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General Information

This handbook is a summary of our rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website <http://www.winnebagoschools.org/district/schoolboard/policy> or at the Board office, located at:

304 East McNair Road
Winnebago, Illinois 61088

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

Christopher Schoeneweiss, President
Elizabeth Johnson-Lovett, Vice-President
Todd France, Secretary
Duane Lovett, Treasurer
Dennis Daly, Board Member
Nichole Smith, Board Member
Mike Rossol, Board Member

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

Scott Bloomquist, Superintendent
Ronald Gruber, Winnebago High School, Principal
Daniel Lemke, Winnebago High School, Assistant Principal
Will Hartje, Activities Director
Cathy Finley, Winnebago Middle School, Principal
Patrick Brûlé, Winnebago Middle School, Assistant Principal
Sean Monahan, Jean McNair Elementary Principal
Ben Hickerson, Dorothy Simon Elementary Principal
Allison Pierson, based in Jean McNair Elementary, Director of Student Services

The schools are located and may be contacted at:

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

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

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

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

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

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

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as guests and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Cross Reference:

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

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy or any other legally protected category.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

Cross References:

School Board Policy 7:10, *Equal Educational Opportunities*

School Board Policy 2:260, *Uniform Grievance Procedure*

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

School Volunteers

All school volunteers must complete the “Volunteer / Chaperone Application Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross Reference:

School Board Policy 6:250, *Community Resource Persons and Volunteers*

Invitations & Gifts

For grades PreK-5, party invitations or gifts for classmates should not be brought to school to be distributed. These items are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Birthday Treats

For grades PreK-5, students may bring treats to school to celebrate their birthday. Please note, treats should be commercially prepared and not “homemade”, with list of ingredients displayed so the teacher, school nurse, or administrator can approve and monitor if there is a risk of an allergic reaction. Parents should not feel obligated to bring a treat; it is completely optional. In order to create the least amount of confusion, please send something that is easy to eat. Gum is not an appropriate treat. If you choose to send a treat, please contact the teacher beforehand in order to determine an appropriate time for the treat to be distributed and to avoid multiple treats on the same day.

Emergency School Closings

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

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross Reference:
School Board Policy 4:110, *Transportation*

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

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

Medicaid Data Release – Special Education Students Only

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

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

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

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

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

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

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

EARLY DISMISSAL KIDS CLUB FEES

On days of Early Dismissal, Kids Club services will be available from 12:40 p.m. to 5:30 p.m. The fee for this service is \$16.00/day/child with a schedule. Kids Club, on occasion, takes field trips on days of Early Dismissal. **There will be additional costs for field trips.** Parents will be notified in advance. There are no on-site Kids Club services on early dismissal days as all staff attends field trips.

MORNING KIDS CLUB HOURS AND FEES

The morning program hours are 6:15 a.m. until 8:10am. The fee for this service is \$6.00/child/day with a schedule. \$12.00/child/day for a child that is not scheduled (drop-in).

Kids Club does not serve breakfast. Breakfast may be brought from home or from the Simon cafeteria for \$1.75. The district breakfast program consists of a juice, milk, and cereal. This is prepackaged except for the milk; all items mentioned are included in the \$1.75 cost.

- Parents need to sign in their child, in the Main Office with a Kids Club worker, if dropping off from 6:15 a.m.-7:35 a.m.
- Second grade students may put their backpacks and jackets in their school lockers but all other grades can use their assigned Kids Club lockers for their belongings until school begins.

****If school is cancelled due to bad weather, there will be NO Winnebago Kids Club. ****

AFTERNOON KIDS CLUB HOURS AND FEES

The fee for afternoon Kids Club is \$9.00/day/child with a schedule. For an unscheduled child (drop-in), the fee is \$18.00/day/child. Kids Club is scheduled from 2:40 p.m. until 5:30 p.m.

Closed Campus Policy

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

Attendance

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

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

Unexcused Absence

An unexcused absence is for reasons not meeting the requirements of the excused or explained provisions. **For unexcused absences no credit shall be granted for any schoolwork and no make-up tests will be given.**

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

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

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

In the event of any absence such as sickness or a doctor's appointment, the student's parent or guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential. Parents are required to provide current contact information to support parent/school communication regarding student safety and welfare.

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

Cross Reference:

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

Explained Absence

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

The office must approve explained absences at least one day in advance of the absence with written notice from the parent/guardian if the student is to be gone for more than three class periods. Planned absences during the last week of the grading period are discouraged. Please note that students may be given only two days of work prior to the absence when approved. Other assignments that would be missed will be provided upon the student’s return. A prior clearance form must be picked up from the office in advance of the absence. Failure to complete the appropriate procedure will result in denial of the request and/or the absence recorded as unexcused meaning no credit given for the make-up work. Students may use up to two of the five allotted Explained Absence school days to attend college visits, and will need to provide verification upon return from the college(s) they visited in order to have their absence approved.

Any work given to the student prior to their absence is to be completed and turned in upon their return unless otherwise noted by the teacher. Teachers are not required to spend extra time outside of the regular day for make-up due to an explained absence. This should be considered when deciding whether or not to take an explained absence.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student’s parent/guardian must give written notice to the building principal at least 5 calendar days before the student’s anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

<p>Cross Reference: School Board Policy 7:80, <i>Release Time for Religious Instruction/Observance</i></p>
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Make-Up Work

If a student’s absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who have been suspended will be allowed the number of school days they missed due to suspension to make up any missing assignments, quizzes, and/or tests. The student is responsible for obtaining assignments from his/her teachers. **Students who are unexcused from school will not be allowed to make up missed work/tests/quizzes. Students who miss school due to an unexcused absence may also lose a percentage of a project’s/assignment’s final score--as they were unable to participate, receive group and/or teacher feedback, and were unable to be a productive member of the class/group that day.**

<p>Cross Reference: School Board Policy 7:70, <i>Attendance and Truancy</i></p>

Truancy

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00. Chronic or habitual “truant” shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. Any student who is absent without just cause for 10 or more consecutive school days will be dropped from enrollment.

Tardies

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

<p>Cross Reference: School Board Policy 7:70, <i>Attendance and Truancy</i></p>

Grading & Promotion

School report cards are issued to students on at least a quarterly basis. For questions regarding grades, **please contact the classroom teacher.**

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance. Graduation/Promotion ceremonies and other related activities are considered as privileges; student participation in these activities may be withheld by administrative decision due to circumstances such as--but not limited to: outstanding discipline concerns, outstanding fees/fines, and timely completion of graduation/promotion requirements.

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

Academic Advancement – Winnebago Middle School

All subjects offered during the three years of middle school are important. However, successful completion of course work in five areas of our curriculum is essential to students' probability of doing well in high school and beyond. Students must receive a passing grade in each of the following subject areas: Language Arts (LA), Literature Composition (LC), Mathematics, Science and Social Studies. Students will be promoted to the next grade level based on their academic performance in these five essential areas of core curriculum. Passing grades must be an average of 60% or higher for four quarters to pass full year classes or an average of 60% or higher for two quarters for semester classes.

Letters will be sent home to parents of students in danger of failing after the second grading period. Letter will be sent home again to parents of students in danger of failing after the third grading period. A parent-teacher conference will be recommended during the fourth grading period to include the student's teachers, administration and student advisor. At that time, a plan will be discussed to consider retention, summer school classes and/or repeating grade level classes.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Home and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. A notification from a treating physician is required.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the school office.

