

## SECTION I – ACCEPTABLE USE POLICY

1. Acceptable Use - Access to the District's electronic networks must be for the purpose of education or research, and be consistent with the educational objectives of the District, or 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. Students: Using the network without supervision, or without displaying the Authorization for Electronic Network.
- b. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
- c. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
- d. Downloading copyrighted material for other than personal use;
- e. Using the network for private financial or commercial gain;
- f. Wastefully using resources, such as file space;
- g. Gaining unauthorized access to resources or entities;
- h. Invading the privacy of individuals;
- i. Disclosing your own account or password, or using another user's account or password;
- j. Posting material authorized or created by another without his/her consent;
- k. Posting anonymous messages;
- l. Using the network for commercial or private advertising;
- m. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- n. Using the network while access privileges are suspended or revoked.

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 the personal 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 users' 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 - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. 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 Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to 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 or line costs.

10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.

a. For each re-publication (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 network administrators 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

a. 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.

b. 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.

c. 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.

d. 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 this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

e. 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.

f. Use of the School District's electronic mail system constitutes consent to these regulations

## Additions to Student Handbook for Computer Use – Acceptable Use Policies:

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 606.10 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.

### Level I Behavior Offenses: (loss of network privileges and/or detention)

Problem	Disciplinary Action
Removal, disconnection or modification of cabling or hardware	1 <sup>st</sup> violation – Verbal warning 2 <sup>nd</sup> violation – 1 detention 3 <sup>rd</sup> violation – 3 detentions and loss of network privileges 5 school days 4 <sup>th</sup> violation – Additional Disciplinary Action
Intentional viewing or opening of files or websites not authorized by the instructor	1 <sup>st</sup> violation – 1 detention 2 <sup>nd</sup> violation – 3 detentions and loss of network privileges for 5 school days 3 <sup>rd</sup> violation – 1 Saturday School or in-school Suspension 4 <sup>th</sup> violation – Additional Disciplinary Action
Intentional viewing or attempting to view inappropriate websites, materials and proxy sites	1 <sup>st</sup> violation – 1 detention and loss of network privileges for 5 school days 2 <sup>nd</sup> violation – 3 detentions and loss of network privileges for 10 school days

	<p>3<sup>rd</sup> violation – 1 Saturday School or in-school Suspension and loss of network privileges for 20 school days</p> <p>4<sup>th</sup> violation – Additional Disciplinary Action</p>
Failure to report missing or damaged computer equipment during student use	<p>1<sup>st</sup> violation – Verbal warning</p> <p>2<sup>nd</sup> violation – 1 detention</p> <p>3<sup>rd</sup> violation – 3 detentions and loss of network privileges for 5 school days</p> <p>4<sup>th</sup> violation – Additional Disciplinary Action</p>
Use of internet email, chat or instant messaging	<p>1<sup>st</sup> violation – 1 detention and loss of network privileges for 5 school days</p> <p>2<sup>nd</sup> violation – 3 detentions and loss of network privileges for 10 school days</p> <p>3<sup>rd</sup> violation – 1 Saturday School or in-school Suspension and loss of network privileges for 20 school days</p> <p>4<sup>th</sup> violation – Additional Disciplinary Action</p>
Download of any files unless authorized by instructor	<p>1<sup>st</sup> violation – 1 detention and loss of network privileges for 5 school days</p> <p>2<sup>nd</sup> violation – 3 detentions and loss of network privileges for 10 school days</p> <p>3<sup>rd</sup> violation – 1 Saturday School or in-school Suspension and loss of network privileges for 20 school days</p> <p>4<sup>th</sup> violation – Additional Disciplinary Action</p>
Intentional duplication, modification, or deletion of files for student assignments	<p>1<sup>st</sup> violation – 1 detention and loss of network privileges for 5 school days</p> <p>2<sup>nd</sup> violation – 3 detentions and loss of network privileges for 10 school days</p> <p>3<sup>rd</sup> violation – 1 Saturday School or in-school Suspension and loss of network privileges 20 school days</p> <p>4<sup>th</sup> violation – Additional Disciplinary Action</p>
Unauthorized access to workstation utilities, control panel, command prompt or bypassing or attempting to bypass security	<p>1<sup>st</sup> violation – 1 detention and loss of network privileges for 5 school days</p> <p>2<sup>nd</sup> violation – 3 detentions and loss of network privileges 10 school days</p> <p>3<sup>rd</sup> violation – 1 Saturday School or in-school Suspension and loss of network privileges for 20 school days</p> <p>4<sup>th</sup> violation – Additional Disciplinary Action</p>
Student use of any software other than software designated by the teacher or staff member	<p>1<sup>st</sup> violation – 1 detention and loss of network privileges for 5 school days</p> <p>2<sup>nd</sup> violation – 3 detentions and loss of network privileges for 10 school days</p> <p>3<sup>rd</sup> violation – 1 Saturday School or in-school Suspension and loss of network privileges for 20 school days</p> <p>4<sup>th</sup> violation – Additional Disciplinary Action</p>
Logging in as another user other than self or allowing another user to use your account	<p>1<sup>st</sup> violation – 1 detention and loss of network privileges for 5 school days</p> <p>2<sup>nd</sup> violation – 3 detentions and loss of network privileges for 10 school days</p>

3<sup>rd</sup> violation – 1 Saturday School or in-school Suspension and loss of network privileges for 20 school days  
 4<sup>th</sup> violation – Additional Disciplinary Action

**Level II Behavior Offenses: (suspension)**

<b>Problem</b>	<b>Disciplinary Action</b>
Vandalism of hardware or software	Violations will lead to in- 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- 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- 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- 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	Violations will lead to in- 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: (expulsion)**

<b>Problem</b>	<b>Disciplinary Action</b>
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 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.

## **SECTION II – HOUSE RULES**

### **1. 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. 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.

#### **Clothing Guidelines**

- Clothing must cover undergarments and private body parts.
- No holes in the garment above the knee.
- Tank tops without an over shirt; mesh clothing or see through attire; tube tops, spaghetti strap shirts or blouses, half shirts, sport bras, undergarments worn alone, or under attire that is zipped or buttoned, such as a sweat shirt that gets zipped; or undergarments such as tops showing cleavage are not allowed.
- Clothing with unacceptable logos or messages, such as references to drugs, gangs, alcohol, tobacco, pornography, vulgar (offensive) language or sexual innuendo, i.e. Hooters shirts. No attire, body art, or jewelry is to display or make reference to alcohol or tobacco products or pornographic items.

#### **Coats**

- Fleece jackets, vests, and sweatshirts are allowed.
- Trench coats and topcoats 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.

- Skateboarding shoes or heeies may not be worn.

#### **Gang-wear**

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

#### **Hats (caps)**

- The wearing of hats or caps 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 hanging from clothing below mid-thigh.
- 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.
- Shorts must cover undergarments or private body parts at all times.
- Pants must cover a student's buttock.
- Pajamas are not acceptable.
- Spandex or biking pants cannot be worn alone.
- Tear away pants or those that button or zip down the side must be completely buttoned or zipped.

#### **Shirts**

- Shirts, blouses, dresses, or other tops must cover midriff, undergarments and private body parts.

#### **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.

### **2. Radios, CD Players, iPods, MP3 players, Tape Recorders and Players, Televisions, Beepers, Picture telephones or Electronic Devices, or Headphones**

These items are not permitted in school. Not only do they disturb classes, they are often lost or stolen. Radios, and any other items that interfere with the classroom will be confiscated by the teacher and turned in to the office. Parents may make arrangements to pick up the item from the office. The item will not be returned to the student. Radios, record players, tape recorders and players or television sets may only be carried into the school with permission of the administration. Students may not take pictures with their phones at any time

### **3. Closed Campus/Permission to Leave School Building/Grounds**

Students are not permitted to leave the school grounds at any time during the school day without permission from the administration. Students who become ill at school must be excused through the office after the nurse has notified parents. If for any reason a student must leave the building, they must sign out at the office and sign in upon return.

Parents must confirm the reason for the absence. Failure to follow the proper procedure will be considered an unexcused absence. Students absent for reason of medical or dental appointments must have the appointment confirmed by the parent. If the students must leave school early or arrive at school late because of the appointment, he/she must sign in or out of the office. Information regarding the name and phone number of the doctor/dentist must be supplied. The school may call to verify the appointment. Students need to bring back a note from the doctor verifying that they were at the doctor's appointed time. Students are not allowed to open doors to let students or others into the building at any time.

#### **4. Cafetorium**

Students using the cafetorium or immediate area are expected to observe the following rules of conduct.

1. Food is to be eaten only at tables.
2. No food is to be taken out of the cafetorium at any time without permission.
3. Students are responsible for removing all of their trash.
4. Students should remain in the cafetorium area until dismissed unless they have a pass issued by a staff member.
5. Throwing food is absolutely unacceptable and disciplinary action will be based on the amount of disruption created.
6. Students are to use a conversational tone at all times.
7. No outside restaurant food shall be brought into the cafetorium for any reason.

#### **5. Computer use guidelines**

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 606.10 likewise governs the appropriate use of the District's electronic network.

#### **6. Cell Phones**

While cell phones are allowed in the building, they are not to be seen or heard. Parents may pick up phones that are confiscated.

#### **7. Backpacks**

No backpacks or side packs are allowed at Winnebago High School during the school day.

#### **8. Vending Machines**

Pop machines will be turned off during lunch periods.

### **SECTION III – WINNEBAGO HIGH SCHOOL STUDENT DISCIPLINE**

#### **Philosophy**

Winnebago High School discipline policies and procedures are the product of common understandings and society's expectations of our schools. If our democratic society is to flourish, and our ways of living and believing are to endure, we need young people who understand and practice these ideals above personal gratification.

School discipline should protect and nurture the physical, social, mental, and emotional growth of its youth. Regulations are made first to protect persons and property, and second to protect the right to participate in every facet of the educational program. The schools' discipline policies reflect an understanding of child maturation. The District's policies also protect the student who might choose to interfere with his or her educational growth. As each student proceeds

through his or her school years, greater levels of self-control are expected. We believe discipline exists to make possible a good educational program and to protect the welfare of those who participate in the program. To this end we recognize five axioms:

1. Discipline policies and procedures recognize the inherent dignity and rights of each individual.
2. Discipline policies and procedures focus upon the devotion and humanitarian principles and ideals and loyalty to the principles of freedom, justice and equality.
3. Discipline policies and procedures serve to direct behavior and yet encourage personal effort extended toward self-direction.
4. Discipline policies and procedures strive for student recognition and understanding in that one often has to subjugate one's personal inclinations, whims, comforts and even some liberties to achieve greater goals than personal ones.
5. All students with special needs should be referred to those specifically trained to help them.

## **Student Discipline Policy**

Winnebago High School students are prohibited from engaging in behavior that will endanger or threaten the safety of others, that will damage property, or that will impede the orderly conduct of the school program. A teacher may use reasonable force as needed to maintain safety for the other students and may remove a student from the classroom for disruptive behavior.

