

## 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

### VISION:

Learn Today to Succeed Tomorrow

### MISSION STATEMENT:

The mission of Winchester Community School District #1 is to educate the whole child to be a contributing member of the community. By providing a positive environment with a rigorous and diversified education, we will empower lifelong learners.

*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

*Winchester 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 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 or refer to the Scott-Morgan Drug Testing Policy.

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## **I. Academic Information**

### **GRADING SCALE**

A+	100-98 (4.0)
A	97-93 (4.0)
A-	92-90 (3.7)
B+	89-88 (3.3)
B	87-83 (3.0)
B-	82-80 (2.7)
C+	79-78 (2.3)
C	77-73 (2.0)
C-	72-70 (1.7)
D+	69-68 (1.3)
D	67-66 (1.0)
D-	65 (0.7)
F	64-0 (0.0)

### **RESIDENCY**

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

Dual Credit Classes – students will be responsible for any fee(s) associated with the class.

**\*\*All fees are subject to change\*\***

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

### **GRADUATION REQUIREMENTS**

**26 Credits** will be required for all classes.

### **REQUIRED COURSES**

English (including English 1, 2, & 3)	3.5 years
Speech	.5 year
Mathematics (Includes Algebra/Geometry)	3 years
Science	2 years
Social Science (Geography, US History, and Civics)	3 years
Fine Arts, Foreign Language or Vocational Education	2 years
Driver Education (Classroom only)	.5 year
Consumer Education (May be earned through CEO, Coop 1, Agribusiness Mgmt, Business Orientation)	.5 year
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.

\*Students must also pass the Constitution, both United States and Illinois exams.

\*Juniors are required to take the required state exams.

**\*\* Only students who have completed all graduation requirements as set forth by the Board of Education may participate in commencement exercises. The only exception is for those who are short one credit or less; they may participate if they agree to complete their deficiencies by the end of the first semester of the following school year. (Board Policy 306)**

### ***STUDENT CLASSIFICATION***

Student classification will be based on credits earned and not years in school. The classifications will be as follows:

- Freshmen - 0-8 credits
- Sophomore - 5-16 credits
- Junior - 11-24 credits
- Senior - 19-26+ credits

### **SUMMER SCHOOL & CORRESPONDENCE COURSES**

For any student interested, summer school or correspondence courses are allowed to transfer a total of two (2) classes (max. 1 credit) to satisfy graduation requirements (these may be in any subject area) during their high school career.

Class standing will be based upon student GPA. Students earning a 4.0 or higher will be considered *summa cum laude*, 3.51 or higher will be *magna cum laude*, while a 3.0 or higher will be considered *cum laude*. These students will be recognized during graduation with appropriate colors.

Numerical grades are rounded to the nearest whole percent.

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

To achieve Merit Roll, a student must reach 3.0 on a 4.0 scale with only one letter grade of C allowed. To achieve Honor Roll, a student must reach 3.51 on a 4.0 scale with no letter grade below a B-. 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. Any student disciplined for cheating during the semester will be disqualified from receiving honor roll/merit roll status and/or acknowledgments.*

### **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 available online using the parent portal in the TeacherEase system. The office will print report cards upon request.

Parents of any senior that is in danger of not meeting graduation requirements will be notified by 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 may not receive a diploma.*

### **INCOMPLETE GRADE**

Any student with a grade of incomplete for the semester or semester exam will have two **school** 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 will forfeit their rights as Winchester High School students; the exception being Senior Awards Breakfast and Graduation.

### **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; the student will receive graduation credit, but the class will not affect GPA. 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 counselor during the first week (or final schedule change deadline) of the semester, and may be granted upon the discretion of the 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.

## **II. Rules and Regulations**

### **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 (TeacherEase). To sign up for a TeacherEase account to view your child's grades, please contact the high school office.

### **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 ABSENT 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-semester) and report cards (end of semester) 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 than nine months during any school year. No child will be required to attend a public school for more than ten months."