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

High School Graduation Requirements

See Winnebago High School Course Description Handbook for detailed information.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. When the student, parent, or guardian pays for a fee, fine and/or charge, and the payment process shows insufficient funds from the bank, the

student, parent, or guardian is expected to reimburse the school and/or district for the bank penalty, including the initial fee, fine and/or charge. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. *Note that in order to participate in extracurricular activities, students must first have all fees/fines paid in full.

Instructions for Application of Waiver of Fees

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

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

This application for a school fee waiver is completely independent from the District process for determining eligibility for free meals. The information from the free lunch (meals) application must be provided for your application of waiver of fees to be considered. Submit the completed application and income verification documents to the district office.

Winnebago CUSD 323 may grant a waiver of fees when one or more of the following factors resulted in the loss or reduction of family income: (a) illness in the family; (b) unusual expenses caused by fire, flood, storm, etc.; (c) seasonal employment; (d) emergency situation; or (e) one or more parent/guardian is involved in a work stoppage.

Only one application is needed per household provided all current students are listed on the application. A new Application Form of Waiver of Fees must be submitted at the beginning of each school year.

REAPPLICATION: You may apply for a fee waiver at any time during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed or receive state public aid, SNAP or TANF for your children, fill out an application at that time.

You will be notified by mail when the application is approved or denied.

Cross References:

School Board Policy 4:110, *Transportation*

School Board Policy 4:140, *Waiver of Student Fees*

School Board Policy 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*

School Board Policy 4:140-E1, *Application for Fee Waivers*

School Board Policy 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

School Breakfast & Lunch Program

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

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

Charging meals is strongly discouraged. However, if a student does not have funds available in their account to purchase a lunch, they will be allowed to charge up to three times. After three charges, they will be offered an alternate meal. Parents will be notified by letter, phone or e-mail when account balances reach \$7.00 and below.

Cross Reference:

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

Bus Conduct Policy and Discipline Procedures

Section 1: Transportation Conduct Policy

It is the intention of Winnebago Community Unit School District #323 to operate a safe and efficient transportation system for all eligible riders. This intention can best be achieved through a uniform behavior and discipline policy. Therefore, the following rules and discipline procedures will be strictly enforced.

All student behaviors that cause or may cause a safety concern for passengers, the driver, pedestrians, or other drivers may result in suspension from the school bus.

All students should assume they are being videotaped while riding a District #323 bus. Our busses are equipped with cameras and are randomly selected for viewing. We also monitor the busses where behavior problems are a concern. These tapes may be used for disciplinary purposes or referral to law enforcement for possible criminal charges. Riding a school bus is a privilege, not a right. Therefore, this privilege can be revoked for recurring unsafe and/or disruptive behavior.

Due to the fact that most of our busses are transporting students from different grade levels, and these students are within a wide range of developmental stages, we keep in mind that behavioral expectations may vary according to the child. Therefore, we reserve the right to take the specific needs of the child into consideration when applying discipline.

General Rules

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

Bus Stop Procedures

1. Arrive at least five minutes early.
2. Stay off the road.
3. Wait for the bus to come to a complete stop.
4. Line up and board in an orderly fashion.
5. Respect private property (lawn, mailbox, etc.)
6. Cross the street in front of the bus, not behind.

Seating Procedures

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

Section 2: Transportation Discipline Policy

The Transportation Office will handle all student rider discipline issues. However, any behavior that is a violation of both Transportation policy and school discipline code will be turned in to the appropriate school office and the student will be subject to multiple disciplinary actions. The Transportation Office will forward copies of Disciplinary Forms to the appropriate school official/designee. The Transportation Office reserves the right to suspend transportation to a student if any of the Bus Stop, Seating Procedures and/or General Rules in Section 1 are violated resulting in a disruption and/or safety concern. School administrators may suspend a student from transportation for up to 10 days, while the Board may impose a longer period of suspension.

Incidents of unacceptable student behavior and possible consequences are divided into Level I, II, and III offenses depending on the severity of the incident. Due to extreme safety concerns, level II and III offenses begin with an automatic suspension.

All behavior problems will be recorded by the driver on a Daily Record of Student Behavior/Discipline Log. Due to the fact that we cannot predict all possible violations, any violation not spoken to will be evaluated on a case-by-case basis by the appropriate transportation/school official.

LEVEL I OFFENSE

1. Failure to follow the driver's instructions in a timely manner.
2. Eating or drinking.
3. Throwing objects inside the bus.
4. Standing while the bus is in motion.
5. Excessively late to bus stop or in boarding the bus.
6. Profanity or obscene gestures.
7. Harassment or intimidation of any form
8. Riding on a bus other than the assigned route.
9. Boarding or exiting other than the assigned stop.
10. Horseplay or excessive noise.
11. Lowering bus windows below the designated lines.
12. Blocking the school bus aisle.
13. Littering.
14. Possession of a lighter, matches.
15. Possession of squirt guns, water balloons, cap guns, or toy weapons.
16. Failure to follow safe boarding or street-crossing procedures.
17. Public display of affection.
18. Extending body parts out of window.

LEVEL II OFFENSE

1. Threatening the school bus driver.
2. Use of tobacco, tobacco related products or 'E-cigs'.
3. Ignition of any type of fire, including matches and lighters.
4. Physical aggression. Fighting.
5. Theft or robbery.
6. Possession of a pyrotechnic device.
7. Possession of a look-a-like weapon.
8. Tampering with emergency equipment.
9. Throwing or shooting an object, or objects, at the bus driver or out of the bus window.
10. Bringing dangerous objects onto the school bus (other than weapons or flammable liquids.) *
11. Riding while under bus suspension.
12. Pushing or shoving another student into the school bus Danger Zone (10 ft. around bus).
13. Willful damage to property at the school bus stop, or school district property
14. Willful damage to the property of other students.
15. Sexual language or conduct.

LEVEL III OFFENSE

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

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

LEVEL I DISCIPLINE

1. First Offense: Verbal reprimand by driver and recorded on driver's Record of Student Behavior/Discipline log.
2. Second Offense and subsequent offences:
 - Verbal correction
 - Seating change (long or short term)
 - Conference on bus
 - Conference with administration
 - Contact with parent/guardian
 - Incentives/positive reinforcement
 - Review of bus rules
 - Removal of prohibited/problematic item
3. Issues that are persistent and/or pertain to safety concerns may result in a bus suspension for a designated time to be determined by Transportation Department and/or administrator.

LEVEL II DISCIPLINE

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

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

LEVEL III DISCIPLINE

First offense: Loss of bus service for the remainder of the year.

Weapons offenses are an automatic recommendation for expulsion per the School Code. A weapon includes any explosive device as well as guns, knives or other weapons as previously defined.

Police referral for conduct believed to violate a criminal law.

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

BASIC BUS RULES

1. Be on time.
2. Always walk to or from the bus.
3. Stand back from the curb or road.
4. Always keep hands, feet, etc. to yourself.
5. Stay in your seat.
6. Always use appropriate inside voices.
7. Always obey the driver.
8. Wait for the driver's signal before crossing the street.
9. Always cross at least 10 feet in front of the bus.
10. No eating or drinking.