The following offenses are prohibited by WHS. The level of misconduct defines the disciplinary actions and procedures used in dealing with these offenses:

**Level I = mild**

**Level II = moderate**

**Level III = severe**

This listing of infractions is not inclusive. Acts of misconduct detrimental to the educational program will be handled through the appropriate steps outlined on the following pages.

These rules can apply to students 24 hours a day, 7 days a week, 365 days a year, especially in the case of disrespect, threatening a district employee etc.

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules and regulations.

## **Definitions**

### **1. STC (Student Teacher Conference)**

A STC is a Student-Teacher Conference, which is assigned by and served with a teacher for up to 30 minutes in length. It is assigned one day in advance and can lead to additional STC's or detention if not served when assigned.

### **2. Detention**

Detention is an after-school disciplinary procedure assigned by the principal or his/her designee.

### **3. Tardy**

For purposes of discipline: tardy to school or class.

### **4. Excused Absences**

These shall be any absence specified as a "valid cause" under Section 26-2a of the Illinois School Code. This section states that a "valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency and shall include such other situations beyond the control of the student as determined by the Board of Education of each district, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student. In-School Suspension and Out-of-School suspensions are considered excused absences.

Students absent for reason of medical or dental appointments must have the appointment confirmed by the parent. If the student must leave school early or arrive at school late because of the appointment, he/she must sign in or out of the office. Information regarding the name and phone number of the doctor/dentist must be supplied. The school may call to verify the appointment. After missing 5 days of school per semester a student may be required to provide a doctor's note verifying illness for future absences to be excused.

If a student misses more than 2 class periods he/she will be dropped from Driver Education. One block day counts as 2 class period absences for Driver Education.

Students will be given at least one day to make up work for everyday missed of an excused absence.

### 5. Explained Absence

This constitutes 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. 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 everyday missed.

### 6. 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	

When students are absent from school, parents are required to call the school prior to 9:00 a.m. on the day of the absence. An answering machine is available at the high school to leave messages from 4:00 p.m. to 7:00 a.m. for your convenience. Parent calls serve the purpose of notification. The administration determines the excused/explained/unexcused status of the absence.

### 7. Truancy

The district considers a student to be truant who is absent without valid cause for a school day or any portion thereof, as defined in Chapter 122, 26-2a of the Illinois School Code.

This district considers a student to be a chronic or habitual truant who is absent without valid cause for 10% of more of the previous 180 regular attendance days, as per Chapter 122, 26-2a of the Illinois School Code.

This district, in keeping with Chapter 122, 26-2a of the Illinois School Code, considers a truant minor to be a chronic truant to whom the available resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused.

**Please Note:** When a student is truant, they cannot make up work missed.

### 8. Loitering

Loitering is being in or around the school building during non-school hours. School hours are from 7:50 a.m. through 3:05 p.m. Students not attending a supervised after school activity will be expected to leave the building by 3:15, or are subject to disciplinary action.

### 9. Gross Disobedience, Misconduct, or Disruptive Behavior

Gross disobedience, misconduct or disruptive behavior may be grounds for removal from the classroom or the school bus. Suspension or expulsion from school or the school bus may follow. Such conduct may occur on school grounds, on a school bus or at a school function. Such conduct may also occur outside the school provided there is a direct relationship between the conduct and the school’s educational function. Registered students may be held responsible for their conduct during non-attendance days if their behavior is detrimental to the school function and operation. Gross disobedience, misconduct or disruptive behavior shall include any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial disruption or material interference with school activities or the rights of others. It shall be further defined to include, but is not limited to the following types of conduct, behavior or activity or any other activity or behavior which may be prescribed by the school board from time to time:

1. Insubordination to any school personnel, which includes failure to follow directions or produce student identification, passes, etc.
2. Possession, use, or distribution of any dangerous substance or weapon.

3. Intimidating or attempting to intimidate others; **Bullying**
4. Fighting with or assaulting others.
5. Intentional damage to or destruction of school property, or property of others.
6. Verbal abuse or use of profanity or obscenity to others.
7. Endangering the physical or psychological well-being of the school population by acts such as:
  - a. Improper release of a school fire alarm or tampering with fire extinguishers or fire equipment.
  - b. Starting a fire in or to school property or attempting to do so.
  - c. Setting off explosive devices in or to school property or attempting to do so.
8. Repeated incidents of misbehavior including refusal to comply with school rules.
9. Other acts which directly or indirectly jeopardize the health, safety and welfare of others.
10. Other behavior or conduct which is of such gross nature as to constitute a violation of the spirit or intent of these rules though not explicitly stated above or which in itself is so gross as to constitute on its face gross disobedience or misconduct.
11. Any behavior that disrupts the educational process and hinders the ability of staff members to perform their duties.

#### **10. Special Education Student**

A special education student is a student who has been determined eligible for a special education instructional program or support services pursuant to Article 17 of The School Code.

#### **11. Saturday School**

Saturday School is designed to replace in-school suspension. It is scheduled from 8:00-11:00 a.m. on selected Saturdays. Students will be assigned to a supervised area and are expected to bring with them class work or reading materials. All students that do not attend an assigned Saturday School will be assigned two (2) In School Suspensions.

#### **12. Out-of-School Suspension**

Out-of-school suspension is a temporary exclusion of a student from school, from riding the school bus or from a class or classes for a period of time not to exceed ten (10) consecutive school days. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons. The classroom teachers will consider suspensions as unexcused absences.

#### **13. In-School Suspension**

In-school suspension is an alternative or a precursor to out-of-school suspension. Walking out of ISS without permission will result in an one (1) day out-of-school suspension. The rules for ISS are as followed:

- Report to the ISS room by 7:50 a.m.
- Be quiet. You may not talk to anyone without permission.
- Stay in your assigned seat. You may not leave your seat without permission from the ISS coordinator.
- Sleeping is NOT permitted.
- All electronic devices, pillows, coats, hats, or caps are NOT permitted.
- Complete all work your classroom teacher(s) and/or ISS coordinator assigns.
- Keep your desk and surrounding area clean and organized at all times.
- You must ask permission from the ISS coordinator to use the restroom.
- Lunch orders must be placed by 9:00 a.m. The ISS lunch will consist of a peanut butter sandwich and milk. A lunch can be brought from home
- Leaving the ISS room before 3:05 for ANY reason without the permission of the ISS coordinator will result in a one (1) day out-of-school suspension.
- **Failure to follow the ISS rules will result in an Out-of-School suspension**

#### **14. Expulsion**

Expulsion is the exclusion of a student from school for a period of time greater than ten (10) school days. A student may be expelled up to two (2) years for a weapons violation.

#### **15. School Personnel**

School personnel include teachers, administrators, school board members, school bus drivers, custodians, cafeteria workers and all other school district employees.

#### **16. Disciplinary Hearing**

A disciplinary hearing is a hearing before the Board of Education for the purpose of determining disciplinary action up to and including expulsion from school

## LEVEL I BEHAVIOR OFFENSES

Level I represent those behavioral offenses, which are essentially minor in nature. Behavior offenses, which are judged to be serious in nature, may result in further disciplinary action. Most will result in Student/Teacher Conferences or detentions. Repeated violations of these policies may result in a suspension of up to 10 days. Parents/guardians may also be required to attend a conference with administration regarding a student's behavior.

Problem	Policy	Disciplinary Action
Violation of general classroom/hall rules	Schools have the responsibility to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process.	1 <sup>st</sup> violation–STC 2 <sup>nd</sup> violation-1 detention 3 <sup>rd</sup> violation-2 detentions 4 <sup>th</sup> violation–ISS or Saturday school
Being out of assigned area without a hall pass	Students must be in class in order to benefit from educational opportunities.	1 <sup>st</sup> violation-1 detention 2 <sup>nd</sup> violation-2 detentions 3 <sup>rd</sup> violation-3 detentions 4 <sup>th</sup> violation-ISS or Saturday school
Violation of school dress code	Students are expected to dress appropriately in order to avoid disrupting the educational process.	1 <sup>st</sup> violation-1 detention 2 <sup>nd</sup> violation-2 detentions 3 <sup>rd</sup> violation-3 detentions 4 <sup>th</sup> violation-ISS or Saturday school
Public display of affection	Students are expected to behave in a socially acceptable manner, therefore, anything beyond hand holding is unacceptable.	1 <sup>st</sup> violation-1 detention 2 <sup>nd</sup> violation-2 detentions 3 <sup>rd</sup> violation-3 detentions or ISS 4 <sup>th</sup> violation-ISS or Saturday school
Gambling/games of chance played for money or other tangibles are prohibited by law	No gambling is permitted on school grounds.	1 <sup>st</sup> violation-1 detention 2 <sup>nd</sup> violation-2 detentions 3 <sup>rd</sup> violation-ISS or Saturday school 4 <sup>th</sup> violation-Additional disciplinary action
Throwing snow	Throwing snow on school property.	1 <sup>st</sup> violation-1 detention 2 <sup>nd</sup> violation-2 detentions 3 <sup>rd</sup> violation-3 detentions or ISS 4 <sup>th</sup> violation-ISS or Saturday school
Loitering	Loitering on school property is prohibited.	1 <sup>st</sup> violation-1 detention 2 <sup>nd</sup> violation-2 detentions 3 <sup>rd</sup> violation-3 detentions or ISS 4 <sup>th</sup> violation-ISS or Saturday school
Refusing to follow established attendance policies: - Out of school building or off school grounds without permission - Failure to report to attendance office when late to school - Unexcused absences from school or class - Cutting class	All students must be in the building and in class unless excused. State law makes the school responsible for students during the school day.	Unexcused class periods: 1 <sup>st</sup> violation-1 detention 2 <sup>nd</sup> violation-2 detentions 3 <sup>rd</sup> violation-3 detentions or ISS 4 <sup>th</sup> violation-ISS or Saturday school 5 <sup>th</sup> violation-Additional disciplinary action -A block class will be considered 2 class periods.
Unexcused tardy to classes/school	All students must be in the building and in class at the scheduled time unless excused. State law makes the school responsible for students during the school day.	Tardy to class/school: In all cases the student will sign in to acknowledge the tardy. 1 <sup>st</sup> violation-1 detention 2 <sup>nd</sup> violation-2 detentions

