

**Washington Community High School**

**District #308**



**Student Handbook**

**2025-2026**

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# DISTRICT INFORMATION

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

## **Board of Education:**

Jennifer Essig.....President  
Chris Kopinski.....Vice President  
Aaron James.....Secretary  
Byron Buck  
Becky Drum  
Roderick Eyres  
Chetna Funk

Washington Community High School believes that our Mission, Vision, and Core Beliefs will cultivate Student **P.R.I.D.E.** by producing students who are well **Prepared**, highly **Responsible**, demonstrate **Integrity**, encourage **Diversity**, and strive for **Excellence**.

## **Mission**

Washington Community High School will provide a safe environment in which students will be prepared for success in a global society.

## **Vision**

Washington Community High School will become a world-class model of public education that prepares all students to reach their full potential.

## **Core Beliefs**

WE BELIEVE:

### **Our Students are**

- The first priority.
- Given every opportunity to discover themselves and what they want to become.
- Invested in their own learning.
- Life-long learners.
- Creative critical thinkers.
- Collaborative problem solvers.
- Effective communicators.

### **Our Teachers and Staff will**

- Teach students to think clearly, logically and independently.
- Instruct citizenship and personal responsibility.
- Engage in continuous professional development plus mentoring to ensure growth.
- Passionately facilitates student interest and engagement leading to success.

### **Our Strategy will**

- Recognize that progress requires consistent updating of district practices.
- Support individual differences and mutual respect.

- Encourage the development and maintenance of the physical, mental and social health of students and staff.
- Recognize the needs of our environment and the demands of a global society.
- Integrate technological innovation into the learning process.

**Our Facilities / Financials plans will provide**

- Safe environments that are essential for learning.
- Sustainable solutions utilized for today’s results and tomorrow’s world.
- Quality education at a reasonable cost to taxpayers.

**Our Community**

- Is a vital part of Washington Community High School.
- Shares in the responsibility of the family, school and community.
- Partners with the Washington Community High School to prepare graduates to meet future challenges locally, nationally, and internationally.

**STUDENT RESPONSIBILITIES**

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

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

# BUILDING INFORMATION

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

## Administration and School Services

Dr. Kyle Freeman	Superintendent
Dr. Karen Beverlin	Assistant Superintendent
Karen Stevens	Principal
Holly Davis	Associate Principal
Lindsay Winter	Administrator for Instructional Data and Research
Dr. Thomas Fuller	Dean of Students A - He
Kim Barth	Dean of Students Hf - Mn
Chris Snider	Dean of Students Mo - Z
Joe Alstat	Athletic Director
Laura McCue-Newport	Director of Food Services
Kyle Swanson	Director of Maintenance and Operations
Ron Ehlers	Director of Technology
Brett Lawless	Director of Transportation

## District and School Offices Information

### Administration Office

Occupants: Superintendent, Assistant Superintendent, District Bookkeeper/Accounting Coordinator, Assistant Bookkeepers, and Administrative Assistants to the Superintendent and Assistant Superintendent

Supports: Financial information, schools fees, Board of Education meetings, building tours, donations to the district, community facility use requests, employment information, substitute teaching, employment inquiries

### Athletic Director Office

Occupants: Athletic Director, Administrative Assistant to the Athletic Director

Supports: Athletic registration, athletic passes, Hall of Fame, team information, athletic events, Athletic programs

### Counseling Office

Occupants: Counselors, Social worker, School psychologist, and the Counseling Administrative Assistant/Registrar

Supports: Transcripts, college and career planning, class schedules and changes, social/emotional support, school registration, financial aid information, scholarship information

### Deans' Office

Occupants: Deans of Students, Director of Activities, Administrative Assistant to the Deans, and the Attendance Secretary

Supports: Lost and found, parking, ID cards, attendance, discipline, out-of-district dance requests, safety and security, clubs, McKinney-Vento Homeless Program

### Food Services

Occupants: Director of Food Services

Supports: Free and reduced lunch, breakfast and lunch payments, free and reduced lunch applications

**Front Office**

Occupants: Front Desk Administrative Assistant

Supports: Visitor check-in

**Health Services Office**

Occupants: Nurse

Supports: Physicals, vaccinations, medication, illness/medical concerns, doctor notes, PE exemptions, medication

**Library**

Occupants: Librarian, Study Lab Coordinator, Librarian Administrative Assistant

Supports: Print books, digital resources, Peer Tutoring

**Principal's Office**

Occupants: Principal, Associate Principal, Administrator for Instructional Data and Research Administrative Assistant to the Principal, and School Resource Officer (SRO).

Supports: Work permits, summer school, school website, Panther Pro Shop donations, testing, graduation, parent-teacher conferences, Snackpac, Disability Concerns, Title IX/Sex Equity

**Technology Offices**

Occupants: Director of Technology and Technology Technicians

Supports: Chromebooks, logins, Skyward, technology support

**Township Special Education Offices** - located at Beverly Manor, District 50.

Occupants: Director of Special Education, Administrative Assistants to the Director of Special Education

Supports: IEP documents, out-of-district placements, request for Special Education Services

**Please click on the links below for additional school information:**

[WCHS Faculty and Staff](#)

[Calendars \(Academic, Athletics, Fine Arts, School\)](#)

[Bell Schedule](#)

[Board of Education Meetings and Information](#)

# ATTENDANCE

WCHS emphasizes the importance of regular school attendance and complies with the laws outlined in the Illinois School Code. All students are expected to attend school regularly and on time.

## **REPORTING AN ABSENCE**

A parent or guardian must notify the school before 12:00 p.m. on the day of a student's absence or late arrival using one of the following methods:

- Submit an absence request in Skyward
- OR
- Call (309) 444-3167 ext. 2. If you reach the voicemail, leave the student's full name and reason for absence.

## **Leaving During the Day / Late Arrivals**

Students must follow the proper procedures when arriving late, leaving early, or returning to campus during the school day to ensure accurate attendance and maintain campus safety:

- WCHS is a closed campus. Students may not leave school during the day without prior parent permission and official check-out.
- Students leaving school early must check out at the Deans' Office before leaving the building.
- Students returning or arriving late must check in at the kiosk in the main atrium.
- The kiosk will provide a pass to class and one for the main office.
- All absence documentation should be submitted to the front office.
- Students who become ill during the day must be dismissed by the nurse and remain in the nurse's office until picked up.
- Failure to follow these procedures will result in an unexcused absence/truancy.

## **EXCUSED ABSENCES**

**A maximum of 5 absences per period may be excused by parent permission alone each semester.** Any absences beyond 5 must be accompanied by written verification from a medical, funeral, or legal agency to be excused. The Superintendent or designee will determine if an absence meets legal definitions for being excused and will use discretion on severe circumstances for excusing absences. Excused absences include the following:

- Student or family illness (documentation required beyond 5 absences)
- Death in the family (documentation)
- Medical/dental appointments (documentation)
- College/postsecondary planning visits (pre-approved paperwork required)
- Religious holidays (as protected by law)
- Court appearances (documentation)
- Verified car accidents (documentation)
- Vacation (included in 5 parent permission absences per semester)
- Mental Health Days – Up to 5 per year (parent must notify the school)
- Pre-approved participation in school-sponsored events without school transportation

### **Additional Attendance Guidelines:**

- All attendance documentation must be received within five (5) days of a student's return to school. **No Skyward code updates will occur after the five (5) days.**
- For an absence to be considered a college/postsecondary planning visit (does not count towards 5 excused absences), paperwork must be completed and approved in advance.
- Full-time students must be in attendance for at least four (4) class periods and part-time students must be in attendance for at least two (2) class periods to attend and/or participate in a school activity (practices, games, meetings, etc.) that day.
- Absences longer than three (3) consecutive days may require a doctor's note unless cleared by the nurse.
- Frequent one-hour absences will be referred to the Dean.