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

Cross References:

School Board Policy 4:110, *Transportation*

School Board Policy 7:220, *Bus Conduct*

School Board Policy 4:170-AP3, *School Bus Safety Rules*

School Board Policy 7:220, *Bus Conduct*

School Board Policy 7:220-AP, *Use of Video Recording Devices on School Buses*

Student Parking

Students must park their vehicles in their assigned spot. Repeated violation of parking in other students' spots will lead to a referral, towing of vehicle, and/or suspension of parking privileges without refund. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated for school staff, personnel, and others MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. Contraband dogs, administration, and police officers regularly search school lots. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police at the owner's expense.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Visitor Parking

Visitor parking is available at each school building. Those dropping off and picking up children may do so in the designated location.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME, or handicapped parking without current, valid disabled placard.. Bus lanes, fire lanes, and handicapped parking are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police at the owner's expense.

Food Allergies

Food allergies are a growing concern in schools across America. Millions of children - children who are perfectly healthy and normal in every other way - must watch every single bite they eat, or risk suffering a severe or even life threatening reaction. In fact, food allergies claim over 200 lives and are responsible for over 30,000 emergency room visits each year. A major health issue such as this one needs to be taken very seriously, and it has always been the policy of this school to make the safety and well being of our students our top priority.

We have students with serious peanut allergies - the food allergy that claims more lives each year than any other. A child with a serious peanut allergy can suffer a reaction merely by touching a peanut-containing food. Therefore, we are putting the following safety guidelines into effect as necessary:

- Please limit or do not send any peanuts, peanut butter or foods containing peanuts or peanut butter to be eaten as snacks in the classroom. It is recommended not to send these products for lunch, which is eaten in the cafeteria. We will allow students who do eat peanuts or peanut butter to bring them for lunch; however, we will monitor it closely.
- Food allergy education for students.
- There will be one table in each cafeteria designated as “Peanut Free” to assist in keeping food items to a minimum.
- An alternative lunch location may be assigned to contain students that have severe food allergies such as peanuts. This is based on doctor’s orders and/or recommendations.
- We will not be doing any classroom projects that involve peanut butter (like bird feeders) or peanut shells (art projects). Please do not send any of these projects into the classroom with your child.
- Birthday parties are a special time for children, but can be a difficult time for the food-allergic child. Students may bring treats to school to celebrate their birthday. Please note, treats should be commercially prepared and not "homemade", with list of ingredients displayed so the teacher/school nurse or administrator can approve and monitor if there is a risk of an allergic reaction. Parents should not feel obligated to bring a treat; it is completely optional. In order to create the least amount of confusion, please send something that is easy to eat. Gum is not an appropriate treat. If you choose to send a treat, please contact the teacher beforehand in order to determine an appropriate time for the treat to be distributed and to avoid multiple treats on the same day. We will try to keep the food at holiday parties to a minimum. As with birthday parties, we must be extremely careful about the ingredients in all of the food items. Please do not enclose candy or other treats with holiday cards, as these do not list ingredients on the card given.
- If your child ate peanut butter for breakfast, we would greatly appreciate your making sure that his/her hands are washed with soap and water before leaving for school. Water alone does not do the trick!

This is a learning process for all of us, but we trust that you understand how deeply important it is to respect and adhere to these guidelines. If throughout the course of the year you have any questions or concerns about food-allergy related issues, please do not hesitate to contact the school nurse or building principal.

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

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

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Pre-K, Kindergarten or the first grade;
2. Entering the sixth, ninth and twelfth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student’s grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring “risk-assessed” or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. An appropriate medical professional must sign the schedule and statement of medical

reasons. The district may also require physical examinations whenever individual students show symptoms of a medical condition or disease that may be injurious to themselves or others, and/or interfere with learning, social relations, or adjustment to the school environment.

Eye Examination

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

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

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

Concussions

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return to learn and return to play protocol. In the event a student sustains a concussion, in or out of school, they will need to meet with the school nurse or athletic trainer in order to initiate the establishment of a return to learn and/or return to play protocol.

Recommendations to Parents Regarding Your Sick Child:

Children should stay home if any of the following are present: Fever of 100.0F degrees or higher--Vomiting--Unidentified skin rashes or sores--any unidentified lesion on the skin that is draining--Excessive coughing--Excessive nasal drainage--Diarrhea--Or any known contagious illness, such as strep throat or influenza, etc.

Children should stay home for 24 hours after starting an antibiotic for an infection. Children should also stay home if their temperature can only be kept under 100.0F degrees by giving acetaminophen or ibuprofen. Please report all communicable diseases to the school nurse, or, the school office, especially strep throat, influenza, chicken pox, scarlet fever, scarlatina, mononucleosis, fifth's disease, hand/foot/mouth, head lice, etc.

Students who have missed more than 5 cumulative days of school in one school year will be required to provide a doctor's note verifying illness, in order for further absences to be regarded as excused. Any questions and/or clarification related to multiple absences should be directed to your school nurse and/or school administrator.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Nurse.

Cross Reference:

Pending

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Cross References:

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

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross References:

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

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross References:

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

Suicide and Depression Awareness/Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. If you have questions regarding suicide and depression awareness/prevention, please contact: Allison Pierson – 815-335-2456 x 2606.

Student Safety Assessment

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

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, a minimum of one (1) bus evacuation drill each school year, and a minimum of one (1) active shooter training. There may be other drills at the direction of the administration. A warning to the students will not precede drills.

Cross References:

School Board Policy 4:170, *Safety*

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

General Building Conduct

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

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

WINNEBAGO DRESS CODE GUIDELINES FOR STUDENTS

The District 323 dress code is designed to provide a standard of personal care, safety, and pride in appearance. It is the belief of the district that students should be conscious that the quality of their appearance is an important life-skill. Students should dress to bring pride to themselves, to their school, and to our community. All students are required to know and follow the dress code and to dress accordingly each day. Certain modes of dress are considered disruptive to the normal educational process and will not be allowed. If there is any doubt about dress and appearance, the building principal will make the final decision. Students in Physical Education must be wearing their respective uniforms in order to be eligible for participation.

Those not adhering to the guidelines will have the discipline code applied. The following are dress code guidelines.

Consequences for violating the dress code

Students wearing clothing or jewelry that does not comply with the district dress code will be requested to change, remove the item(s), and/or cover up. In addition, students who depart from dress code expectations may receive a verbal warning, written warning, issued a school detention or suspension. In some cases, the student may be sent home after parents are contacted. Parents will be contacted concerning repeated or extreme violations, multiple detentions, and for serious dress code violations. The building administration will make the final determination on discipline for dress code violations.

Dress Code Checks

The teacher will check students each class period for dress code compliance. Dress code checks may occur at any time by any staff member.

Extracurricular Guidelines

Students represent the school during any extra-curricular and co-curricular activity and must adhere to the dress code unless specifically directed otherwise by the coach, sponsor, or administration. This is particularly important when traveling to and from events away from school including field trips.

School Spirit Days

The last school day of the week is reserved for voluntary school spirit day. Students are asked to wear shirts, blouses, vests, pullovers or sweatshirts in the school colors of black, orange, white, or grey on this day. It is recommended that students dress in school spirit wear with a Winnebago emblem or logo displayed.

Special Dress Days

Dress code is the norm for most school days. Students will be allowed to “dress-up” on certain days. The attire for special days, for example, pajama day, hat day, team jersey day, etc. will be defined by the building principal. All dress code policies still apply for dress up days and holidays unless otherwise specified by school administration.