		<p>3<sup>rd</sup> violation-3 detentions or ISS</p> <p>4<sup>th</sup> violation-ISS or Saturday school</p> <p>5<sup>th</sup> violation-Additional disciplinary action</p>
Forged notes, excuses, passes or other documents or lying to school personnel	Signatures on notes, excuses, passes or other documents are expected to be authentic. Lying will not be tolerated.	<p>1<sup>st</sup> violation-1 detention</p> <p>2<sup>nd</sup> violation-ISS or Saturday school</p> <p>3<sup>rd</sup> violation-2 ISS or Saturday school sessions</p> <p>4<sup>th</sup> violation-Additional disciplinary action</p>
Missing detentions	All students are expected to attend assigned detentions.	<p>1<sup>st</sup> violation-Reschedule or make-up detention</p> <p>2<sup>nd</sup> violation-2 additional detentions</p> <p>3<sup>rd</sup> violation-ISS or Saturday school</p> <p>4<sup>th</sup> violation-Additional disciplinary action</p>
Use and/or possession of tobacco products at any school function as well as use/possession of lighters or other incendiary devices	Use of tobacco products is not allowed on school property or at any school function.	<p>1<sup>st</sup> violation-2 detentions</p> <p>2<sup>nd</sup> violation-ISS or Saturday school</p> <p>3<sup>rd</sup> violation-Additional disciplinary action</p>
Unauthorized use of building	Students are not permitted to be present in the gym or weight room after 3:05 unless under the immediate supervision of a coach. Students should not be in the building after 3:15 unless under immediate supervision of a faculty member of coach.	<p>1<sup>st</sup> violation-1 detention</p> <p>2<sup>nd</sup> violation-2 detentions</p> <p>3<sup>rd</sup> violation-3 detentions</p> <p>4<sup>th</sup> violation- ISS or Saturday school</p> <p>5<sup>th</sup> violation-Additional disciplinary action</p>
Possession of a hand held laser	Students at school do not need lasers. Lasers are dangerous if pointed at another student's eyes.	<p>1<sup>st</sup> violation-1 detention</p> <p>2<sup>nd</sup> violation-2 detentions</p> <p>3<sup>rd</sup> violation-ISS or Saturday school</p> <p>4<sup>th</sup> violation-Additional disciplinary action</p> <p>-In all cases the laser will be confiscated.</p>
Exhibiting misbehavior in the cafeteria	Students are expected to behave in a respectful courteous manner in the cafeteria to each other and to school personnel assigned to that area.	<p>1<sup>st</sup> violation-1 detention</p> <p>2<sup>nd</sup> violation-2 detentions</p> <p>3<sup>rd</sup> violation-3 detentions</p> <p>4<sup>th</sup> violation-ISS or Saturday school</p> <p>5<sup>th</sup> violation-Additional disciplinary action</p>
Failure to carry current handbook or current ID	Students are expected to carry their handbook and current identification card.	<p>1<sup>st</sup> violation-1 detention</p> <p>2<sup>nd</sup> violation-2 detentions</p> <p>3<sup>rd</sup> violation-3 detentions</p> <p>4<sup>th</sup> violation-ISS or Saturday school</p> <p>5<sup>th</sup> violation-Additional disciplinary action</p>
Usage of cell phones, pagers, or other electronic devices not approved for educational use.	While students may be in possession of cell phones, they are not to be seen or heard.	<p>1<sup>st</sup> violation-Device confiscated and parents will be required to come to the high school to pick it up.</p> <p>2<sup>nd</sup> violation-2 detentions</p> <p>3<sup>rd</sup> violation-3 detentions</p> <p>4<sup>th</sup> violation- ISS or Saturday school</p> <p>5<sup>th</sup> violation-Additional disciplinary action</p>
Plagiarism/Cheating	Plagiarism and/or Cheating will not be tolerated.	<p>1<sup>st</sup> violation—1 detention and a grade of “0” on the assignment</p> <p>2<sup>nd</sup> violation—ISS or Saturday school and a grade of “0” on assignment</p> <p>3<sup>rd</sup> violation—Additional disciplinary action</p>

## LEVEL II BEHAVIOR OFFENSES

Level II behavior offenses are more severe problems, which frequently lead to suspension from school. Behavior offenses, which are judged to be serious in nature, may result in further disciplinary actions. Repeated violations of these policies may lead to suspensions of up to 10 days and referral to the Board of Education for a disciplinary hearing. Expulsion may be a recommendation. Parents/guardians may also be required to attend a conference with the administration regarding a student's behavior.

Problem	Policy	Disciplinary Action
Acts that endanger the safety of self or others or disrupts the educational process	The school strives to protect all students from unsafe or disruptive acts of others	Violations will lead to in- or out-of-school suspension from 1 to 10 days and may result in referral to the Board of Education for a disciplinary hearing.
Trespassing in school building or on school property	Students are not expected to be on school grounds outside of the school day without valid cause. A student who has been suspended or expelled from school is not permitted to be on school grounds or in buildings at any time during this period except by appointment.	1 <sup>st</sup> violation-2 day suspension 2 <sup>nd</sup> violation-5 day suspension and possible referral to the Board of Education for a disciplinary hearing
Trespassing in other school building/grounds during the school day or trespassing in home school building/grounds after hours	Students enrolled in one building are not permitted on the school grounds of another building without an appointment. Trespassing on school grounds after hours is prohibited.	1 <sup>st</sup> violation-conference with high school principal and trespass warning 2 <sup>nd</sup> violation-ISS or Saturday school 3 <sup>rd</sup> violation-2 day suspension 4 <sup>th</sup> violation-Additional disciplinary action
Insubordination: Refusing to obey direction by school personnel	Courteous behavior is expected of students. Defiance of school personnel is not tolerated.	1 <sup>st</sup> violation-1 to 5 day suspension 2 <sup>nd</sup> violation-2 to 5 day suspension 3 <sup>rd</sup> violation-6 to 10 day suspension 4 <sup>th</sup> violation-Additional disciplinary action
Refusing to correctly identify self	Students must correctly identify themselves upon request by school personnel.	1 <sup>st</sup> violation-1 detention 2 <sup>nd</sup> violation-2 detentions 3 <sup>rd</sup> violation- Additional disciplinary action
Damaging school or personal property	No person may damage personal or public property. This includes any act of vandalism	1 <sup>st</sup> violation-restitution and a 1 to 5 day suspension 2 <sup>nd</sup> violation-Additional disciplinary action
Profanity or vulgarity	Profanity or vulgarity, whether verbal or written will not be tolerated	1 <sup>st</sup> violation-1 Saturday school 2 <sup>nd</sup> violation-2 ISS or Saturday school sessions 3 <sup>rd</sup> violation-Additional disciplinary action
Verbal or Racial harassment, threats/ bullying	Teasing and bullying are unacceptable. Threats directed against students will not be tolerated. This includes but is not limited to racial, religious, ethnicity, etc...	<b>Harassment:</b> 1 <sup>st</sup> violation-2 detentions 2 <sup>nd</sup> violation-ISS or Saturday school 3 <sup>rd</sup> violation-1 to 10 day suspension 4 <sup>th</sup> violation-Additional disciplinary action <b>Threats:</b> 1 <sup>st</sup> violation-1 day suspension 2 <sup>nd</sup> violation-2 to 5 day suspension 3 <sup>rd</sup> violation-Additional disciplinary action
Vehicle violations	Students are not permitted to drive, ride in or be in vehicles during the school day without administrative permission. Reckless driving is not	1 <sup>st</sup> violation-ISS or Saturday school 2 <sup>nd</sup> violation-2 to 5 day suspension 3 <sup>rd</sup> violation-10 day suspension 4 <sup>th</sup> violation-Additional disciplinary action

acceptable and may result in parent and/or police notification.

\*Reckless Driving: Loss of school property parking privileges

Throwing food in the cafeteria

Students will not throw food at any time.

1<sup>st</sup> violation-2 day suspension  
 2<sup>nd</sup> violation-5 day suspension and possible referral to the police  
 3<sup>rd</sup> violation-10 day suspension, police referral and possible referral to Board of Education for a disciplinary hearing

**LEVEL III BEHAVIOR OFFENSES**

Level III behavior offenses are the most severe disciplinary problems. Most of them involve behavior, which presents a danger to the student, to others or to the school. These offenses frequently result in multiple-day suspensions and/or referral to the Board of Education for a disciplinary hearing. Expulsion may be a recommendation. Parents/guardians may also be required to attend a conference with the administration regarding a student's behavior.

Problem	Policy	Disciplinary Action
Physical violence to another student	Incidents of physical assault are not acceptable.	1 <sup>st</sup> violation-2 day suspension 2 <sup>nd</sup> violation-5 day suspension 3 <sup>rd</sup> violation-10 day suspension and referral to Board of Education for a disciplinary hearing which could result in further disciplinary action up to and including expulsion. The proper authorities will be notified. - In all but exceptional cases, both parties will be penalized. Harassers will be considered participants.
Pulling a fire alarm without cause	Maliciously pulling a fire alarm is not acceptable.	1 <sup>st</sup> violation-5 day suspension 2 <sup>nd</sup> violation-10 day suspension and referral to Board of Education for a disciplinary hearing which could result in further disciplinary action up to and including expulsion. The proper authorities will be notified.
Breaking and entering school building, buses or other school property that results in physical damage to building or contents	Breaking and entering is illegal.	1 <sup>st</sup> violation-5 day suspension and restitution 2 <sup>nd</sup> violation-10 day suspension and referral to Board of Education for a disciplinary hearing which could result in further disciplinary action up to and including expulsion. The proper authorities will be notified.
Use and/or possession of alcohol, drugs, look-alikes and/or drug paraphernalia*	The school strives to protect students from harmful drugs and chemicals. Students may not possess or be under the influence of such substances on school grounds.	Violations will lead to suspension of 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. Parents will be notified and police may be notified.
Distribution or attempt to distribute, purchase or attempt to purchase alcohol, drugs, look-alikes and/or drug paraphernalia	The school strives to protect students from harmful drugs and chemicals. Students may not possess or be under the influence of such substances on school grounds.	Violations will lead to suspension of 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. Parents will be notified and police may be notified.
Possession of weapons**, fireworks, explosive devices,	No weapons, fireworks, explosive devices or other dangerous	Violations will lead to suspension of 1 to 10 days and may result in referral to the Board of

pellet guns or air guns	instruments are permitted on school grounds.	Education for a disciplinary hearing, which could result in further disciplinary action up to and including expulsion. Parents will be notified and police may be notified.
Use of weapons**, fireworks, explosive devices, pellet guns or air guns	The school strives to protect students from harm. Also a violation of city ordinances.	Violations will lead to suspension of 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. Parents will be notified and police may be notified.
Physical assault or verbal abuse of school personnel	Incidents of physical assault or verbal abuse are not acceptable in educational institutions.	Violations will lead to suspension of 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***. Parents will be notified and police may be notified.
Stealing or destroying school or personal property	No person may take or destroy public or private property.	Violations will lead to suspension of 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. Parents will be notified and police may be notified.
Sexual harassment directed toward a faculty member and/or another student	Incidents of sexual harassment will not be tolerated.	Violations will lead to suspension of 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. Parents will be notified and police may be notified.
Violation of any federal or state statute or local ordinance	The school strives to maintain a law-abiding crime-free environment.	Violations will lead to suspension of 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. Parents will be notified and police may be notified.

\*The high school administration may require any student who has been found, in accordance with procedures set forth in this regulation to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school sponsored activity in violation of school board policies, be suspended for 10 days and to undergo an evaluation for drug or alcohol abuse, or both, paid for by the parent, and if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program. If the drug evaluation comes back negative, the school may pay for the evaluation and the student will be immediately be reinstated.

\*\*Weapons include, but are not limited to guns, knives, brass knuckles, billy clubs, or look-alikes of any weapon

\*\*\*Board Policy 704.00 – for such offenses the penalty may include an expulsion for a period of time ranging from 10 school days to two calendar years.

An accumulation of an excessive number of suspensions may result in referral to the Board of Education for an expulsion hearing.

