

Special Board Meeting
Thursday, December 16, 2021 1:00 PM

Washington Community High School - Admin
Office

Agenda

1. Call to Order
2. Roll Call
3. Visitors and Correspondence
4. Action Items
 1. Approve Changes to the 2021-2022 WCHS Student Handbook
5. Executive Session
 1. 5 ILCS 120/2 (c)(1) - The appointment, compensation, discipline, performance, or dismissal of specific employees of the District or legal testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity.
6. Adjournment

**Washington Community
High School
Student Handbook
2021-2022**
115 Bondurant Street
Washington, IL 61571

Washington Community High School District #308

For more information view our Website: <http://www.wacohi.net>

Board of Education:

Jennifer Essig.....	President	Bonnie Nofsinger	Chris Kopinski
Brian Fischer.....	Vice President	Gloria McNett	Jewel Ward
Mandy Seaman.....	Secretary		

Mission Statement:

The mission of Washington Community High School, in partnership with the surrounding community, is to empower all students to create their futures as lifelong learners in an ever-changing society by providing, through prudent management of resources, a progressive curriculum within a comprehensive program, built upon a foundation of basic skills, that offers diverse opportunities for individuals to recognize and achieve their full potential to become confident, productive and responsible citizens who possess competency in:

- Creative and critical thinking skills
- Decision-making skills
- Communication and interpersonal skills
- Technology skills

Belief Statement:

We believe that quality education:

- addresses individual differences and mutual respect.
- teaches students to think clearly, logically and independently.
- teaches citizenship and personal responsibility.
- encourages the development and maintenance of both physical and mental health.
- is dependent upon a shared responsibility of the family and the school.
- creates a school/community partnership.
- recognizes the needs of our environment and the demands of a global society.
- integrates technological innovations into the learning process.
- begins with individual responsibility for learning.
- promotes higher expectations to yield higher results.

Administration and School Services

Dr. Kyle Freeman	Superintendent/Transportation Director
Dr. Joe Sander	Assistant Superintendent
Karen Stevens	Principal
Holly Davis	Director of Technology
Lindsay Winter	Dean of Students A-La/Activities Director
Chris Snider	Dean of Students Le-Z
Herb Knoblauch	Athletic Director
Laura McCue-Newport	Food Services Director
Ryne Meardy	Director of Maintenance and Operations

WHO'S WHO AT WCHS

WCHS 2021-2022 Faculty / Staff Contact List

[WCHS Faculty/Staff](#)

Activity Sponsors

Director of Activities	Lindsay Winter
Advocate	Jennifer Reiser
Advocates for Awareness	Jillian Wood
Art Club	Jayne Banzhoff, Margaret Kuchan
Band	James Tallman, Lisa Parrott
Bass Fishing Club	Cale Dahm
Book Club	Thomas Gross
CHAPS	Lindsey Boitnott
Chorus	Lara Reem
Color Guard	Megan Brent
Drama Club	Lisa Stout
Fellowship of Christian Students	Kassidy Facker
Fitness Club	Lisa England, April Wenzel
French Club	Nathan Sidwell
Game Club	Thomas Gross
Gay-Straight Alliance	Stacy Beckman, Carissa Yeager
Global Affairs	Chris Greiner
International Club	Laurie Kinsinger
Intramurals	Katie Ortiz, Brian DeSutter
Leadership and Community Service Club	Beth Cassulo, Kim Stafford
Mathletes	Sally Broadt
National Honor Society	Vickie Aberle, Chris Greiner
Operation Snowball	Amanda Lemm
Pep Club	Tom Smith, Kelsea Sollberger
Robotics	Kurt Burroughs, Curt Whisker
Scholastic Bowl	Marcus Kugler, Dan Reem
Science Club	TBA
Spanish Club	Trish Crull
Speech Team	Lisa Stout, Teresa Johnson Noe
Student Council	Jack Clifford, Melissa Warfield
Yearbook	Dawn Dayhoff

Class Sponsors

Seniors	Janelle Keyes, Colleen Steffen
Juniors	Lisa Fish, Benjamin Page, Lilli Seaton
Sophomores	Christa Heidbreder, Brittany Stage
Freshmen	Paige Kilgus, Katie Ortiz

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**Dates of Note - Washington Community High School
2021-2022**

JULY '21		
July 23	Friday	On-line Registration Begins for ALL Students
July 30	Friday	On-line Registration Ends - Midnight
AUGUST		
2	Monday	Student Schedules Released: 3:30PM
4, 5	Wed/Thur	New Student Registration BY APPOINTMENT - Call Laurie Ryan (309) 444-5571
6	Friday	Freshman/New Student Registration 8:30-11:45 AM or 1-3 PM
10	Tuesday	Freshman/New Student Kickoff - 8-11AM & 12-3 PM
11	Wednesday	NO SCHOOL - Teachers Institute
12	Tuesday	NO SCHOOL - Teachers Institute
13	Friday	First Day of Attendance for all students
		Club Sponsor Meeting - WCHS Library 3:00 PM
16	Monday	No GPA Forms Available
17	Tuesday	Fire Drill - 2nd Hour
19	Thursday	Tornado Drill - 3rd Hour
25	Wednesday	Underclassmen School Pictures/ MPR
27	Friday	Last Day to Submit No GPA Forms
SEPTEMBER		
1	Wednesday	Non-Traditional Graduate Meeting 8 - 8:50 AM 1st Hr.- MPR
6	Monday	NO SCHOOL - Labor Day
8	Wednesday	Non-Traditional Graduate Forms Due
8	Wednesday	Fire Drill - 1:14 PM
10	Friday	Progress Report #1
13	Monday	All Grades Posted in Family Access at 8:00 AM
15	Wednesday	PSAT/NMSQT Ordering Deadline
22	Wednesday	Community Night - 7 PM -Five Points Auditorium - Doors Open at 6:30 PM

24	Friday	Early Student Release 1:20 PM Homecoming Parade 2:00 PM
24	Friday	Homecoming Football game - WCHS vs. Morton 7:30 p.m. - Babcock Field
25	Saturday	Homecoming Dance - 7:30 - 10:30 p.m. WCHS MPR
OCTOBER		
5	Tuesday	Financial Aid Presentation & FAFSA Workshop 6:30 - 8:30 PM - MPR
6	Thursday	Earthquake Drill - 2:40 PM
11	Monday	NO SCHOOL - Columbus Day
13	Wednesday	PSAT/NMSQT Exam -8:00 a.m. - TBD
14	Wednesday	ASVAB Registration Begins
15	Friday	Mid-Term
18	Monday	Midterm Grades Posted in Skyward Family Access at 8 AM
14-27	Wednesday- Tuesday	SAT - 12th Grade Accommodations Testing Window
19-20	Tuesday & Wednesday	Bus Safety Drill - Occurs in specified classes
21	Thursday	Early Dismissal at 2:36 PM Parent-Teacher Conferences - 4:00-8:00 PM
22	Friday	NO SCHOOL - Parent-Teacher Conferences 9:00 AM - 12:00 PM
27	Wednesday	Run-Hide-Fight Lockdown Drill: 2nd Hour
28	Thursday	ASVAB Registration Ends
NOVEMBER		
5	Friday	Progress Report #2
5	Friday	Progress Report # 2
8	Monday	Progress Report Grades Posted in Family Access by 8:00 AM
9	Tuesday	Early College & Career Night - 6:00-7:30 PM MPR
24-26	Wed, TH, FR	NO SCHOOL - Thanksgiving Holiday
DECEMBER		

7	Tuesday	ASVAB Career Seminar
14	Tuesday	Final Non-Traditional Grad Meeting - MPR - 1st Hour
17	Friday	Student Dismissal at 2:54 PM - 0 Hour (1st Half) FINAL EXAM, 7th Hour
20	Monday	Student Dismissal at 1:15 PM - 0 Hour (2nd Half) & 1st, 2nd, and 3rd Hour Final
21	Tuesday	Student Dismissal at 1:15 PM - 4th, 5th, and 6th Hour Final
21	Tuesday	End of 1st Semester
22-31	Wed-Fri	NO SCHOOL - Holiday Break
28	Tuesday	All Final Grades posted in Family Access by 8:00 AM
JANUARY' 22		
1-4	Sat-Tues	NO SCHOOL - Holiday Break
5	Wednesday	NO SCHOOL - Teachers Institute
6	Thursday	First Day of Attendance for 2nd Semester
7	Friday	No GPA forms Available
7	Friday	Last Day for Schedule Changes
13	Thursday	All Make-up Finals Due
17	Monday	NO SCHOOL - Martin Luther King, Jr. Day
18	Tuesday	Senior On-line Registration
19	Wednesday	Junior On-line Registration
20	Thursday	Sophomore On-line Registration
21	Friday	Last Day to submit No GPA Forms
21	Friday	Eighth Grade Registration at Grade Schools
27	Thursday	Eighth Grade Parent Information Night - 7:00 PM - MPR
FEBRUARY		
4	Friday	Progress Report Period #3
7	Monday	Progress Report Grades Posted to Family Access at 8:00 AM
10	Thursday	ASVAB Registration Begins

21	Monday	NO SCHOOL - Presidents' Day
24	Thursday	ASVAB Registration Ends
25	Friday	8th Grade Orientation - 6:00 PM Doors Open, 5:30 Start - 6:00PM Torry Gym
25	Friday	Local Scholarships Posted Online
MARCH		
1	Thursday	Tornado Drill 2:40 PM
4	Friday	ASVAB Test - 8:00 AM Location TBA
11	Friday	Local Scholarship Applications Due
11	Friday	Mid-Term
14	Monday	Mid-Term Grades to be posted to Family Access at 8:00 AM
TBA		Illinois Science Assessment Testing
18	Friday	Deadline to Submit Senior Pictures to yearbook@wacohi.net
21-25	Mon.-Fri.	NO SCHOOL - Spring Break
APRIL		
7	Thursday	ASVAB Career Seminar - 9:00 AM
14	Thursday	Progress Report #4
15	Friday	No School- Holiday
18	Monday	No School - Holiday
19	Tuesday	Progress Grades Posted in Family Access at 8:00 AM
23	Saturday	Prom 8-11 PM - Embassy Suites - East Peoria
24	Sunday	After Midnight
28	Thursday	Fire Drill - 10:45 AM
MAY		
11	Wednesday	Senior Grades Due in Skyward/Senior Failure Forms Due
11	Wednesday	Seniors last day in attendance
12	Thursday	Seniors Only Arrive - 9:00 AM

12	Thursday	Senior Graduation Practice - 9:00 - 10:30 AM - Torry Gym
12	Thursday	Senior Picnic - Wenger Shelter - 10:30 AM - 1:30 PM
15	Sunday	Graduation - 2:00 PM - Bradley University - Renaissance Coliseum
20	May	Last Day of Student Attendance (If no Emergency days Used)
16-23	Mon-Mon	Summer School Registration
5/24-5/31	Tues-Fri,	Emergency Make-up days (5)
25	Wednesday	0 Hour (1st Half) FINAL EXAM (IF 5 EMERGENCY DAYS USED) Dismiss at 2:54 PM
26	Thursday	0, 1, 2, 3 Hour FINAL EXAMS (IF 5 EMERGENCY DAYS USED) - Dismiss at 1:15 PM
27	Friday	4, 5, 6 Hour FINAL EXAMS - (with 5 emergency days used) - Dismiss at 1:15 PM
30	Monday	No School- Memorial Day
31	Tuesday	7 Hour FINAL EXAMS - (with 5 emergency days used) - Dismiss 9:40 AM
31	Tuesday	Teachers Institute/Retirement Luncheon after 7th Hour Exam (IF 5 EMERGENCY DAYS USED)
31	Tuesday	End of Second Semester (IF 5 EMERGENCY DAYS USED)
June		
6	Monday	Summer School Begins
6	Monday	Final Grades posted to Family Access at 8:00 AM (with 5 emergency days used)
JULY		
4	Monday	NO SCHOOL - Independence Day Holiday
8	Friday	Summer School Ends (with 3 or more emergency days used)

Board of Education Meetings

All Board of Education Meetings are held in the WCHS Library at 7:00PM.

July 12, 2021
August 9, 2021
September 13, 2021
*October 12, 2021
November 8, 2021
December 13, 2021
*January 18, 2022
February 14, 2022
March 14, 2022
April 11, 2022
May 9, 2022
June 13, 2022

Bell Schedules (2021-2022)

REGULAR SCHEDULE (Tuesday-Friday)

<u>HOUR</u>	<u>TIME</u>		<u>LUNCH</u>
0	7:09	-	7:56
1	8:00	-	8:47
2	8:51	-	9:38
3	9:42	-	10:29
4	10:33	-	11:20
5	11:24	-	12:54
6	12:58	-	1:45
7	1:49	-	2:36
HR	2:40	-	3:00
			<u>BLOCK 1 CLASS MEETS</u> 8:00 - 9:30
			<u>BLOCK 5 CLASS MEETS</u> 11:24 - 12:54
			Block 10:50 - 11:20
			A 11:24 - 11:50
			B 11:54 - 12:22
			C 12:26 - 12:54

LATE ARRIVAL MONDAYS

<u>HOUR</u>	<u>TIME</u>		<u>LUNCH</u>
0	8:15	-	8:56
1	9:00	-	9:41
2	9:45	-	10:26
3	10:30	-	11:11
4	11:15	-	11:56
			Block 11:26 - 11:56
			A 12:00 - 12:27
			B 12:31 - 12:59
			C 1:03 - 1:30

5	12:00	-	1:30		
6	1:34	-	2:15	<u>BLOCK 1 CLASS MEETS</u>	9:00 - 10:26
7	2:19	-	3:00	<u>BLOCK 5 CLASS MEETS</u>	12:00 - 1:30

SPECIAL MEETING DAYS

<u>HOUR</u>	<u>TIME</u>			<u>LUNCH</u>	
0	7:12	-	7:56		
1	8:00	-	8:44	Block	10:38 - 11:08
2	8:48	-	9:32	A	11:12 - 11:38
3	9:36	-	10:20	B	11:42 - 12:10
4	10:24	-	11:08	C	12:14 - 12:42
5	11:12	-	12:42		
6	12:46	-	1:30		
7	1:34	-	2:18	<u>BLOCK 1 CLASS MEETS</u>	8:00 - 9:32
HR	2:22	-	3:00	<u>BLOCK 5 CLASS MEETS</u>	11:16 - 12:48

ATTENDANCE

Realizing that a student's attendance record is of utmost importance to the student, the school shall insist that all students attend school regularly and shall enforce and comply with the laws of the School Code of Illinois.

The following attendance procedures are to be followed: on the day of a student absence, a parent/guardian is required to notify the school of the absence before 2:00 p.m.

1. Dial (309) 444-5525 to report an absence or to request a student be dismissed early.
2. Report an absence to the voicemail and inform the secretary of name and reason for absence.
3. Planned absences must be cleared in advance to be excused (vacations, college days, etc.) If a call is not received by the end of the day on the day of the absence, the student will be considered unexcused. Absences not accounted for within one school day (24 hours) will remain unexcused.

Students who come in late in the morning must have a parent call the school before classes begin the next day in order to be excused. Frequent one hour absences will be referred to the Dean and/or a medical note requested.

Students must be in attendance for at least two (2) class periods to **attend and/or participate** in a school function that day. A Doctor's note may be needed for any absence of three or more consecutive days, unless cleared by the school nurse in advance. **A maximum of 5 absences per period may be excused by parent permission alone each semester. Any absences beyond 5 must be accompanied by written verification from a medical, funeral, or legal agency to be excused. Administration will use discretion on severe circumstances for excusing absences.**

The following are considered **excused absences**:

1. Student illness
2. Illness/death in family
3. Needed at home if approved by the student's Dean in advance (parent will need to talk to the Dean prior to the absence).
4. Physical/dental appointment if written verification is received
5. College visits (two per year) or honorary trips when approved in advance by the student's Dean. Under normal circumstances, visits to area junior colleges are not allowed since arrangements can be made for after school appointments.
6. Family trips when they are PRE-ARRANGED (at least two weeks in advance) with the student's Dean and meet the following:
 - a) Requested family vacation dates are not during final examinations
 - b) Work assigned prior to requested family vacation date (term papers, etc.) will be turned in prior to departure
 - c) Work missed during family vacation dates is due within two (2) school days of return unless other arrangements were made with the teacher. Family trips will be limited to 5 school days per year.
7. Religious holidays as approved by law
- 8. Court appearances, when student presents court documents to a Dean of Students upon his/her return to school**
9. Job shadowing when independent of school curriculum. Job shadowing assigned as part of the school curriculum will be considered a school activity.
10. Car accident when student's name is verified with the SRO and/or police department.
11. Students attending a school competition but NOT using school transportation when a parent notifies the Deans' office.

An excused absence will permit a student to make up any work missed provided it is completed within a reasonable length of time. Under normal circumstances, a student should have at least two days to make up work for each day of absence. The exception to this general rule shall be for assignments (term papers, major tests) or tests that were assigned prior to the student's absence or work missed for planned family vacations. These assignments shall be generally considered due on the assigned date or on the day the student returns. The responsibility for this make-up work rests with the student. An unexcused absence does not carry the privilege of making up work, and the penalty is an "0" in each class missed. However, to permit the student to continue on the same level as the rest of the class, make-up work may be provided for no credit at the student's request.