Clothing Guidelines

- Clothing must cover undergarments and private body parts at all times.
- Holes in the garments are acceptable as long as no skin is exposed between the shoulders and the middle of the thigh.
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, tobacco, illegal drugs, drug paraphernalia, violent behavior, pornography, vulgar (offensive) language or sexual innuendo, i.e. Hooter shirts, or other inappropriate images or words.
- Clothing that may be revealing or visually inappropriate is not allowed.

Coats

- Fleece jackets, vests, and sweatshirts are allowed.
- Trench coats, topcoats and overcoats are never allowed.

Footwear

- State of Illinois health laws require that shoes must be worn at school. The school nurse must approve exceptions due to a medical condition.
- Athletic shoes and leather shoes that cover the feet are acceptable.
- Backless footwear such as clogs, mules, sandals, and flip-flops may be worn.
- Shoes with wheels or heeies may not be worn; cleats are not acceptable in the buildings.

Gang-wear

- Apparel worn to signify membership to a gang or reference to a gang is prohibited

Headwear

- The wearing of hats, hoods, caps, bandannas, and sweatbands on one's head indoors is not permitted. Hats, caps, etc. should be left in lockers during the school day.

Jewelry and Body-Jewelry

- Mouth piercing jewelry can be hazardous in physical education class activities and are not allowed.
- Students are not allowed to have or wear any animal type collars, spike or studded bracelets or chains.
- The wearing of jewelry that is disruptive to the learning environment shall be removed.

Pants

- Shorts may be worn and must cover the middle of the thigh, or at fingertip length.
- Shorts must cover undergarments or private body parts at all times.
- Pants must cover a student's buttock.
- Pajamas are not acceptable.
- Yoga pants, leggings, spandex, jeggings, or biking pants must be worn with other clothing covering private areas.
- Tear away pants or those that button or zip down the side must be completely buttoned or zipped.
- Chains are not allowed.
- Clothing that may be revealing or visually inappropriate is not allowed.

Shirts

- Shirts, blouses, dresses, or other tops must cover midriff, undergarments and private body parts.
- Shirts, blouses, dresses or other tops must include a sleeve, or, in other words, cover the shoulder.
- Shirts, blouses, dresses or other tops must cover the entire torso in the front and the back (no keyholes, no showing cleavage) and meet the waistband of the pants/shorts, etc.
- Shirts, blouses, dresses or other tops must not be transparent.
- Clothing that may be revealing or visually inappropriate is not allowed.

Skirts and Dresses

- Dresses are permitted for the normal class day.
- Dresses/skirts must be no shorter than two inches above the top of the knee.

Sunglasses

- The wearing of sunglasses indoors is not permitted.
- The school nurse must approve exceptions due to a medical condition.

Sweaters and Sweatshirts

- Sweaters and sweatshirts may be worn.
- Layering is acceptable.

Tattoos

- Tattoos are strongly discouraged and should be covered.

<p>Cross Reference: School Board Policy 7:160, <i>Student Appearance</i></p>
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Student Discipline

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

Disciplinary Consequence Matrix

Level of Intervention	Disciplinary Responses
<p style="text-align: center;">Level 1</p> <p>Level 1 represents behavioral offenses, which are essentially minor in nature. They only become significant when they become repetitive.</p>	<ul style="list-style-type: none"> • Teacher/Student Conference • Reminders and Redirection • Written Apology or Reflective Essay/Activity • Clean up or Community Service • Administrative Warning; or Peer Jury • After School Detention
<p style="text-align: center;">Level 2</p> <p>Level 2 infractions often result from the continuation of Level 1 misbehaviors requiring additional disciplinary interventions because the use of Level 1 disciplinary responses have failed to correct the situation.</p>	<ul style="list-style-type: none"> • Any Lower Level Intervention • Parent Conference • Loss of Privileges • Item Confiscated • After School Detention or Saturday School
<p style="text-align: center;">Level 3</p> <p>Level 3 violations are severe, which may result in multiple detentions or immediate suspension. When appropriate a report will be made to the proper authorities for Level 3 violations. Any item involved in a Level 3 violation will be confiscated permanently. Any student issued a detention for a Level 3 violation will not be allowed to attend or participate in extra-curricular activities until all detentions are served.</p>	<ul style="list-style-type: none"> • Any Lower Level Intervention • Restitution • Referral to Support Staff • After School Detention • Saturday School • In-School Detention • Out of School Suspension • Revoking Privileges (including parking and extra-curricular) • Removal from court (ex. Prom), student office or student organizations (ex. NHS)
<p style="text-align: center;">Level 4</p> <p>Level 4 violations are very severe, which may result in suspension and possible recommendation to the Superintendent for expulsion. The occurrence of a number of violations may also result in a recommendation for expulsion. When appropriate a report will be made to the proper authorities for Level 4. Any item involved in a Level 4 violation will result in it being confiscated permanently.</p>	<ul style="list-style-type: none"> • Any Lower Level Intervention • Out of School Suspension • Recommendation for Expulsion • Alternative Education Placement • Revoking Privileges (including parking and extra-curricular) • Removal from court (ex. Prom), student office or student organizations (ex. NHS)

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

Insubordination or disrespect, vulgar or inappropriate language writing, gestures, verbal assault	Students are expected to display respectful behaviors and attitudes toward others.		•	•	
Violation of closed campus, not Unexcused Absence	Students are expected to be in their assigned area. Students are not to leave their classroom or school building or school grounds without administrative approval. This would include, but not limited to, viewing or participating in a student walkout.		•	•	
Minor vandalism; minor theft, and attempt of theft	Students are expected to respect the property of others.		•	•	
Fighting; physical and non-physical harassment; gross misconduct; cyber bullying	Students are expected to respect others.		•	•	
Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. This includes any and all verbiage regarding race, age, gender, religion, disability, and/or sexual orientation.	Students are expected to respect others.		•	•	
Smoking, sale, distribution, attempt to sell, possession of tobacco products, tobacco related products, or 'E-cigs'	Such items are not allowed.		•	•	
Unexcused absence	Students are expected to be in class or assigned area.		•	•	
Possession, display, or distribution of pornographic material	Such behavior fails to display proper respect.		•	•	
Trespassing in school buildings or on property during school day or after school hours	Students are expected to respect the property of others.		•	•	
Absent from school but attends a school district sponsored extra-curricular or co-curricular event	School attendance is a priority over attending extra-curricular and co-curricular events.		•	•	
Inappropriate or Disruptive Behavior		Levels			
		1	2	3	4
Damage to property of school personnel, verbal assaulting or harassing, or sending written threats or harassment to school personnel while off of school grounds					•
Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other weapon regardless of its composition, a billy club, mace/pepper spray, or any other object if used or attempted to be used to cause bodily harm					•
Vandalism					•
Attacking school personnel or another student					•
Sale, attempt to sell, attempt to purchase, attempt to deliver, possession, distribution or use of alcohol					•
Extortion					•
Sale, attempt to sell, attempt to purchase, attempt to deliver, possession, distribution, use or being under the influence of drugs or drug paraphernalia or look-a-like drugs or substances that intoxicate (including prescriptions, over-the-counter medication and medical cannabis); any substance that aids in the attempt to hide or cover up drug use; sniffing or huffing or attempt to do sniffing or huffing. Students who emit the odor and/or are under the influence are not permitted to attend school or school functions and are treated as if they have a substance in their possession.					•
Activating false fire alarm or emergency alarm/signal					•
Theft or attempt of theft					•
Behavior resulting in serious injury to another or endangering another					•
Bomb threat					•
Arson or attempted arson					•
Physical abuse or threat of physical violence directed toward school personnel					•