### **Make-Up Work**

A student will have two (2) days to make up work for the first day of absence, and one (1) day for each subsequent absence.

**Exceptions:** Work assigned before an absence (ex. tests, papers, project, etc.) is due on the original due date.

### **College/Postsecondary Planning Absences**

For an absence to be considered a college/postsecondary planning absence (does not count towards 5 excused absences), paperwork must be completed and approved in advance.

#### **Eligibility:**

Students in grades 10 - 12 are permitted a limited number of college/postsecondary planning absences

- Sophomores: 1 day/year
- Juniors: 2 days/year
- Seniors: 2 days/year

#### **Steps for Approval:**

- Schedule the visit directly with the college or postsecondary institution.
- At least two days prior to the visit, request a College Visit Form from the Deans' Office.
- A parent or guardian must notify the Deans' Office to report the planned absence.
- After the visit, return the completed form with all required signatures to the Deans' Office.
- Students attending testing at ICC must check in and out with the Deans' Office.

Failure to follow these steps may result in the absence being marked unexcused.

### **Re-Entry After Extended Absence**

Students returning from Home/Hospital instruction or extended medical absence must:

- Provide a doctor's note clearing them for return.
- May meet with teachers, counselors, and school officials to support a smooth transition.

### **Family Vacations/Trips**

Vacations count toward the five excused parent-authorized absences permitted per semester. Students should communicate with teachers regarding their absence and make-up work. The excused or unexcused make-up work policy applies.

Early final exams will not be administered due to family vacations/trips. In exceptional circumstances, make-up exams may be authorized by the Principal and must be completed within five days of the end of the semester.

### **Field Trips**

Parent permission is required for trips over 40 miles. Students must notify their teachers in advance and are expected to complete all assignments by the original due dates.

## **UNEXCUSED ABSENCES**

### **Tardiness**

Punctuality is essential to student success, and all students are expected to arrive to class on time. Tardies will reset at the beginning of each semester.

#### **Consequences for Tardiness:**

- 1st Tardy: Teacher warning or teacher-assigned consequence
- 2nd Tardy: Teacher warning or teacher-assigned consequence and parent notification
- 3rd Tardy: Verbal warning from Dean
- 4th Tardy: Referral to Dean and 1-hour detention
- 5th–7th Tardy: Referral to Dean and 2-hour detention
- 8 or More Tardies: Referral to CARE and placement on Social Probation

Arriving to class more than 10 minutes late will result in the tardy being recorded as an unexcused absence.

### **Truancy/Unexcused absences**

Truancy is defined as any absence from school without valid cause as outlined by the Illinois School Code. The following are examples of unexcused absences considered truancy:

- Skipping class
- Absences without parent or guardian notification
- Missing the bus, oversleeping, or experiencing car trouble
- College or postsecondary visits not approved in advance
- Working during school hours without school authorization
- Being observed in public while absent from school
- Arriving more than 10 minutes late to class without checking in
- Failing to properly check in or out of school when arriving late or leaving early

#### **Consequences:**

- 1st Truancy: 2-hour detention
- 2nd Truancy: 2-hour detention + Social Probation
- 3rd Truancy and beyond: CARE referral + continued Social Probation

**Social Probation:** Students may not attend extracurricular events (ex. dances, games, activities) unless they are participating under adult supervision.

**Legal Note:** Chronic truancy can result in citations, court action, and fines up to \$500, plus court costs and/or jail time up to 30 days for parent/guardian if found negligent.

## **Make-Up Work**

Work assigned before an absence (ex. tests, papers, project, etc.) is due on the original due date.

All assignments, quizzes, tests, etc. are due on the day the student returns from their unexcused absence.

**These assignments are eligible for partial credit, with a maximum of 70% of the original grade.**

# **SAFETY INFORMATION AND PROCEDURES**

## **SAFETY DRILLS**

To ensure the safety of all students and staff, WCHS conducts regular safety drills throughout the school year. These drills are designed to prepare the school community for a variety of emergency situations, may be announced or unannounced, and are conducted in accordance with state requirements. Students are expected to take all drills seriously and follow all directions from school personnel. Safety Drills include:

### **Fire Drills:**

- Fire drills are conducted at regular intervals. When the fire alarm sounds, students must follow posted evacuation procedures and exit the building quickly and quietly.
- Fire drill instructions are posted near each classroom exit. Students must proceed directly to the assigned exit.
- The first students to reach the exit should hold the doors open until everyone has exited. All students must move quickly without running. The building should be fully evacuated within three minutes.
- Students must remain with their teacher and move away from the building once outside. Students not in a classroom when the alarm sounds must use the nearest available exit.

### **Tornado Drills:**

Tornado drills are conducted periodically as a precaution. Students must follow their teacher's instructions and proceed to designated shelter areas.

### **Lockdown (Law Enforcement) Drills:**

At least one lockdown drill will be conducted annually in coordination with local law enforcement.

Parents/guardians will be notified in advance and may choose to exempt their child from participation. All other safety drills will be unannounced.

**Earthquake Drills:** Earthquake drills are conducted periodically as a precaution. Students must follow their teacher's instructions and proceed to designated shelter areas.

### **Bus Evacuation Drills:**

A minimum of one bus evacuation drill is conducted each school year. These drills prepare students for safe evacuation procedures in the event of a bus-related emergency.

## **CAMPUS ACCESS**

Students are allowed on school grounds from 7:30 AM - 3:00 PM on regular school days and 8:30 AM - 3:00 PM on late start days, unless they are under direct supervision for an extracurricular activity or have permission from a teacher or administration.

## **CAMPUS PARKING**

Parking on school grounds and in the designated area of Five Points is a privilege, not a right. All student drivers must adhere to the following rules and expectations:

Parking on school grounds and in the designated area of Five Points is a privilege, not a right. All student drivers must adhere to the following rules and expectations:

### **Parking Tag Requirements**

- All students must purchase and display a WCHS parking tag on their rearview mirror when parking on school property or at Five Points.
- Students parking at Five Points must park only in the designated south-end section of the lot (limited to 100 spots) and must have a valid WCHS parking tag.
- A replacement fee, equal to the cost of a new parking tag, will be assessed for any lost tag.
- Students who park without a valid tag in any WCHS or Five Points lot will face immediate disciplinary action.
- Continued unauthorized parking may result in revocation of parking privileges and the vehicle being towed at the student's expense.
- Students are responsible for reporting any changes in vehicle information to the Deans' Office.