(Illinois School Code) Any student who has missed 10 consecutive days unexcused may 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 (anything with a court date on the document)
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. **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 absences per school year. 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 and a signed document from the College/University upon returning to campus. 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.
7. Parents may be asked to provide additional information of an absence to determine whether or not the absence meets the school guidelines of an excused absence.

### 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 below). 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 for 5% out of 180 consecutive days. Students under the age of 17 in this category will be reported to the county truant officer. 5 unexcused tardies is equivalent to one truant absence.

### REPORTING ABSENCES

Parents are responsible for calling or emailing the school before 9:00 a.m. if their student is absent. Winchester High School - 742-3151 extension 202 or visit [www.winchesterschools.net](http://www.winchesterschools.net).

### EXCESSIVE ABSENCES PROCEDURES

In order to avoid a buildup of excessive absences:

- a. Before 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. Parents are encouraged to spread out appointments so students do not continually miss the same class.

**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.
3. Students must turn in a parental or physician note to explain the absences upon returning to school.

### 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. A 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.**

#### **TRANSPORTATION RULES**

1. Students must obey the driver at all times.
2. Do not leave your seat while the 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 unless prior arrangements have been made with administration.
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.

#### **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. All field trips will be self-funded.
2. Must be present in school the previous school day unless otherwise approved by administration.
3. Must be eligible (grades) to attend. Eligibility determination will be made every Friday.
4. If the student is not eligible to attend, an alternate assignment will be provided for full credit.
5. Students are to turn in assignments due the day of the trip.
6. 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. Students are also responsible for collecting assignments given on the day of the field trip prior to leaving for the trip.
7. 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).
8. **If a student is on the eligibility list and wants to attend a College/Career Fair, he or she must have a prearranged form filled out and completed to be considered eligible to go. The administration will make the final decision on attendance.**



## **ATTENDANCE AND PARTICIPATION**

Students must attend school a full day in order to participate in after-school activities unless otherwise excused by the office. Any student that arrives late to school (10 minutes after his/her first class) will not be allowed to participate in after-school activities (this includes CEO and Early-Bird Classes). 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.

## **DRIVER'S EDUCATION:**

A student compiling a failing semester average in 1 or more classes in the proceeding semester will not be able to enroll in the Driver's Education course for the following semester. Also, a student currently completing driving hours will not be able to drive the following week if they are on the eligibility list for failing two or more classes. Any student that misses five classroom hours will be removed from the Driver's Education Program.

The Driver's Education fee is waived with respect to any student who is eligible for free lunches or breakfasts pursuant to the Lunch Program Act and Waiver of School Fees.

## **TARDINESS POLICIES**

The following policy and procedures will be used in dealing with those students who fail to arrive at school or classes on time and receive an unexcused tardy. Discipline is given every 4<sup>th</sup> tardy throughout the semester. Students are allowed a "clean slate" at the beginning of each semester. 5 unexcused tardies is equivalent to one truant absence. Definition of a tardy is as follows:

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

Steps taken for tardiness:

Step I - 30 minute detention.

Step II – 1 hour detention.

Step III – 2 hour detention.

Step IV – In-School Suspension

Step V – Saturday Detention

Step VI - Continued offenses will be at the discretion of the Principal. The truancy officer will be notified.

## **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.

## **III. 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. 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 may be used as disciplinary tools of the district. Transportation home for after school detentions will be the responsibility of the parent.

### **IN-SCHOOL SUSPENSION**

Students may 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.

In-school suspension rules are as follows:

- 1) No Cell Phones – must be turned into the office prior to school
- 2) I-pods and other personal electronic devices are not permitted. Calculators without games are permitted for academic use only.
- 3) Bathroom privileges are allowed at the discretion of the office.
- 4) Students must bring school work to the detention.
- 5) Sleeping, or appearing to sleep, is prohibited.