Detention

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

In-School Detention (ISD)

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

Saturday School (SS)

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

Out-of-School Suspension (OSS)

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

Short Term Suspension (STS)

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

Long Term Suspension (LTS)

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

Corporal Punishment

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

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

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school may be expelled for a period of not less than one year:

(1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The superintendent may modify the expulsion period, and the board on a case-by-case basis may modify the superintendent's determination.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a club, or any other object if used or attempted to be used to cause bodily harm, including "look a-likes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Gang & Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Cross References:

School Board Policy 7:190, *Student Discipline*

School Board Policy 7:190-AP2, *Gang Activity Prohibited*

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

Bullying, intimidation, (sexual) harassment, and dating violence are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, (sexual) harassment, or dating violence and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic.

The term ‘Bullying’ means consistent or any individual severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student’s person or property; (2) causing a substantially detrimental effect on the student’s physical or mental health; (3) substantially interferes with the student’s academic performance; or (4) substantially interferes with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

The term “Cyberbullying” means: bullying through the use of technology—including but not limited to: instant messaging, texting, social media, e-mail, and web pages.

For purposes of this policy, the term bullying includes harassment, intimidation, retaliation, and school or teen dating violence. A student who has concerns of this nature is encouraged to immediately report it orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

The Superintendent or designee shall develop and maintain a program that:

Any student who is determined, after an investigation, to have engaged in bullying, intimidation, harassment or dating violence will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district’s discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Health/Sex Education

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

Nondiscrimination Coordinator:

Scott Bloomquist, Superintendent District Office 815.335.2456

Complaint Managers:

The building principals in each facility have been designated as the complaint managers.

Winnebago High School: Ronald Gruber & Daniel Lemke Tel. No. 815.335.2336

Winnebago Middle School: Cathy Finley & Patrick Brülé Tel. No. 815.335.2364

McNair Elementary School: Sean Monahan Tel. No. 815.335.1607

Simon Elementary School: **Ben Hickerson** Tel. No. 815.335.2318

Cross References:

School Board Policy 7:180, *Preventing Bullying, Intimidation, and Harassment*

School Board Policy 7:190, *Student Discipline*

School Board Policy 7:20, *Harassment of Students Prohibited*

School Board Policy 2:260, *Uniform Grievance Procedure*

Lunch & Cafeteria Rules

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria. Students shall remain seated until the lunch bell rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch as this includes paying lunch with either an ID or their fingerprint scan.

Cafeteria Rules

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

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

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

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

<p>Cross-references:</p> <p>School Board Policy 6:240, <i>Field Trips</i></p> <p>School Board Policy 6:240-AP, <i>Field Trip Guidelines</i></p>

Internet Acceptable Use

School Board Policy 6.235 on the Acceptable Use of Electronic Networks

Administrative Procedure - Acceptable Use of the Electronic Networks

All use of the electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

1. **Acceptable Use** - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.
2. **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.
3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources or entities;
 - g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - m. Using the network while access privileges are suspended or revoked;
 - n. Use of network for, or in support of any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student-authorized user inadvertently accesses such information, he or she must immediately disclose the inadvertent access to a teacher or an administrator. Other authorized users should report incidences to the network administrator. This will protect the user against allegations of intentionally violating this policy;
 - o. Use of the network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyber stalking) another individual;
 - p. Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to a student's grades and test scores;
 - q. Any form of unauthorized access, as stated above or otherwise.
4. **Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in messages to others;
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language;
 - c. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues;
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail; Messages relating to or in support of illegal activities may be reported to the authorities;
 - e. Do not use the network in any way that would disrupt its use by other users;
 - f. Consider all communications and information accessible via the network to be private property;
5. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

In order to maintain the security of the system, authorized users are prohibited from engaging in the following actions:

- a. Use of any unauthorized personal equipment attached, connected, and/or installed to district network;
 - b. Intentionally disrupting the use of the network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind;
 - c. Disclosing the contents or existence of computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems;
 - d. Network security is a high priority. If you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log on to the network, as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network;
8. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. **Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment of line costs.
10. **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
- a. For each republication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and student.
11. **Use of Electronic Mail**

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

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's electronic mail system constitutes consent to these regulations.

12. **Online Activities**a. **Educational Purposes**

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

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

b. **Electronic Social Networking**

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

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

In addition, state law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

13. **Monitoring**

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

14. **Internet Safety**

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

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

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

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

15. **Definitions**

- A. **Electronic Network Related Technologies and Access ("Network")** is the system of computers, peripherals, terminals, servers, databases, routers, hubs, switches and distance learning equipment connected to the District network. These components may function in conjunction with established hardwire or wireless LAN running over outside lines, including, but not limited to T -1, BRI, PRI, VPN, Dialup, Distance Learning Equipment, owned or leased by Winnebago Schools.
- B. **Cyber stalking** is knowingly harassing another person or persons through the use of electronic communication.
- C. **Damage** means any impairment to the integrity or availability of data, a program, a system, or information.
- D. **Distance Learning Equipment** is a means for providing meetings, educational or professional courseware and workshops utilizing video and/or audio conferencing equipment, and/or media management systems to distribute video to individual classrooms and offices in schools.

- E. **Electronic Mail (e-mail)** consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission data, message text, and all attachments.
- F. **Electronic Social Networking** includes the use of any electronic form of communication including but not limited to chat rooms, email, forums, article forwarding, instant messaging, text messaging, blogs, message boards, document forwarding from home, libraries, or other outside sources and other uses of electronic communication for non-educational purposes.
- G. **Hacking** is any illegal or unlawful entry into an electronic system to gain secret, unauthorized information.
- H. **Harass** means to engage in a knowing and willful course of conduct directed at a specific person or persons that alarms, torments, or terrorizes that person or persons.
- I. **Loss** means any reasonable cost to any victim, including the cost of responding to an offense, conducting a damage assessment, and restoring the data, program, system, or information to its condition prior to the offense, and any revenue lost, cost incurred, or other consequential damages incurred because of interruption of service.
- J. **Internet** a collection of worldwide networks and organizations that contain millions of pages of information.
- K. **Other Electronic Devices** include, but are not limited to, cellular telecommunication devices such as cellular phones, pagers, text communication pagers, two-way text pagers, and personal digital assistants that may or may not be physically connected to the network infrastructure.
- L. **Password** is a secret word or series of letters, numbers and/or other characters that must be used to gain access to a network, a service or the Internet, and/or to modify certain software (such as parental controls).
- M. **Sexually explicit material** means any material displaying sexual content that does not directly correspond to approved curriculum.
- N. **Authorized User** is anyone who has signed the current network acceptable use policy and has had it accepted by the District Superintendent or his/her designee.
- O. **Unauthorized access** entails approaching, trespassing within, communicating with, storing data in, retrieving data from, or otherwise intercepting and/or changing computer resources without authorization.
- P. **Website** is a page and/or a collection of “pages” or files on a network that are linked together.