### **Designated Parking Areas**

- Jefferson Street East lot - Seniors
- Wilmor Road football field lot - Juniors
- Five Points: Only the south end is designated for student parking (100 spots)

### **General Parking Expectations**

- Proper driving behavior is required at all times when entering or exiting WCHS or Five Points lots.
- Students must lock their vehicles and leave the parking area immediately upon arrival.
- Loitering is prohibited in all parking areas (including Five Points) during the school day, between 7:00 a.m. and 4:00 p.m. This includes sitting in cars before or after school, between classes, and during lunch.
- Students must park within the marked lines in designated parking spaces only.
- Parking areas may be subject to canine sweeps and vehicle searches by school officials if there is reasonable suspicion of illegal, dangerous, or stolen items.
- The school is not responsible for any lost, damaged, or stolen vehicles, bicycles, or personal belongings on school property or at Five Points.
- Violations of parking policies may result in:
  - Verbal warnings
  - Detentions
  - Suspension or revocation of parking privileges
  - Assignment to the CARE Program
  - Vehicle towing
  - Referral to civil authorities
- Students who test positive in the random drug testing program may lose parking

## **DELIVERIES**

- Food deliveries for students from local restaurants are prohibited during the school day.
- The office will not make deliveries to students or be responsible for deliveries of balloons, candy, flowers, stuffed animals, etc.

## **ID CARDS**

Students are required to wear a visible ID card at all times upon entering the building. ID cards are used to purchase lunch, checkout library items, and must be presented upon request by any school employee. Failure to comply will be considered insubordination and may result in disciplinary action.

- Lost or stolen ID cards must be reported to a Dean of Students immediately.
- Replacement ID cards are available for a \$5.00 fee.
- ID cards must remain intact and free of any defacement. Altering or damaging an ID card will result in disciplinary consequences.

## **LOCKERS**

- Students may request a locker in the Deans' Office
- Students are not permitted to share lockers.
- Any locker that is not functioning properly must be reported to the Deans' Office immediately.
- Lockers are the property of Washington Community High School and are subject to inspection or search at any time by school administration. Searches may be conducted with or without the use of trained drug-sniffing dogs.
- Students are required to secure their locker with a school-issued padlock. Non-school-issued locks will be removed.
- Only full-time students (enrolled in at least five classes) are eligible for a school locker assignment.

## **PHONE CALLS**

The office and classroom telephones are business phones. A phone is available in the Principal's Office for student use for emergency purposes. All phone calls should be limited to one (1) minute.

## **SEARCH AND SEIZURE**

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

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

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

If a search conducted in accordance with this policy produces evidence that the student has violated, or is violating, either the law or District 308 rules, such evidence may be seized and impounded by school

authorities, and disciplinary actions may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### **Dog Searches**

The use of trained drug sniffing canines in the search of the school and parking lots and Five Points designated parking area is intended to help deter individuals from bringing and using illegal substances on school grounds. It is also a proactive means to demonstrate that Washington Community High School is committed to a drug free school environment for the students, faculty and staff. The use of the trained drug sniffing canines will be in accordance with District standards and procedures.

### **VISITORS**

- All visitors who are not current students or employees must secure a Visitor's Pass from the Front Desk located at the main entrance on Jefferson Street.
- During the school day, the front doors are locked and visitors must use the intercom button to speak to the front desk staff.
- A driver's license will be required at the main entrance to enter the building.
- A visitor's pass must be worn at all times.
- Friends or relatives of students are not allowed to visit during the school day.

## **GENERAL EXPECTATIONS AND INFORMATION**

### **PERSONAL ELECTRONIC DEVICES**

Regardless of the category, electronic devices must not disrupt the educational environment. Administration reserves the right to confiscate and/or deny the use of any electronic device that disrupts the learning setting or is used for non-educational purposes.

Confiscated devices may be picked up at the end of the school day.

### **Cell Phones**

The use of electronic devices and other technology at school is a privilege, not a right. Washington Community High School is not responsible for the theft, loss, or damage of personal electronic devices. Students bring electronic devices to school at their own risk. The use of cell phones and personal electronic devices is prohibited during class periods in all locations in the building (bell to bell). Devices must remain out of sight at all times unless otherwise directed by staff for an occasional academic purpose.

- Audio/Video Recording & Photography: Audio/video recording and taking pictures of students or staff are strictly prohibited unless prior approval is obtained from administration.
- Restricted Areas: Cell phones and personal electronic devices are not permitted in restrooms, locker rooms, school offices, detention or CARE.
- Permitted Use: Students may use cell phones before and after school, during passing periods, and during their assigned lunch period in the MPR.

<b>WHEN CAN STUDENTS USE THEIR CELL PHONES?</b>	<b>WHEN SHOULD CELL PHONES BE PUT AWAY?</b>
<b>During passing periods</b>	<b>During all class periods (bell to bell) Including classrooms, gyms, library, study hall, PAC, etc.</b>

<b>In the MPR during their assigned lunch</b>	<b>In restrooms and locker rooms</b>
<b>Before school</b>	<b>In school offices (nurse, counseling, deans, etc.)</b>
<b>After School</b>	<b>In Detention and CARE</b>

### **Headphones/Earbuds**

Headphones/earbuds connected to a personal electronic device are not permitted during any class period (bell to bell) or during passing periods. If directed by a staff member, students may use headphones/earbuds connected to a school-issued Chromebook for academic purposes.

Students may use headphones/earbuds during breakfast and their assigned lunch period in the MPR. However, at least one ear must remain exposed at all times to ensure students are aware of their surroundings and can hear staff directions.

<b>WHEN CAN STUDENTS USE THEIR HEADPHONES/EARBUDS?</b>	<b>WHEN SHOULD HEADPHONES/EARBUDS BE PUT AWAY?</b>
<b>In the MPR before school, after school, and during their assigned lunch</b>	<b>During all class periods (bell to bell) Including classrooms, gyms, library, study hall, MPR, PAC</b>
<b>Per the teachers direction, when connected to their Chromebook</b>	<b>In hallways, restrooms, and locker rooms</b>
<b>ONE EAR MUST BE EXPOSED AT ALL TIMES</b>	<b>In school offices (nurse, counseling, deans, etc.)</b>
	<b>In Detention and CARE</b>

### **ATTIRE/PROPER DRESS**

The administration and staff of Washington Community High School believe that student dress and grooming can significantly impact student behavior, attitude, and the overall learning environment. With the support of parents and guardians, the school encourages students to dress in a manner that reflects good judgment, cleanliness, and is appropriate for the school setting.

Any clothing, grooming, or accessories that pose a safety or health risk or cause a disruption to the educational environment will not be permitted. Staff members should refer students who are in violation of the dress code to their assigned Dean for appropriate action.

Recognizing that defining inappropriate attire can be subjective, the following guidelines are provided to assist students and parents in making appropriate clothing choices. These examples include, but are not limited to:

- Any apparel hindering student identification is prohibited.
- Jackets, coats, windbreakers, hats, gloves, sunglasses, and other forms of outerwear may not be worn inside the building.
- Students may not wear clothing or hairstyles that are disruptive to the educational process.
- Students are expected to maintain reasonable cleanliness in both personal hygiene and attire.
- Jeans, pants, or shorts with holes or shreds above fingertip length (with arms hanging naturally at the sides) must not expose skin or undergarments..