For any suspension or expulsion, the procedures as approved by the Board of Education, and required by law, shall be followed. These procedures include the pre-suspension hearing, notification to parents and the parents' right to request a review of the suspension or expulsion.

## **APPEAL OF SUSPENSION**

A student has the right to fair treatment and to be made aware of the charges against him/her. He/she must be given an opportunity to respond to these charges. In cases of suspension, the student is entitled to due process as follows:

1. The suspending school official will give the student oral or written notice of the charges and evidence to support the charges. If the student denies the charges, he/she will be given an opportunity to present an explanation in a conference with the suspending school official. The school official must then inform the student whether or not the suspension is to be imposed,
2. In cases of suspension, when requested by the parent, a hearing officer, whose sole duty is to take evidence and report on it to the Board of Education, will conduct a hearing. The hearing shall be conducted by the Board of Education or by a Hearing Officer appointed by the Board.
3. At hearings conducted by the school board or a hearing officer appointed by the Board, the student has a right to a lawyer at the student's own expense, the right to question the person who made the decision to suspend, the right to present and question witnesses and the right to make a statement in his/her behalf.
4. A record shall be kept of the hearing.
5. The Board of Education will, within a reasonable time after the hearing, notify the parent or guardian of its findings. The notice will be in writing and state whether or not the student is guilty of the conduct charged and what disciplinary action the Board will take.

### ***Detention Rules***

1. Detention will be from 3:10 – 3:50 p.m.
2. Students late to detention may be admitted until 3:20 p.m. An additional detention will be assigned.
3. Students must have a book or study materials. Students not having a book or study materials will be assigned one detention.
4. Students are to remain in their seats and not communicate with other students without permission.
5. No sleeping or wasting time.
6. Detention is the same as any other class. Please do not ask to be excused. If an emergency exists, a parent must notify the principal's office before 2:30 p.m.
7. Students must provide their own transportation. One day will be allowed to make arrangements if needed.
8. Students will not be excused from detention for work and/or extracurricular practices.
9. If a student is absent from school all day or is excused from school early, the detention will be reassigned.
10. Forgetting is not an acceptable excuse for missing detention and will be a cut.
11. Cutting detention will warrant further disciplinary action.
12. An accumulation of an excessive number of detentions may result in further disciplinary action.
13. If a student is removed from detention, disciplinary action will be assigned in accordance with the reason for being removed.
14. Violation of any of the above rules will warrant further disciplinary action.

### ***Saturday School Rules***

1. Students must arrive between 7:50 a.m. and 8:00 a.m. and report to their assigned room.
2. Any student arriving after 8:00 a.m. will not be admitted and will be considered absent.
3. The student is to occupy the seat assigned by the supervisor.
4. Any student who is absent from Saturday School will be assigned a two day out of school suspension.
5. Food and/or beverages are not allowed in Saturday School.
6. Sleeping is not allowed in Saturday School.
7. Destroying or damaging school property will lead to disciplinary action.
8. Restroom facilities will be made available as necessary.
9. Rides need to be arranged before the Saturday School.
10. Telephone calls will not be allowed unless there is an emergency.
11. Any rule violation will cause a student to be dismissed from Saturday School and will receive an out-of-school suspension.

### ***Corporal Punishment***

Staff members shall not be permitted to use corporal punishment (defined as physical punishment) but may use such physical restraints as deemed necessary to protect themselves, other students, staff members or other persons, from bodily harm or restraint necessary to protect against property damage.

## **SECTION IV – WINNEBAGO HIGH SCHOOL ATTENDANCE PROCEDURES**

Winnebago High School expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school at 335-2336 between 7:00 a.m. and 9:00 a.m. of each day's absence and its cause. Whenever such notification is not received, the high school office will attempt to contact the parent at home or at work to confirm the absence and its cause. Absences that are not verified will be recorded as unexcused. These unexcused absences must be verified by parent notification to the office by the following day or will be treated as truancy. All students are responsible for completing and submitting all work as described in the "Make-up Assignment" section of this handbook. An answering machine is available at the high school to leave messages from 4:00 p.m. through 7:00 a.m. for your convenience.

Parents should keep students home from school with any of the following symptoms:

- A fever of 100 degrees or higher
- Uncontrollable cough
- Contagious illness such as strep throat or chicken pox
- Vomiting or frequent diarrhea

**Excessive absences:** After missing 5 days of school per semester students may be required to bring a doctors note verifying illness for future absences to be excused.

### **Medical Appointments/Documentation**

Under certain circumstances, Winnebago High School may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence.

Students absent for reason of medical or dental appointments must have such appointments confirmed by the parent. If the students must leave school early or arrive at school late because of the appointment, he/she must sign in or out of the office. Information regarding the name and phone number of the doctor/dentist must be supplied. The school may call to verify the appointment. Students need to bring back a note from the doctor verifying that they were at the doctor's at the appointed time.

### **Prior Clearance**

For the following absence marked with an \* a prior clearance form must be picked up from the office in advance of the absence. Completed prior clearance forms must be returned to the office at least one (1) day prior to the date of the absence. Failure to complete the appropriate procedure may result in denial of the request or the absence recorded as unexcused.

### **\*Vacations**

Winnebago High School discourages parents or guardians from taking family vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. Students who request an excused absence due to family vacation must follow the prior clearance procedure described above.

### **Truancy - Resources and Supportive Services**

The following resources and supportive services are available to students with attendance problems and their parents or guardians.

District # 323 encourages the use of supportive services to prevent or correct a truancy problem.

- Conferences with school personnel
- Counseling services of school counselor, social workers and psychologists
- Schedule or program changes
- Placement in alternative educational programs (if they exist)

## **SECTION V – ADMINISTRATIVE PROCEDURES**

### **Medication**

No prescribed medication can be given at school unless a Medication Authorization Form is signed by the prescribing practitioner/doctor and the parent/guardian. The form is available in the school office. Over-the-counter medicines

(Ibuprofen and Acetaminophen) can be administered at the discretion of the School Nurse (or person designated by the principal) providing that the Parental Consent Form has been signed at registration.

If parents do not wish to follow this procedure they may come to school and administer the medication when the child needs it. It is recommended that a medication that needs to be taken 3 times a day be given in the morning, after school and in the evening. Be sure to check these times with your doctor.

If your child is going on a field trip and takes daily medication, please send a note giving the teacher permission to give the medication for that day. The nurse will then give the teacher your child's medication.

### **Accidents, Reporting**

Students should immediately report all accidents including those related to injury and/or damage to property to the office or the teacher in charge.

### **Bicycles/Skateboards/Snowmobiles**

According to District # 323 Board Policy skateboards are banned from all school buildings and grounds at any and all times.

Snowmobiles are not permitted on school grounds.

Students may ride bicycles to school. Bicycles must be parked in the bicycle rack and should be locked when not in use. Bicycles are not to be brought into the school building.

### **Automobiles/Parking**

Students driving automobiles or other motor vehicles to school must park them in the designated student parking lots. Speeding or careless driving on the school grounds is not permitted and may result in loss of parking privileges and/or police notification. Students will be assigned their own numbered parking place as space permits. Students who have release may use their automobiles to travel to and from their place of occupation only.

The following rules and regulations regarding student cars are made for the protection of the student body and the public (the school does not assume responsibility or liability for damages or losses resulting from a student use of a vehicle).

1. Parking in such a manner that others are denied a parking space or obstructing the flow of traffic is prohibited.
2. Failing to report an accident is prohibited.
3. Loitering in parking lots is prohibited.
4. Parking on the grass is prohibited.
5. A student parking sticker is required and can be purchased at registration or in the office. (Sticker must be displayed in the bottom left rear window.)
6. All student vehicles must be registered in the office when purchasing the parking sticker.
7. Reckless driving will not be tolerated. (Police notification may occur regarding unsafe driving).

Students who drive on school property may have their vehicle inspected by the principal or his/her designee for the purpose of detecting the suspected presence of illegal, look-alike or unauthorized drugs/alcohol, weapons or stolen objects. This applies to both day and night activities.

**Failure to comply with the above rules may result in the loss of parking privileges. Improperly parked vehicles may be towed away at the student's expense.**

### **Change of Address or Phone**

Please inform the office if you have a change of address or telephone number. Remember inaccurate information will prohibit us from making necessary contacts.

### **Dances**

With the exception of the Junior-Senior Prom, which is sponsored for Juniors and Seniors and their guest, all school dances at WHS are exclusively for Winnebago High School students. Students who want to bring a guest from another school must have the guest procedure form filled out and turned into the office prior to the dance. Appropriate dress is required for admission to any dance. All school rules concerning student behavior pertain to dances. Once a student

leaves the dance, he/she is not permitted to return. To attend students must be or have been enrolled in high school. Students attending a school sponsored event, home or away are subject to random breathalyzer testing

### **Emergency Closing of School**

Should weather or some other unexpected emergency require that the school be closed or the students dismissed early, the information will be broadcast at the earliest possible time. The news agencies we will use for broadcast are as follows:

WROK – Rockford 1440 AM  
WZOK – Rockford 97.5 FM  
WREX – Channel 13

When school is dismissed early all extra-curricular activities will be canceled for that day.

### **Fire Drills and Disaster Drills**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the signal is given, everyone obeys orders promptly and clears the building by the prescribed routes as soon as possible. Students should move at least 100 feet away from the building. The classroom teacher will give specific instructions to students according to the fire drill sheet, which is posted in each room. Do not re-enter the building until an all clear signal is given by the principal or designated staff member. Students not following procedures and/or directives given during drills will face disciplinary action.

WHS has developed a procedure to follow in the event of a natural or man-made disaster and drills will be conducted during the school year. Each room should have a disaster procedure sheet posted which the teacher will review with the class. When a disaster warning is sounded, students should proceed single file from classrooms to designated areas in an orderly and serious manner. Walk rapidly, but do not run, following the same general behavior rules as for a fire drill. Upon reaching the shelter area, students should be seated facing the wall and cover their neck, face and head with their arms. Stay away from doors and windows.

### **Graduation**

Students will be allowed to participate in commencement when all graduation requirements are met (as determined by the administration). Participation in the commencement ceremony is a privilege not a right.

Students who choose to attend and are under the influence of drugs/alcohol or are not dressed appropriately will not be allowed to participate (as determined by the administration).

### **Lockers**

A locker will be assigned to each student at registration. Students are to store books, school supplies and personal items in lockers. DO NOT keep valuables in your locker. The security of the locker and items within rests with the student. It is advised that students should not share their locker combination with anyone. If it is necessary to bring valuables to school, they may be checked in with the office for the day.

It is each student's responsibility to keep the locker orderly and clean. No stickers shall be placed on the outside of the locker. Lockers remain the property of Winnebago High School and are subject to search at any time.

If school officials believe that the student has placed illegal or dangerous materials or substances in the locker, school officials may search the locker, with or without the student's knowledge or consent. School officials may search lockers at any time.

At the end of the year all lockers must be cleaned out. If a locker needs to be cleaned and/or repainted the student may be assessed a clean-up fee.

### **Lost and Found**

Students who find lost articles are asked to take them to the high school office. Articles that are not claimed at the end of the school year will be given to charitable organizations.