Disciplinary Procedures for Violations of Technology AUP

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

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

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

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

Student and/or parent or guardian may be required to provide district restitution for any damages to district technologies. In addition to any general disciplinary consequences that may apply given the nature of the misconduct, students who engage in misuse of technology may be subject to:

Level I Behavior Offenses

Problem	Disciplinary Action
Removal, disconnection or modification of cabling	1 st violation – Verbal warning

or hardware	2 nd violation – 1 detention and loss of network privileges for 5 school days 3 rd violation – 3 detentions and loss of network privileges for 10 school days 4 th violation – 1 Saturday School or In-School Detention and loss of network privileges for 45 school days
Intentional viewing or opening of files or websites not authorized by the instructor including proxy sites or services	1 st violation – 1 detention and loss of network privileges for 5 school days 2 nd violation – 3 detentions and loss of network privileges for 10 school days 3 rd violation – 1 Saturday School or In-School Detention and loss of network privileges for 45 school days

Problem	Disciplinary Action
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Intentional viewing or attempting to view inappropriate websites or material	1 st violation – 1 detention and loss of network privileges for 5 school days 2 nd violation – 3 detentions and loss of network privileges for 10 school days 3 rd violation – 1 Saturday School or In-School Detention and loss of network privileges for 45 school days
Failure to report missing or damaged computer equipment during student use	1 st violation – Verbal warning 2 nd violation – 1 detention and loss of network privileges for 5 school days 3 rd violation – 3 detentions and loss of network privileges for 10 school days 4 th violation – 1 Saturday School or In-School Detention and loss of network privileges for 45 school days
Use of internet email, chat or instant messaging	1 st violation – 1 detention and loss of network privileges for 5 school days 2 nd violation – 3 detentions and loss of network privileges for 10 school days 3 rd violation – 1 Saturday School or In-School Detention and loss of network privileges for 45 school days
Download of any files unless authorized by instructor	1 st violation – 1 detention and loss of network privileges for 5 school days 2 nd violation – 3 detentions and loss of network privileges for 10 school days 3 rd violation – 1 Saturday School or In-School Detention and loss of network privileges for 45 school days
Intentional duplication, modification, or deletion of files for student assignments	1 st violation – 1 detention and loss of network privileges for 5 school days 2 nd violation – 3 detentions and loss of network privileges for 10 school days 3 rd violation – 1 Saturday School or In-School Detention and loss of network privileges for 45 school days
Unauthorized access to workstation utilities, control panel, command prompt or bypassing or attempting to bypass security	1 st violation – 1 detention and loss of network privileges for 5 school days 2 nd violation – 3 detentions and loss of network privileges for 10 school days 3 rd violation – 1 Saturday School or In-School Detention and loss of network privileges for 45 school days

Problem	Disciplinary Action
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Student use of any software other than software designated by the teacher or staff member	1 st violation – 1 detention and loss of network privileges for 5 school days 2 nd violation – 3 detentions and loss of network privileges for 10 school days 3 rd violation – 1 Saturday School or In-School Detention and loss of network privileges for 45 school days
Logging in as another user other than self or allowing another user to use your account	1 st violation – 1 detention and loss of network privileges for 5 school days

2nd violation – 3 detentions and loss of network privileges for 10 school days
 3rd violation – 1 Saturday School or In-School Detention and loss of network privileges for 45 school days

Level II Behavior Offenses

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

Level III Behavior Offenses

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

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

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The building principal must review the material in advance for purposes of ensuring that the material is not otherwise prohibited from distribution, as set forth in section 6, and does not suggest it is school sponsored.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

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

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the

particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Cross Reference:

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

Winnebago School District #323 Extra-Curricular Code

To be a part of an extra-curricular activity is a privilege, not a right. To be eligible to participate in extracurricular activities, students must have all registration fees/others fines paid in full. **Students/children 8th grade and under must be accompanied by an adult in order to attend High School extracurricular events.** Students who choose to participate in extracurricular activities are subject to all normal school rules, but in addition they are expected to maintain habits and behaviors that reflect favorably upon them, the school and the community. As representatives of the district they are expected not to use tobacco, intoxicants, stimulants, controlled or illegal substances or be convicted of an offense other than a routine traffic violation.

Members must conduct themselves at all times, including after school and on days school is not in session, as good citizens and exemplars of their school – they must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct. They are expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity.

A student participating in an activity or athletic program will be subject to disciplinary action if he or she violates this Code of Conduct for Extracurricular Activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations.

For students in grades 9-12, the district has adopted an extra-curricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extra-curricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation. Each student and his/her parents/guardians must consent to random drug and alcohol testing in order to participate in any extra-curricular in any extra-curricular activities. Failure to sign the "Random Drug and Alcohol Testing Consent" form will result in non-participation.

Should an extra-curricular participant find him/herself in a situation where illegal activities are taking place, that individual will be considered to be an active participant in those illegal activities if he/she fails to leave the situation as soon as he/she becomes aware of those illegal activities.

These expectations are in effect throughout the entire school year as well as during the specific activity or sport season.

If an extra-curricular participant's conduct is such as to appear to violate this code of behavior, an informal hearing will be held by the Activities Director for athletes or the Principal for all other such extra-curricular participants. This informal hearing will, if possible, be conducted within 24 hours of the report of the infraction. Any resulting action taken against the extra-curricular participant by the Activities Director or Principal will take place only after that informal hearing is held. Any infraction which occurs during the school year but when school is not in session will be dealt with upon the resumption of school.

The procedure for the informal hearing will, for conduct violation by an extra-curricular participant, be as follows:

- (a) The extra-curricular participant will be informed of the report violation by his/her coach, advisor, the Activities Director, or the Principal.
- (b) The Activities Director or Principal will determine whether the extra-curricular participant has been made aware of the rules and expectations of the extra-curricular code, as evidenced by a signed copy of the code and his/her attendance at a review of the code by his/her coach/advisor.
- (c) The Activities Director or Principal will review the reported violation, consider the severity of the violation, the circumstances involved, the previous conduct of the extra-curricular participant, and the student's own statement of the situation when determining an appropriate action in response to the situation. Whatever action is taken, the extra-curricular participant, his/her parent(s), and coach/advisor will be notified in writing.

It should be noted that student behaviors, which are violations of the school discipline code as well as the extra-curricular code, may subject the student to multiple disciplinary actions. For example: a student who shows up at school under the influence of alcohol would be subject to suspension from school as well as suspension from extra-curricular activities for a specified period of time. If an extra-curricular participant's behavior merits review, an informal hearing will be held between the participant and the activities director. This informal hearing could result in any of the following actions:

- (a) dismissal of the case
- (b) issuing of a letter of warning, (being at a gathering where illegal activities occurred, but leaving to avoid involvement in them; failure to comply with the district's travel or uniform/equipment policies, inappropriate behavior on the bus)
- (c) suspension from activities for one (1) game, (being at a gathering where illegal activities occurred but was not directly involved in the activities, repeat violation of the districts travel or uniform/equipment policies, ejection from a contest for reasons of sportsmanship, violation of a letter of warning, violation of homecoming curfew on school grounds)
- (d) suspension from activities for two (2) games, (smoking or chewing tobacco, possession of alcoholic beverages, illegal drugs or drug paraphernalia, bullying or hazing another student, sexual harassment, insubordination or refusal to cooperate with a coach/sponsor, homecoming pranks that generate police reports, repeat violations of section C)
- (e) suspension from activities for an equivalent of 2/9ths of the regularly scheduled season (first time use, buying, selling, bartering, or distributing of an alcoholic beverage, use of illegal drugs, or use of legal substances, such as another person's prescription, over the counter drugs, herbal therapies, glue or paint thinner, to produce an altered mental state or high, vandalism of public or private property).