- 6) Talking is prohibited.
- 7) Students are restricted to the detention area unless permission has been granted from the office.
- 8) Students will be eligible to earn a full credit for completed work.
- 9) The third in-school restriction will result in a Saturday Detention.
- 10) Students that do not comply with the in-school suspension rules will be subject to further discipline.
- 11) **If a student fails to make adequate progress on assigned work, the student may be given another suspension.**

#### **SATURDAY DETENTION –**

Saturday detention may be served from 8:00 a.m. - 12:00 p.m.

A student who is given a Saturday detention must sign a Saturday detention contract that adheres to the following:

- Appropriate dress is required. The Winchester High School dress code is in effect for Saturday detentions.
- Cell phones are not permitted.
- I-pods, CD players, and other personal electronic devices are not permitted. Calculators without games are permitted for academic use only.
- Bathroom privileges are allowed at the discretion of the monitor.
- Students must bring schoolwork to the detention.
- Sleeping, or appearing to sleep, is prohibited.
- Talking is prohibited.
- Students who are asked to leave due to non-compliance may receive a minimum of a one (1) day out-of-school suspension for insubordination.
- A student who violates terms of this contract or does not serve an assigned Saturday detention may receive a minimum of a one (1) day out-of-school suspension for insubordination.
- **The length of a Saturday detention will be based on work completion (2-4 hours).**

#### **SHORT-TERM SUSPENSION (1-3 days)**

Short-term out of school suspension will last 1-3 days and will be given when a student's presence in the school poses a threat to the school safety or is a disruption to learning.

#### **LONG-TERM SUSPENSION (4-10 days)**

A Long-term out of school suspension (lasting 4-10 days) will be given when a student poses a threat to students, staff, or school, or is a substantial disruption or impedes with the operation of the school. Documentation of reasons for removal is in the best interest of the school must be given.

#### **EXPULSION**

In addition to a suspension, a student may 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.

#### **POLICY OF RE-ENGAGEMENT**

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

#### **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.

#### **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.

### **IV. 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 may 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, may 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.

#### **STUDENT CONDUCT EXAMPLES**

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/vaping 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.

#### **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 may accompany any violation of the above drinking policy. Law enforcement agencies may 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 may accompany any violation of the above controlled substance policy. Law enforcement agencies may be notified.
- 4a. **TOBACCO** - Winchester High School is a smoke-free environment. The use or possession of tobacco, tobacco products, vaping products, or other 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 may result in out of school suspension. Law agencies will be notified if necessary.

4b. **VAPING** - Winchester High School is a smoke-free environment. The use or possession of tobacco, tobacco products, vaping products, or other 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 may 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 may 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 may 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 may result in an out-of-school suspension of up to ten days. A second offense may 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 may result in an out-of-school suspension. Second offense may result in an out-of-school suspension of up to 10 days.

#### **11. 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.

#### **12. 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.

13. **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.

## **V. Student Information & Expectations**

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 may be treated as a disciplinary matter.

**2. 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 may occur. If any harassment or bullying is found to have occurred outside of school, parents will be notified and law enforcement could be notified. Students are also prohibited from using social media to post pictures of students and/or staff members without their permission. If any use of social media causes a substantial disruption during school or a school event, disciplinary action may occur.

**3. 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, caps, and hoods - are not permissible in the building.
  - No coats are to be worn in the classroom
  - Yoga and/or Spandex Pants
  - Pajama Pants
  - 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 rise 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 promote 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, or undergarments.
  - Leggings will be allowed, but must be worn with dresses or tops that meet the mid thigh at all times.
  - Outerwear (coats, hats and gloves) in the classroom.
- When students are considered to be in violation of the guidelines, in the opinion of faculty & staff and/or administration, students will:

- 1) First Offense: the student will be given a change of clothes from the office.
- 2) Second Offense: the student will be given a change of clothes and may receive a 30 minute detention.
- 3) Third Offense: the student will be given a change of clothes and may receive an in-school suspension
- 4) Fourth Offense: the student will be given a change of clothes and may receive a Saturday detention.