Religious Restrictions: Students will be required to provide written verification from a pastor, priest, or rabbi in order to be excused from any activities or programs they would normally be required to participate in or attend.

LEAVING SCHOOL DURING THE DAY/LATE TO SCHOOL

Students may not leave the campus (for this purpose, campus is defined as the school buildings) during their scheduled day, including between classes and lunches, without permission.

Students leaving school during the day or reporting to school late must check in/out with the Deans' Office to be excused. For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours. School attendance number is 444-5525. Partial day absences for illness must also be reported. Students will be required to check in at the Deans' Office.

Students who become ill during the day, including lunch hours, must be checked out by the nurse. Parents will be notified, and students will remain in the nurse's office until picked up unless other arrangements are made with the nurse or Dean. Students leaving without

permission or failing to check in with the Deans' Office will receive an unexcused/truancy absence for time missed. Disciplinary options include: verbal warning, op hours, detention, CARE Program, and/or suspension.

DELIVERIES

The office will not make deliveries to students or be responsible for deliveries i.e. balloons, candy, flowers, stuffed animals, etc. for any reason. Food deliveries from local restaurants are prohibited.

COLLEGE VISITS

College visits are restricted to juniors and seniors. Students are encouraged to visit colleges on days when WCHS is not in session. Most colleges have visit days planned for high school students that correspond with vacation days. Students are urged to check with the counseling office for details. Two (2) days for juniors and three (3) days per year for seniors will be excused.

1. Student is to contact the college regarding a date/time for the intended visit... (Information can be obtained from your counselor)
2. Student is to bring reply/verification to the Deans' Office to obtain a college visit form
3. Parent/guardian is to call the Deans' Office to approve the absence 24-48 hours in advance
4. Calls for college visits on the same day of the visit will be unexcused and/or denied
5. Students must check in and out for testing at ICC
6. Students must bring the completed college visit form to the Deans' Office when they return to school

NEEDED AT HOME

An absence for needed at Home will only be excused in extreme emergencies and only after the parent talks to the student's Dean. If an emergency arises, the parent should contact the Deans' Office on the day of the absence and explain the situation. The student's Dean shall make the determination as to whether it shall be excused.

VACATIONS, TRIPS, ETC.

Family vacations must be prearranged with the Deans' Office. Up to 5 school days will be excused when criteria is met. **These 5 days count towards the 5 total allowed absences excused by parent permission.** Any unexcused absence will count towards the Panther Pride Card Incentive Program. The student's Dean must be notified in advance of such absences or the student will be considered truant.

The following procedures should be followed:

1. Parent/guardian needs to notify the Deans' Office of the family trip at least two weeks prior to the absence
2. Student will be given a form to be signed by the teachers upon verification from parent
3. Student must return the completed form to the Deans' Office prior to the date of the planned absence
4. **No final exam will be given before its scheduled date. Pre-arranged absences during exams will be granted by the Principal only for exceptional circumstances. Excused students would be required to make-up a final exam after the scheduled exam period within 5 days of the end of the semester.**

Please remember: Credit for work missed is due within two school days of return unless other arrangements were made with the teacher. Failure to complete the form and notify the Deans' Office prior to the absence will be considered truancy.

FIELD TRIPS

Parents must sign a permission form for students to attend school sponsored field trips. Students are responsible for contacting their teachers concerning missed class time PRIOR to the field trip.

PHYSICAL EDUCATION CLASSES

Students in Physical Education classes are graded on their attendance and participation. It is, therefore, imperative that all students are present, dressed in the proper P.E. uniform and on time daily.

EXCUSED ABSENCES

Because physical education is a participation class, students will forfeit daily participation points if they are not in attendance even if the absence is excused. These students, however, will have an opportunity to make up their participation points. In order to do so, they need to talk to their PE teacher to arrange a time to make up the class period.

MEDICALS

Any students who are under a doctor's care and physically unable to participate in physical education classes at WCHS will be given a written assignment to do in class. These students will be asked to wear their PE clothes unless physically unable to change. Only students with a written note from a doctor may do a written assignment rather than making up the points physically.

TRUANCY/UNEXCUSED ABSENCES

Truancy is unexcused and is defined as being absent from school without valid reason. No credit is given for work missed because of truancy and/or unexcused absences. **Students calling themselves in and/or having any other person other than the parent/guardian listed on the student's profile call them in will result in an unexcused absence. All WCHS students involved will be assigned a four hour **detention** for a first offense and CARE Program for any additional offenses.**

The following are examples that are considered truancy:

1. Class Skips
2. Missed bus/no way to school, car trouble, overslept, etc.
3. College visit when not approved in advance
4. Family trip when not approved in advance, non-family, religious, personal trips/vacations
5. Student working the day or night of an absence or seen away from school
6. Student ten (10) or more minutes tardy and fails to report to the Deans' Office
7. Student who does not report to Deans' Office to check in/out when absent from school for any reason, unless excused by the Administration, attendance at any school sponsored activity will not be permitted.

Violators may be subject to the following options: verbal warning, op hours, **detention**, CARE Program, suspension and/or expulsion.

Students who are truant may not be given credit for work missed and are subject to the following:

- 1st truancy-Detention (2 hours)**
- 2nd truancy-Detention (3 hours)**
- 3rd truancy-Detention (4 hours)**
- 4th truancy-Detention (4 hours) and Social Probation**

Students on social probation will not be allowed to attend extracurricular activities, dances, athletic events, or school functions and will lose parking privileges for 30 days. They may attend if they are a participant and directly supervised by a coach/sponsor.

Repeated truancies may result in further consequences including CARE Program, Out of School Suspension and/or expulsion.

The Superintendent or designee will determine if an absence is excused by the definition provided in Illinois School Code.

Per the discretion of law enforcement, a truancy citation can be issued to the student and/or parent(s)/guardian(s) for unexcused absences. According to State of Illinois Statute, fines of up to \$500.00, plus court costs and/or jail time of up to 30 days may be incurred, if a parent/guardian is found negligent.

TARDIES

Students are responsible for regular attendance and arriving on time. Tardies start over only at the beginning of a new semester.

A student will receive a tardy if:

1. he/she has not entered the classroom before the tardy bell stops ringing, and
2. he/she does not have an excused pass for said tardy

Students tardy to class will be subject to the following:

1st tardy-teacher warning/teacher discipline options (keep after class, teacher detention, etc.)

2nd tardy-teacher warning/Parent Notification for 2nd Tardy by Teacher

3rd tardy-Dean Referral/one (1) opportunity hours

4th tardy-Dean Referral/two (2) hour Detention

5th tardy-Dean Referral/three (3) hour Detention

6th tardy-Dean Referral/four (4) hour Detention

7th tardy-Dean Referral/four (4) hour Detention and Social Probation

Students on social probation will not be allowed to attend extracurricular activities, dances, athletic events, or school functions and will lose parking privileges for 30 days. They may attend if they are a participant and directly supervised by a coach/sponsor.

Repeated tardies can result in further consequences including CARE Program, Out of School Suspension and/or expulsion.

Tardies that exceed ten (10) minutes will be considered an **unexcused** absence unless they are passed to class by the Deans' Office.

LUNCH HOURS

The Board of Education and Administration of Washington Community High School continue to work toward providing its students with a safe, secure, and comfortable lunch-time environment. In addition, the Board of Education and Administration recognize student health and nutrition are important and have taken steps to offer a variety of nutritious lunchtime offerings. To meet the above challenge, the following regulations have been set by the Board of Education/Administration:

The Lunch period at WCHS is closed. This means that all students are to remain in the building during their lunch. Students are required to eat in the school Multi-purpose room or

courtyard area. **Students are not allowed to bring outside food or have it delivered from restaurants into the Multi-purpose room for breakfast or lunch.** WCHS will not accept post-dated checks for student lunches. Students are not allowed **to leave the building during the lunch periods and must remain in the assigned lunch area.** Students who fail to abide by these requirements will be subject to the following:

op hours, detention, CARE Program, OSS.

SCHEDULE CHANGES

Two weeks after the last day of school is the last day a student will be able to change his/her schedule for the next school year without restrictions. After that date and prior to the start of a class, changes will be made only if there is a space in the requested class. However, student schedules will not be changed based on requests for specific teachers. A class will not be moved from one period to another to create a space for a change. Below are exceptions:

1. For a track change when it is agreed by the teacher, counselor, student, and parent
2. To correct a schedule because of a failed class or a mistake
3. For administrative reasons such as balancing, solving student-teacher conflicts, etc.
4. For preparation if the student demonstrates he/she has a career-choice change which would make the existing schedule inappropriate
5. To replace a pre-registered class that had been dropped during the scheduling process by a school official
6. to ADD a class for the second semester if the change is completed prior to the first day of the second semester classes...the class will be added provided there is space in all of the affected sections

PLACEMENT

Placement of students will be based on 8th grade teacher recommendations. Student scores on standardized tests, and grades in 8th grade coursework. Placements from that point will be made in relation to course sequence, teacher recommendation, counselor recommendations and parent requests.

WITHDRAWALS/DROPS - CLASS/SCHOOL

Students may drop classes only if they qualify in accordance with the standards for full time students. Students must carry five (5) academic classes to be considered full time. Students wishing to drop a class must first obtain parental permission. Students dropping out of school should have a parent/guardian to notify the school either in person, by phone, or in writing of the intent to drop. The parent will be directed to a school official for proper verification of the notice. Once students drop out of school during a semester, they will not be allowed to re-enroll until the next semester.

RE-ENTRY PROCEDURES

Students re-entering from Home/Hospital or other extended absences **must provide a Doctor's note stating the student can return to school.** Students will be given an opportunity to meet with classroom teachers, counselors and other school officials to make the transition back into the classroom and school population an easier experience.

DISCIPLINE CODE

PHILOSOPHY OF STUDENT DISCIPLINE

Two principles govern all rules at WCHS:

1. Conduct which is disruptive of the educational process is prohibited
2. Conduct which infringes upon the rights of others is prohibited

All students must know the school rules which relate to conduct and discipline.

The methods utilized to alter inappropriate student behaviors include, but are not limited to:

Student conferences	Teacher detentions
Parent conferences	Opportunity hours
Counseling	Detentions
Denial of privileges	Probationary contract
Removal from class	Suspension
Peer mediation	Expulsion
CARE Program	

RECIPROCAL AGREEMENT

District #308 maintains a reciprocal reporting agreement with the City of Washington Police Department, Tazewell County State's Attorney, and Tazewell County Sheriff's Department. Students and parents are to recognize that information regarding student behavior will be shared between the high school and the above-mentioned offices and may be used in student discipline matters.

REMOVAL FROM CLASS

When a student's actions disrupt classroom order or interfere with lessons or participation of others, the teacher has the right to temporarily remove students from class for one period. Removal will be in accordance with District standards which assure due process. Students who do not report to the Deans' Office will be **assigned to the CARE Program or an Out of School suspension.**

OPPORTUNITY HOURS

Opportunity Hour is the detaining of the student before or after his/her regular school day. It is intended to change unacceptable behaviors. **Opportunity Hours will be served from 7:00-7:45 a.m. on Wednesdays or 3:00-3:45 p.m. on Tuesdays and Thursdays in the assigned location.** Students are required to serve the Opportunity Hour at its scheduled date and time. **If a student misses an Op Hour for no valid reason, he/she will be assigned a two (2) hour detention.** The student may be suspended on subsequent misses of Op Hours for no valid reason.

DETENTIONS

A **detention** is a disciplinary tool that will be used to improve certain unacceptable behaviors and will be used in lieu of the CARE Program or Out of School Suspension for students who violate certain school rules. **Detention hours are Tuesday and Thursday from 3:00 p.m. to 5:00 p.m.** The number of hours assigned to a student is based upon the nature of the violation. Should the **detention** option be rejected by the parent/student, or should the student fail to attend the assigned **detention**, the CARE Program will be assigned.

1. Students will be given written rules of behavior for the program prior to the beginning of their assigned **detention**. Students who fail to follow the rules and/or are removed for disciplinary reasons will be assigned to the CARE Program, and/or suspended Out of School.
2. Students who refuse to serve the assigned **detention** will be assigned to the CARE Program or suspended Out of School.
3. Students who are ill on the assigned **detention** must follow the stated rules in order to have the **detention** rescheduled. This can only be done once per semester. Failure to follow the stated procedure will result in the assignment to CARE Program or Out of School Suspension.

4. Students issued more than (6) **detentions** in a year may be assigned to the CARE Program, and/or suspended Out of School upon additional disciplinary infractions that would have resulted in a **detention** assignment.

SOCIAL PROBATION

A student will be assigned social probation for the following:

- Tardies - seven (7) and any subsequent
- Truancies - four (4) and any subsequent
- CARE Program Assignment
- Out of School Suspension

Students on social probation will not be allowed to attend extracurricular activities, dances, athletic events, or school functions and will lose parking privileges for 30 days. They may attend if they are a participant and directly supervised by a coach/sponsor. Any student assigned two (2) or more out of school suspensions may receive social probation for the remainder of the school year.

CARE (Citizenship, Achievement, Reflection, Engagement)

The CARE Program is a disciplinary tool that will be used to improve certain unacceptable behaviors and will be used in lieu of an Out of School Suspension for students who violate certain school rules. Students will be assigned to an alternate classroom setting for the entire school day.

Program Components

- Academic Work
- Counseling
- Reflection
- Physical Education
- Service
- Character Education

Program Guidelines

- NO cell phones or electronic devices - secured when students enter the classroom
- Students may shorten their time if all criteria are met
- NO talking during “complete work” time
- Students will bring lunch or order from cafeteria
- NO sleeping
- NO food or drink except during assigned lunch
- NO passes or leaving the classroom
- Students must contact their teachers requesting work
- Students must complete daily log sheet
- Students must report to the assigned location when they arrive at school
- Students are not allowed anywhere in the building without direct supervision
- Students absent on the day of their assignment will serve on the following day
- Any violations of the CARE Program guidelines will be considered Gross Misconduct and may result in an Out of School Suspension
- Tardies will not be tolerated

SUSPENSION

Suspension is a temporary exclusion from school not to exceed ten (10) school days for each incident. The school Administration is authorized to suspend and/or recommend expulsion in cases of gross disobedience or misconduct that occurs on or off campus, including such conduct that occurs on school buses, at bus stops, and while students are traveling to or from school or school bus stops; at school sponsored events and activities connected with the school program; any event having a nexus with the school; and at any other time such action is

necessary for the safety and supervision of students. Due process will be followed which includes: informal hearing with student/Dean and written notification to parent/guardian.

Suspended students are not allowed on school premises or to attend or participate in any school activities while suspended. Suspended students will be allowed to make up all school work assigned during their suspension. It is the student's responsibility to contact their teachers and request missed work. All work is due on the FIRST day back if credit is to be given or on a date set by the Dean of Students at the time of the suspension. Upon returning from their suspension, students will be assigned to the CARE Program for up to 3 school days. Conduct which results in a student receiving multiple Out of School suspensions over a period of time will warrant consideration for an expulsion recommendation to the Board of Education.

The following are Suspension Procedures (Board Policy 7:200):

1. Before suspension, the student shall be provided a conference during which the charges will be explained, and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.
5. Upon completion of the suspension, the student will be assigned to The CARE Program for up to 3 school days.

EXPULSION

Expulsion is the exclusion of a student found guilty of gross disobedience/misconduct by the Board of Education. It can be for a school term, one calendar year, but not more than two (2) years. Due process as outlined in Sec. 10 22.6 of IL. School Code will be followed.

PROFANITY, VULGARITY, GESTURES AND ACTIONS

Language, gestures and actions which are considered profane, vulgar, immoral, religiously or racially offensive will not be tolerated in the classroom, halls or on campus. Such acts are considered to be acts of Gross Misconduct. Violators will be subject to one or more of the following discipline options: **detention**, CARE program, suspension and/or expulsion.

BUS CONDUCT

School bus transportation is a service provided by the school to students who live more than 1 1/2 miles from school. This right may be denied if the student abuses it. All school rules apply on the school bus. In addition students are required to abide by the following rules:

1. Students are not to tamper with the bus or any of its equipment.
2. Students are to take seats promptly and remain seated throughout the trip.
3. Good behavior is required. Unnecessary confusion diverts the driver's attention and could result in a serious accident.

4. Hands and heads must remain in the bus at all times. Items are not to be thrown out of the bus window.
 5. Bus windows should not be lowered past the designated safety line.
 6. Care must be taken when approaching the place where the bus stops. Riders are not to move toward the bus until it has come to a complete stop. Safety rules must be followed when getting on/off the bus.
 7. Use and possession of tobacco products and related materials is prohibited at all times on the school buses.
 8. Obey the bus driver. He/she is in complete charge of students on that bus, and students are responsible for abiding by the driver's instructions.
- Students who fail to follow bus rules shall be referred to their Dean for discipline. The following procedure may also be included EXCEPT where personal safety is concerned (suspension and/or expulsion):
1. A warning from the Director of Transportation with a report to the parent/guardian.
 2. A referral to the Dean...seriousness of the infraction will warrant temporary removal from riding the bus or other consequences as outlined in the discipline code...options include: verbal warning, **detention**, CARE Program, suspension of riding privileges, suspension and/or expulsion

TEMPORARY CHANGE OF BUS STOP

Students that need to ride their school bus to a different stop must contact WCHS Transportation Director or their Dean of Students. Contact should be made by the parent/guardian at least 24 hours in advance. Parent/Guardian name, student name, date(s) affected, assigned bus stop, address and phone number student needs to change to our information needed when call is made. Thank you for helping WCHS provide safe and responsible school bus transportation.