- Shorts or skirts should be no shorter than the tip of the longest finger with the arms hanging naturally at the sides.
- All tops must have straps.
- Clothing which is transparent, exposes the midriff, plunging neckline, exposing cleavage, exposing undergarments and shirts with parts cut out, etc. is not allowed.
- The wearing of apparel depicting alcohol, drugs, tobacco, sexual connotations, obscenities, violence, ethnic slurs, and/or superiority is prohibited.

While these guidelines serve as examples, final decisions regarding dress code violations will be made by a Dean or school administrator. Students involved in co-curricular activities may also be expected to follow additional dress expectations established by their program sponsors.

Failure to follow guidelines may result in following disciplinary actions:

- Turning the clothing inside out
- Being sent home to change (unexcused absence may apply)
- Changing into school-provided attire (with time missed considered unexcused)
- Detention
- Parent conference
- Placement in the CARE Program
- Suspension

## **BUSING**

### **Bus Conduct**

School bus transportation is a service provided to students who live more than 1½ miles from school. This privilege may be revoked if abused. All school rules apply on the bus, along with the following expectations:

- Students must not tamper with the bus or its equipment.
- Students should take their seats promptly and remain seated for the duration of the trip.
- Good behavior is required; disruptions distract the driver and may cause accidents.
- Hands, heads, and objects must remain inside the bus at all times. No items may be thrown out of windows.
- Bus windows should not be lowered beyond the designated safety line.
- Students must wait until the bus comes to a complete stop before approaching or boarding. Safety rules must be followed when getting on and off the bus.
- Use or possession of tobacco products and related materials is prohibited at all times on the bus.
- Students must obey the bus driver, who has full authority over student conduct during the trip.

Students who violate bus rules will be referred to their Dean for disciplinary action, including, but are not limited to:

- A warning from the Director of Transportation with notification to the parent/guardian.
- Referral to the Dean, which may result in temporary suspension of bus riding privileges or other disciplinary measures such as verbal warnings, detention, CARE Program involvement, suspension, or expulsion.

### **Temporary Change of Bus Stop**

Parents/guardians requesting a temporary change of bus stop must contact the WCHS Transportation Director or the student's Dean of Students at least 24 hours in advance. Required information includes the

parent/guardian's name, student's name, affected date(s), current assigned bus stop, new address, and phone number.

### **School Bus Video And Sound**

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

### **CLASSROOMS**

- Students are expected to follow all classroom rules and behavioral expectations established by the teacher. Frequent or habitual disruptions will result in disciplinary consequences.
- Students must not interfere with the learning of others.
- The use of cell phones and personal electronic devices is prohibited during class periods in all locations in the building (bell to bell).
- The use of cameras, laptops, or other electronic devices to take photos or videos of students or staff is prohibited without prior approval of administration.
- Students are expected to treat teachers and peers with respect at all times.
- Students may not leave the classroom without teacher permission. Unauthorized departures or being out of class at inappropriate times may result in disciplinary action.
- Students may be removed from class

### **LIBRARY**

The Library is open from 7:30 a.m. to 3:30 p.m. on regular school days. Hours may vary on early dismissal days and during final exams. Students may use the Library before their first class or after their last class without needing a special pass.

At all times, the Library is intended for quiet study, reading, and computer work. Students are expected to follow Library rules and maintain a respectful, quiet environment. Upon entering, students must check in at the circulation desk before the tardy bell rings and remain engaged in individual study or reading. Disruptive behavior, sleeping, or socializing is not permitted.

Library materials may be checked out at the circulation desk with a valid school ID, provided that all fines are cleared or under \$5.00. Materials must be returned by the due date and any fines resolved.

Students who are not using their time appropriately will receive a warning or be sent back to study hall. Any student who is sent back to study hall three times during the semester will be referred to the Deans' Office and may lose Library privileges for the remainder of the semester.

During the school day, students may choose to go to either their assigned study hall or the Library for quiet work. They must check in under their appropriate study hall list and stay in the Library for the entire period. Students placed in study hall for disciplinary reasons may not use the Library unless a teacher verifies a specific assignment requiring media resources. Students are not permitted to move between the Library and study hall during the period. All classroom behavior expectations apply in the Library, and disciplinary procedures will be followed if necessary.

### **LUNCH PERIODS**

The Board of Education and Administration of Washington Community High School are committed to providing a safe, secure, and comfortable lunch environment for all students. Recognizing the importance of student health and nutrition, WCHS offers a variety of nutritious lunch options to support student well-being.

To support these goals, the following lunch regulations are in place:

- WCHS operates a closed campus during lunch. All students must remain on school grounds for the duration of their lunch period.
- Students are required to eat in designated areas, including the Multi-Purpose Room or courtyard.
- Food deliveries from restaurants or third-party services are not permitted.
- All students are required to remain in the Multi-Purpose Room (MPR) for the duration of their lunch period.
- Students are expected to keep the cafeteria clean by disposing of all trash in the designated waste bins and returning trays to the appropriate area.
- Food and beverages must be consumed in the cafeteria and are not permitted in hallways or classrooms.
- The use of personal electronic devices to broadcast music or other audio is prohibited in the MPR and courtyard during school hours.
- Students may not use cameras, laptops, or other electronic devices to take photos or videos of other students or staff without prior approval from a teacher or administrator.
- Students are expected to maintain appropriate conduct. Disruptive behavior—including, but not limited to, throwing food or trash, failing to clean up after oneself, or being excessively loud—will result in disciplinary action.
- Do not put any food or drink items in pockets, bags, hoodies, etc. Taking items from the cafeteria without payment is theft and will result in disciplinary action.

## **SCHOOL RELATED FUNCTIONS**

All school rules and disciplinary policies apply at school-related functions, including those held off school grounds.

### **Student Conduct and Sportsmanship**

Students represent Washington Community High School at all school-sponsored events. Whether participating or spectating, students are expected to demonstrate good conduct, sportsmanship, fairness, and respect. Gross disobedience or misconduct at any extracurricular event may result in disciplinary action and/or exclusion from future school events.

### **Fan Bus Policy**

Students riding the fan bus to school-sponsored activities must also return on the bus. Failure to comply may result in disciplinary action and/or exclusion from future activities.

### **School Dances**

School dances are private events hosted by Washington Community High School. The school reserves the right to determine who may attend and to enforce rules of conduct. Students who violate dance policies receive disciplinary consequences and may lose the privilege of attending future dances. The following are dance attendance guidelines

- Attendance at dances is a privilege extended to Washington Community High School students.
- Students wishing to bring a guest must complete a Guest Permission Form and return it to the Deans' Office at least three (3) days before the dance.
- Guests must be no older than 20 years old. Middle school students are not permitted to attend.
- Students with unexcused absences on the day of the dance (or on Friday for Saturday dances) will not be allowed to attend. Absences due to school-sponsored events are exempt.