**4. 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.

**5. CELLULAR PHONES AND ELECTRONIC COMMUNICATION DEVICES** – Using a cellular telephone, smart watch video recording device, personal digital assistant, the use of headphones, or similar electronic device during the school day is prohibited. Cell phones or similar electronic devices will not be allowed to be carried on their person or left in lockers. If brought into the school building, it must be left in the high school library.

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

- a. First Offense- Cellular phone will be held by the office for the remainder of the school day.
- b. Second Offense- Cellular phone will be turned into the office and the student may receive a 30 minute detention before the phone is returned.
- c. Third Offense- Cellular phone will be turned into the office and the student may receive a 30 minute detention. A parent may be called to pick up the cell phone.
- d. Fourth offense - Cellular phone will be turned into the office and the student may serve an in-school restriction. A parent will be required to pick up the phone/device.
- e. Fifth offense may result in a complete loss of cell phone privileges during the school day. A Saturday detention will be assigned

**In addition to the discipline measures outlined above, the student(s) determined to be using a cellular phone in any manner to cheat on any test, quiz, or assignment the student will be given a zero for the assignment and a Saturday Detention will be assigned. Failure to appear at a Saturday Detention will result in further disciplinary action.**

**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 AIDS**- Electronic study aids 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 aids 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/PRINTER MISUSE** - Misuse or abuse of any printers, 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 report directly may result in disciplinary action.

12. **INAPPROPRIATE LANGUAGE**-Use of profanity, race and/or gender slurs, 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.

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

14. **STUDENT DRIVERS - All students who drive motor vehicles to school must secure a parking permit from the office.**

The cost of a permit is twenty dollars (\$20) 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 Auto and Band/Choir classes, and 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 may 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 designated area.

**Second Offense**

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

**Third Offense**

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

**Fourth Offense**

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

15. **HALL PASSES** - Students who need to be in the hallways while classes are in session are provided passes 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.

16. **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.). **Students are expected to pick up after themselves before school and during lunch or hallway privileges may be revoked.**

17. **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 Freshmen sitting behind the seniors. Sophomores are to sit on the west side, with Juniors sitting on the east side.

18. **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.

19. **GUM CHEWING** - Gum chewing is at the discretion of the individual classroom teachers.

20. **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.

**21. PHYSICAL EDUCATION NO-DRESS POLICY**

**1<sup>st</sup> No-Dress:** The student will receive a zero for the class period.

**2<sup>nd</sup> No-Dress:** The student will be given a 30-minute detention and sent to the office for the class period. The student will receive a zero for the class period.

**3<sup>rd</sup> No-Dress:** A second 30-minute detention will be administered and the student will be sent to the office for the class period. The student will receive a zero for the class period.

**4<sup>th</sup> No-Dress:** The student will be given a 1-hour detention and the student will be sent to the office for the class period. The student will receive a zero for the class period.

**5<sup>th</sup> No-Dress:** The student will be given an in-school suspension. The student will receive a zero for the class period.

**6<sup>th</sup> No-Dress:** Meeting with parents, the student, the principal, and counselor for Physical Education action plan.

Full Dress: Gray Winchester PE shirt, black shorts or athletic pants (at teacher's discretion), and tennis shoes.

\*\*Full dress is **ALL** or **NOTHING**. Failure to have all three of these items will result in a no-dress.

\*\*Students will get a "fresh start" at the beginning of each semester.

\*\*Detention times will be determined by the PE teacher.

\*\***Fitness PE** dress may be different than general PE classes.

22. **MEDICATION** - Students who need to take medication (prescription and non-prescription) at school must have both written doctor and parent authorization (forms are located in the office). The authorization should include:

- Student's name and date of birth.
- Name of medication.
- The reason the student takes the medication.
- Intended effects and potential side effects of medication.
- A list of other medications the student is taking.
- The proper dosage.
- Times the medication needs to be taken.
- Instructions for administering.
- The prescriber's name, signature and contact information.
- All medication must be brought to the school in its original, labeled container. Non-prescription medications designed for temporary relief (i.e. aspirin, cough drops, Tums, etc.) will not be dispensed through the high school office.