SCHOOL BUS VIDEO AND SOUND

All WCHS buses are equipped with video and sound surveillance equipment. Most units are digital. All equipment is intended to provide for the safety of the riders. Recorded material is available only for school officials and law enforcement.

CAFETERIA AND LUNCH PERIOD CONDUCT

1. All students are required to be in the high school cafeteria when eating.
2. Students are required to remain in the Multi-purpose room for the entire period.
3. Students are expected to keep the cafeteria clean and to put all scraps in the waste cans which are provided. Trays are to be returned to the appropriate area.
4. Food and drink are to be eaten in the cafeteria only. It is not to be taken into the halls or classrooms.
- 5. Students will not be allowed to broadcast any type of music, noise, etc. through any personal electrical device in the Multi-purpose room/courtyard during school hours.**
- 6. Students are not allowed to use cameras/laptops/electronic devices to take pictures or video of students or staff without teacher or administration approval.**
7. Violators of proper conduct are subject to verbal warnings, op hours, **detention**, CARE Program, denial of privileges, and/or suspension. Inappropriate behavior may include, but is not limited to, throwing food, food wrappers, beverages, bottle caps; not taking care of your own trash; and /or being loud and disruptive.

VENDING MACHINES

Vending machines are placed on timers and can only be used from **3:30 p.m. until 12:00 a.m.** Students attempting to use and/or gain access to the vending machines at non-designated times will be subject to verbal warnings, op hours, **detention**, CARE Program, denial of privileges, and/or suspension.

CLASSROOM CONDUCT

1. Students are expected to follow the rules of behavior set by the classroom teacher. Frequent and habitual disruption of the classroom is unacceptable behavior, and disciplinary action will result. Options include: op hours, **detention**, suspended, and/or expelled from school by action of the Board of Education.
2. **Students are not allowed to use cameras/laptops/electronic devices to take pictures or video of students or staff without teacher or administration approval.**
3. Students are expected to act in a respectful manner toward the teacher and other students.
4. **Students are not allowed to leave the classroom without teacher permission. Students who leave the classroom without authorization or at undesignated times shall be subject to op hours, **detention**, CARE Program, and/or suspension.**
5. Students, when absent, are responsible for make-up work. As a general rule, two days will be allowed for each day of excused absence. The exception to this general rule shall be for assignments (term papers, major tests) or tests that were assigned prior to the student's absence or work assigned during planned family vacations. These assignments shall be generally considered due on the assigned date or on the day the student returns. For family planned trips, assignments are due two days upon return date.
6. Students are responsible for clearing up unexcused/truancy absences within two school days.

STUDENT USE OF THE INTERNET (INTERNET AS AN INSTRUCTIONAL TOOL) (Excerpts from Board Policy)

All use of District 308's connection to the Internet must be in support of education and/or research and be supportive of the Board of Education's stated technology goals. Use of the Internet is a privilege, not a right. General rules for behavior and communication apply when accessing/using the Internet and are outlined in the District's "Authorization for Internet Access" procedures. Electronic communications and downloaded material, including files deleted from a user's account, but not erased, may be monitored or read by school officials.

The Superintendent or designee shall administer this policy and implement the procedures/rules necessary for the use of the Internet as part of the school's instructional program. The Superintendent or his designee will make all decisions regarding whether or not a user has violated this policy or related procedures and may deny, revoke, or suspend access at any time. In addition, disciplinary actions may be taken for violations of the Internet Agreement and School Policy. Violators will be subject to one or more of the following disciplinary options: loss of Internet access, **detention**, CARE Program, suspension and/or expulsion.

TECHNOLOGY SYSTEM USE AND INTERNET SAFETY POLICY

The Board of Education hereby determines that it is in the best interests of the District, its personnel and its students, and members of the community to promote the use of and familiarity with the District Technology System and with the services which are available through that System to support learning and enhance instruction, and to improve communications between the school and community.

Knowledgeable and appropriate use of the District Technology System can facilitate access to information resources available on-line, create innovative learning environments, and provide for worldwide communication. For purposes of this policy, implementing rules, and acceptable

use guidelines, the term "District Technology System" or "System" shall include all computer hardware and software owned or operated by the District, District electronic mail, District websites, and District on-line services and bulletin board systems. "Use" of the District Technology System shall include use of or obtaining access to the System from any computer terminal whether or not owned or operated by the District.

The District Technology System was established to comprise part of the school curriculum, and is intended by this Board to function in support of that curriculum and of students' mastery of the curriculum through improved communication between the school and students' parents or guardians. The District Technology System does not constitute a public forum. The District reserves and retains the right to regulate the content of and links to the District Technology System. The District also has the right to and does monitor use of its Technology System. Except as provided by federal and state statutes protecting the confidentiality of student's education records, no user of the District Technology System has an expectation of privacy in connection with such use.

The Board of Education recognizes that although the Internet and online services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal, obscene or indecent. The use of elements of the District Technology System including the Internet shall be consistent with the District's educational mission and the curriculum adopted by the Board.

With respect to any of its computers with Internet access, the District will use technology protection measures to (A) protect minors against access through such computers to visual depictions which are obscene, constitute child pornography, or are otherwise harmful to minors, and (B) protect all users against access through such computers to visual depictions that are obscene or constitute child pornography.

The Board of Education further recognizes that the effective operation of the District Technology System depends upon the existence and enforcement of guidelines for the efficient, ethical and legal use of its resources. The Administration is authorized to and shall adopt and enforce guidelines which limit the use of the System to educational purposes, and describe acceptable and ethical use of the System. The guidelines shall, among other points, address:

- Access by minors to inappropriate matter on the Internet and World Wide Web;
- the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication;
- unauthorized access, including "hacking," use of "tunnels" or "proxies," and other unlawful activities by minors and other users online;
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
- Measures designed to restrict minors' access to materials harmful to minors.

Such guidelines shall be distributed to District employees and students and other members of the District 308 community who are afforded access to the System.

Violation of the acceptable use guidelines shall be subject to consequences including, but not limited to discipline, loss of System use privileges, and referral to law enforcement authorities or other legal action in appropriate cases.

GUIDELINES FOR ACCEPTABLE USE OF DISTRICT TECHNOLOGY SYSTEM BY STUDENTS

A. Acceptable Use.

All users of the District Technology system (“System”) must comply with the District Acceptable Use Guidelines, as amended from time to time.

The “System” shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District website, and the District on-line services and bulletin board systems. “Use” of the System shall include use of or obtaining access to the System from any computer terminal whether owned or operated by the District.

Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District’s electronic mail system. The District has the right to and does monitor use of the System by students, including students’ access to the Internet, as part of System maintenance and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

B. Privileges.

Access to the System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including loss of System use privileges.

The System, including all information and documentation contained therein is the property of the District except as otherwise provided by law.

C. Prohibited Use.

The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in section I of these Guidelines and the District’s Student Discipline Code and rules. The System shall not be used to:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System’s use.
2. Access, retrieve, or view obscene, profane or indecent materials. “Indecent materials” are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. “Obscene materials” are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulations or District policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, phone number, social security number, or any other personal information of any student, District employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals for any reason including on the basis of sex, color, race, religion, disability, national origin or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Disrupt or interfere with the System.
9. Gain unauthorized access to or vandalize the data or files of the District or any other user.
10. Gain unauthorized access to or vandalize the System or the technology system of any other individual or organization.

11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
13. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Send mass electronic mail to multiple users without prior authorization by the appropriate District Administrator.
16. Conceal or misrepresent the user's identity while using the System.
17. Post material on the District's web site without the authorization of the appropriate District administrator.

D. Discipline for off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment

The District may discipline a student whose personal website or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of the District Technology System.

Per Public Act 98-129 effective January 1, 2014:

A secondary school may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy.

E. Web sites.

Any web site created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the System must receive prior approval by the classroom teacher or an appropriate District administrator. All contents of a website created by a student using the System must conform to these Acceptable Use Guidelines.

F. Disclaimer.

The District makes no warranties of any kind, whether expressed or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

G. Security and User Reporting Duties.

Security in the System is a high priority and must be a priority for all users. Students are prohibited from sharing their login IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline.

A user who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator or other staff member.

H. Vandalism.

Vandalism or attempted vandalism to the System is prohibited and will result in discipline as set forth in section I of these Guidelines, and in potential legal action. Vandalism includes, but is not limited to, intentional downloading, uploading, or creating computer viruses.

Care for Technology Resources

Students purposely damaging any school electronics, must pay for repairs, including equipment and labor costs.

I. Consequences for Violations.

A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of System privileges, (2) other disciplines including assigned to CARE Program, suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the System by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the building principal to review the limitation. The decision of the building principal shall be final.

Bring Your Own Technology (BYOT) Program Student Guidelines

The purpose of the District's BYOT program is to extend and enrich the learning environment. The following guidelines apply to students who participate in the program:

- Access only the District's Internet gateway. The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate at school pursuant to policy 6:235, *Access to Electronic Networks*. Make no attempts to bypass the District's Internet gateway. Similar to when a filter is disabled or malfunctions, it is impossible to control all Internet material, and a BYOT participant may discover inappropriate material. It may also be discovered if and/or when sharing a BYOT device with another student. Report inappropriate content and conduct to your classroom teacher.
- Follow the standards of your parents/guardians. The District respects each family's right to decide whether or not to participate. District-provided technology may be an alternative.
- Access only authorized data or files on the computer or Internet sites that are relevant to the classroom curriculum and suggested by a teacher. Students are strictly prohibited from infecting the District's network(s) with a virus or malware program designed to damage, alter, or destroy the network, and hacking, altering, or bypassing security policies. Using anti-virus and anti-malware software on BYOT devices is encouraged. The District may examine any BYOT device that it suspects is causing network problems or may be the source of an attack or virus infection.
- Use of a BYOT device is subject to policy 7:190, *Student Discipline*. That means BYOT devices may only be used pursuant to the "Area of Use" guidelines established by the District. Subject to the District's policies, BYOT devices and District-owned technology devices may be freely used in "green" areas, may be used subject to teacher or district representative authorization in "yellow" areas, and may not be used in "red" areas, as more fully described in the following chart.

Approved Places and Times

PLACE / TIME OF DEVICE USE	PERMITTED?	AREA OF USE CODE
Classrooms	No - Staff discretion	Yellow
Restrooms, Locker Rooms, Changing Rooms (real or make-shift)	No	Red

High School Hallways / Class Change or Hall Pass	Yes	Green
High School Cafeteria / Breakfast, Lunch	Yes	Green
School sponsored extracurricular	Staff discretion	Yellow
School buses or other transport	Staff discretion	Yellow
During State Assessments	No - leave device in locker	Red

CARE Program	No	Red
Detention	No	Red

Deans' Office	No	Red
Nurses Office	No	Red
Counseling Office	Staff discretion	Yellow

- Transmit only appropriate content while using the District's electronic network. At no time may a photographic image or video of any person on campus be made, posted, or shared. Any reasonable suspicion of an activity that violates law or Board policies will be treated according to policy 7:140, *Search and Seizure*. Bullying or sexual material will not be tolerated and will be managed pursuant to policy 7:180, *Preventing Bullying, Intimidation, and Harassment*. Retrieval of devices that become involved in a law enforcement investigation is the student and parent/guardian's responsibility.
- Charge all BYOT devices prior to school every day. Turn off and keep BYOT devices in the sight of the teacher during assessments, unless otherwise directed by a teacher. Immediately follow any teacher's instruction to shut down BYOT devices or close the screen. All BYOT devices must be in silent mode and put away when directed by teachers.
- Sharing BYOT devices with other students is allowed only when a parent/guardian has approved this in writing through the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form* and the teacher has directed it.

ON/OFF CAMPUS BEHAVIOR (policy 7:190)

Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member: or (b) endanger the health or safety of students, staff, or school property.

LIBRARY CONDUCT

The Library will open at 7:30 a.m. and will remain open until 3:30 p.m. for student use on regular school days. Hours are changed on early dismissal days and when students are taking final exams. Students using the facility prior to the start of their first class or after their last class will not need special passes to enter. Students will be expected to follow the Library rules at all times. At all times the Library is for quiet study, reading, and computer work.

1. Check in at the circulation desk before the tardy bell rings.
2. Read and work quietly.

3. Library materials can be checked out at the circulation desk if you have your school ID and if all Library fines are cleared or are under \$5.00.

4. Return materials by the due date and clear all fines.

Students who are not involved in quiet study, reading or work will receive a warning or be sent back to the study hall. Students who are sent back to the study hall three (3) times will be sent to the Deans' Office and will lose their library privileges for the duration of the semester.

During the school day, students will have the option of going to study hall or to the Library to study. Students will check-in under their appropriate study hall list and remain in the Library for the duration of the hour. Students who are placed in study hall for disciplinary reasons will not have Library privileges unless the classroom teacher verifies that the student has an assignment which requires media resources. Students will not be permitted to leave the study hall to go to the Library during the course of the hour or to leave the Library to go to the study hall. Classroom disciplinary procedures shall be followed in the Library.

STUDY HALL CONDUCT

1. Study halls are to be quiet places for students to study. Assigned seating will be done by the teacher.

2. Each student will be issued a Library card to enable the student to go to the Library during his/her study hall and for attendance purposes. Attendance will be taken at the beginning of the hour in all study halls. The cards will be collected at the end of each semester. The Library will be closed to students from study halls during exam days at the end of each semester. If students have their Library card taken away from them by a Dean, they will be denied the use of the Library for a specified period of time. Students who are placed in study hall for disciplinary reasons shall not be given a Library card.

3. Students are not to leave study hall for any reason without a pass. If a student wants to see a counselor etc., he/she will need to obtain a pass before coming to study hall.

4. Students sent to the Dean for disciplinary reasons from study hall will be assigned opportunity hours, **detention**, CARE Program, suspension or referral to the Board of Education for expulsion.

HALL CONDUCT

Students are expected to adhere to corridor courtesy.

1. Keep corridors open to traffic by walking to the right (no running). Do not block traffic by standing in groups.

2. The corridors are not meeting places for groups. Students should not loiter in the halls. When students arrive for classes, they should go directly to the Multi-purpose room. **They must then sign out to go to the library** before being released at **7:50**. Students are not to go to their lockers except at passing times.

3. Students are not to be in the corridors without authorization except during intervals between classes. Students who are in the halls without authorization or at undesignated times shall be subject to Op Hours, **detention**, CARE Program, assignment to a regular study hall, and/or suspension.

4. Pass through corridors quietly. Be considerate of others in the halls and classrooms. Language, gestures and actions which are considered to be immoral/profane will not be tolerated.

5. Be aware of your surroundings. Students should not be listening to devices that would hinder their ability to hear and take direction.

6. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.

7. Refrain from having food and drink from the cafeteria or other food services in the corridors.

8. Radios, pagers, beepers, laser light devices, tape players, digital cameras or digital/video recording devices, etc. are not to be brought to school.

It should be understood that teachers have a responsibility to correct the above or any other situations of misbehavior on school grounds. Students are to follow the directives of the teacher. Failure to obey a teacher shall be referred to the Deans' Office for disciplinary actions. Options include: opportunity hours, **detention**/parent conference, CARE Program, suspension, and/or expulsion.

OPPORTUNITY HOUR CONDUCT

1. Opportunity hours are served from 7:00 - 7:45 A.M. or at the end of the student's school day. Since students are given advance notice, they must arrange for their own transportation.
2. Students must bring homework/materials and be engaged in meaningful study.
3. Students will not be allowed to sleep or talk.
4. Students will be expected to serve the opportunity hour on the designated date. Students with a conflict must clear it with their Dean before the date, or they will be given additional time to serve. (Do not ask for a change because of work, athletics, play, music practice, etc.).
5. If a student misses an Op Hour for no valid reason, he/she will be assigned a two (2) hour **detention**. If a student misses any subsequent Op Hour during the semester for no valid reason, a Four (4) Hour **detention** will be assigned. The student may be suspended on subsequent misses of op hours for no valid reason.

CONDUCT AT SCHOOL RELATED FUNCTIONS

1. All school discipline policies apply at school related functions. This includes school related functions which occur off school grounds.
2. Students should realize that whenever an individual or group of students represents Washington Community High School at any place and for any occasion, good conduct and good sportsmanship must be displayed. Good sportsmanship starts with the individual. A sense of fair play and consideration for others determines the quality of sportsmanship displayed by everyone. Singularly, in small groups and in larger groups, any act of unsatisfactory conduct will not be tolerated. This applies equally to all students whether they are spectators or participants in any activity which Washington Community High School is engaged.
3. Students riding the fans bus to activities must ride both ways. Failure to do so will result in loss of the privilege.
4. School dances are not public dances. They are school functions and, as such, the school reserves the right to determine who is eligible to attend and to specify rules of conduct for all who attend. Violators shall be subject to revocation of privilege of attending dances.
- 5. Dances are offered to Washington High School students as a privilege. Any student wanting to bring a guest must complete a Guest form and return it to the Deans' Office 3 days prior to the dance. Guests may not be older than 20 years old. Middle School students are not allowed to attend Washington Community High School dances. Students with unexcused absences on the day of the dance or, for Saturday dances, on Friday, will not be permitted to attend the dance. Absences due to school-sponsored activities will not be considered absent for the purpose of attending the dance. Any student who receives an Out of School Suspension or tests positive for a controlled substance during a random drug test, will not be allowed to attend and participate in any future school dances for the remainder of that school year. Any student assigned to the CARE program two (2) or more times, may not attend school dances for the remainder of the school year.**

GOOD NIGHT RULE – Students and their guests who leave the dance will not be permitted to re-enter the dance.