## **Make-up Assignments**

When a student has an excused absence from school, it is his/her responsibility to make contact with his/her teacher(s) regarding arrangements for make-up work. Work not made up within a reasonable time will be graded as a zero (0). Reasonable time will be at least one day for each day absent. Students absent for more than five (5) school days will be expected to make contractual arrangements with each teacher regarding make-up work.

## **Non-Discrimination Procedures**

No person in Winnebago Community Unit District # 323 shall on the basis of sex, color, national origin, race, age, religion or handicap be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal assistance. If there are questions regarding Title IX, Title VI, or Section 504 please contact the building principal.

## **School Property, Equipment and personal effects left 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 effect left there.

## **Textbooks**

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully.

Please be sure your name, grade and school are written in the proper place in the book in case they are misplaced. Students will be charged a fine based on the life, replacement cost and degree of abuse and misuse. Lost textbooks must be paid for.

## **Visitors**

The school welcomes adult members of the community who wish to visit WHS. Adult visitors are required to sign-in at the office and receive a "Visitor's Badge" before visitation. Students are not to bring guests to WHS during the regular school day.

## **Work Permits**

Students under the age of 16 are generally required by law to obtain a work permit prior to employment. Information regarding such permits may be obtained from the high school secretary.

## **SECTION VI – SERVICES**

### **Automobile Insurance Good Student Discount**

The guidance office will sign qualifying insurance statements.

### **Copy Machines**

There will be a small charge (10 cents) for each personal copy made on any school copier. Arrangements need to be made in the library.

### **Guidance Office Services**

The guidance office is a clearinghouse of information and services for students and families. The guidance office is the record keeping center for all students' – past and present – temporary and permanent files. All student information is processed in and can be accessed through the guidance office – from lockers and addresses to schedules and graduation status to grades and test results. A guidance counselor is available to assist students and their families in addressing needs and concerns especially as they relate to academic achievement and post-secondary planning. Guidance counselors work as liaisons with the goal of providing students and families with support, information, resources and connections to other services or organizations.

## **Health Services**

Students, who become ill at school, must be excused through the office after the nurse has notified parents.

The School Code of Illinois requires each student entering school in the ninth grade and all athletes to have a physical exam. The examination must be on file with the school by the first day of school.

In addition to the physical examination, every child entering any public, private or parochial school in the State of Illinois shall be immunized against: measles, rubella, tetanus, diphtheria, poliomyelitis, hepatitis B and mumps. Further, the Department of Public Health may require immunization against any one or more of these diseases for pupils entering 9<sup>th</sup> grade. A record of such examination from another school system will be accepted. Students will be excluded from school when there is a failure to comply with these rules and regulations. Parents who feel that they cannot comply with this policy should follow the proper channels of communications through the building principal.

The district has a communicable disease policy. Those interested should request a copy from the district office or the policy is available on the district website. (Board Policy 708.05)

If a student becomes ill or is injured at school, first aid will be administered and parents contacted. Should you injure yourself in any way, notify your teacher immediately so that necessary help can be given. The school reserves the right to examine students and exclude them when indicated to control infectious and nuisance diseases such as head lice, impetigo, scabies, pink eye, etc.

Students with minor illness (colds, sore throats, minor aches and pains) are expected to attend school. Students with a fever of 100.0F or higher, uncontrollable cough, contagious illness, such as strep throat or chicken pox, vomiting or frequent diarrhea should not attend school until after symptoms have resolved.

## **Insurance**

An optional accident insurance program is available for all students.

## **Library**

The Winnebago High School Library serves the students and staff of Winnebago High School and is open from 7:45 a.m. – 3:15 p.m. Monday through Friday. Through orientation and class assignments, students are given instruction in the use of the library.

To enter the library during periods one through seven, students must present a signed pass to the librarian. Students who use the library from a study hall must obtain a pass from a teacher or the librarian.

Procedures for checking out materials are presented during orientation. While in the library, students are to behave in a manner conducive to study.

## **Posters**

There shall be no advertising or printed material of any nature distributed or displayed on school property without prior approval of the administration. All posters/signs must be approved and initialed by the principal before they may be displayed on school property. Poster/signs are to be taken down at the close of the event by the individual or organization posting them.

## **Telephones**

A coin-operated phone is available in the front hallway for student use. Telephone use is permitted before/after school, during lunch with permission and during passing time only.

The school telephones are for business purposes and should be used as such. Students will be called to the office to take emergency calls. Students may use the office phone during the day only when it is necessary for the office personnel to speak to their parents or in case of emergencies.

## **Vending Machines**

Soft drinks and snacks are available for student use only as long as the students keep the school area clean. Repeated

violations of these rules and/or complaints by teachers will force us to remove the machines from the premises.  
RESPECT THIS PRIVILEGE!

## **SECTION VII – STUDENT RECORDS**

As a parent or student in Winnebago School District # 323, you are hereby notified, pursuant to the Family Education Rights and Privacy ACT (FERPA) and the Illinois School Students Records Act (ISSRA) and Regulations issued thereunder, that the Board of Education has enacted a Student Records Policy and issued Regulations thereunder that set out your rights under these laws. The key provisions of said Policy and regulations are set forth herein. Additional details relative to such provisions are included in the full Policy and all of the accompanying regulations are available for perusal in the school district administrative offices, located at McNair Elementary School or may be mailed upon request.

### **Permanent and Temporary Records**

The student permanent Record shall consist of: (a) basic identifying information, including students' and parents' names and addresses, birth date and place and gender; (b) academic transcript, including grades, class rank, graduation date and grade level achieved; (c) attendance record; (d) accident reports and health record; and (e) record of release of permanent record information.

### **Right to Inspect Records**

A parent has the right to inspect, challenge and copy student records, except as specifically limited by the statues and Regulations. Such request must be granted no later than fifteen (15) days after the date of receipt. A fee for copying records not to exceed \$0.35 per page will be charged parties able to pay.

### **Access to Records**

Access to student records shall be limited to parents and parties authorized by the parents, except that: (a) information may be release without parental consent in connection with an emergency or a subpoena, as provided in the Regulation; (b) the records of a student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll; (c) the school shall grant access to persons authorized or required by state or federal law to gain such access, as provided in the regulations.

Any release of information other than specified above requires the prior, specific, dated, written consent of the parent. A written record of any release of information shall be made and kept as a part of the school's student record.

### **Challenge of Records**

A parent shall have the right to challenge any entry, exclusive of grades, in the school student records on the basis of accuracy, relevance and propriety. As provided in the Regulation, a hearing may be requested and the district's decision may be appealed.

### **Maintenance and Destruction of Records**

Permanent records will be maintained for sixty (60) years. Temporary records will be maintained in no case longer than five (5) years after the student has transferred, graduated or otherwise permanently withdrawn from school. Before any school record is destroyed or information deleted there from, the parents shall be given reasonable prior notice and an opportunity to copy the record the information proposed to be destroyed or deleted. After five (5) years, special education records may be transferred to the custody of the parent who shall be advised of the future usefulness of these records by the school district.

### **Directory Information**

Information that may be designated as directory information shall be limited to: (a) identifying information: name, address, gender, grade level, birth date and place and parent's names and addresses; (b) academic awards, degrees and honors; (c) information in relation to school-sponsored activities, organizations and athletics; (d) major field of study; and (e) period of attendance in the school. "Directory information" may be released to the general public, unless a parent informs the school in writing within ten (10) school days after publication of the notice that such information respecting his/her child shall not be released.

## SECTION VIII – 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 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. The State of Illinois allows School Districts to provide transportation, but does not mandate that they should do so.**

**Therefore, this privilege can be revoked for recurring unacceptable behavior.** Due to the fact that most of our busses are transporting students from every grade level, including Early Childhood, and 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 students. 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 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.
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

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

#### Seating Procedures

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

## 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. **Incidents of unacceptable student behavior are divided into Level I, II, and III offenses depending on the severity of the incident. Level II and III offenses begin with an automatic suspension.** All behavioral problems will be recorded by the driver on the 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 BEHAVIOR OFFENSE

Problem	Disciplinary Action
Failure to follow the driver's instructions in a timely manner.	1 <sup>st</sup> violation- Verbal reprimand by driver and recorded on driver's Record of Student Behavior/Discipline log.
Eating or drinking.	2 <sup>nd</sup> violation- Disciplinary Form (copy sent to parent/guardian).
Throwing objects inside the bus.	3 <sup>rd</sup> violation-1-day suspension from school bus, notify parent.
Standing while the bus is in motion.	4 <sup>th</sup> violation- 3-day suspension and parent/guardian conference (conference must occur within 7 days or the student will lose riding privilege until conference takes place).
Excessively late to bus stop or in boarding the bus.	5 <sup>th</sup> violation-5-day suspension of riding privileges, completion of School Bus Safety Class, and possible recommendation of 30-day suspension or expulsion for remainder of year for repeated behavior problems.
Profanity or obscene gestures.	
Harassment or intimidation of any form, including racial insults/slurs.	
Riding on a bus other than the assigned route.	
Boarding or exiting other than the assigned stop.	
Horseplay or excessive noise.	
Lowering bus windows below the designated lines.	
Blocking the school bus aisle.	
Littering.	
Possession of a lighter, matches.	
Possession of squirt guns, water balloons, cap guns, or toy weapons.	
Failure to follow safe boarding or street-crossing procedures.	
Public display of affection.	
Extending body parts out of window.	

### LEVEL II BEHAVIOR OFFENSE

Problem	Disciplinary Action
Threatening the school bus driver.	1 <sup>st</sup> violation-3-day suspension of transportation privileges, notify parent.
Use of tobacco.	2 <sup>nd</sup> violation-5-day suspension of transportation privileges, parent/guardian conference and School Bus Safety Class.
Ignition of any type of fire, including matches and lighters.	3 <sup>rd</sup> violation-10-day suspension with parent/guardian conference.
Physical aggression. Fighting.	4 <sup>th</sup> violation-30-day suspension, School Bus Safety Class, and possible recommendation of expulsion for remainder of year.
Theft or robbery.	5 <sup>th</sup> violation-Loss of transportation privileges for remainder of year.
Possession of a pyrotechnic device.	
Possession of a look-a-like weapon.	
Tampering with emergency equipment.	
Throwing or shooting an object, or objects, at the bus driver or out of the bus window.	
Bringing dangerous objects onto the school bus (other than weapons or flammable liquids*.)	
Riding while under suspension.	
Pushing or shoving another student into the school bus Danger Zone (10 ft. around bus).	
Willful damage to property at the school bus stop, or school district property.	

Willful damage to the property of other students.  
Sexual language or conduct.

### LEVEL III BEHAVIOR OFFENSE

Problem	Disciplinary Action
Possession of a handgun, knife, or other weapon.	1 <sup>st</sup> violation-Loss of bus service for the remainder of the school 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.
Detonation of a pyrotechnic device.	
Possession of alcohol or non-prescription drugs.	
Assault on the bus driver.	
Possession of a flammable liquid*.	
Pushing another student at a moving bus.	
Assault on another student.	
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.