23. **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.

24. **BACKPACKS, PURSES, AND/OR BOOK BAGS** - Backpacks, purses, and/or book bags are not allowed in the classrooms. Students should keep their backpacks and/or book bags in the Backpack Room located on the 2<sup>nd</sup> floor.

25. **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 Saturday Detention and a zero for that assignment. Any second occurrence may result in further discipline as determined by administration. 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.

26. **LOCKERS** - When you are assigned a locker (P.E. or hallway) **it is understood that you assume all responsibility for its contents**. 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.

27. **SCHOOL BREAKFAST/LUNCH PROGRAM** - Breakfast and lunches are prepared daily in the high school 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 lunch. Students will be provided places to eat lunch but are not allowed to leave in a vehicle without office approval.

28. **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.

## **VI. Extra-Curricular Activities**

### **DEFINITION AND PHILOSOPHY**

In agreement with the district's overall philosophy of education and as an extension to this philosophy, all students are encouraged to participate in extracurricular activities. 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**

**1. CLASS ORGANIZATIONS** - Each class elects a president, vice-president, secretary, treasurer, and student council representatives each spring. Three 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.

**2. STUDENT COUNCIL** - Student Council consists of students who volunteer and complete the petition process. They organize Homecoming, provide suggestions for improving the school, and perform service projects for the school and community. Membership includes leadership training.

**3. 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 met the requirements outlined by the WHS National Honor Society Constitution. A faculty council consisting of members from each academic area then screens applicants. Council members evaluate the applicants on leadership, service, and character.

**4. CLUBS AND ORGANIZATIONS** - Winchester High School has a number of clubs and organizations open to the participation and enjoyment of all students, including but not limited to, FFA, Spanish Club, Winchester Key Club, Bass Fishing, and Drama/Play productions.

**5. 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.

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

**7. DANCES** - Annual 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. 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 for 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, pass all subjects, and sign the Scott-Morgan/Winchester Drug Testing Consent Form at registration. 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 Fridays during the school year. Eligibility will be effective the following week, from Monday to Sunday. Team managers are also subject to extracurricular eligibility.

#### **I. ACADEMIC - FAILED COURSE**



If a student fails a course (1) for the semester, the student may participate in cocurricular 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 three times during a season will be ineligible for the remainder of that season.**

## **II. SCOTT-MORGAN/WINCHESTER DRUG TESTING POLICY**

The Board of Education of Scott-Morgan CUSD #2 and the Board of Education of Winchester CUSD #1 (hereafter "Bluffs/Winchester") believe the use of alcohol or drugs by students presents a particular hazard to the health, safety, and welfare of the student and to those who compete and/or interact with the student. The Board encourages students to participate in athletics and other non-athletic extracurricular activities as needed, but believes these privileges are not a right. These activities will be referred to as "Covered Activities" and are listed in the student handbook (**excluding Dances**). To be eligible to participate in any covered activity program, students must agree to submit to random testing, if selected, for the use of illegal drugs and banned substances in accordance with this Policy.

The purpose of this Policy is to protect the health, welfare, and safety of the students, while assuring each student's health and physical well-being and fitness when participating in covered activities. Additionally, this Policy helps undermine the effects of peer pressure incurred by students by providing a legitimate reason for students to refuse to use illegal drugs, alcohol, and tobacco. Furthermore, this Policy is also intended to encourage students who use drugs and alcohol to participate in treatment programs.