6. Students not involved in co-curricular activities are prohibited from using the building after 3:00 p.m. unless supervised by school personnel.

7. Gross disobedience or misconduct at an extracurricular activity may result in student discipline and exclusion from future extracurricular events.

USE OF TOBACCO PRODUCTS AND RELATED MATERIALS

WCHS is a tobacco free campus and in accordance with Public Law PL 103-227 and Washington City Ordinance Section 132.07, the use or possession of tobacco or tobacco related products (i.e.: cigarettes, lighters, matches, cigarette papers, e-cigarettes) by students is not permitted at any time. The term “campus” will include all buildings, **parking lot areas including Five Points designated parking area**, and all school property. The use or possession of tobacco products by students is not permitted in areas adjacent to the campus, including both sides of Bondurant Street from Route 24 to Jefferson Street, and West Jefferson Street from Wilmor to Tiezzi Lane on both sides of the street. These designated areas include all neighbors' yards in these areas. This policy will be in effect at all times. **Violators shall be subject to the CARE Program or Out of School Suspension**, and/or referral to the Washington Police Department on a city ordinance violation.

All tobacco products and electronic devices will be confiscated by the Deans' Office.

VISITORS

1. Any person not a student or employee of WCHS or parent/guardian of an enrolled student must secure a Visitor's Pass from the Check-In desk located at the main entrance.
2. Visits by friends or relatives of students from other schools are not allowed during the school day.
3. A driver's license or similar type I.D. will be required at the main entrance to enter the building.

HARASSMENT

Harassment includes, but is not limited to race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. All students, employees, and other members of the school community are expected to avoid any behavior or conduct toward any person who could be interpreted as harassment. Any student who feels that harassment has occurred should notify a Dean, nurse, counselor, Administrator, teacher, or school employee, and it will be handled in a confidential manner.

Sexual Harassment will not be tolerated at WCHS.

According to the Illinois Human Rights Act, sexual harassment is defined as the following: “Any unwanted or unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature constitute sexual harassment when such conduct has the purpose or effect of interfering with an individual's work/school performance or creating an intimidating, hostile, or offensive working environment.” Students who engage in sexual harassment on or off campus, or at school sponsored activities will be subject to disciplinary actions. Violators will be subject to one or more of the following options: verbal warning/peer mediation, **detention**, parent conference, CARE Program, suspension, expulsion, and/or referral to civil authorities.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with their counselor, the nurse, a Dean of Students or the Director of Student Services.

A student will not be punished for reporting sexual harassment or supplying information, even if the school's investigation concludes that no sexual harassment occurred. However, knowingly making a false accusation or providing knowingly false information is prohibited and the individual will serve remedial actions. Additionally, purposely or intentionally falsifying reports and/or documents to harm or defame others is prohibited. Appropriate remedial actions will be assigned.

ERIN'S LAW:

Erin's Law, which mandates schools to provide sexual abuse prevention education, passed in the State of Illinois in 2011. WCHS takes this responsibility with all seriousness. Information regarding Erin's law is included in Health and Physical Education courses.

Erin's Law is named for Erin Merryn, an abuse survivor who is now a national advocate for sexual abuse. More information about Erin's Law can be found at: <http://erinslaw.org/>.

HAZING

Hazing is not allowed. Hazing is construed as acts that occur on or off campus that may include, but are not limited to, verbal abuse, physical abuse, or any acts of intimidation or humiliation directed at any student, staff member or school visitor on school grounds or at school sponsored events or activities.

Violators will be subject to one or more of the following options: verbal warning/peer mediation, **detention**, parent conference, CARE Program, suspension, expulsion, and/or referral to civil authorities.

BULLYING/ CYBER BULLYING

Bullying/Cyberbullying is any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically directed, referencing race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender-related identity or expression, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. Bullying may take various forms and include harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, retaliation for asserting or alleging an act of bullying. It can also include direct behaviors (e.g., teasing, taunting, intimidating, threatening, name-calling, ridiculing, belittling, extorting, hitting, physical attacks and/or violence) and indirect behaviors (e.g., spreading rumors, causing social or psychological isolation).

These acts or conduct can be reasonably predicted to have the effect of one or more of the following:

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

“Bullying” includes “cyber-bullying” and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, as defined in this section, may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

The Administration and staff at WCHS feel that bullying is disruptive to the educational process and will not be tolerated. Bullying is in contrary to State law and School Board policy, and in compliance with Public Act 92-0260, 98-0669, 98-0801, authorizes the Administration to take appropriate action to ensure that WCHS is a safe and positive environment for the students to obtain an education.

Any student who feels that bullying/cyber bullying has occurred, on or off campus, should notify a Dean, Counselor, Administrator, teacher, school nurse, School Resource Officer, or other school employee. Students can also submit an anonymous form to the link “Report Bullying” on the school webpage at www.wacohi.net. All reports will be handled within 10 school days in a confidential manner.

Violators will be subject to one or more of the following options: verbal warning, parent/guardian contact, referral to school counselor, op hours, **detention**, CARE Program, suspension, expulsion, and/or referral to civil authorities.

In addition, any student suspended for “bullying” may reduce the time of the suspension by one-half if they provide proof that they have sought counseling services from any one of the following resources:

1. School Counselor
2. Psychiatrist, psychologist
3. Family pastor, priest or rabbi
4. Youth Outreach
5. Child Family Service
6. Catholic Social Service
7. Mental Health Clinic

This condition must consist of written verification, within two (2) weeks of the offense, of entry with a counseling program with a certified counselor. A minimum of four (4) counseling sessions to address aggression, bullying and anger management is required.

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

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

Students and parents/guardians are also encouraged to read the school district policies on Harassment and Hazing.

SCHOOL PARKING

Parking on school grounds and the designated area of Five Points is a privilege. Students parking at Five Points, with appropriate WCHS parking tag, must park in the designated area only. All students parking on campus, or Five Points are required to display a WCHS parking tag on their rearview mirror. A fee equal to the price of a new parking tag will be assessed for any lost parking tag. Students who fail to purchase a parking tag and are guilty of parking in any lot (including Five Points), will face immediate disciplinary action including a minimum of an opportunity hour up to assignment to the CARE Program and/or loss of parking privileges. Students, who continue to park, after being told not to do so, in either lot without a valid parking tag displayed, are subject to having their vehicle towed. It is the student's responsibility to notify the Deans' office of any changes in vehicle information.

Parking is permitted in the Jefferson Street East lot for all Senior students and Wilmor Road football field lot for all Juniors. Five Points designated parking area (100 parking spots) is permitted in the South end of the parking lot only. Students are required to park between the lines in designated parking spaces. School parking areas and Five Points designated parking areas are subject to canine sweeps conducted by school officials. Vehicles are subject to search and seizure by school officials if reasonable suspicion exists.

1. Students shall enter and leave the school grounds and Five Points designated parking area in a proper driving manner.
2. Students are to lock their vehicles and leave the parking area (including Five Points designated parking area) immediately upon arrival.
3. There is to be no loitering in cars or the parking lots (including Five Points designated parking area) during the school day (7:00 a.m. - 4:00 p.m.). This includes sitting in cars before/after school, between classes, and during lunch hours.
4. If school officials have reasonable suspicion that illegal, dangerous or stolen materials or substances (including alcohol) may be in a car parked in the school lots or Five Points

designated parking area, they may search the car in order to protect the well-being and safety of students.

5. The school does not assume responsibility for vehicles, bicycles and personal articles that are damaged or stolen while on school property or Five Points designated parking lot area.
6. Violators of the above, or other related school rules, will be subject to warning, op hours, revocation of privileges, **detention**, CARE Program, suspension, towing, and/or referral to Civil Authorities.
7. Students who test positive during the random drug testing program will lose their parking privileges for 9 weeks.

STUDENT LOCKERS

Students must not share lockers. Students must report all lockers that do not work properly to the Deans' Office. Lockers issued to students for use are owned and controlled by the school and are subject to inspection and search at any time. Searches may be conducted by an Administrator with or without the assistance of trained drug sniffing dogs. In addition, students will be required to lock their lockers with a school issued padlock. If the lock is not school issued, it will be cut off. **Students must be considered a full-time student (5 classes) to be assigned a school locker.**

SEARCH AND SEIZURE

Students are hereby notified that school lockers, desks, storage facilities and other school property are subject to searches at any time, for any reason. Furthermore, students should have very limited expectations of privacy on school property and are hereby notified that, in order to further the school's interest in the educational needs and safety of all students, the school may search any student's property including bags, backpacks, clothing, purses, and automobiles, whenever the Administration deems necessary.

School authorities may search a student and/or the student's personal effects when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated, or is violating, either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Canines and Police Officers may be utilized for such searches. When feasible, the search should be conducted outside in view of others including students, in the presence of a school Administrator or adult witness and by a certificated employee or Administrator of the same sex.

School property, including but not limited to, desks and lockers is owned and controlled by the District, and the District may make reasonable regulations regarding its use. School officials are authorized to conduct area-wide general Administrative inspections of school property (e.g. searches of all student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students without notice to or consent of the student and without a search warrant.

If a search conducted in accordance with this policy produces evidence that the student has violated, or is violating, either the law or District 308 rules, such evidence may be seized and impounded by school authorities, and disciplinary actions may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

DOG SEARCHES

The use of trained drug sniffing canines in the search of the school and parking lots and **Five Points designated parking area** is intended to help deter individuals from bringing and using

illegal substances on school grounds. It is also a proactive means to demonstrate that Washington Community High School is committed to a drug free school environment for the students, faculty and staff. The use of the trained drug sniffing canines will be in accordance with District standards and procedures.

STUDENT ID CARDS

Students must wear an ID card that is visible at all times. The ID card must be presented when requested by a school employee. Failure to do so is considered insubordination. Lost/stolen ID cards are to be reported to one of the Deans of Students. Replacement ID cards are \$5.00. The ID card is not to be defaced in any manner. Violators will be subject to the following options: verbal warning, op hours, **detention**, CARE Program, suspension, and/or expulsion.

ATTIRE/PROPER DRESS

The Administration and staff at Washington Community High School feel that the attitude and behavior of the members of the student body are influenced by dress and grooming. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion that reflects good taste and style appropriate for a school day or school activity. If a style of dress or grooming constitutes a threat to the safety or health of students, and or is disruptive to the school setting and education process, it will not be permitted in school and teachers should report these students to his/her Dean for appropriate action.

Realizing that it has become exceedingly difficult to determine inappropriate attire, the following examples are offered as guidelines to parents and students. They include, but are not limited to:

1. Jackets, coats, windbreakers, hats, gloves, sunglasses and other forms of outerwear are not to be worn in the buildings or brought to the first or last hours of the day.
2. Students may not wear clothing or hairstyles or chains that can be hazardous to the health or safety of them or others.
3. Reasonable cleanliness of person and wearing apparel is expected.
4. Jeans/pants/shorts with holes or shreds located above the tip of the longest finger with the arms hanging naturally at the sides should not expose skin or undergarments.
5. Shorts or skirts should be no shorter than the tip of the longest finger with the arms hanging naturally at the sides.
6. All tops must have straps that are at least 2 inches wide.
7. Clothing which is transparent, exposes the midriff, plunging neckline, exposing cleavage, exposing undergarments and shirts with parts cut out, etc. are inappropriate.
8. The wearing of apparel depicting alcohol, drugs, tobacco, sexual connotations, obscenities, violence, ethnic slurs, and/or superiority is prohibited.

Within these provisions the basic responsibility for dress and grooming shall be left to the parents of the students. Special groups of students dealing in co-curricular activities will be expected to conform to the requirements of the sponsor. A Dean or other Administrator will decide specific violations of the above guidelines and consequences for violations. They may include one or more of the following: turn inside out; sent home unexcused, change clothes with time missed considered unexcused, opportunity hours, **detention**, parent conference, CARE Program, and/or suspension.

AGGRESSIVE BEHAVIOR (policy 7:190)

Students are prohibited from engaging in aggressive behavior that may reasonably produce physical or physiological harm to another person. The superintendent or designee will make efforts, including the use of early intervention and progressive discipline, to deter such behavior

at school and school related events and shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including CARE Program, suspension or expulsion, for such behavior.

FIGHTING/ASSAULT AND BATTERY

Fighting, verbal confrontations, or physical conduct that might be construed to be a fight will not be tolerated. Each case is judged on its own merits as to provocation, background, aggressor, and shall result in one or more of the following options: CARE Program, suspension, expulsion, and/or referral to the Washington Police Department for a charge of Disorderly Conduct and/or Battery.

The physical contact (striking, pushing, spitting on, etc.) with any teacher, teacher aide, staff member, or school employee by a student will result in the following options: suspension, and/or expulsion and referral to the Washington Police Department for charges of Aggravated Battery.

Inciting others to misconduct shall be defined as urging, stimulating, or provoking another student into misconduct and shall result in one or more of the following options: **detention**, CARE Program, suspension, expulsion and/or referral to the Washington Police Department.

GANGS

The Board of Education finds that the presence of gangs and gang activities causes a substantial disruption of, or material interference with school and school activities of District #308. By this policy the Board of Education acts to prohibit the existence of gangs and gang activities as follows:

No student on or about school property or any school activity:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership or affiliation in any gang:
2. Shall commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang:
3. Shall use any speech or commit any act that promotes any gang or gang activity, including but not limited to:

(a.) Soliciting others for membership in any gangs:

(b.) Requesting any person to pay protection or otherwise intimidating or threatening any person:

(c.) Committing any other illegal act or other violation of school district policy:

(d.) Inciting other students to act with physical violence upon any other person.

In addition, two of the common gang identifiers are hats and jackets. The color, type, or way it is worn designates membership. The colors and emblems on jackets also identify gang membership. Therefore, students are not allowed to wear any hats and any type of outdoor wear (jackets and coats) to classes. This is intended to include all blue jean jackets and sweat jackets. The student is required to store all hats, jackets, and coats in their hall locker during the school day.

Violators shall be subject to one or more of the following options: parent conference, op hours, **detention**, CARE Program, suspension, and/or expulsion.

INHALANTS

Using, possessing, distributing, or being under the influence of any inhalant or any inhaled substance, regardless of whether it contains an illegal drug or controlled substance, is prohibited. Violations of this prohibition will be referred to law enforcement. Student violators shall be subject to student discipline up to and including expulsion. The prohibition in this

section does not apply to a student's use of asthma or other inhalant prescription medications taken in accordance with a physician's instructions or over-the-counter inhalants approved by a parent or guardian and proper notice and approval is provided by the administration.

INTOXICANTS AND DRUGS

Students and non-students are prohibited from the use, **attempted use**, possession, **attempted possession**, distribution, **attempted distribution** or being under the illegal influence of intoxicants or drugs **(1)** on school property, including school buses, **(2)** in connection with any school activity, and **(3)** at any time during the school day. Violations of this prohibition will be referred to law enforcement. Student violators shall be subject to student discipline up to and including expulsion. Intoxicants and drugs are defined as: illegal drugs, controlled substances, prescription medications, bodybuilding steroids, illegal drug paraphernalia or any other intoxicating substances. Administration of prescription medications taken in accordance with a physician's instructions and over-the-counter medications approved by a parent or guardian may occur with advance notice and approval by the administration.

All prescription and over the counter medication (including aspirin and ibuprofen) MUST be turned into the nurse. All medication must be in the original package and labeled with the student's name.

If there is reasonable suspicion that a student is under the influence of a controlled substance or any intoxicating compound, a police officer will conduct a field sobriety test. Refusal to cooperate with a field sobriety test, and/or if the officer concludes the student is under the influence, it will be considered a drug related offense.

On the first offense for illegal use or possession of drugs, controlled substances, prescription medications, look-alike drugs, bodybuilding steroids (which are not prescribed by a Doctor), paraphernalia, and/or intoxicants for student, options include: CARE Program, Out of School suspension and a required conference including Dean, parent/guardian, and student. In addition, the student shall be placed on probation for the remainder of his or her tenure at Washington Community High School. One of the conditions of this probation shall be to submit written evidence of entering a counseling program with a certified counselor within two weeks of the offense and then having completed a program of in-depth counseling consisting of a minimum of five (5) counseling sessions regarding drug and alcohol abuse from any one of the following sources:

1. School Counselor
2. Psychiatrist, psychologist
3. Family pastor, priest or rabbi
4. Youth Outreach
5. Child Family Service
6. Catholic Social Service
7. Mental Health Clinic

Any 2nd or subsequent offense will result in, options include: CARE Program, Out of School Suspension and expulsion recommendation.