Any interscholastic school sponsored activity not listed below may also be subject to disciplinary action under this policy.

Winnebago High School (Grades 9-12)

Art Club (TBD)	Golf (TBD)
Bago Pride (TBD)	Key Club (TBD)
Band—Organizational (TBD)	Math Team (TBD)
Band—Solo & Ensemble (TBD)	National Honors Society
Baseball (TBD)	Robotics Team (TBD)
Basketball (4)	Scholastic Team (TBD)
Cheerleading—Basketball (4)	Soccer (4)
Cheerleading—Football (2)	Softball (6)
Chorus—Organizational (TBD)	Spanish Club (TBD)
Chorus—Solo & Ensemble (TBD)	Student Council (TBD)
Cross Country (1)	Track (2)
Dance Team (TBD)	Volleyball (4)
Drama/School Play (TBD)	Wrestling (4)
Football (2)	WYSE Team (TBD)

Winnebago Middle School (Grades 6-8)

Basketball (3)	Soccer (3)
Cheerleading-Basketball (3)	Track (2)
Volleyball (3)	Cross Country (1)
Wrestling (2)	

- (f) suspension from activities for an equivalent of 4/9ths of the regularly scheduled season (second time use, buying, selling, bartering, or distributing of an alcoholic beverage, use of illegal drugs, or misuse of legal substances, such as another person's prescription, over the counter drugs, herbal therapies, glue or paint thinner, to produce an altered mental state or high).
- or
- (g) the following may be used to substitute for "f". suspension from activities for an equivalent of 2/9ths of the regularly scheduled season if the following conditions are met:
 - (1) obtaining within one week an evaluation through a substance abuse program recognized by the district
 - (2) sharing with the Board/Administration the recommendations of that evaluation
 - (3) agreeing to follow the program prescribed in the evaluation
 - (4) submitting weekly verification to the Board/Administration of continued attendance in the program

- (h) violations of the code of conduct are cumulative. (Three strikes and out.) The extra-curricular participant who violates the extra-curricular code of conduct three times is suspended for a year (365 days).

The extra-curricular participant shall be suspended from activities as specified in this code. If no events or contests remain in the activity, he or she will be suspended in the next activity or season that they participate in. In order for a suspension to be fulfilled, the participant must complete the season that the suspensions are served in. The suspension will start on the Sunday prior to the first activity of the suspension and will end the day after the event(s) specified in the suspension order. Suspended extra-curricular participants may practice as part of their activity but may not participate with the activity in any other way.

Academic Eligibility – Winnebago High School Grades 9-12

In order to participate in extra-curricular activities a student must be doing passing work in six (6) subjects at the high school level. Passing work shall be defined as work of such a grade that if on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which he/she transfers. Academic eligibility will be calculated weekly according to the school's guidelines. The eligibility is calculated at the end of the day, Tuesday, (3:00 p.m.), and is handed in by noon Wednesday for the following week and is enforced from Sunday to Sunday. Scholastically ineligible extra-curricular participants may practice with the team/activity during their first week of ineligibility but may not participate with the team/activity in any other way. Should the extra-curricular participant be ineligible a second time, he/she may neither practice with the team/activity nor participate with the team/activity in any way. A third week of ineligibility shall result in dismissal from the team/activity. Athletes who fail to pass six (6) subjects at the high school level at the end of the semester will be ineligible during the entire next semester.

Note: For the purpose of this policy: Extra-curricular activities are defined as any activities that take place outside of class and/or be part of interscholastic competition. Participants of an activity fall under the extracurricular guidelines if they practice or perform outside of the regular classroom hours or are ranked, scored, given an award or place. Only concerts and performances that are practiced within the classroom and then performed by the entire group are curricular in nature.

Academic Eligibility – Winnebago Middle School Grades 6-8

In order to participate in extra-curricular activities a student must not be failing more than one subject. Passing work shall be defined as work of such a grade that if on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which he/she transfers. Academic eligibility will be calculated weekly according to the school's guidelines. The eligibility is calculated at the end of the day, Tuesday, (3:00 p.m.); and is handed in by noon Wednesday for the following week and is enforced from Sunday to Sunday. Scholastically ineligible extra-curricular participants may practice with the team/activity during their first week of ineligibility but may not participate with the team/activity in any other way. Should the extra-curricular participant be ineligible a second time, they may neither practice with the team/activity nor participate in any way. A third week of ineligibility shall result in dismissal from the team/activity. Athletes who fail to pass seven (7) subjects at the middle school level at the end of a 9-week quarter will be ineligible during the entire next 9-week quarter.

Note: For the purpose of this policy: Extra-curricular activities are defined as any activity that takes place outside of class and/or is part of interscholastic competition. Participants of an activity fall under the extra-curricular guidelines if they practice or perform outside of the regular classroom hours or are ranked, scored, given an award or place. Only concerts and performances that are practiced within the classroom and then performed by the entire group are curricular in nature.

Attendance

Regular and punctual attendance at school and practice is required. Extra-curricular participants who are absent from school on the day of an event/contest may not participate in that event/contest unless they have received prior clearance from the Principal. An extra-curricular participant must be in school by 8:30 a.m. and attend the entire school day in order to participate in practices and/or events/contests. Exceptions will be made only for prearranged and administratively approved doctor appointments which are verified in writing by the doctor. Any student who comes to school after 8:30 a.m. will not be eligible to practice or participate that day.

Effect of Disciplinary Suspensions on Extra-Curricular Activities

A suspension extends to all extra-curricular activities, practices, and contest/events on the day(s) of suspension. Students will not be permitted to participate while on suspension.

Travel

Extra-curricular participants must travel to contests/events and practices with their team/group in order to participate. However, at the coaches/advisors discretion, a student may ride with their parent or guardian provided they "sign out" with that coach/advisor. Only a parent or legal guardian may sign a student out and students will only be allowed to ride with their parent or guardian. No other transportation arrangements will be permitted.

Equipment and/or Uniforms

Extra-curricular participants are responsible for the equipment and uniforms issued to them. Items that are lost or damaged must be replaced by the extra-curricular participant. The participant will be notified of the specific financial responsibility within one week of the

completion of the sport/activity season. Students who fail to turn in a uniform upon the completion of their sport/activity season will not be issued equipment or a uniform for any subsequent activity/season.

The information on the Winnebago Extra-Curricular Code form must be completed and turned in to the school office prior to attending the first practice/activity. Athletes may not practice or participate until they have paid their participation fee, had a physical exam and completed the entire Extra-Curricular Code form.

Appeal Procedure

Should the extra-curricular participant believe that the Activities Director or Principal has misinterpreted the athletic/extra-curricular code or has exceeded his/her authority; he/she may appeal that decision to the Superintendent. The Superintendent will review the reported violation; hear statements from the Activities Director or Principal, from the extra-curricular participant and from his/her parents. The Superintendent will then determine to either uphold or overturn the original action. If the Superintendent overturns the decision of the Activities Director or Principal, he/she may apply an alternate penalty. The decision of the Superintendent is final.