- Students who are on social probation cannot attend any dances.
- Students who accumulate more than four (4) total days of CARE and/or out-of-school suspension will be on social probation and ineligible to attend all dances for the remainder of the school year.
- Good-Night Rule: Once a student or guest leaves a school dance, they may not re-enter. This rule is strictly enforced for the safety and security of all attendees.

## **TECHNOLOGY**

### **Student Use Of The Internet (Internet As An Instructional Tool) (Excerpts From Board Policy)**

All use of District 308's connection to the Internet must be in support of education and/or research and be supportive of the Board of Education's stated technology goals. Use of the Internet is a privilege, not a right. General rules for behavior and communication apply when accessing/using the Internet and are outlined in the District's "Authorization for Internet Access" procedures. Electronic communications and downloaded material, including files deleted from a user's account, but not erased, may be monitored or read by school officials. The Superintendent or designee shall administer this policy and implement the procedures/rules necessary for the use of the Internet as part of the school's instructional program. The Superintendent or his designee will make all decisions regarding whether or not a user has violated this policy or related procedures and may deny, revoke, or suspend access at any time. In addition, disciplinary actions may be taken for violations of the Internet Agreement and School Policy. Violators will be subject to one or more of the following disciplinary options: loss of Internet access, verbal warning, detention, CARE Program, suspension and/or expulsion.

### **Technology System Use And Internet Safety Policy**

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

Knowledgeable and appropriate use of the District Technology System can facilitate access to information resources available on-line, create innovative learning environments, and provide for worldwide communication. For purposes of this policy, implementing rules, and acceptable use guidelines, the term "District Technology System" or "System" shall include all computer hardware and software owned or operated by the District, District electronic mail, District websites, and District on-line services and bulletin board systems. "Use" of the District Technology System shall include use of or obtaining access to the System from any computer terminal whether or not owned or operated by the District.

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

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

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

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

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

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

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

## **Guidelines For Acceptable Use Of District Technology System By Students**

### **A. Acceptable Use.**

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

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

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

### **B. Privileges.**

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

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

### **C. Prohibited Use.**

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

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulations or District policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, phone number, social security number, or any other personal information of any student, District employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals for any reason including on the basis of sex, color, race, religion, disability, national origin or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Disrupt or interfere with the System.
9. Gain unauthorized access to or vandalize the data or files of the District or any other user.
10. Gain unauthorized access to or vandalize the System or the technology system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
13. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Send mass electronic mail to multiple users without prior authorization by the appropriate District Administrator.
16. Conceal or misrepresent the user's identity while using the System.
17. Post material on the District's web site without the authorization of the appropriate District administrator.

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

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

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

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

### **E. Websites.**

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

### **F. Disclaimer.**

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

### **G. Security and User Reporting Duties.**

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

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

### **H. Vandalism.**

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

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

### **I. Consequences for Violations.**

A student who engages in any of the prohibited acts listed above shall be subject to discipline which may include: (1) suspension or revocation of System privileges, (2) other discipline including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases. Misuse of the System by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the building principal to review the limitation. The decision of the building principal shall be final.

### **J. Care for Technology Resources**

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

### **Bring Your Own Technology (BYOT) Program**

Since going "1 to 1", students can no longer access the District's internet with their own device.

### **Use of Artificial Intelligence**

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

## PROHIBITED BEHAVIORS

### **AGGRESSIVE BEHAVIOR**

Students are prohibited from engaging in aggressive behavior that may reasonably produce physical or physiological harm to another person. The superintendent or designee will make efforts, including the use of early intervention and progressive discipline, to deter such behavior at school and school related events and shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including CARE Program, suspension or expulsion, for such behavior.

### **BULLYING, INTIMIDATION, HARASSMENT**

#### **Bullying/Cyber Bullying**

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

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

1. placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. causing a substantially detrimental effect on the student's or students' physical or mental health;

3. substantially interfering with the student's or students' academic performance; or
4. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by the school.

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

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

The Administration and staff at WCHS feel that bullying is disruptive to the educational process and will not be tolerated. Bullying is contrary to state law and School Board policy, and in compliance with Public Act 92-0260, 98-0669, 98-0801, authorizes the Administration to take appropriate action to ensure that WCHS is a safe and positive environment for the students to obtain an education. Violators will be subject to one or more of the following options: verbal warning, teacher/classroom discipline, parent/guardian contact, referral to school counselor, detention, CARE Program, suspension, expulsion, and/or referral to civil authorities.

Any student who feels that bullying/cyber bullying has occurred, on or off campus, should notify a Dean, Counselor, Administrator, teacher, school nurse, School Resource Officer, or other school employee. Students can also submit an anonymous form to the link [Report Bullying and \(Sexual\) Harassment](#) Consistent with federal and state laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24 hours of the school's administration being made aware of a student's involvement in an alleged bullying incident.

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

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

### **Harassment**

Harassment includes, but is not limited to race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. All students, employees, and other members of the school community are expected to avoid any behavior or

conduct toward any person who could be interpreted as harassment. Any student who feels that harassment has occurred should notify a Dean, nurse, counselor, Administrator, teacher, or school employee, and it will be handled in a confidential manner. Sexual Harassment will not be tolerated at WCHS.

According to the Illinois Human Rights Act, sexual harassment is defined as the following: "Any unwanted or unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature constitute sexual harassment when such conduct has the purpose or effect of interfering with an individual's work/school performance or creating an intimidating, hostile, or offensive working environment." Students who engage in sexual harassment on or off campus, or at school sponsored activities will be subject to disciplinary actions. Violators will be subject to disciplinary action.

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

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

## **Information and Reporting**

### **Erin's Law:**

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

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

### **Faith's Law - Employee Code Of Professional Conduct**

Faith's Law is named after prevention advocate and child sexual abuse survivor Faith Colson, who graduated from an Illinois high school in the early 2000s.

[Link to Faith's Law](#)

### **Sexual Abuse Response And Prevention Guide**

[Link to Resource Guide](#)

### **WCHS Report Form**

[WCHS Report Bullying, Intimidation, or \(Sexual\) Harassment Form](#)

## **CHEATING**

Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores will result in disciplinary consequences. Violators will be subject to one or more of the following options: zero credit for work, detention, parent conference, CARE Program, and/or suspension.

## **GROSS MISCONDUCT - DISRUPTIONS TO SCHOOL ENVIRONMENT, OPERATION, OR FUNCTION**

Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member: or (b) endanger the health or safety of students, staff, or school property is prohibited (policy 7:190). Violators will be subject to one or more of the following options: restitution, CARE Program, suspension, expulsion, and/or referral to civil authorities.

## **DRUGS/ALCOHOL/INTOXICANTS**

Washington Community High School is committed to maintaining a safe, healthy, and drug-free environment. The use, attempted use, possession, attempted possession, distribution, attempted distribution, or being under the influence of drugs or intoxicants is strictly prohibited during the school day, on all school property (buildings, parking lots, school buses, fields, Five Points student parking lot), and at any school-sponsored activity or event (on or off campus).

Violations of this policy will result in disciplinary consequences and referral to law enforcement. All drug products and electronic devices will be confiscated by the Deans' Office. Student violators shall be subject to discipline up to and including expulsion.