Any distribution of drugs, controlled substances, look-alike drugs, steroids, paraphernalia, and/or alcohol on school property or at school events by students, or violation of a student's probationary terms shall result in a hearing before the Board of Education of District #308 and/or referral to civil authorities.

The Board of Education adopts the following statements of philosophy concerning the education of students about the use and misuse of drugs/alcohol.

1. Substance abuse is a community-wide problem. The school can contribute most effectively to its solution by educating its community in the dangers of drug abuse and by the control of drugs and drug related activity in school. Parents, churches, and other community organizations must share in this responsibility for education and control.

2. In the elimination of drug traffic and the treatment of drug-dependent youth, the school must cooperate with the Police Department, the State's Attorney's Office, the medical profession, and other agencies which have primary responsibility in these areas.

The Board of Education directs the Superintendent to implement the following:

1. An educational program that makes students aware of the physical and psychological dangers incurred through the improper use of drugs or intoxicants

2. Administrative procedures which assure proper care of a student suspected of being under the influence of drugs or intoxicants in school, which require temporary removal from school as soon as possible and which provide for the notification of his/her parent/guardian of his/her condition

3. Supervision to prevent any person from coming on campus in possession of any drugs or intoxicants for the purpose of using the drug or intoxicant personally or of selling it to another person. **Once a student is on school grounds and leaves campus, he or she is considered a student on campus until school is dismissed.**

4. Cooperation with law enforcement agencies and reporting to them any information considered helpful in their efforts to control the traffic of drugs and intoxicants

5. In-service program for all teachers with special emphasis on the recognition of the physical signs resulting from the use of drugs or intoxicants and of the particular behavior caused by the use of drugs or intoxicants

WEAPONS

Possession, use, or display of a firearm, weapon, dangerous object, destructive device, or any reasonable facsimile thereof (i.e., knives, guns, clubs, explosive devices, look alike weapons, etc.) that might be used to inflict bodily harm or damage to property is prohibited within any school boundary line on any day when school is in session or when any of the school facilities are in use for school-sponsored events or in connection with any school activity. Other items such as baseball bats, bottles, pencils, pens, etc. may be considered weapons if used or attempted to be used to cause bodily harm.

Any student who violates this policy will be subject to the following: suspension and referral to civil authorities and expulsion of not less than one calendar year and not more than Two (2) years. The expulsion period can be modified by the Board on a case by case basis. Application of this policy to students with disabilities shall be consistent with the Individuals with Disabilities Education Act (IDEA) requirements.

GENERAL DISCIPLINE GUIDELINES

Conduct and offenses which are unacceptable at any time during school, including any school event or activity in which WCHS is a sponsor or participant, will be subject to the following rules and regulations and disciplinary actions. These rules and regulations are GUIDELINES ONLY and particular situations or repetitive behavior may be treated differently depending on the circumstances.

OFFENSE	DISCIPLINARY ACTION
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Conduct which results in a student receiving multiple Out of School Suspensions over a period of time	Options include: Brought before the Board for a disciplinary hearing to consider expulsion
Affection - Inappropriate Displays	Options include: verbal warning, teacher/classroom discipline, opportunity hours, detention , parent conference, CARE Program, and/or suspension
Alcohol - possess, consume or distribute alcoholic beverages or under the influence of alcoholic beverages	Options include: suspension, parent conference, Outreach counseling, and probation, expulsion proceedings
Assault/Battery/Fighting	Options include: CARE Program, suspension, expulsion, and/or referral to Washington Police Department
Attire - no clothing, chains or hairstyles that are hazardous, disruptive, obscene, promote alcohol and tobacco, or gang affiliated; no wearing of coats, hats , jackets in classrooms (see policy 7:160)	Options include: turning inside out, confiscation, being sent home to change clothes with time missed unexcused, teacher/classroom discipline, op hours, parent conference, detention , CARE Program, and/or suspension
Bullying/Cyberbullying (on or off campus) teasing, taunting, intimidating, threatening, spreading rumors, etc.	Options include: verbal warning, teacher/classroom discipline, parent/guardian contact, referral to school counselor, Op Hours, detention , CARE Program, suspension, expulsion, and/or referral to civil authorities
Bus Misconduct	Options include: verbal warning, detention , suspension of privileges, CARE Program, suspension, and/or expulsion
Cafeteria - Inappropriate behavior	Options include: denial of privileges, verbal warning, teacher/supervisor discipline, op hours, detention , CARE Program, and/or suspension
Cell Phones and Other Electronic Devices Violations	Options include: confiscation of devices, teacher/classroom discipline, op hours, detention , parent conference, CARE Program, suspension, and/or referral to civil authorities
Cheating	Options include: zero on assignment, teacher detention, detention , parent

	conference, CARE Program, and/or suspension
Class Misbehavior (includes failure to follow class rules and behavior codes for all learning areas)	Options include: temporary removal, permanent removal, parent conferences, teacher/classroom discipline, op hours, detention , CARE Program, suspension, and/or expulsion and depends on offense and whether it is repeated
Damage/Destruction of school property (includes defacing of property)	Options include: restitution, detention , CARE Program, suspension, expulsion, and/or referral to civil authorities
Electronic Cigarette (possession or use)	Options include: CARE Program, Out of School Suspension and confiscation of device
Electronic Devices Violations (including unauthorized picture or video recording)	Options include: confiscation of devices, op hours, teacher/classroom discipline, detention , parent conference, CARE Program, suspension, and/or referral to civil authorities
Disruptive Acts (no excessive noise or littering of building or grounds)	Options include: teacher/classroom discipline, op hours, detention , parent conference, CARE Program, suspension and/or referral to civil authorities
Drugs (illegal possession or use of drugs, prescription medicines, narcotics, marijuana, or "look alike" drugs and/or paraphernalia, or steroids)	Options include: CARE Program, suspension, parent conference, Outreach counseling, probation, expulsion proceedings
Drugs (sale or distribution of drugs, prescription medicines, narcotics, marijuana and/or "look alike" drugs and/or paraphernalia, steroids)	Options include: CARE Program, Suspension pending investigation; expulsion proceedings based on investigation
Failure to report to Deans' Office	Options include: CARE Program, 3 day OSS, and/or expulsion
False Fire alarms	Options include: CARE Program, suspension, expulsion, and/or referral to civil authorities

Fan Bus (includes misbehavior and failure to return on bus)	Options include: denial of privilege to ride fan bus, op hour, detention , CARE Program, and/or suspension
Fighting (includes conduct that can be construed as fighting or aggressive behavior)	Each case is judged on its own merit and shall result in one or more of options: CARE Program, suspension, expulsion, and/or referral to Washington Police Dept.
Firecrackers, Smoke Bombs, and similar devices	Options include: suspension, expulsion, and/or referral to civil authorities
Food/Beverages (no food or beverages allowed in halls, classrooms, study halls, Library, gyms, locker rooms, etc.)	Options include: verbal warning, teacher/classroom discipline, detention , CARE Program, and/or suspension
Forgery (includes forgery, alteration, and/or possession of blank passes, admits, and other school forms)	Options include: CARE Program, suspension and/or expulsion
Gambling	Options include: verbal warning, detention , CARE Program, suspension and/or referral to civil authorities
Gangs, Fraternities, Sororities, Secret Societies, and other groups not sanctioned by WCHS	Options include: parent conference, op hours, detention , CARE Program, suspension and/or expulsion
Gross Misconduct	Options include: detention , CARE Program, suspension and/or expulsion.
Hazing/Intimidation (includes tricks/stunts on students or employees on or off campus, on bus, or within the community)	Options include: verbal warning/peer mediation, teacher/classroom discipline, detention , parent conference, CARE Program, suspension, expulsion, and/or referral to civil authorities
ID Cards - Students must carry card at all times (failure to present)	Options include: verbal warning, detention , CARE Program, suspension, and/or expulsion
Igniting Fires	Options include: CARE Program, suspension, expulsion, and/or referral to civil authorities

Harassment (including, but not limited to disability, sex, religion or racial ethnic background)	Options include: parent conference, detention , CARE Program, verbal warning/peer mediation, suspension, expulsion and/or referral to civil authorities
Inappropriate Materials (includes possession, distribution, and/or display of profane, obscene or suggestive materials)	Options include: verbal warning, detention , CARE Program, suspension, and/or expulsion
Inciting others to misconduct	Options include: CARE Program, detention , suspension, expulsion, and/or referral to civil authorities
Insubordination (includes disrespectful comments, gestures or acts, defiant challenges to school employees, or refusal to follow staff directions)	Options include: detention , CARE Program, suspension and/or expulsion
Leaving Campus (not allowed except with permission of Student Personnel Office)	Options include: verbal warning, detention , CARE Program, and/or suspension
Loitering (includes being in unauthorized areas...parking lots, including Five Points designated parking area), halls/building..., going onto neighbor's' private property, specific street areas)	Options include: verbal warning, detention , revoke privilege, CARE Program, suspension, and/or referral to civil authorities
Obscenities/Inappropriate Language (includes use of suggestive/disrespectful language or gestures/actions considered profane, vulgar, or immoral. Considered Gross Disobedience)	Options include: detention , CARE Program, suspension and/or expulsion
Op Hour Skips	Required to serve missed op hours plus an additional op hour, (2) Hour detention , Subsequent misses will be assigned Four (4) Hour detention , CARE Program, suspension
Physical Conduct (includes horseplay, pushing, wrestling, snowballs, and other such actions)	Options include: verbal warning, op hours, teacher/classroom discipline, detention , parent conference, CARE Program, suspension, and/or expulsion
Stealing/Theft (includes theft, accessory to act of theft, and/or possession of stolen property of school and/or students)	Options include: restitution, CARE Program, suspension, expulsion and/or referral to civil authorities

<p>Tardies (must be in class before the bell stops ringing or possess a pass for said tardy)</p>	<p>1st tardy - teacher warning/teacher discipline options (keep after class, teacher detention, etc.) 2nd tardy - teacher warning/written parent contact form to Dean 3rd tardy - Dean Referral/one(1) op hour 4th tardy - Dean Referral/two (2 hours) detention 5th tardy - Dean Referral/three (3 Hours) detention 6th tardy - Dean Referral, (4 hours) detention 7th tardy- Dean Referral, (4 hours) detention and Social Probation Repeated tardies can result in further consequences including CARE Program, out of school suspension and/or expulsion.</p>
<p>Threatening the safety or well-being of staff, students, or self.</p>	<p>Options include: op hours, teacher/classroom discipline, detention, CARE Program, suspension, expulsion, and/or referral to civil authorities.</p>
<p>Threats (includes towards school employee, another student, or Bomb threats)</p>	<p>Options include: CARE Program, suspension, expulsion, and/or referral to civil authorities</p>
<p>Tobacco Use or Possession of tobacco or tobacco related products, i.e.: cigarettes, lighters, matches, cigarette papers (use or possession of tobacco products is not allowed in the building, on campus or in areas adjacent to campus at any time...7:190)</p>	<p>Options include: CARE Program, Out of School Suspension, expulsion and/or referral to W.P.D. for violation of City Ordinance</p>
<p>Truancy/Unexcused Absences (absent without valid reason) Examples of Reasons are: 1. Class skips 2. Student ten (10) or more minutes tardy and fails to report to Deans' Office 3. Missed bus/no way to school 4. Non family, religious, personal trips/vacations 5. College visit when not approved in advance 6. Court appearance when student is to appear for own action</p>	<p>All truanies 1st truancy – detention (2 hours) 2nd truancy - detention (3 hours) 3rd truancy - detention (4 hours) 4th truancy –detention (4 Hours) and Social Probation</p> <p>The Supt or designee will determine if absence is excused by definition provided in IL School Code.</p> <p>Repeated tardies can result in further consequences including CARE Program, out of school suspension and/or expulsion.</p>

<p>7. Student working the day or night of an absence or seen away from school</p> <p>8. Student who has missed an a.m. class whose parent has not called that day</p> <p>9. Student who does not report to the Deans' Office to check in/out</p>	
<p>Vandalism (includes school, employee and students' effects and/or property)</p>	<p>Options include: restitution, CARE Program, suspension, expulsion and/or referral to civil authorities</p>
<p>Weapons (possession of firearms, knives, lethal weapons, look alike weapons or any potentially dangerous objects or substances that could be used to inflict bodily harm or property damage)</p>	<p>Options include: CARE Program, Suspension, referral to civil authorities and possible expulsion recommendation</p>

These Rules and Regulations are taken from the present WCHS Board of Education Policies and Procedures. The complete Policies Manual covering the above rules, as well as other rules regarding student attendance and conduct, is available for examination in the Administration Office.

STUDENT RESPONSIBILITIES

The School Board of District #308 believes that the behavior of its students shall reflect standards of good citizenship. Self-discipline (responsibility of one's actions) is one of the important ultimate goals of education. The School Board believes that, while education is a right of American youth, it is not an absolute right. It is qualified first by eligibility requirements. Our courts speak of education as a limited right or a privilege. That is students who fail to perform those duties required of them upon attendance in public school may be excluded from the school. Therefore, students of Washington Community High School have citizenship and moral responsibilities. Students also have the responsibility to:

1. Become informed of and adhere to reasonable rules and regulations established by the School Board and implemented by the Administration and teachers
2. Respect the rights and individuality of other students and school Administrators and teachers. Defamation of character is prohibited at WCHS.
3. Refrain from libel, slanderous remarks and obscenity in verbal, nonverbal and written expression
4. Dress and groom in a manner that meets reasonable standards of health, cleanliness and safety
5. Be punctual and present in the regular or assigned school program to the best of one's ability
6. Refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process
7. Maintain the best possible level of academic achievement
8. Respect the exercise of authority by school Administrators and teachers in maintaining discipline in the school and at school sponsored activities
9. Be responsible for one's actions
10. Obey city, state, and federal laws
11. Be responsible for completing all assigned homework promptly

BUILDING INFORMATION

OFFICES

All **Township Special Education Offices** are located at Beverly Manor, Dist. 50.

The **Administration Office** is located at WCHS. Housed in this office are the Superintendent, Asst. Superintendent, District Bookkeeper, and Secretaries.

The **Principal's Office** is occupied by the Principal, Technology Directory, Crisis Counselor, Part-time Dean of Students, and Administrative Assistant to the Principal.

The **Deans' Office** is occupied by the Deans of Students, Administrative Assistant to the Deans, and the Attendance Secretary. The Lost and Found is also located in Room 164. Students who have lost something within the school should check in the Deans' Office. Thefts are to be reported to a Dean. Replacement I.D. cards may also be purchased in this office.

The **Counseling Office**, Room 167, is located in the main entrance hallway and includes the Counselors, the school social worker, and the Counseling Administrative Assistant/Registrar. Transcripts are requested through the Counseling Office.

The **Health Office** (Nurse) is located in the main entrance hallway. Students who become ill should obtain a pass from their teacher and report to the school nurse.

The **Athletic Director** and AD Administrative Assistant are located in the upper lobby of Torry Gymnasium.

The **Tutoring Program** is located in the Upper Library.

The **Technology Office** is located in the library.

TELEPHONES

The office telephones are business phones and should be used by students for emergencies only. Classroom phones are not to be used by students. A phone is available in the Principal's Office for student use. Please limit all phone calls to one (1) minute.

SAFETY DRILLS

Fire drills at regular intervals are an important safety precaution. It is essential that when the fire signal is given, everyone obeys orders promptly and clears the building by the prescribed routine as quickly as possible.

1. Directions for fire drills are posted near each room exit. Students should go directly to the exit indicated on the directions.

2. The first students at the exit should hold the doors open until all are out, and everyone must move as rapidly as possible without running. During a drill, the building is expected to be cleared in three minutes.

3. Students, accompanied by their teachers, must move away from the building. If a student is not in a room, he must use the nearest exit.

4. Tornado drills are held from time to time. Students should remember that tornado drills are a necessary precaution. Although it is hoped that we never experience such a storm, a prepared student body will fare much better if a tornado is actually experienced.

5. The Superintendent or appropriate designee must conduct a law enforcement drill in one of the district's school buildings during the academic year. Any appropriate local law enforcement agency may conduct and participate in the law enforcement drill.

SERVICES AVAILABLE

COUNSELING SERVICES

A. How to see a counselor:

1. Go to the Counseling Office, room 167

2. Sign up under your counselor's name at Mrs. Ryan's desk. Your counselor will send you a blue or white pass to come to the office at a later time.

3. No appointment is necessary before or after school (counselors are available from 7:45 a.m.-3:15 p.m. for student conferences)

4. Go in at any time should you have an emergency

B. How your counselor may help:

1. Academic: course planning, tutoring resources, answer any questions you may have about school, homework requests for absences of three days or longer, discuss study habits and techniques, test prep, etc.

2. Career: suggest courses for specific careers, college planning, military information, scholarship information, trade school or workforce information, etc.

3. Personal/Social: any issue that may impact overall well being. Including, but not limited to: peer relationships, family relationships, stress, anxiety, grief, substance use and abuse, etc. Referral services also available.

