with their classes by the most direct route and according to the building evacuation plans posted in each room. Windows should be shut and lights should be turned off. Students should be instructed to move quickly and quietly outside, at least 100 feet from the building. Teachers must take attendance and notify the principal immediately if a student is missing. NO ONE should re-enter the building for any reason until the all-clear signal is given by the administration.

TORNADO ALARM--The tornado alarm is a series of three or more short rings of the school bells. As the alarm sounds, teachers should take their classes from the third

floor to the first floor hallway. Second floor occupants should move to the first floor (between art room and custodian's room and the stairwell to the old gym). First floor occupants should move to the gym and sit along the north wall. Band room and home ec room occupants move to the east band room. All occupants should be sitting away from windows and entrances. All students in the vocational building should use the center hallway in the vocational building. Students will assume a crouching position toward the wall and with their heads protected. An all-clear signal will be given by the administration.

Individual buildings will have tornado, fire and emergency procedures posted. Teachers and administrators will go over the procedures in the individual buildings.

### **Crisis Management**

In the event of a crisis situation the school district has a crisis management plan to ensure the safety of students, faculty and staff. To help us create the safest possible environment we ask the following of parents/guardians.

1. Refrain from calling school, we need phone lines available to make emergency calls.
2. Refrain from driving to school as this would congest traffic and impede the progress of emergency vehicles.
3. Be patient in waiting for the release of students. Students will not be released from school until the school feels it is safe and appropriate. This enables the school to account for the whereabouts of all students.

### **School Closings**

School closings for emergencies such as inclement weather or a physical plant problem, may be ordered by the superintendent. If school is in session and any emergency causes, early dismissal of students, announcements will be broadcast on the Jacksonville radio stations and the Alertify system will call each household. All-day school closings due to excessive snow or ice will be announced on the Jacksonville radio stations no later than 7:00 am.

### **STUDENT SERVICES**

Scott County Community Unit School District No. 1 provides its pupils with several specialized services. Please contact the school principal if you feel the need of any of the services explained below.

1. Special Education - Physical and psychological screening is provided through the Four Rivers Special Education Co-Op in order to determine if a student has a learning disorder, a behavior disorder, or a physical handicap.
2. Social Worker - A social worker is in the district three days per week in order to complete family histories when needed and to counsel students in extreme need.
3. Homeless Liaison- Student services are offered to those students who are McKinney Vento eligible.

### **SECTION 504 POLICY**

Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C., Section 794, protects disabled persons from discrimination based on their disabled status. The Board of Education recognizes the requirement to provide a free appropriate public

education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability.

### **EQUAL OPPORTUNITY STATEMENT**

Winchester Community Unit School District #1 insures equal educational opportunities are offered to students, regardless of their race, color, national origin, age, sex, religion, or handicap. Questions in reference to educational opportunities may be directed to the District Office.

Winchester CUSD #1  
149 South Elm  
Winchester, IL 62694  
Phone: 217-742-3175

### **PUPIL TRANSPORTATION REIMBURSEMENT**

Parents (or legal guardians) who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the cost. Pupils must be full time students in grades K-12 and live 1 1/2 miles or more from school. More information regarding the claim process may be obtained from the school office.

### **SPORTSMANSHIP CODE**

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

### **KEYS TO STUDENT SUCCESS**

#### **ACTIVE LISTENING**

- Concentrate on what the instructor says.
- Pay attention to the lecture, and take good notes.
- Avoid distractions.
- Participate! Ask questions if you don't understand.

- Don't assume or judge. Separate fact from opinion.
- Connect what you hear to what you already know.

## **IMPROVING MEMORY**

- Use listening, note taking, reading, online resources to improve your chances of retaining the material.
- Look for the main ideas, then find out how it all comes together.
- Make a word out of the first letters of the items you are trying to remember (mnemonic devices).
- Use rhymes to help remember information.
- Visualize the information or make up a story using the different facts you want to retain.
- Review information often—repetition is a key to good memory.

## **NOTE TAKING**

- Date and organize notes according to subject.
- Paraphrase and abbreviate—REMEMBER your system.
- Review your notes after class, using your textbook to check for completeness.

## **Financial Aid Sources**

- Loans are based on need and need to be repaid once you complete your college education.
- Work-study gives you the chance to work and earn money to pay for college. Work-study is based on your family's ability to pay and the amount of funding available at the college.
- Grants are financial aid you don't have to pay back. Grants are awarded on the basis of need.
- Scholarships are private aid awarded on a local, state, or national level based on academic achievement, artistic or musical talent, athletic ability, membership in an organization or other achievements.
- Aid is available from the federal government, your state, directly from colleges, and from private sources, such as corporations.

## **Applying for Federal Financial Aid**

To apply for federal financial aid, complete the *Free Application for Federal Student Aid (FAFSA)*. File online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to reduce errors and get your application in the system faster. You can also get a form at your high school guidance office. The FAFSA lists questions about your family's income and investments. Never assume you won't qualify and keep in mind that many private sources don't base their awards on financial need.

## Financial Aid DEADLINES

January 1 (high school seniors)—complete and mail your FAFSA. While you have from Jan. 1 to June 30<sup>th</sup>, submitting the FAFSA in January is recommended because it's first come, first serve. Visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for more information.

July to March (high school juniors and seniors)—access private scholarship databases.

Four to six weeks after mailing your FAFSA (high school seniors)—send the results to colleges you are considering. Remember, one college may offer more aid than another college.

Two to three days after aid from colleges is offered (high school seniors)—accept the best offer, since some institutional aid is limited.

## Are ACT Scores Important?

ACT scores are important in determining your admission to colleges and scholarship awards. Many scholarships are based on class rank, grade point average, and ACT or SAT scores. Tests are conducted up to 7 times per year.

## ACT FACTS

The tests cover 4 areas: English, math, reading, and science. The format is multiple choice. Some schools may require the Writing Test. If you have taken the ACT more than once, a **separate** record is maintained for each test date. In such cases, if you have a report sent to a college, **only** the record from the test date you designate will be released. Visit [www.act.org](http://www.act.org) for more information on the ACT.