Cross References:

School Board Policy 6:190, *Extracurricular and Co-Curricular Activities*

School Board Policy 6:190-AP, *Eligibility for Participation in Extracurricular Activities*

School Board Policy 7:240, *Conduct Code for Participants in Extracurricular Activities*

School Board Policy 7:240-AP1, *Code of Conduct for Extracurricular Activities*

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendment Act, or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services and/or accommodations.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Cross Reference:

School Board Policy 6:120, *Education of Children with Disabilities*

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education’s *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Cross Reference:

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

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This

applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Cross-References:

School Board Policy 7:15, *Student and Family Privacy Rights*

School Board Policy 7:15-E, *Notification to Parents of Family Privacy Rights*

Student Records

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal within 1 week of the student beginning instruction at the school.

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

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper—exclusive of academic grades and references to expulsions or out of school suspensions.
3. The right to request removal from the student's academic transcript of one or more scores received on college entrance exams.
4. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
5. The right to insert a statement of reasonable length disputing the content of the record.
6. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, D.C. 20202-4605

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

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

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

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the school office.

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

Teacher Qualifications

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

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

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

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

Response to Intervention (RTI)

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

Positive Behavior Interventions and Support (PBIS)

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

Standardized Testing

Upon being notified of standardized testing, parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students in achieving their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

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

Homeless Child's Right to Education

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

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

Parental Involvement (Title I)

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

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

English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact Mrs. Allison Pierson at 815.335.2456.

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

School Visitation Rights

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

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

Pesticide Application Notice

The district maintains a registry of parents and guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the District office: 815.335.2456

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross Reference:
School Board Policy 4:160-AP, *Hazardous and Infectious Materials and Student Safety*

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

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

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

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

Sex Offender & Violent Offender Community Notification Laws

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

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

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

Winnebago High School Physical Education Rules and Policies

RULES:

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

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

Infractions of the following rules will initiate disciplinary action:

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

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

**After students have changed into school clothes, they are to return to the PE. Hallway until the bell dismisses the class.

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

P.E. EXEMPTS

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

WINNEBAGO PHYSICAL EDUCATION UNIFORM POLICY

Uniform Information

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

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

Refusal to Dress Policy

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

Winnebago Physical Education Heart Rate Monitor Based Curriculum

Heart Rate Monitor Information

WHS students will be assessed on the amount of time spent in their target heart rate zone (THRz). Target heart rate zones are expressed as percentages of a person's maximum heart rate. Target Heart Rate Training Zone (THRz)

The target heart rate training zone for WHS physical education is at least 60% of the student's maximum heart rate. Maximum heart rate is found by taking 220 – your age. Therefore, the maximum heart rate for high school students usually ranges from 202-206. The target heart rate training zones for high school students begins at 121.2-123.6. Students will work to maintain at least 122 beats per minute.

Equipment/Policy

Students will be assigned a heart rate monitor during their physical education class. Each student is responsible for his/her heart rate monitor during that class period. If equipment is damaged due to student negligence, they will be financially responsible for replacing the equipment. The heart rate monitors and equipment will be sanitized after each use.

Assessment

Physical Education students will be graded on the following:

Minutes spent in THRz & Student Conduct*	80% of total grade
Final Exam	20% of total grade

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

Minutes in Target Heart Rate Zone(THRz) (80% of Total Grade)

Students will be expected to be in their THRz (122 bpm or more) for at least 20 minutes per regular class period.

Student's grade for this portion of the class will be determined by the following formula: $\frac{\text{Total \# of minutes in THRz}}{\text{Total \# possible minutes}} = \% \text{ Grade}$

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

Final Exam (20% of Total Grade)

Student's grade for this portion of the class will be determined by the following formula: **$\frac{\text{Mile Score}(100) + \text{Pacer Score}(100) + \text{Written Exam}(100)}{300} = \% \text{ grade}$**

** Students will be allowed to earn more than 100% in the THRz portion of their grade. This will help offset any low final exam grades.

Final Exam – Mile/Pacer Scoring Rubric

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

15:31-15:42	4	18:46-19:00
15:43-15:54	2	19:01-19:15
15:55 or more	0	19:16 or more

Winnebago High School Science Department Dress Code and Expectations

The Winnebago High School Science Department requires special dress code considerations during laboratory procedures. The dress code and safety policies are guided by the Occupational Safety and Health Association (OSHA) and Flinn Scientific School Lab Safety. At the beginning of each school year, students and guardians are required to read and sign a safety contract (http://www.flinnsci.com/media/396468/safety_contract_hs.pdf) stating that for their safety and the safety of others, they have read and will abide by the safety requirements of WHS Science Labs. Students not complying with safety dress will not be allowed to participate. Dress code safety requirements during laboratory days are:

*No open-toed shoes (No sandals, flip-flops, etc); long hair must be tied back, no food/drinks, no purses or bags, long pants are required

*Students wearing contact lenses may be required to remove them or wear additional protective eye wear.

Winnebago High School Study Hall Expectations

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

Follow all school policies

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

Plagiarism/Academic Dishonesty

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

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

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

High School Final Exams Exemption Policy

To encourage high academic achievement in addition to good attendance, the following final exam exemption policy will be adopted at WHS:

Seniors

1st semester finals exemption will be determined by performance on SAT :

- SAT Math subscore above College Readiness Benchmark (minimum score of 530) earns exemption that may only be used in a math class 1st semester.
- SAT Evidence Based Reading and Writing subscore above College Readiness Benchmark (minimum score of 480) earns exemption that may only be used in an English class 1st semester.
- SAT Essay total score of 18 (sum of three dimensions) or higher earns one exemption that may be used in a 1st semester class.
- SAT Reading test score above College Readiness Benchmark (minimum score of 30) earns one exemption that may be used in a 1st semester class.

*Students must be earning at least a **75%** in the class they choose to exempt from.

*Exemptions may not be used in one semester classes required for graduation (i.e. Political Issues and Consumer Economics.)

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

- They have a grade of at least 60% in the class they wish to exempt from
- They have no more than **5** (or 45 class periods) days absent (excused or unexcused) during the 2nd semester.

School-related absences such as: field trips, athletic events, job shadowing, and up to 2 pre-approved college visits do not count against the 5 day (45 class period) total. Appropriate prior clearance must be completed, submitted and approved prior to date of absence, and/or verification documents may be required. Extended medical absences may be exempt from the 5 day limit with administrative approval.

*Students may not exempt from finals for semester long classes required for graduation (i.e. Political Issues and Consumer Economics).

Freshman, Sophomores, and Juniors:

Students will be able to exempt from up to **Three** (3) final exams each semester **IF**:

- They have a grade of at least **85%** in the class they wish to exempt from at the end of the semester
- They have no more than **5** absences for the semester--excused or unexcused (45 periods)
 - Exceptions are for school-related absences such as: field trips, athletic events, and required job shadowing. Appropriate prior clearance and/or verification documents must be completed, submitted and approved. Extended medical absences may be excused by administration.

*Students may not exempt from a final that is for a one semester class.

*During Final Exam Days, students will be required to attend all scheduled classes (including study hall) unless they have chosen to be exempt from the final exam.