C. Materials available in the Library:

1. Career information on book shelves

2. Reference books for vocational schools and colleges

3. College catalogs

4. Armed Service information

5. Videos

D. Work permits are applied for in the Administration Office.

PEER TUTORING

Peer Tutoring is for students interested in seeking help for academic group work, (including study skills, tutoring, test taking). Interested students should contact their counselor.

HEALTH SERVICES

A. How to see the Nurse:

1. Except in emergencies, a student is to report to class and obtain a pass from the teacher before being admitted to the Health Office.

2. Students may not remain in the Health Office for more than one period...if at the end of the period the student is unable to return to class, the parents are notified and arrangements are made for transportation home.

B. How the Nurse can help in situations:

All medications taken in school must be registered with the Nurse. State law requires that all parents be notified of school procedures regarding the administration of medicine to students. Board Policy states that the school nurse shall be in charge of administering all medicines, including non-prescription drugs to students during the school day. The following outlines parent responsibility for having medicines administered at school:

1. A written order for prescription medicines must be obtained from the students' licensed prescriber and the non-prescription medications from the parent/guardian. This can be the label on the prescription bottle. The order must include: Child's name, licensed prescriber, name of medication, dosage, route of administration, frequency and time of administration. Date of prescription, date of order, diagnosis requiring medication.

2. Medication must be brought to the school in the original package or an appropriately labeled container. The school nurse will document each time she administers medicine to a student.

3. All P.E. excuses must be registered with the Nurse.

4. When sent home because of fever, skin eruptions, sore throat, or any communicable disease, the student is to report to the nurse upon returning to school...a Doctor's excuse is needed if it is communicable.

5. When leaving school because of illness, the student must check out through the Nurse or a Dean.

C. Health Office rules to be followed:

1. A student is to report to class and obtain a pass from the teacher before being admitted to the Health Office (except in an emergency).

2. Students may not remain in the Health Office for more than one period under normal circumstances.. (if at the end of the period, the student is unable to return to class, the parents are notified and arrangements made for transportation home)...the student then signs out of school in the Deans' Office.

3. All medications taken in school are to be registered with the Nurse... (These medications shall be kept in the Nurse's Office).

4. P.E. excuses shall be registered with the Nurse...if more than three days, written verification is needed from a Doctor or parent...school may request a Doctor's note in addition to parent's verification.

5. If a student is absent from school due to fever, skin eruptions, sore throat or any communicable disease, the student must report to the Nurse upon returning to school... (A Doctor's note is required for all communicable diseases and may be requested for other illnesses when a student is absent for three or more days or has a record of excessive absences).

6. All students leaving school because of illness must check out with the Nurse or Deans' Office.

7. There will be no loitering allowed in the Health Office before school or during lunch periods. If a student wishes counsel with the Nurse, they must get a pass from class.

8. In case of injuries, parents will be contacted... (In case of severe injury or problems, the emergency squad will be called and parents contacted).

REFERENCE GUIDE TO OTHER AVAILABLE SERVICES

To save valuable time you should see these people listed below if you need information about any of the specific areas:

1. Athletic Program – Mr. Knoblauch - Upper Torry Gym
2. Attendance Issues - Deans' Office - Room 164
3. Audio Visual Materials- Mr. Gross - Library
4. Class Changes - Counselors - Counseling Office - Room 167
5. Clubs (How to join) - Mrs. Winter - Deans' Office - Room 164
6. Discipline - Deans' Office - Room 164
7. Extra-Curricular Programs - TBD
8. Financial Aid Information - Counselors - Counseling Office -Room 167
9. Counseling Program - Counselors - Counseling Office - Room 167
10. Handicap, Disability Concerns - Mrs. Stevens - Principal's Office - Room 102
11. Health Problems - Ms. Fish, Nurse - Room 165
12. Internet Access - Mrs. Raubach-Davis - Principal's Office - Room 102
13. Library - Mr. Gross
14. Locker Assignments/Problems - Deans' Office - Room 164
15. McKinney-Vento Homeless Program - Mrs. Winter - Deans' Office - Room 164
15. Operation Snowball - Mrs. Lemm - Room 232
16. Parking Permits - Deans' Office - Room 164
17. Special Services - Counselors - Counseling Office - Room 167

18. Scheduling Activity Events - TBD
19. Scholarship Information - Counseling Office - Room 167
20. Student I.D. - Deans' Office - Room 164
21. Student Problems - Deans' Office - Room 164
22. Student Work Permits - Mrs. Osborne - Administration Office
23. Summer School - Mrs. Stevens - Principal's Office - Room 102
24. Title IX/Sex Equity - Mr. Knoblauch - AD's Office
25. Transcripts - Mrs. Ryan - Counseling Office - Room 167
26. Transportation (Bus) - Mr. Reiser - Room 187 C
29. Tutoring - Mrs. Stevens - Principal's Office - Room 102

BREAKFAST/LUNCHESES

WCHS offers to all students breakfast daily in the cafeteria for \$1.70. Breakfast consists of bread or cereal or/and protein, Juice, Fruit and milk. Students must take 3 of the four offerings such as cereal or biscuit, egg and cheese or french toast strips or breakfast pizza and fruit, fruit juice and milk. Hot lunches are also available to students each day and are \$3.00.

GRADUATION REQUIREMENTS

To graduate from Washington Community High School, students must have 22.5 credits and must complete all graduation requirements.

The complete credit requirements can be found in the Program of Studies guide that is located on the WCHS website.

Graduation at WCHS is a privilege, not a right. Students can be removed from participating in the graduation ceremony if inappropriate behavior is exhibited during the student's tenure at WCHS. The Superintendent or designee will determine the revocation of the graduation ceremony privilege.

WCHS GRADE CLASSIFICATION

In order to graduate, all WCHS students must earn a minimum of 22.5 credits and successfully complete all required coursework. A designated number of credits must be earned each year to determine grade classification. Students may not move from one individual classification to another until the required credits have been earned. No student may change classification from junior to senior until he/she has taken the ACT/PSAE exam.

The following credits will be required for each individual grade classification:

- Freshman 0-5.499 credits**
- Sophomore 5.5-10.999 credits**
- Junior 11-15.499 credits**
- Senior 15.5-22.5 and above credits**
- 22.5 minimum credits required for graduation**

GRADE WEIGHTING:

Grades in all classes are used to calculate grade point average except for physical education, driver education, band, concert choir, treble choir, and chamber ensemble. Students may select additional courses to be exempt from calculation of grade point average if the courses are not used to meet graduation and/or college pattern requirements and provided the student meets the minimum criteria for the number of courses taken for grade point average calculation. Grades are averaged and GPA is determined according to the following evaluations:

Grade	Score	Honors	Standard	General
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A	94-100	5.000	4.000	3.000
A-	90-93	4.666	3.666	2.666
B+	88-89	4.333	3.333	2.333
B	84-87	4.000	3.000	2.000
B-	80-83	3.666	2.666	1.666
C+	78-79	3.333	2.333	1.333
C	74-77	3.000	2.000	1.000
C-	70-73	2.666	1.666	0.666
D+	68-69	2.333	1.333	0.333
D	64-67	2.000	1.000	0.000
D-	60-63	1.666	0.666	0.000
F	0-59	0.000	0.000	0.000

HONOR ROLL

WCHS students are recognized for academic excellence through placement on the Honor Roll. Honor Roll is determined by semester grades only. The GPA breakdown for placement on the Honor Roll is:

High Honors:	4.0 and higher
Honors:	3.5 – 3.99
Honorable Mention:	3.0 – 3.49

ACHIEVEMENT

It is the practice of Washington Community High School to group students in English, Science, Math, and Social Studies according to ability. This is done so that subject matter may be adapted to the aptitudes, abilities, and needs of the student.

Several data sources are used to determine placement of incoming freshmen in honors, academic or general track. These data points are: 8th grade semester grades, and teacher recommendation. A student could be in an honors track in Math, yet be placed in an academic English class. Students may be moved from one track to another when it is determined to be in the best interest of the student. Classroom teachers, department chairpersons, and counselors must all approve the change.

The district student assessment program is composed of the State assessment system and any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests and teacher developed tests. Overall student assessment data on tests required by State law will be aggregated by the district and reported, along with other information, on the district's annual report card.

FINAL EXAMINATIONS

With the exception of seniors, exams are required in all academic classes each semester. There will be no second semester exams for seniors. Students must take the exams on the assigned day. As a part of the Panther Pride Program, students may earn up to two exam waivers for grades. Any other exceptions must have Administrative approval.

Non Discrimination

All programs, activities, services, and benefits of Washington Community High School shall be available to students regardless of their economic status, race, color, religion, sex, national origin, or handicap/disability. Any person who has a complaint should contact the school's compliance officer at 115 Bondurant, Washington, Illinois 61571, telephone 444-3167 (Title IX; Illinois' Sex Equity Rules; Title VI; Handicap, etc.)

Washington Community High School District #308 does not discriminate on the basis of race, color, religion, national origin, gender, age, or disability.

To file a Discrimination grievance, the following procedures are outlined.

1. After a preliminary meeting with the school's compliance officer, (optional) the grievant may file a written grievance within 10 working days of the occurrence.
2. An investigation of the alleged discrimination shall be completed by the compliance officer and a written response given within 15 working days from date of grievance filing.
3. The grievant may appeal the decision within 10 days to the Superintendent who shall review the complaint and render a written decision within 15 days from the date of appeal.
4. The grievant may appeal the Superintendent's decision to the Board of Education.
5. Grievance decisions (Sex Equity) made at the local level may be appealed to the Educational Service Region Superintendent, and thereafter, to the State Superintendent of Education.
6. Other grievance appeals (those not appealed to Regional or State Superintendent) shall follow the legal process established by law.

LEGAL NOTICE OF NONDISCRIMINATION

Washington Community High School District #308 insures that equal educational opportunities, including vocational education, are offered to students, regardless of race, color, national origin, age, gender, religion, or disability. Questions in reference to educational opportunities may be directed to:

Mrs. Karen Stevens, Principal

Washington Community High School,
115 Bondurant Street, Washington, IL 61571
309-444-3167 Ext. 5570

Coordinator for Sex Equity (Title IX), Handicapped (Section 504) and Minorities (Title VI).

FERPA NOTICE

The Family Educational Rights and Privacy Act (FERPA) afford students over 18 years of age ("Eligible Students") and parents certain rights with respect to their educational records. Rights are listed below:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District Official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District Official to whom the request was submitted, that Official shall advise the person making the request of the correct Official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or

misleading. They should write the District Official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605.

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Student Services Office or other official in writing, by September 30 of the current school year, that he/she does not want any or all of the directory information disclosed. Military personnel come to the Office in September for lists. If waivers are not signed in August at registration, then records are released. Directory information includes the student's name, address, telephone listing, date and place of birth, photographs, video images, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

MEDICAID REIMBURSEMENT NOTICE

Medicaid Reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve education services. Therapy and diagnostic services provided to your child (you) are partially reimbursable. Unless you object in writing, Washington Community HS #308 will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid for your child (you), do nothing. Thank you for your attention to this notice.

EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths. A homeless child may attend the District school that the child attended when permanently housed or in which the

child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. The Superintendent shall appoint a Liaison for Homeless Children. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with state law.

A "homeless child" is defined as provided in the McKinney Homeless Assistance Act.

TITLE I: RIGHT-TO-KNOW NOTIFICATION

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, Washington Community High School, District 308 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

WCHS ASBESTOS MANAGEMENT PLAN NOTICE

[View Asbestos Management Notice](#)

WCHS ANNUAL INTEGRATED PEST MANAGEMENT PLAN NOTICE

[View Pest Management Notice](#)

PANTHER PRIDE PROGRAM

Semester Program-Criteria

1st Exam Waiver

No opportunity hours
No **detentions**
No CARE Program
No suspensions
No activity code violations
No unexcused absences

2nd Exam Waiver

3.5 GPA
No opportunity hours
No **detentions**
No CARE Program
No suspensions
No activity code violations
No unexcused absences

***Students cannot waive the same core class both semesters**

***Must have a “C-” or higher Class Average to use Exam Waivers**

***Only students enrolled full time (at least 5 hours) qualify for the program**

*One unexcused absence per semester due to vehicle malfunction will not disqualify a student from the program

*Approved College Days are *not* included in the excused absence count (limit 3 for seniors, 2 for juniors)

*When a student only has a single opportunity hour, consideration will be given on a case by case basis.

***All excused absences due to medical reasons or absences due to court appearances require documentation. If this documentation is provided, consideration will be given on a case by case basis.**

SCHOLASTIC AWARDS AND HONORS

The school recognizes genuine student achievement by giving several traditional awards, including special honors for general scholastic excellence for top performance in a particular field of work, and for outstanding service to the school. These are our highest honors at school, and every one of us feels a personal interest in the fine accomplishments which earn recognition for the honored students.

General Knowledge Awards

The General Knowledge Awards are determined by the student’s grade point average. They are awarded annually to the top student in each class.

DEPARTMENTAL AWARDS and LOCAL SCHOLARSHIPS

Departmental Awards may be given each year on the basis of scholastic averages and all around citizenship. Awards are also given in both foreign languages. Local scholarships are posted on line in February and are subject to change.

American Legion and American Auxiliary Awards

These two organizations present citizenship awards each year to a student who has displayed considerable contributions to the school.

Daughters of the American Revolution

The D.A.R. Award is awarded to a senior on the basis of the qualities such as dependability, service, leadership, and patriotism.

Sons of the American Revolution Good Citizenship Certificate

A bronze medal and certificate presented to a senior chosen on the basis of quality of dependability, self-control, honesty, respect for the rights of others, the ability to work hard, to study intently, and to cooperate with others, along with loyalty and patriotism.

James Ashbrook Memorial Scholarship

Criteria: Accepted at a four year college, junior college, trade or technical school with an emphasis toward Industrial Education and/or Technology and majored or minored in these programs in high school.

Business Student Award

The Business Award is given to the student selected by the department for scholastic achievements and leadership qualities.

Chorus Award

The Arion Award is presented to a senior who shows exemplary leadership and musicianship. The award is voted upon by Concert Choir members.

Dalfonso Family Scholarship

This scholarship is funded through the Joseph S. Dalfonso family who would like to reward average students that have made good choices throughout their high school career.

DaVinci Art Club Award

This award is given to the outstanding Art student of the year who has been voted upon by the Art Club.

Mary Donahoo Memorial Scholarship

This award will be available to any senior student who is planning a career in the area of fashion and design

Kay Ashdown Drake Family and Consumer Science

The student must satisfy the criteria listed on the scholarship application.

Marilyn Drake Memorial Scholarship

This scholarship is awarded to a student selected by a faculty committee. The student must rank in the top 25% of the class and major in business to be eligible. The student must be active in school activities, and complete an application form.

Drama Club Award

The award is presented to a student who shows excellence in dramatics. This award is voted on by the Drama Club.

Thelma Ebert Business Award

This award is given to a potential Business student who is in the top 10% of the class and also displays leadership qualities.

Girls' and Boys' State

Nominations of six to ten students who demonstrate leadership qualities are chosen and then narrowed down to the few who will attend this state convention.

#HugLikeCody Carlin Memorial Scholarship

Cody Carlin was a graduate of Washington Community High School Class of 2009 and passed away in 2015.

As the name of the scholarship implies Cody Carlin was a bear of a young man who enjoyed hugging people and believed in the attitude of "Random Acts of Kindness" and standing up for the little guy.

This scholarship is to honor Cody and the beliefs that guided his life.

Hunkler-Stagen Memorial Scholarship

This scholarship is for a full-time senior looking to pursue a career in Education.

Illinois State Scholars

The selection is based on a combination of test scores on the ACT and/or SAT and class rank at the end of their junior year.

Paul A. Kinsinger, M.D. Memorial Scholarship

Paul A. Kinsinger, M.D. grew up in Washington, Illinois and was a 1976 graduate of Washington Community High School. He was a well-respected physician and entrepreneur in central Illinois. He passed in February 2016 after a courageous one-year battle with brain cancer. In his honor, Paul A. Kinsinger, M.D. Memorial Scholarship Fund will reward a student at Washington Community High School who intends to pursue a healthcare career (physician, nurse, physician assistant or nurse practitioner for example).

Matt Mannos Memorial Nursing Scholarship

The student must satisfy the criteria listed on the scholarship application.

Stephen Mason Memorial Scholarship

A student showing an interest in a Social Studies related field of work and who has been accepted to attend college in the fall. The student is chosen by the Social Studies Department.

Winifred White Scholarship

This scholarship is in memory of Winifred White and will be awarded to a senior student planning on entering the field of teacher education.

Masonic Lodge Scholarship

This scholarship is awarded to a Senior who has been accepted to attend a post-secondary trade, technical or Junior College and major in a trade or technical field.

Mary Elizabeth Morrow Memorial Scholarship

This scholarship is awarded to a student who has been selected by a committee comprised of an Administrator and the Counselors.

Steve Maxheimer Memorial Scholarship Foundation, Inc.

This scholarship seeks to honor the accomplishments of a graduating senior(s) of WCHS and/or attend high school in the Tri-County area (Peoria, Tazewell, or Woodford Counties) who in some fashion are affiliated with the game of golf. Selection will attempt to focus upon individuals who demonstrate a strong work ethic, eternal optimism and a passion to serve others.

There are two pools of students, the first being for any graduating Senior at WCHS, the second is the Tri-County area and includes the golf requirement.