This Policy is designed to create a safe, drug, alcohol, and tobacco free environment, and to recommend professional help when needed. This Policy is not intended to be punitive in that the School District may not punish a student other than by disqualification from participation in covered activities for a violation of this policy. Accordingly, the results of any drug test administered under this Policy shall be used only for the determination of eligibility to participate in covered activities. Please refer to the entire Drug Policy - [www.winchesterschools.net](http://www.winchesterschools.net)

### **ATHLETIC COVERED ACTIVITIES PENALTIES FOR POSITIVE TEST**

1 <sup>st</sup> offense:	25% of the season <u>AND</u> complete counseling treatment plan *
2 <sup>nd</sup> offense:	12 month suspension <u>AND</u> complete counseling treatment plan **
3 <sup>rd</sup> offense:	banned for remainder of high school eligibility

\*Athlete/Participant will practice with the team but not compete.

\*\*Athlete/Participant will attend games/activity in street clothes and sit on the bench to support the team.

Should a suspension be enacted toward the end of the school year, the 25% suspension will carry over into the next sports season at the beginning of the following year.

### **REINSTATEMENT PROVISION FOR 2<sup>nd</sup> OFFENSE**

Once a student reaches a 2<sup>nd</sup> offense, that student will serve a one calendar year suspension from all covered activities. A student may apply for reinstatement to all covered activities if he or she meets the following criteria:

1. The building principal must be notified in writing of the reinstatement request from the student within one week after receiving notice of the positive test for the second offense.
2. The student will serve a six month suspension from all activities and privileges.
3. The student agrees to be drug tested six times at random over the next calendar year starting on the date that he/she was placed on suspension.
4. The student completes a drug/alcohol counseling treatment program within six months after being placed on suspension.
5. As long as the student does not test positive on any future drug test, he/she will be allowed to resume all activities after serving a six month suspension.
6. Should the student test positive on any future test, that student will be banned from all activities and privileges for the rest of their high school eligibility.

### **NON-ATHLETIC COVERED ACTIVITIES PENALTIES FOR POSITIVE TEST**

1<sup>st</sup> offense: 45 consecutive calendar days suspension from all covered activities AND complete counseling treatment plan.  
2<sup>nd</sup> offense: One calendar year suspension suspension from all covered activities AND complete counseling treatment plan.

- A student may apply for reinstatement after serving a six month suspension if he/she agrees to additional random drug testing for one calendar year. As long as the student does not test positive, he/she will be allowed to resume all activities after serving a six month suspension.
- If a student tests positive at any time after serving a six month suspension, then he or she will be banned from all activities for the remainder of his/her high school career.

3<sup>rd</sup> offense: banned from covered activities for remainder of high school eligibility

If a student is an athlete and also involved in other covered activities, he/she will be suspended from all covered activities while under suspension.

Students will not suffer academically while under suspension or lose their academic standing and class rank.

The 45 calendar day suspension will carry over from one school year to the next if there are less than 45 calendar days left in the current school year.

#### **ATTENDANCE/PARTICIPATION - EXTRA CURRICULAR**

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 leaving early for an extracurricular event are responsible for turning in homework assignments before leaving, as well as, getting all homework assignments due for the following day. Students will not be allowed extra days to complete homework assignments.**

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 any team or individual awards. Seniors will be awarded a senior plaque in place of individual letters. Seniors who participate in a sport/activity in their senior year will be eligible to receive a senior plaque during Senior Awards Breakfast. 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, all parties will schedule a meeting with the administration.

### **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.

### **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.
5. Alcohol and/or tobacco on school property

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.

## **VII. Miscellaneous**

**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.

**ALTERNATIVE EDUCATION** - Winchester High School is a member of the (Brown, Cass, Morgan and Scott County) Regional Office of Education #1. 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** - Winchester 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 educational 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 SOUND**-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 pulsing sound from the intercom system. As the alarm sounds, teachers should follow outlined classroom procedures that are posted in each classroom.

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, located in each classroom, 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.
4. Follow the Crisis Management Plan.

**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 School Messenger 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 and posted on the school's website [www.winchesterschools.net](http://www.winchesterschools.net).

**STUDENT SERVICES** - Winchester 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.
4. School Counselor – A school counselor is available at the high school to assist students with academics, behavioral/emotional concerns, and career/college planning.

**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