### SCHOOL BUS SAFETY CLASS

Each student, when required to attend a Bus Safety Class, must successfully demonstrate knowledge of school bus safety by passing a basic information quiz at the end of the class. The quiz will be age and ability appropriate. The class must be attended within 5 school days of the student being notified of the class requirement. Failure to attend School Bus Safety Class, or failure to demonstrate knowledge of basic school bus safety following the class, shall result in denial of transportation until the student is in compliance with the class requirements. The Transportation Office will conduct the Bus Safety Class. The class will be either 6:00 – 6:30 AM, or 4:00 – 4:30 PM, on a day that is convenient to the office. The parent/guardian or student will be responsible for enrolling in the bus safety class by calling the Transportation Office at 335-2903. The Transportation Office will communicate with the student's school that the class has been attended and passed.

### BASIC BUS RULES

1. **Always obey the driver.**
2. Be on time.
3. Never run to or from the bus.
4. Stand back from the curb or road.
5. Don't push or shove.
6. Stay in your seat.
7. Don't yell or shout.
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.

### SECTION IX – WHS PHYSICAL EDUCATION RULES AND POLICIES

#### RULES

1. Students will be consider tardy if they are late to class, or late reporting to their squad.
2. Must be in the gym or locker room when the bell rings
3. Must be dressed and in your squad 5 minutes after the bell rings
4. Students are expected to participate every day. No dress days will result in the student receiving a '0' for his/her daily points. 5 no dress days in one semester will result in an automatic failure.
5. All block days count as 2 physical education classes, therefore, a no dress on a block day counts as 2 no dress days and being absent from a block day class period will result in the student needing to make up 2 days.

- After students have changed into school clothes, they are to return to the gymnasium until the bell dismisses the class. Failure to do so will result in a loss of 1 point for the day.
- Students will not be allowed to participate or receive daily points if they are in violation of the WHS dress code, appropriate footwear is not worn (must wear tennis shoes/basketball shoes and they must be tied), or they fail to complete the required warm-up.

**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.)

**GRADING**

Grades will be based upon dressing for class, completion of warm-up exercises, participation, cooperation, sportsmanship, and written tests/quizzes.

Students can earn up to 5 points per day if they report to class on time and participate within the class rules.

Daily Points are earned as follows:

- |          |  |
|----------|--|
| 1 point  | In assigned squad, properly dressed 5 minutes after the bell             |
| 1 point  | Completion of all warm-up exercises                                      |
| 1 point  | Demonstrate cooperation and good sportsmanship throughout class activity |
| 2 points | Participates in all class activities                                     |

Daily points are worth 70% of your grade

Written tests/quizzes are worth 30% of your grade

Grading Scale: A = 90-100%    B = 80-89%    C = 70-79%    D = 60-69%    F = 0-59%

**Reminder:** Physical Education grades are given academic credit and are figured into your grade point average.

**MAKE-UP POINTS**

- Make-ups are to be done on test days only and must be done under teacher supervision.
- Make-up days may be done for all excused/unexcused absences
- Make-up activities will be determined by the teacher
- Students absent with a medical release from a doctor do not have to be made up, however, all written activities must be completed
- Students will be allowed to make-up a maximum of 5 days per semester (whether the absences are excused or unexcused)
- Lost daily points due to infractions cannot be made up
- No dress days cannot be made up
- School-related absences (e.g. field trips, athletic events, etc.) do not have to be made up.

**P.E. EXEMPTS**

- Must be a Junior or Senior
- Must be a student-athlete
- Will only be exempt during the athletic season in which they are participating
- Must pass the P.E. rules test as well as any tests given before or after their exempt period
- Will receive a Pass or Fail at the end of the semester (no letter grade)

**ARCHERY**

**BENEFITS**

Lifetime activity

## **OBJECTIVE**

The purpose of archery as a sport is to hit a target with an arrow. The highest score is made when a target designed with progressively smaller rings is hit in the center. This is the familiar "bullseye" target. Lesser scores are made as the arrow hits rings farther away from the center. Competition involves several archers, each trying to make the highest score possible in a specified number of shots.

## **8 STEPS IN SHOOTING**

1. Stance – Archer should stand at a right angle towards the target
2. Grip – Hold the bow at arm's length from the body with shoulder blades down and back and arm steady
3. Nock – Put the arrow on the bowstring
4. Draw – Pull the bowstring and arrow back to the corner of the mouth while eyeing the target. Archer should concentrate on the target while relaxing the fingertips to ensure a smooth release.
5. Anchor – Place thumb even with your cheek.
6. Aim – point the arrow at the center of the target
7. Release – Let the bowstring go. It should gently roll off your fingers.
8. Follow Through – Archer should continue to focus on the target after releasing the arrow. Hold your form for three seconds after the release.

## **BADMINTON**

### **BENEFITS OF ACTIVITY**

Badminton is a valuable leisure (recreational) time activity in which two (singles) or four (doubles) players try to volley a shuttlecock back and forth across the net; the object being to prevent the opponent from returning the shot and scoring fifteen points. When properly played, badminton requires speed, cardiovascular endurance, power and agility.

### **TERMINOLOGY**

- Ace - A point
- Alley - There are 2, one on each side of the court. They are narrow strips between the two side boundary lines. Area used only for doubles play.
- Bird - Another term for shuttle.
- Clear - A stroke that sends the shuttle high and deep to the back of the court.
- Doubles - Two players on each side; the four-handed game.
- Down - Loss of service by serving side failing to score. In doubles each side has 2 downs, except in the first inning of the game.
- Drive - A hard, horizontal stroke that just clears the net.
- Drop Shot - A stroke in which the shuttle falls just over the net to the floor.
- Fault - An infraction of the rules resulting in a point or side-out.
- Foot Fault - Standing on or over the service court boundary line by either receiver/server.
- Inning - A side's turn at serving.
- Let - Permitting the serve to be taken over or to replay a point.
- Match - Best of 3 games.
- Rally - An exchange of the shuttle between opponents by a series of strokes.
- Serve - The shot that initiates play.
- Short – Game Shots that are played low and close to the net.
- Smash - A powerful downward stroke using wrist snap to end the point.
- Singles - A game with one player per side (two-handed)

### **BASIC RULES**

1. Boundary lines are in play.
2. When the shuttlecock strikes the net, but still lands in the proper service area, the serve is good.
3. The shuttlecock can only be hit once on each side.
4. A shuttlecock cannot be struck by one team while it is still on opponent's side of the net.
5. Any contact with the net causes a loss of point or serve.
6. Score should be called before each serve.

### **SCORING**

1. Server only may score. He/she continues serving until rally is lost.

2. Only a 1 point lead is necessary to win a game.
3. All doubles and men's singles are played to 15 points. Women's singles is played to 11 points.

### **SINGLES**

1. The singles serving court is long and narrow. The playing court is also long and narrow.
2. Serving is started from the right side of the court and also when the server's score is even. Serving from the left side when the server's score is odd.
3. All serves must be diagonal.
4. Both players change service courts after each point has been scored.

### **DOUBLES**

1. The doubles serving court is short and wide. The playing court is long and wide.
2. On the first service, only the right side player has the service. This is known as starting with one down. After that, each partner has a service before side out is called.
3. The player serving continues to serve, alternating service courts for each serve until the serve is lost.
4. The serving team only changes service courts after a point is scored. There is no change of courts for the serving team when the team loses a down. The receiving team never changes courts.
5. After a side out is called, the serving side becomes the receiving side. The new serving side starts service from the right side.

### **THE RALLY MAY BE LOST IN THE FOLLOWING WAYS**

1. On the service:
  - a. If the server's racket head is above his/her waist or hand at the time the bird is hit.
  - b. If either of the servers or receiver's feet touch the line or are not in the correct service court during the serve.
  - c. If the bird served is hit into the net, through the net, under the net, or outside the intended service court.
  - d. If the receiver's partner returns the bird, the server wins the point.
  - e. If the server attempts to serve and misses the bird completely.
2. During the rally:
  - a. If the bird is hit into the net, under the net, into the wall, roof, or other permanent fixture, outside the boundary line.
  - b. If the bird hits your person or clothes.
  - c. If a player hits the net with his/her body or anything he/she wears or carries.
  - d. If a player contacts the bird before it crossed the net.
  - e. If the bird rests momentarily on the strings of the racket and is slung or carried.
  - f. If a player hits the bird twice before it crosses the net, or if the rackets of teammates contact the bird before it crosses the net.
  - g. If the player fails to return the bird to the opponents court.
  - h. If the player obstructs or hinders the opponent.

## **BASKETBALL**

### **BENEFITS**

- Develop team skills (teamwork/cooperation)
- Aerobic Training
- Life long leisure activity – play anywhere/anytime
- Coordination, quickness, speed, strength
- Body special awareness

### **TERMINOLOGY**

- Foul - Infringement of the rules, consisting of free throws being awarded or ball awarded out-of-bounds (pushing, tripping, unnecessary roughness, holding, charge/block)
- Back Court - An area consisting of half of the floor where opponents basket is located
- Front Court - An area consisting of half of the floor where your teams basket is located
- Player Control - When a player is holding or dribbling a ball
- Violation - An infringement of the rules where the ball is awarded out of bounds
- Double Dribble - Dribbling with two hands at once, or stopping a dribble, hold the ball, and dribbling again while in control of the ball
- Traveling - Taking more than one step without dribbling

- Free Throw - Awarded to a player when he/she is fouled in the act of shooting (1pt)
- Field Goal - Any 2 point or 3 point basket
- Lane - Area consisting of shaded area under the basket
- 3 Seconds - Offensive violation – offensive players cannot spend more than 3 seconds in the lane
- Pick & Roll - An offensive technique where an offensive player screens for a teammate who has the ball, and then rolls to the basket looking for a pass
- Man-to-Man - A defensive team strategy where defensive players defend an offensive player. They are responsible to stop their assigned man from scoring. Best used against a good outside shooting team, or to apply defensive pressure
- Zone - A defensive team strategy where all five defensive players defend an area. Used to force a team to shoot from outside
- Box Out - Technique used by rebounding player – keeping themselves between the basket and opponent
- Screen Offensive technique - an offensive player positions themselves to block a defensive player who is guarding an offensive teammate. The screener cannot move, and he/she must allow room for the player being screened to see the screen.
- Def. Position (Vertically) - Proper defensive position is when a defensive player establishes position in an area before the offensive player arrives there. Proper defense is played with the feet, not the hands. When established, defensive position, the defensive player is entitled to the space from the floor to the ceiling, they may have their hands/arms over their head, as long as their body is straight up and down (vertical).

## FLOOR HOCKEY

### BENEFITS

- A fun, recreational team activity using similar skills (stick handling) as the sport of ice hockey.
- A fast paced cardiovascular non-contact activity emphasizing stick handling, passing, and shooting a puck or ball at a goal in an effort to outscore the opposing team.