H. Erickson Norlin III Memorial Scholarship

This scholarship is available to a student majoring in the humanities and ranking in the top ten percent of the graduating class.

Perfect Attendance Awards

Awarded to senior students who have achieved a perfect attendance record for their four years at WCHS.

Presidential Academic Fitness Awards

These awards are presented to seniors who have maintained a B+ average over grades 9, 10, 11, and the first semester of 12; scored in the top 80% nationally on the SAT or ACT test; and completed courses in recommended basics.

Floyd O. Reed Memorial Scholarship

This scholarship is for a student planning to attend a Junior College or College/University. Student must have at least a B average.

Roy L. and Ada Romani Memorial Scholarship

The Roy Romani Award is given to an athlete who also shows excellence in Math.

Scholastic Certificates

Scholastic certificates are awarded to Seniors who have completed at least one full year of credit in the department, are enrolled in a department class this year (1st or 2nd Semester) and have received an A or A- semester grade in every class taken within each content area.

Mike Sluder Leadership Challenge Scholarship

Scholarships are awarded to seniors who have participated in the challenge and who have demonstrated leadership and volunteerism.

Sunnyland Business Association Award

This award is given to a District 50 graduate. Student must be an academic achiever with school/community involvement.

Willard Sweitzer American Legion Scholarships

These awards are presented to qualified senior students who rank in the top 10% of the class, involved in three activities, hold one major office, ACT score of 27 or above, and accepted to a college or university.

Paul and Marie Van Stavern Scholarship

Criteria: Majoring in Journalism or a media related curriculum.

Wacohi Classmates Music Scholarship

Seniors who have participated in Band or Chorus for all 4 years of high school and maintained a B-(2.666) average GPA are eligible for this scholarship. One award for Band and one award for Chorus.

Washington Business and Professional Women's Scholarship

A senior who has been accepted at a college or university and interested in securing a Bachelor's degree is eligible for this scholarship.

WCHS Leadership and Community Service Scholarship

This scholarship is awarded to a student who participates in school and community activities. The student must pursue a degree at a trade, junior college, or a 4-year college. Preference is given to WCHS Leadership and Community Service members.

WCHS Black and Orange Card Scholarship

This scholarship is awarded to eligible seniors who have held an orange/black card for both semesters of their senior year.

Washington Lions Club Community Involvement Award

A senior who is active in school/community affairs is eligible.

Washington Lions Club Careers Helping People with Disabilities Scholarship

This scholarship is awarded to a senior accepted at a college or university who is pursuing a career in Special Education.

Washington Education Association Scholarship

The student must be pursuing a degree in education or an education related field. The student must demonstrate evidence of interest in the education field.

Trent Weston Memorial Scholarship

This scholarship honors the memory of Trent Weston who graduated from Washington Community High School in 2012 and was a member of the WCHS Band from 2009 - 2012. Trent joined the U.S. Army upon graduating from WCHS and served his country proudly until he passed away on December 10th , 2015.

STUDENT GOVERNMENT

The central organization of students and student activities at WCHS is the Student Council. The two basic, underlying functions of this body are to make our school a better school and familiarize the students with the functions of the legislature. For these reasons its' organization and its' operation are, or should be, of vital importance to you.

Why do we have a Student Council? All over the United States the Student Council movement is gaining strength; for students, faculty and the Administrators alike are realizing that a conscientious and well organized Student Council is capable of a large contribution to its' high school. The Student Council provides and encourages the expression of student opinion; it

tries to build a good relationship between students and faculty; it endeavors to keep the school spirit on a high level; and it carries out many worthwhile projects and activities.

What are some of these projects and activities? Here, to give you an idea is a very brief list.

The Student Council:

1. Plans and manages the Homecoming activities
2. Sponsors various activities during the school year
3. Sponsors a spring dance
4. Sponsors charity drives
5. Creates a better understanding between student and faculty
6. Takes an active part in District and State Student Council events

What is your part in the Student Council? The success of the Student Council depends, not only upon the competence of its officers and representatives, but also on the active interest of each and every student. Therefore, the Student Council asks that you familiarize yourself with what it has done and what it is trying to do, and with the way in which it is organized. It asks that you be free with your questions, opinions, and suggestions. Finally, it asks that you be a student who has a genuine interest in the welfare of the school, one who is willing to assist and cooperate when there are projects to be carried out.

EXTRACURRICULAR ACTIVITIES

At WCHS you will find an extensive and varied program of student extra-curricular activities, one in which every student can have a place. On the following pages, you will find just what organizations and activities may be beneficial to you. Each has its' own special rules for membership or participation. All share the philosophy that when a student joins the organization, he/she is making a commitment to participate in meetings and organization functions. While you don't want to get so involved that your school work suffers, neither do you want to miss all the fun, friendliness, and valuable training to be derived from a well-balanced co-curricular interest. **Nonpublic students, including parochial and home schooled students are eligible to participate in interscholastic competition, if enrolled in and attending at least two class periods during the regular school day, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity. These students must be enrolled in and submit paperwork as required by the district for 3 additional classes through their home school or parochial coursework to meet the required IHSA minimum of 5 classes. (Board Policy 7:40). Any questions about extracurricular activities should be referred to the Activities Director.**

ADVOCATE

The basic purpose of the ADVOCATE is to write and print the WCHS newspaper. This involves the gathering and editing of facts and data and the formulation of editorial opinion. Membership is open to students enrolled in the Journalism class.

ADVOCATES FOR AWARENESS

Advocates for Awareness is open to all students. The purpose of the club is to help build connections between students who have intellectual/developmental disabilities with their peers.

ART CLUB

The purpose of this organization shall be to promote the Art Department of WCHS and the interest of Art throughout the community of Washington. Membership is open to any student who is currently enrolled in an art class.

BAND

The Marching Panthers perform in parades, competitive field competitions, and home football games. The auxiliary color guard marches with the band and competes in competitions. Members of the auxiliary unit do not have to be Band members. Pep Band performs during home basketball games.

BOOK CLUB

Book Club is an after school club that meets once every 4-6 weeks to read and discuss popular young adult books. Books are voted on by the members of the book club. Book Club also participates in community events.

CHAPS

The CHAPS Club is open to all students. It is an agriculturally based club. Their mission is to increase agriculture awareness and education in the community.

CHEERLEADERS

There are six cheerleading squads: Freshman Football, Freshman Basketball, Sophomore Football, Sophomore Basketball, Varsity Football and Varsity Basketball. Members of the squads are expected to represent the school in a positive manner, maintain good sportsmanship and endeavor to promote school spirit and enthusiasm.

CHESS TEAM

The Washington Chess Team participates in the Central Illinois Chess League which includes many local area high schools. There are meets between the schools both home and away during the week as well as several Saturday tournaments.

CHORUS

Chorus offers the opportunity for all students enrolled in a vocal course to sing together. Any student actively enrolled in a vocal music course is considered a member.

DRAMA CLUB

The purpose of Drama Club is to stimulate interest in the Dramatic Arts. It endeavors to provide a better appreciation of all areas of theater; acting, staging, directing, etc. The club presents two all school productions and takes field trips. Membership is open to any student interested in the theatrical arts.

FELLOWSHIP OF CHRISTIAN STUDENTS

FCS provides a place for Christian students to gather, pray and fellowship. The club is open to all students.

FITNESS CLUB

Fitness Club welcomes all students wishing to learn about fitness and/or participating in fitness activities. Fitness club participates in several community events. The club also organizes and hosts Hope Week and the Fitness Fair to help educate students on health and fitness.

FRENCH CLUB

French club is an opportunity to further explore French language and culture and meet people with similar interests. French Club is open to students who are enrolled or who have been enrolled in French. Schedules include business meetings, as well as social and international activities.

GAME CLUB

Game Club is a tabletop game playing group, including deck building, collaborative, and competitive strategy games and role playing games. Game Club also participates in a few outreach activities on Saturdays at the Washington District Library.

GAY-STRAIGHT ALLIANCE

The purpose of the gay-straight alliance is to educate, empower and support students and allies of the Lesbian, Gay, Bisexual, Transgender and Queer/Questioning (LGBTQ+) population by encouraging acceptance and tolerance within WCHS.

GLOBAL AFFAIRS

Global Affairs Club is a group for students who like to study/discuss events happening around the world and have concern for pressing global issues. During election years, Global Affairs will follow the US Presidential election. Other activities include voter registration drives, Honor flight support, etc.

IHSA BASS FISHING TOURNAMENT

This activity is open to all students interested in Bass Fishing. Selected members will participate in the IHSA Bass Fishing Tournament.

IHSA JOURNALISM TOURNAMENT

This activity is open to all students interested in Journalism. Selected members will participate in the IHSA Journalism Tournament.

INTERNATIONAL CLUB

The purpose of the club is to promote the interest of international cultures and languages and form life-long friendships with the international students studying at Washington Community High School. Membership is open to all interested students. Activities include gatherings to prepare or eat international food, games to learn about countries around the world, and occasional social outings.

INTRAMURALS

Intramurals is an opportunity for students to participate in team sports. It is open to all students. In the past, sports have been offered in every season; fall, winter and spring. The sport and season that is offered is dependent upon demand and level of commitment and participation. Sports offered in the past have included basketball, volleyball, soccer, disc golf, wiffleball, and kickball. Students participating in a school sport are not allowed to participate in the activity during their IHSA season.

MATHLETES

The Mathletes team competes in a variety of competitions at the annual ICTM (Illinois Council of Teachers of Mathematics) Regional competition held each February. Competitions include individual and team competitions for freshmen through seniors. State contenders compete at the ICTM State math competition at the University of Illinois each spring. Students with a strong interest in math are welcome to compete as a Mathlete.

OPERATION SNOWBALL

Operation Snowball is a special program where teens and adults together can experience "sharing and caring." It promotes personal and social development, leadership skills, and healthy decision making regarding a broad range of life concerns. The WCHS Snowball chapter offers an annual weekend program and various follow up activities.

PANTHERETTES

Twelve to eighteen students are chosen for the squad at try-outs in the spring. To tryout, one must be an incoming freshman, current freshman, sophomore, or Junior. The squad performs dance routines during Community Night, at home basketball games and various competitions in Illinois. Members of the squads are expected to represent the school in a positive manner, and maintain sportsmanship.

PEP CLUB

The purpose of this club is to promote spirit within the high school for the athletic programs of WCHS. Membership is open to all students interested in promoting sports at WCHS. Attendance at athletic functions is a requirement for membership.

ROBOTICS CLUB

Robotics is considered a varsity sport for the mind that connects students to the business and engineering fields. Interested students can sign up at Freshman Kickoff and attend a parent informational meeting in early October. Pre-season training meets for five weeks in the fall. Our high school team "Mechanical Monarchy" competes in the FIRST Robotics Competition in late

March and early April. During build season (Jan-March), students participate on multiple subteams like Design, Electrical, Fabrication, Marketing, and Programming.

SCHOLASTIC BOWL

Individuals who wish to participate in general knowledge quizzes and competitions with other schools may try out in the fall. Competitions run from November through March.

SCIENCE CLUB

Science Club is for students interested in Science to have the opportunity to hold meetings and organize activities and Science projects in order to promote further interest and knowledge in the field of Science.

SPANISH CLUB

This club is open to all students presently enrolled in Spanish. Activities include social, educational, and service activities.

SPEECH TEAM

Membership is open to interested students and is part of the speech forensics program. Time will be spent performing and observing the performance of other members. Improvement in individual events, debating, and choral speaking is stressed.

STUDENT COUNCIL

Members are elected by their class or club in the fall or spring. This organization sells Christmas candy grams and carnations, hosts Spring Vice Versa dance and is responsible for all Homecoming activities. The primary responsibility of the Council is to work for the good of the student.

WASHINGTON LEADERSHIP AND COMMUNITY SERVICE (WLCS)

WLCS is a service organization open to all students. The purpose of the club is to develop a student's responsibility, leadership ability, and good citizenship practices through school and community projects.

YEARBOOK

Any interested student may join the Yearbook staff. The staff is responsible for compiling all materials for the annual Yearbook. Work is done after school. For those students who cannot attend after school meetings, there is an elective class available for all grades.

NATIONAL HONOR SOCIETY

The National Honor Society has been organized to promote appropriate recognition for students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service. The Honor Society member has already proven that he/she is able to achieve with academic endeavors, leadership, honorable and admirable character, as well as service that demonstrates the member is willing to use talents and skills for the improvement of society. Members are obliged to serve one another and the community with behavior that is honorable, responsible, and generous to others.

PROCEDURES

1. The selection procedures will be determined by the faculty council.
2. Student's academic record will be reviewed to determine scholastic eligibility. Eligibility for NHS will be determined by the student's GPA of 3.83 or above after their 5th semester.
3. Students who are eligible scholastically will be notified, and told that for further consideration for selection to the NHS Chapter they must complete the Student Activity Information Form (evidence of involvement in co-curricular activities, leadership positions, community activities, work experience, recognitions and awards) and pay a one time \$5.00 fee.
4. Candidates submit Student Activity Information Forms (SAIF) plus fee by the published deadline to NHS advisors.
5. Verifiable information (attendance, op hours, **detention**, OSS, etc.) from school records will be provided to the Faculty Council.

6. Faculty Council reviews Student Activity Information Forms (SAIF) and verifiable information for each candidate.

7. Candidates receiving a majority vote of the Faculty Council shall be inducted into the chapter.

8. Members who fall below a GPA of 3.83 in the 8th semester will be automatically dropped from NHS membership.

RULES FOR HOMECOMING PARADE PARTICIPATION BY WCHS STUDENTS

1. Students may walk in the parade as a team or organization, with direct supervision by their coach or sponsor.

2. Riding on a float before, during, or after the parade is prohibited.

3. Students may ride in the parade under the following conditions:

A. Members of HC Court or varsity cheerleading squad may ride in a car, convertible.

B. Members of a team or organization may ride on an emergency vehicle (fire truck) with written permission from a parent, with direct supervision by a coach or sponsor.

C. Members of a team or organization may ride on a flatbed style truck that has enclosed sides or rails at least waist high, with written permission, and direct supervision by a coach or sponsor.

No students may ride in the bed of an open pickup or any other vehicle not described above. Failure of any WCHS student to comply with the above stated rules will result in disciplinary action from verbal reprimand up to and including recommendation for expulsion from WCHS.

ATHLETICS

All students are encouraged to participate in some form of athletics at WCHS. A complete and varied program is offered to all who desire to participate.

The following sports programs are available for males:

Football	Track and Field	Lacrosse
Cross Country	Tennis	
Wrestling	Golf	
Basketball	Soccer	
Competitive Cheerleading	Swimming	
Baseball	Bass Fishing	

The following sports programs are available for females:

Tennis	Cross Country	Lacrosse
Volleyball	Golf	
Basketball	Soccer	
Competitive Cheerleading	Swimming	
Softball	Bass Fishing	
Track and Field		

EXTRACURRICULAR PROGRAMS

The Board of Education recognizes that participation in all extracurricular and co-curricular activities (i.e. athletic teams, cheerleading, Pantherettes, clubs, service organizations, class

related programs, music, and performance groups, etc.) is a privilege and not a right. Therefore, District #308 Board of Education requires that the conduct of student participants be exemplary. The Board of Education also believes that every athlete and student leader (i.e. officer, member of any executive board, or member of a performance group) is a representative of the school and must conduct themselves appropriately both while in school and out of school.

It is expected that participants' conduct, in and out of school, shall not reflect negatively on the school nor create a disruptive influence on the discipline or the school's educational environment.

The Board of Education directs the Administration to implement such programs and procedures that ensure that all participants in the extracurricular programs abide by the Code of Conduct as established by the Board of Education. This Code of Conduct will be conveyed to all school personnel, students, parents and the community and it will be consistently enforced by school personnel.

The Board of Education believes that Washington Community High School must promote, enhance, and maintain an educational system of the highest standards in academics, extracurricular programs, and its efforts to be drug free. These standards must be exemplified by those students who participate in extracurricular programs.

It shall be the policy of this Board to annually review and approve the specific rules and regulations of the extracurricular programs of Washington Community High School.