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

1. Substance abuse is a community-wide problem. The school can contribute most effectively to its solution by educating its community in the dangers of drug abuse and by the control of drugs and drug related activity in school. Parents, churches, and other community organizations must share in this responsibility for education and control.
2. In the elimination of drug traffic and the treatment of drug-dependent youth, the school must cooperate with the Police Department, the State's Attorney's Office, the medical profession, and other agencies which have primary responsibility in these areas.

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

1. An educational program that makes students aware of the physical and psychological dangers incurred through the improper use of drugs or intoxicants
2. Administrative procedures which assure proper care of a student suspected of being under the influence of drugs or intoxicants in school, which require temporary removal from school as soon as possible and which provide for the notification of his/her parent/guardian of his/her condition
3. Supervision to prevent any person from coming on campus in possession of any drugs or intoxicants for the purpose of using the drug or intoxicant personally or of selling it to another person. Once a student is on school grounds and leaves campus, he or she is considered a student on campus until school is dismissed.
4. Cooperation with law enforcement agencies and reporting to them any information considered helpful in their efforts to control the traffic of drugs and intoxicants
5. In-service program for all teachers with special emphasis on the recognition of the physical signs resulting from the use of drugs or intoxicants and of the particular behavior caused by the use of drugs or intoxicants

## **Definitions**

For the purpose of this policy, intoxicants and drugs include but are not limited to:

- Illegal drug
- Controlled substances

- Prescription medications not administered in accordance with school policy
- Bodybuilding steroids not prescribed by a licensed physician
- Drug paraphernalia
- Look-alike drugs
- Any other substance used to produce intoxication

### **Medication Guidelines**

All prescription and over-the-counter medication (including aspirin and ibuprofen) must be turned in to the school nurse and stored in its original packaging, clearly labeled with the student's name. Medication may only be taken under the supervision of school health personnel and in accordance with administrative approval.

### **Reasonable Suspicion and Field Sobriety Testing**

If there is reasonable suspicion that a student is under the influence of drugs or intoxicating compounds, a field sobriety test will be administered by law enforcement.

- Refusal to comply with the test or a determination of intoxication will result in a drug-related disciplinary offense.

### **First Offense – Use or Possession**

For a student's first offense involving the illegal use or possession of drugs, controlled substances, unauthorized prescription medications, look-alike drugs, non-prescribed steroids, drug paraphernalia, and/or intoxicants, disciplinary options may include placement in the CARE Program, out-of-school suspension, a required conference with the Dean, parent/guardian, and student, etc.

As a condition of probation, the student must provide written verification of enrollment in a certified drug and alcohol counseling program within two weeks of the offense. The student must also complete a minimum of five (5) counseling sessions with a qualified professional. Approved sources include:

- School counselor
- Licensed psychiatrist or psychologist
- Religious leader (pastor, priest, rabbi)
- Youth outreach program
- Child and Family Services
- Catholic Social Services
- Community mental health clinic

### **Distribution**

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

### **FIGHTING/ASSAULT AND BATTERY**

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

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

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

## **GANGS**

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

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

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership or affiliation in any gang:
2. Shall commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang:
3. Shall use any speech or commit any act that promotes any gang or gang activity, including but not limited to:
  - (a.) Soliciting others for membership in any gangs:
  - (b.) Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - (c.) Committing any other illegal act or other violation of school district policy.
  - (d) Inciting other students to act with physical violence upon any other person.

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

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

## **GROSS MISCONDUCT - DISRUPTIONS TO SCHOOL ENVIRONMENT, OPERATION, OR FUNCTION**

Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member: or (b) endanger the health or safety of students, staff, or school property is prohibited (policy 7:190). Violators will be subject to one or more of the following options: restitution, CARE Program, suspension, expulsion, and/or referral to civil authorities.

## **HAZING**

Hazing is not allowed. Hazing is construed as acts that occur on or off campus that may include, but are not limited to, verbal abuse, physical abuse, or any acts of intimidation or humiliation directed at any student, staff member or school visitor on school grounds or at school sponsored events or activities. Students and parents/guardians are also encouraged to read the school district policies on Harassment and Hazing.

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

## **INHALANTS**

Using, possessing, distributing, or being under the influence of any inhalant or any inhaled substance, regardless of whether it contains an illegal drug or controlled substance, is prohibited. Violations of this prohibition will be referred to law enforcement. Student violators shall be subject to student discipline up to and including expulsion. The prohibition in this section does not apply to a student's use of asthma or other inhalant prescription medications taken in accordance with a physician's instructions or over-the-counter inhalants approved by a parent or guardian and proper notice and approval is provided by the administration.

## **PROFANITY, VULGARITY, GESTURES AND ACTIONS**

Language, gestures and actions which are considered profane, vulgar, immoral, religiously or racially offensive will not be tolerated in the classroom, halls or on campus. Violators will be subject to one or more of the following options: detention, parent conference, CARE Program, suspension, expulsion, and/or referral to civil authorities.

## **THEFT/STEALING**

Theft, accessory to theft, possession of stolen property, or attempting to steal school property or another person's personal property is prohibited. Violators shall be subject to one or more of the following: restitution, CARE Program, suspension, expulsion and/or referral to civil authorities.

## **THREATS**

### **(policy 7:190)**

Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member: or (b) endanger the health or safety of students, staff, or school property (policy 7:190). Violators shall be subject to one or more of the following: CARE Program, suspension, expulsion, and/or referral to civil authorities.

## **TOBACCO PRODUCTS AND RELATED MATERIALS**

WCHS is a tobacco free campus and in accordance with Public Law PL 103-227 and Washington City Ordinance Section 132.07, the use or possession of tobacco or tobacco related products (i.e. cigarettes, lighters, matches, cigarette papers, e-cigarettes, vapes, nicotine products) by students is not permitted at any time. The term "campus" will include all buildings, parking lot areas including Five Points designated parking area, all school property and during school events. This policy will be in effect at all times. Violators shall be subject to the CARE Program or Out of School Suspension, and/or referral to the Washington Police Department on a city ordinance violation.

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

## **VANDALISM**

### **7:170 Vandalism**

The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school, student, and employee property. Incidents of vandalism will also be reported to the proper authorities. Violators shall also be subject to one or more of the following options: CARE Program, suspension, and/or expulsion.

## **WEAPONS**

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

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

# **DISCIPLINE**

## **STUDENT BEHAVIOR (7:190)**

The goals and objectives of this policy are to provide effective discipline practices that:

- (1) Ensure the safety and dignity of students and staff.
- (2) Maintain a positive, weapons-free, and drug-free learning environment.
- (3) Keep school property and the property of others secure.
- (4) Address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution.
- (5) Teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

## **PHILOSOPHY OF STUDENT DISCIPLINE**

The following principles guide discipline practices at WCHS:

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

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

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

Student conferences	Teacher detentions
Parent conferences	Detentions
Counseling	CARE Program
No Pass List	Social Probation
Removal from class	Suspension
Truancy Referral	Expulsion
Limited technology access	Restitution
Behavioral contracts	Referral to civil authorities

## **RECIPROCAL AGREEMENT**

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

## **NO PASS LIST**

To support the safety and security of students, staff and the building, students may be assigned to the no pass list. Students are not allowed to move freely in the building at any time except during passing periods. Routes of travel may also be assigned.