### TERMINOLOGY

- Crease - The rectangular area and no man's land around the goalie area
- Face-off - Initiates play at the beginning of the game and after each score. The puck is placed at midcourt on the floor and both centers place their sticks within six inches of the puck. When the referee blows his/her whistle play begins
- High-Sticking - This occurs when a player raises his/her stick (blade) above the waist at any time. It is a penalty and the player sits out of play for a designated time period. It usually occurs after a shot is taken and during the follow through.
- Penalty - A penalty occurs when the referee has determined an infraction of the rules has taken place. The player charged is removed from play for a designated time period and his/her team must play short handed.
- Stick Handling - Controlling the puck with the hockey stick so that the defense cannot take it away. (Similar to dribbling and protecting the ball in basketball)
- Wrist Shot - A shot or effort to score a goal by the offensive player whereby he/she primarily uses the wrists to flick the puck toward the goal. This kind of a shot allows the offensive player to raise the puck during his/her attempt

### BASIC RULES

Each team has 6 players, including a goalie. There is one center who is allowed to move full-court. The center tries to score goals. There are two forwards that must stay in the offensive territory. They cannot go past the center line into the defensive area. The forwards set up offensive plays and score goals. Behind the forwards there are two defensive players who cannot go past the center line into the offensive area. Their job is to keep the puck or ball out of the defensive end of the court. The goalie is the sixth player, who may stop shots with hands, feet or stick.

The game begins with a face-off and has 3 periods of 12 minutes each with a break between each period. Teams switch goals at the end of each period. Each team gets one time out per game.

A goal is scored when the entire puck or ball crosses the front line of the goal. A goal is good if the puck or ball deflects off a player or piece of equipment, but it may not be kicked or thrown into the goal. No offensive player is allowed in the goal crease area, and any contact between an offensive player and the goalie when the goalie is in the crease area will result in a penalty.

## **GOLF**

### **BENEFITS**

- Lifelong recreational sport

### **TERMINOLOGY**

- Ace - a hole in one.
- Backswing - movement of the club away from the ball to the top of the swing.
- Birdie - one stroke below par for a hole.
- Bogey - one stroke over par on a hole.
- Bunker - depression in the ground, usually filled with sand.
- Chip shot - short, low running shot played from off the green.
- Clubhead - part of the club that strikes the ball.
- Cup - hole in putting green.
- Divot - piece of turf taken out of the ground when striking the ball.
- Downswing - movement of the club from the top of the backswing to the ball.
- Drive - a shot hit from the tee, usually on a par four or five.
- Driver - number one wood; the club with the least loft, hits the ball the furthest.
- Eagle - two strokes below par on a hole.
- Fairway - the mown area of the course between the tee and the green
- Flag - marks spot on green where cup is located.
- Follow-through - the final part of the swing which occurs after impact
- Fore - a warning shouted to players ahead to warn them of an approaching ball.
- Green - the putting surface or the closely mown area around the hole.
- Grip - the position of the hands on the club. Also known as the handle of the club.
- Hole - a 4 1/4 inch diameter hole cut in the putting surfaces.
- Interlocking - hooking the index and little finger together on the club.
- Iron - metal-headed club
- 9 Iron - iron used to hit the ball high and short
- 3 Iron - iron used to hit the ball longer but is not very accurate
- Overlapping - grip where the little finger lays over the index finger.
- Par - the normal amount of strokes required for a good golfer to play a hole.
- Par is generally set according to length in yards. A par three is never longer than 250; par four is for holes between 251 - 475; and par five is for 476 yards or longer.
- Par is determined by adding a 2 putt to the number of hits it takes to reach the green
- Pitch - short, high shot to the green.
- Putt - shot played with a putter on the green.
- Putter - a straight-faced club used on the green.
- Rough - long grass.
- Sand wedge - heavy, soled club used to play out of bunkers.
- Swing - the entire action taken when hitting the ball.
- Tee - peg used to raise the ball above the surface of the teeing ground.
- Wedge - lofted club designed for pitch shots.

### **OBJECTIVE**

The objective of golf is to hit the ball as few times as possible to get it into the cup.

## **LACROSSE**

### **BENEFITS**

- Good cardiovascular activity and builds teamwork

### **TERMINOLOGY**

- Attacker - A player whose responsibility is to score and is restricted to the offensive side of the field
- Cradle - Technique used to maintain control of the ball when moving; players twist their wrist back and forth to keep the ball in the basket of the crosse.

- Crosse - Playing stick usually made from wood, plastic, aluminum, titanium, and other synthetic materials
- Defense - A player whose responsibility is to prevent a goal from being scored and is restricted to the defensive side of the field
- Face-off - Where two opposing players crouch facing each other across the center line with their crosses on the ground and their backs towards their own goal. The referee places the ball on the ground and on the whistle each player attempts to gain control of the ball.
- Goal Crease - Circle surrounding each team's goal about 18 ft in diameter
- Midfield - A player whose responsible for both offense and defense
- Personal Foul - Infringement of the rules which includes cross checking, slashing, dangerous use of the stick, tripping and unsportsmanlike conduct
- Scoop - A way of picking up the ball that is on the ground, a player places the stick underneath the ball and slides it into the basket of the crosse
- Trapping - Stopping the ball and gaining control with a scoop
- Throw-in - A way to get the ball back into play, it is a toss from the sideline by the team not responsible for putting the ball out of bounds
- Technical Foul - An infringement of the rules which includes off-sides, entering the goal crease area and use of hands

### **BASIC RULES**

1. There are 10 players on a team – 3 attackers, 3 midfielders, 3 defenders, 1 goalie
2. Attackers and defenders need to stay on their half of the field and the midfielders are allowed to play both offense and defense.
3. Game starts with a face-off between the two center attackers
4. Face-offs occur at the beginning of the game, after every goal, at the beginning of each period and stoppage of play.
5. Players may run with the ball in the crosse, pass, and scoop or catch the ball.
6. Players must have 2 hands on the crosse at all times.
7. If a ball is on the ground, a player may NOT cover it with the basket of the crosse.
8. Players may NOT hit the ball out of an opponents basket, or make contact with an opponents stick at any time.
9. If the ball or player in possession of the ball goes out of bounds, the other team is awarded possession of the ball.
10. Attacking players may not enter the crease, but may reach their sticks into the goal area to catch a ball or get a loose ball.
11. Defending players may only enter the crease if they do not have possession of the ball.
12. A team must have 4 players on each side of the field at all times or offsides occurs

### **OBJECTIVE**

Two teams of ten players each play lacrosse; each team attacking the opponents goal and defending its own. The objective of both sides is to put the ball into the opponent's goal and to prevent it from going into their own.

### **PICKLEBALL**

Pickleball is a racket sport similar to badminton, tennis, and racquetball using a paddle and a whiffle ball. It is played on a badminton court. Pickleball helps improve eye and hand coordination, communication, team work and strategic planning skills.

### **BASIC RULES**

**Serve:** Player must keep one foot behind the backline when serving. The serve must be underhand. The paddle must pass below the waist.

The server must hit the serve in the air. He/she is not allowed to bounce it, and then hit it. The service must be made diagonally cross-court and must clear the non-volley zone. Only one serve is allowed, except if the ball touches the net and lands in the proper service court. Then the serve may be taken over.

At the start of each new game, the 1<sup>st</sup> serving team is allowed only one fault before giving up the ball to the opponents. Thereafter, both members of each team will serve and fault before the ball is turned over to the opposing team. When the receiving team wins the serve, the player in the right hand court will always serve first.

**Volley:** To volley a ball means to hit it in the air without first letting it bounce. All volleying must be done with player's feet behind the non-volley zone line. It is a fault if the player steps over the line on his volley follow through.

**Double Bounce Rule:** Each team must play their first shot off the bounce. That is, the receiving team must let the serve bounce before playing it, and the serving team then has to let the return bounce. After the two bounces have occurred, the ball can be either volleyed or played off the bounce.

**Fault:**

- Hitting the ball out of bounds
- Not clearing the net
- Stepping into the non-volley zone and volleying the ball
- Volleying the ball before it has bounced once on each side of the net

**Scoring:** A team shall score a point only when serving. A player who is serving, shall continue to do so, until a fault is made by his team. The game is played to 11 points; however, a team must win by 2 points.

**Singles Play:** All rules apply with following exception:

- When serving in singles, each player serves from the right side if his/her score is even; and from the left-hand court when his/her score is odd numbered.

**TERMINOLOGY**

- Double Bounce Rule - The serve must bounce and the return must bounce before the ball can be volleyed.
- Drive - Hitting towards the receiving team player that is moving forward.
- Drop Shot - A shot landing close to the net usually inside the non-volley zone.
- Lob -Hitting the ball high over the opponent's head.
- Non-volley Zone - An area where the ball cannot be hit in the air.
- Point - Can only be scored when serving
- Smash - An aggressive over-head shot used to put away a point.

**SOCCER****BENEFITS**

The game of soccer develops all aspects of physical fitness including cardiovascular endurance, muscular endurance and strength, flexibility, body composition and agility. It is a game that can be played by all people of all ages, on any flat surface.

**TERMINOLOGY**

- Free Kick - When a player is kicking a direct or indirect kick, opposing players must remain at least ten yards from the ball until it is in play.
- Direct - From which a goal can be scored directly against the offending team.
- Indirect - From which a goal cannot be scored until another player has touched it.
- Penalty Kick - A penalty kick is a direct free kick awarded to one team when a player on the opposing team commits a major foul within the penalty area. The opposing goalkeeper must stand on his own goal line between the goal posts and not move his feet until the ball is kicked. The player taking the kick must kick the ball forward and may not play the ball a second time.
- Throw-In - The throw-in is the means of putting the ball in play after it has gone over the sideline. The throw-in is to be taken from the spot where the ball crossed the sideline. The thrower is to use both hands in delivering the ball from a position behind and over the head. The ball may be thrown in any direction to any teammate.
- Goalie - May only use his hands, while in penalty area, outside of penalty area he/she has same playing rights as other players.
- Goal Kick - When a member of the attacking team causes the ball to go over the goal line, the ball is to be put back into play by means of a goal kick. The ball is placed down within that half of the goal area nearest to where the ball crossed the goal line. The players of the opposing team must remain outside the penalty area as the goal kick is made.
- Corner Kick - When a member of the defending team causes the ball to go over the goal line, the ball is to be put back into play by means of a corner kick. Players of the team opposing that of the player taking the kick are not to be within 10 yards of the ball. The kicker is not to play the ball a second time until it has been touched or played by another player.
- Kick-off - At the time of the kick-off, every player is to be within his/her own half of the field and every player on the opposing team must remain a distance of at least 10 yards from the ball. The ball is not considered to be in play until the ball has traveled the distance of its own circumference. The kicker may not touch the ball a second time until it has been played or touched by another player.
- Offsides - When a ball is passed to a player and he/she is on his/her own half of the field, he/she must have at least 1 opposing player nearer to the goal than he/she is. Offsides is judged at the moment one player passes the ball to another and not at the time the second player receives the ball. After an offside occurs, an indirect free kick is awarded to the opposing team.

- Foul - A foul is a violation of the rules, when deliberate, is penalized by a direct free kick, indirect free kick, or a penalty kick. Fouls include kicking, tripping, charging, striking, holding, pushing, or propelling the ball with arms or hands. The goalkeeper cannot carry the ball more than 4 steps without bouncing it on the ground.

## **BASIC RULES**

Soccer is a game that is played with 10 field players and 1 goalie. The ball is primarily played with the feet, however, it may also be struck with the head or body excluding the arms and hands. A goal is scored when the ball crosses over the goal line into the goal.