CODE OF CONDUCT FOR ALL PARTICIPANTS

All students who participate in extracurricular programs are expected to follow the Code of Conduct:

1. Adhere to the school rules and regulations as established by the Board of Education
2. Respect the rights of others
3. Refrain from libel, slanderous remarks, and obscenity in verbal, nonverbal, and written expression
4. Refrain from gross disobedience or misconduct as defined in the Student Handbook
5. Obey city, state, and federal laws
6. Demonstrate the qualities of scholarship, leadership, service, and character

The Board of Education believes that student leaders (athletes, officers, executive board members, and all members of performance groups) need to lead by example. Therefore, students who participate in leadership roles are expected to also be committed to personal growth which includes:

1. Commitment that their academic work remains a number one priority
2. Maintain academic standards as determined by the IHSA, i.e. passing five classes the previous semester and maintaining passing grades in at least five classes during the current semester, totaling 25 credit hours
3. Commitment to a drug free community and school by remaining themselves drug and alcohol free (including the use of tobacco products)
4. Commitment to not display any flagrant disregard for school rules; local, state, or federal laws; or legal authorities
5. Commitment to follow all additional rules set forth by the various activity programs and leadership positions

PASSED BY THE BOARD OF EDUCATION: June 14, 2010

EXTRACURRICULAR CONDUCT POLICY

STUDENT ORGANIZATION LEADERS, PERFORMANCE GROUPS, AND COMPETITION GROUPS

The Board of Education believes all student leaders are representatives of the school. Leaders of student organizations and members of performance and competition groups include the following:

1. All Student Council Members
2. All Executive Board Members (Class Officers from all four classes and members)
3. Performing groups: cheerleaders, Pantherettes, Marching Band, Musical and Fall Play
4. Competition groups: athletic teams, Scholastic Bowl, Speech Team, Mathletes, Bass Fishing Team and Journalism
5. Any future performing or competitive groups

As representatives of the school, these student leaders must conduct themselves appropriately both while in school and out of school. To participate in these privileges, the Board of Education sets the following standards for said leaders in addition to the general Code of Conduct:

Holding a class or club office, being elected to serve as a student government representative (Student Council), parking pass or being a member of an athletic team, cheerleader or Pantherette, teacher assistant, or office worker is a privilege and not a right. Students in such positions are expected to lead by example. Therefore, they will:

1. Follow the Code of Conduct set forth by the Board of Education for all activities (Policy 7:240).
2. Follow the additional Conduct expectations as set forth by the Board of Education for student leaders
3. Following the additional rules, regulations and/or bylaws of the IHSA or the specific organization's Constitution

Participation in these leadership roles or in the athletic programs is considered a privilege and not a right. Therefore, in addition to the above rules, participants must follow all other conduct rules as set forth below. It is to be understood that these rules and regulations are to supplement any existing Board of Education policies. These rules and regulations shall apply all year-round for the duration of the participant's high school career.

1. Smoking, Possession of or Use of Tobacco Products in ANY FORM
2. Drinking, Possession of, Being under the Influence of Alcoholic Beverages
3. Use of, Possession of, Distribution of, or Under the Influence of Drugs, Look-Alike Drugs, or Other Controlled Substances or Possession of Drug Paraphernalia
4. Positive drug test result from the random drug testing
5. Misconduct not specifically set forth in the code can constitute a 1st Offense or a subsequent offense or serve as the basis for complete removal from the activity.

The following apply to 1, 2, 3, 4, and 5 above cumulatively:

- 1st Offense: suspension from participation in 1/3 of the scheduled contests, events, or meetings but may practice with the team. (See 8b.) Holding a class or club office, being elected to serve as a student government representative (Student Council) or parking pass •Privileges will be revoked for the remainder of the quarter in which they tested positive AND the following quarter

- 2nd Offense: Dropped from all offices/activities/parking pass for one calendar year from the date of the last violation
- 3rd Offense: Dropped from all offices/activities/parking pass for scholastic career

6. Drug Testing Program

Extracurricular Drug and Alcohol Prevention Program

The Washington Community High School Drug and Alcohol Prevention Program is maintained in order to foster the health, safety, and welfare of all its students. In addition, Washington Community High School may offer educational programs to students and families which may include student and parent assemblies, and clubs such as Snowball whose mission is to address substance abuse and promote healthy lifestyles. Washington Community High School counselors also serve as a resource to students and families through the suggestion of agencies that address substance abuse Testing Procedures.

1. Monthly, throughout the school year, the Building Principal or designee will randomly test ten to twelve extracurricular participants including parking permit holders for drug and alcohol testing. The random selection will be conducted by the testing agent.

2. All students will be offered a component of the program referred to as "Safe Harbor." A student is eligible for Safe Harbor when he/she refers himself/herself for voluntary evaluation and treatment for alcohol or drug problems. Students are eligible for the Safe Harbor component once throughout their high school career. A student is not eligible for Safe Harbor after he/she has been informed of an impending drug/alcohol test or after having received a positive finding on a Washington drug/alcohol test or are in the school discipline process for drug/alcohol violations. A student may remain in Safe Harbor for 6 weeks. The student must be administered a drug/alcohol test at the end of the Safe Harbor component at the parent/guardian expense. The student will be placed back in the random pool for drug and alcohol testing upon completion of Safe Harbor. Student's request for entry into Safe Harbor and placement into Safe Harbor will be kept confidential.

3. A parent/guardian and their student who is involved in extracurricular activities including parking permit holders must sign a consent form that allows drug and alcohol testing.

4. No student will be given advance notice or early warning of the testing.

5. If a student refuses to take a test when randomly selected, the student shall be considered to have received a "positive" result and the consequences of such will be invoked.

6. Drug and alcohol testing will be performed by urinalysis. Upon being selected for a urinalysis test, the student shall provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

7. A representative of the laboratory will accompany the student until he or she produces an adequate urine specimen. The representative will wait outside the restroom stall. If unable to produce a specimen, the student will be given fluid. If unable to produce a specimen within 2 hours, the student will be taken to the Building Principal's office or designee and told he/she is ineligible for participation in any extracurricular activity. In addition, the parent(s)/guardian(s) will be contacted and informed the student is unable to produce a sample for the testing procedure and he/she must be tested at a later date in order to be eligible.

8. A student will be ineligible for all extracurricular activities for 1 calendar year if he or she tampers or cheats during the collection. This will be reported to the parent(s)/guardian(s).

9. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site.

10. Each specimen is given to the laboratory for testing for alcohol, marijuana, amphetamines, cocaine, opiates, phencyclidine and synthetic drugs.

Test Results/Consequences

1. The Building Principal or designee will be notified of a student testing “positive” the Building Principal or designee will notify the student and his or her parent(s)/guardian(s). In addition, a medical review officer will contact the parent(s)/guardian(s) to discuss the findings and inquire about possible prescription(s) that may have led to a student testing positive.

2. The student or his or her parent(s)/guardian(s) may submit any documented prescription or explanation of a “positive” test result. In addition, the student or parent/guardian may request that the same urine specimen be tested again by our testing agent at the parent/guardian’s expense. Students will be suspended from all activities pending the re-test of the specimen.

3. If the test is verified “positive,” the Building Principal or designee will meet with the student and his or her parent(s)/guardian(s). The student and parent(s)/guardian(s) will be given the names of counseling and assistance agencies.

a. If a student refuses to take a test when randomly selected, the student shall be considered to have received a “positive” result and the consequences of such will be invoked.

b. If a first “positive” result is obtained during the student’s attendance at Washington Community High School, the student will have parking privileges revoked for the remainder of the quarter they tested positive and the following quarter and they will be suspended from the activity, game, competition, event or club activity for one-third (1/3) of the season.

c. If a second “positive” result is obtained within one calendar year of the first, the student will have parking privileges revoked for the remainder of the school year and the student will be suspended from all activities, games, competitions, events or club activities for one calendar year from the date of the second infraction.

d. If a third positive result is obtained within one calendar year from the date of the second infraction, the participant shall not be allowed to participate in extracurricular activities including club membership for the remainder of his or her high school career and will have parking privileges revoked for one calendar year.

e. Students who test positive must be administered a drug/alcohol test at the parent/guardian expense prior to reinstatement of extracurricular activities. If a positive result occurs in season with less than one-third (1/3) of the regular season events, competitions, events or club activities remaining, the student will be suspended from all remaining regular and postseason events. This suspension will then be carried over to the next activity in which he/she participates until the penalty has been satisfied. If the student is involved in more than one activity at the time of a positive result, the applicable suspension will apply to each activity.

Financial Responsibility

1. Under this policy, the School District will pay for all initial random drug tests.

2. A request for another test of a “positive” urine specimen is the financial responsibility of the student’s parent(s)/guardian(s).

3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student’s parent(s)/guardian(s).

Confidentiality Information on a verified “positive” test result will be shared on a need-to know basis with the student’s coach or sponsor. Under this drug testing program, no staff, coach, or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than in response to a legal subpoena. Positive results will not be disclosed to law enforcement authorities. The results of “negative” tests will be kept confidential. Result sheets will be locked and secured in a location to which only the Building Principal or designee has access.

Other Rules

Apart from this drug-testing program, the Illinois High School Association as well as each activity’s coaching staff or sponsor may have their own rules and requirements. Coaches and

sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements

4. Felony Convictions

Student participants who plead or who are proven guilty of committing a felony will be dropped from all activities and athletic participation for one calendar year from the date of conviction.

5. Serving Suspension for Athletes

a. If a suspension is given when a student-athlete is out of season, the next sport season during which the athlete serves the suspension must be finished in good standing in order to have the suspension considered served. If the student-athlete does not finish the season in good standing, then the entire suspension will be served the next sports season the student-athlete is involved.

b. In assessing the penalty of 1/3 of the scheduled contests, if the remaining contests do not permit the full penalty to be imposed in that season, the penalty will be carried over and applied to the participant's next activity. For example, the penalty is 6 contests/performances, but only 3 contests/performances remain, the remaining fraction of the penalty will be assessed in the next activity.

c. Holding a class or club office, being elected to serve as a student government representative (Student Council) or parking pass

•Privileges will be revoked for the remainder of the quarter in which they tested positive AND the following quarter

6. Dress

Proper dress and grooming for participation and travel during the season for athletics and activities shall be determined by the coach/sponsor of each activity, and he/she shall, after consultation with Athletic or Activity Director, convey his/her regulation to the team members. The expectations for dress in the student handbook will be a general guideline.

7. Language

Profanity and/or abusive language, obscene gestures, and/or other forms of inappropriate behavior by participants involved in any activity will not be tolerated. Coaches/Sponsors shall discipline violators.

8. Theft of School, Team, or Other Individual's Possessions

Proven theft by a participant of possessions of this school, other schools, and/or possessions of other individuals shall be grounds for dismissal from participation in all athletics/activities at WCHS. The Athletic/Activity Director shall discipline violators with input from the coach/sponsor.

9. Hours

Curfew times shall be established by the coach/sponsor in each activity and shall be conveyed, after consulting with the Athletic or Activity Director, to all participants.

Coaches/Sponsors shall discipline violators.

10. Honesty and Integrity

Honesty and Integrity among teammates and/or fellow students is a requirement. Cheating, lying, and deceitful practices shall not be tolerated. Coaches/Sponsors shall discipline violators.

11. Definitions

a. "Suspension from Participation"

Student participants shall not be dressed in their school uniforms, or any parts thereof, at any interscholastic contest or event within the IHSA season start and season end dates. (Does not include any summer participation or activities) Practice is allowed.

b. "Dropped from All Activities"

Students “dropped” cease to be participants and shall not practice or in any way take part in activities for the year in which they are under “dropped” status. Participants on “dropped” status may return to participation the following year provided there has been no violation of these rules and regulations during the past year.

12. Evidence

a. If a member of the administration receives information or reports from any credible source that a student has violated any of the rules and regulations of the extracurricular code of conduct, he/she shall promptly investigate the charge. Examples of the sources of information could include a report from a faculty member, police reports, court dispositions, or any other information regarding misconduct.

b. If there is sufficient evidence to believe a violation may have occurred, the administration shall:

1. Interview the student notifying them of the charge and request response.
2. If the student denies the charge, give an explanation to the student of the evidence and facts leading to the charge; and
3. Give the student an opportunity to respond or present an explanation of the event.

13. Due Process

A student will be advised of the charges against him/her and be given the opportunity to respond to the charges. The student and his/her parents will be advised by the administration of any disciplinary action taken as a result of the charges. The student or parents may appeal the disciplinary action by responding in writing to the Superintendent within three school days of receiving the notice of the disciplinary action. The Superintendent will call a hearing of the appeal in a timely fashion following the request of an appeal. A written ruling of the appeal will be completed by the Superintendent following the appeal hearing. The student participant will NOT participate/compete in contests during the appeal process.

14. Effective Date: The rules and regulations shall be effective as of July 1, 2012.

OFFICE HELP AND TEACHING ASSISTANTS

It is a privilege to be Office Help or a Teaching Assistant. Students may be removed from these assignments due to failing grades, athletic code violations, failed school drug test, or for disciplinary reasons.

Procedure for Dealing with Parental Conferences with Athletic Coaches/Sponsors

Coaches/Sponsors, who have been asked to meet with parents, shall inform the Activities or Athletic Director of such requests. Likewise, the Activities or Athletic Director shall inform the coach involved if they receive such a request.

It is recommended, but not mandatory, that a coach’s conference with parents regarding complaints be conducted with the Activities or Athletic Director present. The Activities or Athletic Director will serve as the facilitator and the moderator, and shall arrange such a conference.

If the parents remain unsatisfied at the conclusion of this conference, the parents may seek further intervention in a meeting with the Superintendent arranged by the Activities or Athletic Director. This meeting shall also include the coach and the Activities or Athletic Director with the Superintendent acting as the moderator.

The Activities and Athletic Department of WCHS encourages and supports contact and communication between coaches/sponsors, players, parents, and Administrators.

For calculation of Washington Community High School extra-curricular code policy violations, the following guidelines will be used to calculate the suspension of 1/3 scheduled contests for the 1st offense.

Football	9 games
Golf	18 dates
Soccer	16 matches and 1 Tournament (Tournament = 3 matches)
Tennis	20 dates
Cross Country	18 dates
Volleyball	18 matches and 2 Tournaments (Tournament = 3 matches each)
Basketball	18 games and 2 Tournaments (Tournament = 3 games each)
Wrestling	14 matches and 4 Tournaments (Tournament = 3 matches)
Track	18 dates
Swimming	17 meets
Baseball/Softball	35 games
Musical/Fall Play	3 performances each
Pantherettes	15 performances
Cheerleaders (Fall)	9 games
Cheerleaders (Winter)	18 games and 2 Tournaments (Tournament = 3 games each)
Competitive Cheerleading	6 competitions
Scholastic Bowl	18 dates
Speech Team	18 dates
Mathletes	8 dates
Marching Band	9 performances
Bass Fishing	2 dates
Journalism	2 dates
Lacrosse	6 games

Holding a class or club office, being elected to serve as a student government representative (Student Council) or parking pass

•Privileges will be revoked for the remainder of the quarter in which they tested positive AND the following quarter

Note: All calculations will be based on the number of contests actually scheduled the year of the infraction. The information provided above is for basic estimated information only.

[Link to IHSA 2018-19 By-Laws and Policies](#) or see image below.



Illinois High School Association

(For 2015-16 School Term)

This summary is for the purpose of assisting in the understanding of IHSAA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSAA, the constitution and by-laws shall control.

Key Provisions Regarding IHSAA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSAA will have rules you must follow in order to be eligible for interscholastic participation. The IHSAA's rules have been adopted by the high schools which are members of IHSAA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of the school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative who has a complete copy of all IHSAA eligibility rules, including the Association's due process procedure. Only the IHSAA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSAA Office.

Information contained here highlights some of the most important features of the IHSAA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic

competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsaa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSAA by-laws. Remember, if you have any questions regarding IHSAA rules, please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have interscholastic eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive days during any one semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "a lapse in school connection" or not.

2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5), 5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

Athletic Eligibility Rules—Page 3

ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSAA Executive Director.
- G. In all other transfer situations, a ruling by the IHSAA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSAA state champions with championship ringmaster's emblems.

- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (trophy, cash, check or legal tender) that does not exceed \$75 fair market value, with no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, contact with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that this

Athletic Eligibility Rules—Page 2

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, guardian who has been assigned custody by the court, or court appointed legal parent. You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition at a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one of both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with

the transfer in writing on a form provided by the IHSAA Office. *You cannot be eligible when you transfer until IHSAA has fully reviewed and on file in the school office.*

- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to trophies, drills, physical practice sessions, team meetings, playing in a contest, etc., at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the IHSAA sport season has begun, you will be ineligible for cross country that entire school term at the new school.
 - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a non-public religious district.
 - 2. Your transfer is between high schools within a public school district and the transfer is approved by your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer.
 - 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school to which you transfer.
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSAA Office.
- E. If you transfer attendance from one school to another while you are

Athletic Eligibility Rules—Page 4

may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

- A. Each sport conducted by IHSAA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport seasons by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport of your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois

affiliate for the sport, your principal/official representative must request approval in writing from the IHSAA Office prior to any such participation.

- D. You may try out for a non-school team in a sport in which you are already in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You may be a member of your school's team when the team's(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in these (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, but you may do so during the school season for the sport.

12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

SCHOOL SONGS

All students can get involved in athletics by supporting the fighting Panthers. Learn the School Song and the new Panther Cheers and come out to the games.

LOYALTY

Orange and Black, we're loyal to you.
Orange and Black, to you we'll be true
In every test we'll do our best.
Until we've won we'll never rest.
So proudly wave the Orange and Black,
And may we be the first to attack.
So fight, FIGHT, fight, FIGHT,
Fight for Washington, the school
that we love.

VARSITY

Let's give a cheer for the varsity!
Cheer them along their way,
Onward to victory may they win again today!
Let's give a cheer for the varsity
Long may they reign supreme!
Shout till the echoes ring
for the glory of our team!

4. ACTION ITEMS

4.1 Approve Changes to the 2021-2022 WCHS Student Handbook

Recommendation:

That the Board of Education approve the changes to the 2021-2022 WCHS Student Handbook as presented.

Suggested Motion:

Motion to approve the changes to the 2021-2022 WCHS Student Handbook as recommended.