## **REMOVAL FROM CLASS**

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

## **DETENTIONS**

Detentions are intended as an opportunity for students to reflect on and correct unacceptable behaviors. Detentions vary in length based on the severity or frequency of the infraction and must be served as scheduled (45 minute - 4 hour)

- Students must bring homework or study materials and remain engaged in meaningful academic work.
- Phones, sleeping and talking are not permitted.
- Students must serve their detention on the scheduled date. Conflicts must be pre-approved by a Dean.  
(Note: Work, athletics, or extracurriculars are not valid excuses.)
- Illness-related absences must follow the proper procedure for rescheduling. Only one reschedule allowed per semester.
- If a student misses a 45 minute detention, they will be assigned a 2 hour detention.
- If a student misses a 2 - 4 hour detention, they will be assigned to the CARE program.
- 45 minute detentions are scheduled Monday-Thursday from 3:00 - 3:45 PM and Wednesday from 7:00 - 7:45 AM. Missing the detention will result in a longer detention assignment.
- 2 - 4 hour detentions are scheduled Monday and Wednesdays starting at 3:00 PM. Missing the detention will result in assignment to the CARE Program.
- Students issued more than (6) detentions in a year may be subject to one or more of the following: parent conference, counseling referral, CARE Program, and/or suspended Out of School upon additional disciplinary infractions that would have resulted in a detention assignment.

## **SOCIAL PROBATION**

A student will be assigned social probation for the following:

- Tardies - eight (8) and any subsequent
- Truancies - two (2) and any subsequent
- Unexcused absences- two (2) per period and any subsequent
- CARE Program Assignment
- Out of School Suspension

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

Any student assigned a total of 4 or more days in-school (CARE) and/or out of school suspensions will receive social probation for the remainder of the school year.

## **CARE (CITIZENSHIP, ACHIEVEMENT, REFLECTION, ENGAGEMENT)**

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

## **Program Components**

- Academic Work
- Counseling
- Reflection
- Physical Education
- Service
- Character Education
- Vape, Theft, Bullying, Attendance curriculum

## **Program Guidelines**

- The following are prohibited:
  - Cell phones or electronic devices (devices will be secured upon entrance)
  - Talking during “complete work” time
  - Sleeping
  - Food or drink except during assigned lunch
  - Passes or leaving the classroom
- Students will bring lunch or order from cafeteria to eat in the CARE room
- Students must contact their teachers requesting work
- Students must complete daily log sheet
- Students must report to the Deans’ Office when they arrive at school (no loitering in the MPR)
- Students are not allowed anywhere in the building without direct supervision
- Students absent on the day of their assignment will serve on the following day
- Any violations of the CARE Program guidelines will be considered Gross Misconduct and may result in an Out of School Suspension
- Tardies will not be tolerated
- Students may shorten their time if all criteria are met
- Students will bring lunch or order from cafeteria to eat in the CARE room

## **SUSPENSION**

Suspension is a temporary exclusion from school not to exceed ten (10) school days for each incident. The school Administration is authorized to suspend and/or recommend expulsion in cases of gross disobedience or misconduct that occurs on or off campus, including such conduct that occurs on school buses, at bus stops, and while students are traveling to or from school or school bus stops; at school sponsored events and activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. Due process will be followed which includes: informal hearing with student/Dean and written notification to parent/guardian.

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

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

1. Before suspension, the student shall be provided a conference during which the charges will be explained, and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

**EXPULSION**

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

**DISCIPLINE GUIDELINES**

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

OFFENSE	DISCIPLINARY ACTION
Alcohol - possess, consume or distribute alcoholic beverages or under the influence of alcoholic beverages	Options include: suspension, parent conference, Outreach counseling, and probation, expulsion proceedings
Assault/Battery/Fighting	Options include: CARE Program, suspension, expulsion, and/or referral to Washington Police Department
Attire (inappropriate, offensive, safety concern, etc.)	Options include: turning inside out, confiscation, being sent home to change clothes with time missed unexcused, teacher/classroom discipline, detention, parent conference, CARE Program, and/or suspension
Bullying/Cyberbullying (on or off campus) teasing, taunting, intimidating, threatening, spreading rumors, etc.	Options include: verbal warning, teacher/classroom discipline, parent/guardian contact, referral to school counselor, detention, CARE Program, suspension, expulsion, and/or referral to civil authorities
Bus Misconduct	Options include: verbal warning, detention, suspension of privileges, CARE Program, suspension, and/or expulsion

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

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

Inappropriate Materials (includes possession, distribution, and/or display of profane, obscene or suggestive materials)	Options include: verbal warning, detention, CARE Program, suspension, and/or expulsion
Inciting others to misconduct	Options include: CARE Program, detention, suspension, expulsion, and/or referral to civil authorities
Inhalants	CARE Program, detention, suspension, expulsion, and/or referral to civil authorities
Insubordination (includes disrespectful comments, gestures or acts, defiant challenges to school employees, or refusal to follow staff directions)	Options include: detention, CARE Program, suspension and/or expulsion
Leaving Campus (not allowed except with permission of Student Personnel Office)	Options include: verbal warning, detention, CARE Program, and/or suspension
Loitering (includes being in unauthorized areas...parking lots, including Five Points designated parking area), halls/building..., going onto neighbor's' private property, specific street areas)	Options include: verbal warning, detention, revoke privilege, CARE Program, suspension, and/or referral to civil authorities
Multiple Out of School Suspensions	Options include: Brought before the Board for a disciplinary hearing to consider expulsion
Profanity, Vulgarity, Gestures And Actions (includes use of suggestive/disrespectful language or gestures/actions considered profane, vulgar, or immoral. Considered Gross Disobedience)	Options include: detention, parent conference, CARE Program, suspension, expulsion, and/or referral to civil authorities.
Physical Conduct (includes horseplay, pushing, wrestling, snowballs, and other such actions)	Options include: verbal warning, detention, teacher/classroom discipline, detention, parent conference, CARE Program, suspension, and/or expulsion
Public Displays of Affection	Options include: verbal warning, teacher/classroom discipline, opportunity hours, detention, parent conference, CARE Program, and/or suspension
Tardies (must be in class before the bell stops ringing or possess a pass for said tardy)	1st Tardy: Teacher warning or teacher-assigned consequence 2nd Tardy: Teacher warning or teacher-assigned consequence and parent notification 3rd Tardy: Verbal warning from Dean 4th Tardy: Referral to Dean and 1-hour detention