## **SOFTBALL**

### **BENEFITS**

Recreational, lifelong activity

### **TERMINOLOGY**

- Arc - The path that the ball must take from the pitcher's hand to the batter. (6'-8')
- Cut-off - A throw made from an outfielder to a player positioned between the intended base and the outfielder.
- Double Play - A play in which the defense is able to get two outs with one at bat of the opposing team.
- Force-out - An out that is achieved by tagging the base that a base-runner is advancing to.
- Home Team - The team that bats at the bottom of each inning.
- Visiting Team - The team that bats at the top of each inning.
- Inning - A complete inning is composed of 6 outs – three by the visiting team and three by the home team, respectively.
- Infield Fly Rule - If the batter hits a fly ball to the infield with runners at least on 1<sup>st</sup> and 2<sup>nd</sup> and less than 2 outs, the batter is automatically out.
- Out of Play - A ball that is thrown beyond the foul line. Base runners are awarded an extra base.
- Fielder's Choice - When a batter reaches base due to the defense choosing to get an out other than the batter. This is not counted as a hit for the batter.
- Foul Ball - A ball that is hit outside the field of play.
- Fair Ball - A ball hit in the field of play. A ball hit on the foul line is a fair ball.
- Tag-up - On a fly ball, base runners must wait on the base until the ball is caught if they want to advance to the next base.

### **RULES**

1. Each batter is allowed 2 swings. A foul ball on the second pitch is an out.
2. No lead offs or steals.
3. Runner interference is an automatic out.
4. A ball thrown out of play results in an extra base.
5. The runner must avoid contact with the fielder at the bases.

## **SPEEDBALL**

### **BENEFITS**

The principle of speedball is the idea of combining known basketball techniques with more rugged soccer skills.

Speedball obtains all the values of any pleasurable big muscle activity, which involves the coordination and cooperation of groups of players acting together.

### **RULES**

Playing the ball:

1. Any ball above the head, from any cause, may be played with the hands.
2. Any ball below waist, from any cause, must be played with the legs or feet.
3. Any ball higher than waist cannot be kicked.

Ball out of bounds:

4. Ball over sideline goes to team who did not cause it to leave the field.
5. Ball over end line by defense; ball is awarded to opponent on side line.
6. Ball over end line by offense, or running with ball in end zone; goes to defense behind the end line.

Starting the game:

1. The ball is put into play by a free kick at the center of the field, all players must be behind the ball.
2. Defensive players must remain behind the 10yd restraining line until the ball is kicked.

### **TERMINOLOGY**

- Field Goal - Ground ball kicked under the cross bar and between the uprights. Counts as 3 points.
- Drop Kick - Over the cross bar from outside the penalty area; counts as 1 point.
- Touchdown - Ball passed from field of play to a teammate behind the goal line; counts as 2 points.
- Penalty Kick - An attempt to score a goal by offended player from the penalty kick mark. Goal keeper may only attempt to block the kick. Counts as 1 point if successful.
- Personal Foul - Consists of holding, striking, kicking, tripping, pushing, and charging.
- Technical Foul - Fouls involving playing a ball illegally. Penalty is a free kick by opponents. Ball may be kicked in any direction or distance.
- Defensive Play - A player may legally guard an opponent who has the ball. He must play to secure the ball, and in no way hold the opponent.
- Goal Tender - There is no distinction between the goal tender and the other players as regards to privilege and restrictions in playing the ball.
- Dribble - A player may dribble the ball with his/her feet at will.
- Air Dribble - A player may throw the ball in any direction and run and catch it before it hits the ground. He/she cannot score a touchdown by this method.

### **TEAM HANDBALL**

#### **BENEFITS**

- Team Handball is a vigorous cardiovascular team game. It is filled with movement and encompasses many of the familiar skills of soccer, basketball, and football. The object of the game is to score a goal (one point) by moving the ball past the opponent's goalie.
- Participation in Team Handball allows students to participate in an Olympic sport that they probably haven't played before.

#### **RULES**

The basic objective of Team Handball is to score a goal using passing and good teamwork. A successful scoring attempt results in the award of a single point.

#### **Basic Rules:**

1. Each team consists of 7 players on a side. Six court players and one goalie. A goalie is stationed at either end of the court and no player except for the goalie is allowed inside the goal area.
2. A regulation game is started with a jump ball between two opposing players at center court.
3. After a goal is scored, the game is restarted with a throw-in by the goalie.
4. Three steps can be taken before or after dribbling. Dribbling the ball with one hand is permitted. The ball may be held or controlled by one player for a maximum of three seconds.
5. The ball is advanced by passing, running and, or dribbling.
6. It is not permitted to play the ball below the knees (kick it) by any court player.
7. A defensive player may obstruct an opposing player by using his body, however, it is not permitted to strike, hold, grab, or tackle the opponent. The defense is similar to basketball.

### **ULTIMATE FRISBEE**

#### **BENEFITS**

Ultimate Frisbee is a recreational means of improving cardiovascular fitness. The student will learn basic Frisbee throwing and catching skills along with important aspects of teamwork.

#### **TERMINOLOGY**

- Goal Line - The line in which the offensive team must cross to score a goal. Both feet must be completely across the line.
- End Zone - The area from the goal line to the end line where the goals are scored. This area is 30 yds deep.
- Goal - A score in Ultimate Frisbee. Each goal is worth one point.
- Pivot Foot - The foot that must be planted while a player has the Frisbee. Changing the pivot foot is a violation.
- Throw Off - A throw off is used at the beginning of each half and after a goal is scored. Both teams must be on their respective goal lines and must not move until the disc is thrown.

## **RULES**

1. Play begins with a throw off.
2. Once the Frisbee is received it is advanced by throwing forward, to the side or backwards.
3. The player in possession of the disc may not run. A pivot foot must be planted, if the pivot foot is moved a foul is called.
4. The defensive team gains possession when the offensive team's pass is incomplete, intercepted, knocked down, or goes out of bounds.
5. The Frisbee cannot be handed from player to player.
6. Only one player can guard the person in possession of the Frisbee.
7. The Frisbee cannot be pulled from the grasp of an opposing player or knocked from his/her hand.
8. A player may catch his/her own pass only if the disc has been touched first by another player.
9. Physical contact during the throw is a foul against the defender.
10. Players must play the disc, not the opponent.
11. A player may not hold the Frisbee for more than 5 seconds.

## **VOLLEYBALL**

Volleyball is a fun game that can be played and enjoyed for a lifetime at a variety of levels, from recreational to competitive. Played either inside or outdoors, the game has many variations; the traditional six person team, co-ed, fours, triples and doubles (used in beach volleyball). The game improves quickness, lateral movement (strengthen knees), and jumping ability.

## **TERMINOLOGY**

- Block - An overhead defensive move used to prevent a spike from penetrating the net. Both arms are overhead, with forearms and hands used to deflect the ball back into the spiker's court.
- Bump - Also known as a forearm pass, it is a single, simultaneous contact off of the forearms. It is used to receive serve, dig spiked balls, and for ball contact below the waist.
- Set - A two handed overhead contact with open hands used to position the ball for the spiker. The ball cannot come to rest on the hands and a slapping motion cannot be used.
- Serve - A one handed contact in which the ball must go over the net, inbound used to begin play. A serve which touches the net and goes over is legal and in play. An underhand or overhand motion may be used. Both feet must be completely behind the baseline. You may score points when you serve or when you receive serve.
- Side-out - The ball is awarded to the defensive team when the serving team violates a rule. One point is scored on a side-out.
- Tip - A soft overhead hit, one or two handed, used to deceive opponents. Tips are used primarily when the ball is close to the net, or when you face a strong blocker.

## **RULES**

Out of bounds:

1. Ceiling or objects attached to the opponents side.
2. Ball which hits outside the line (on the line is good).
3. The ball must be between the antennae or the poles of the court on all returns.

General Rules:

1. Either team may score on a serve. The serve must be over the net, and land within the boundaries of the court. On the line is good.
2. The server is the right back player, however, he/she may serve from anywhere behind the baseline.
3. Rotation for the six player team is clockwise.
4. A player may step on, but not over the center line.
5. A team is allowed three hits per side, and no player may hit the ball twice in succession. A block does not count as a hit.
6. Illegal hits are defined as any ball which comes to rest, is slapped or thrown, or an openhanded hit below the waist.
7. You may only spike if you are a front row player.
8. You may legally play a ball out of the net.
9. The desired offensive sequence is bump, set, spike.
10. Serving team should announce their score first.

**SECTION X – EXTRACURRICULAR ACTIVITIES**

The following opportunities are IHSA sponsored events available to WHS students. Students participating in IHSA sponsored events must meet grade eligibility requirements. Students participating in these activities must sign an extra-curricular code of conduct.

<b>Fall Sports</b>	<b>Boys</b>	<b>Girls</b>
	Cross Country	Cross Country
	Football	Volleyball
	Soccer	Cheerleading
	Golf	Pom Poms
<b>Winter Sports</b>	<b>Boys</b>	<b>Girls</b>
	Basketball	Cross Country
	Wrestling	Cheerleading
	Bowling	Bowling
		Dance Team
<b>Spring Sports</b>	<b>Boys</b>	<b>Girls</b>
	Track	Track
	Baseball	Softball
		Soccer

The following non-athletic opportunities are available to WHS students:

- |                               |                 |                   |
|-------------------------------|-----------------|-------------------|
| Academic/Scholastic Bowl Team | AFS             | Bago Pride        |
| National Honor Society        | Dramatics: Play | Music: Show Choir |
| Class Officers                | Pep Band        | WYSE Team         |
| Spanish/French Club           | Key Club        | Student Council   |
| Math Team                     | Leadership Team | Madrigals         |
| Art Club                      | Robotics        | Musical           |

**Illinois High School Association**  
**(For 2005-06 School Term)**  
**(Revised 3/10/04)**  
**Key Provisions Regarding IHSA Rules**

**Eligibility Rules**

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

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

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

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

**1. Attendance**

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

**2. Scholastic Standing**

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

**3. Residence**

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

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

#### **4. Transfer**

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - 3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
  - 4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
  - 5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

#### **5. Age**

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

#### **6. Physical Examination**

You must annually have placed on file with your principal a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal.

#### **7. Amateur Status**

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$20 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

#### **8. Recruiting of Athletes**

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

### **9. School Team Sports Seasons**

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

### **10. Playing in Non-School Competition**

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sponsored and conducted by the National Governing Body for the sport, your principal must request approval in writing from the IHSA Office prior to any such participation.
- D. You may tryout for a non-school team while you are on your school's team in that same sport, but you may not practice receive instruction participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college or university team during your high school career.

### **11. All-Star Participation**

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

### **12. Coaching Schools**

- A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
- B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
- C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
  - 1. You may not attend a coaching school, camp or clinic for any sport after Saturday of Week No.4 in the IHSA Standardized Calendar (July 31, 2004).

- D. You may take a private lesson at any time provided -no more than two students from your school are in the private lesson.

**13. Misbehavior During Contests**

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

**The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).**