	<p>5th–7th Tardy: Referral to Dean and 2-hour detention</p> <p>8 or More Tardies: Referral to CARE and placement on Social Probation</p>
Technology misuse	Options include: suspension or revocation of System privileges, restitution, detention, CARE Program, suspension, expulsion and/or referral to law enforcement authorities or other legal action in appropriate cases.
Theft/Stealing (includes theft, accessory to act of theft, and/or possession of stolen property of school and/or students)	Options include: restitution, CARE Program, suspension, expulsion and/or referral to civil authorities
Threatening the safety or well-being of staff, students, or self.	Options include: CARE Program, suspension, expulsion, and/or referral to civil authorities.
Threats (includes towards school employee, another student, self or Bomb threats)	Options include: CARE Program, suspension, expulsion, and/or referral to civil authorities
Tobacco Use or Possession of tobacco or tobacco related products	Options include: CARE Program, Out of School Suspension, expulsion and/or referral to W.P.D. for violation of City Ordinance
Truancy/Unexcused Absences (absent without valid reason)	<p>1st Truancy: 2-hour detention</p> <p>2nd Truancy: 2-hour detention + Social Probation</p> <p>3rd Truancy and beyond: CARE referral + continued Social Probation</p> <p>Repeated truancy can result in further consequences including out of school suspension and/or expulsion.</p>
Vandalism (includes school, employee and students' effects and/or property)	Options include: restitution, CARE Program, suspension, expulsion and/or referral to civil authorities
Weapons (possession of firearms, knives, lethal weapons, look alike weapons or any potentially dangerous objects or substances that could be used to inflict bodily harm or property damage)	Options include: CARE Program, Suspension, referral to civil authorities and possible expulsion recommendation

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

# ACADEMICS

## **ACHIEVEMENT**

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

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

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

## **FINAL EXAMINATIONS**

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

## **GRADE CLASSIFICATION**

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

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

<b>Freshman</b>	<b>0-5.499 credits</b>
<b>Sophomore</b>	<b>5.5-10.999 credits</b>
<b>Junior</b>	<b>11-15.499 credits</b>
<b>Senior</b>	<b>15.5-22.5 and above credits</b>
<b>•22.5 minimum credits required for graduation</b>	

## **GRADE WEIGHTING:**

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

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

**GRADUATION REQUIREMENTS**

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

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

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

**HONOR ROLL**

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

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

**LOCAL SCHOLARSHIPS**

Visit the [Counseling Webpage](#) to access information on scholarships. Emails will be sent to all seniors in the spring when local scholarships are posted.

**PANTHER PRIDE PROGRAM**

1ST EXAM WAIVER	2ND EXAM WAIVER (Prior Semester Criteria)
Each student is eligible for one exam waiver. The waiver may be used in one class, provided the following criteria are met:	Students may earn a second exam waiver if the following criteria are met in the previous semester:

<ul style="list-style-type: none"> <li>The student has a grade of C- or higher in the class.</li> </ul>	<ul style="list-style-type: none"> <li>The student had 4 or fewer days of excused absences (28 or fewer class periods).</li> </ul>
<ul style="list-style-type: none"> <li>The student has no Dean referrals in the class.</li> </ul>	<ul style="list-style-type: none"> <li>The student had no assigned discipline (detention, Social Probation, CARE, suspensions, activity code violations, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>The student has no unexcused absences in the class.</li> </ul>	<ul style="list-style-type: none"> <li>The student had no unexcused absences.</li> </ul>
<ul style="list-style-type: none"> <li>The student has three (3) or fewer tardies in the class.</li> </ul>	<ul style="list-style-type: none"> <li>The student had a grade of C- or higher in the class where they wish to use the exam waiver.</li> </ul>

\*For students in attendance during the spring semester of 2025, 1st semester 2025 exams waivers were earned from that previous semester and previous Panther Pride Program criteria.

\*No student can earn more than 2 exam waivers.

### **Other Criteria**

- Students cannot waive the same core class (English, Math, Science, Social Studies) both semesters.
- Students must have a “C-” or higher class average to use an exam waiver.
- Only students enrolled full time (at least 5 hours) for the entire semester are eligible for the program.

### **PLACEMENT**

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

### **SCHEDULING**

Students will have the opportunity to request schedule changes at the beginning of each semester. Changes will only be made if there is available space in the requested class. Schedule changes will not be granted based on preferences for specific teachers or particular class periods. Additionally, classes will not be moved from one period to another in order to accommodate a change.

Exceptions to this policy include the following:

1. A track change that is agreed upon by the teacher, counselor, student, and parent.
2. A correction due to a failed class or a scheduling error.
3. Administrative reasons, such as balancing class sizes or resolving student-teacher conflicts.
4. A demonstrated change in career choice that makes the existing schedule inappropriate.
5. Replacing a pre-registered class that was dropped during the scheduling process by a school official.
6. Adding a class for the second semester, provided the change is made before the first day of second semester classes and space is available in all affected sections.

### **WITHDRAWALS/DROPS - CLASS/SCHOOL**

Students may drop classes only if they qualify in accordance with the standards for full time students. Students must carry five (5) academic classes to be considered full time. Students wishing to drop a class must first obtain parental permission.

Students dropping out of school should have a parent/guardian to notify the school either in person, by phone, or in writing of the intent to drop. The parent will be directed to a school official for proper verification of the notice. Once students drop out of school during a semester,

# SUPPORTS

## **CAFETERIA - BREAKFAST AND LUNCH**

WCHS is an offer vs serve cafeteria. We participate in the National School Lunch and Breakfast programs (NSL & BP). Applications for Free and reduced meals can be filled out during registration or a paper copy can be acquired through the Food Service Department. Applications need to be filled out each year. Visit the [Cafeteria Webpage](#) for additional information.

## **COUNSELING SERVICES**

### **A. How to see a counselor:**

1. At any time, sign up under For Students/Parents > Counseling. Find your counselor and sign up using the link under their name. You will be sent a pass to come to the office at a later time.
2. Sign up under your counselor's name at the counseling office main desk. You will be sent a pass to come to the office at a later time.
3. No appointment is necessary before or after school (counselors are available from 7:45 AM - 3:15 PM for student conferences)
4. Go in at any time should you have an emergency

### **B. How your counselor may help:**

1. Academic: course planning, tutoring resources, answer any questions you may have about school, homework requests for absences of three days or longer, discuss study habits and techniques, test prep, etc.
2. Career: suggest courses for specific careers, college planning, military information, scholarship information, trade school or workforce information, etc.
3. Personal/Social: any issue that may impact overall well being. Including, but not limited to: peer relationships, family relationships, stress, anxiety, grief, substance use and abuse, etc. Referral services are also available.

### **C. Additional resources available in the Library:**

1. Career information on book shelves
2. Reference books for vocational schools and colleges
3. College catalogs
4. Armed Service information
5. Videos

## **HEALTH SERVICES**

### **A. How to see the Nurse:**

1. Except in emergencies, a student is to report to class and obtain a pass from the teacher before being admitted to the Health Office.
2. Students may not remain in the Health Office for more than one period...if at the end of the period the student is unable to return to class, the parents are notified and arrangements are made for transportation home.

### **B. How the Nurse can help:**

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

1. A written order for prescription medicines must be obtained from the students' licensed prescriber and the non-prescription medications from the parent/guardian. This can be the label on the prescription bottle. The order must include: Child's name, licensed prescriber, name of medication, dosage, route of administration, frequency and time of administration. Date of prescription, date of order, diagnosis requiring medication.
2. Medication must be brought to the school in the original package or an appropriately labeled container. The school nurse will document each time she administers medicine to a student.
3. All P.E. excuses must be registered with the Nurse.
4. When sent home because of fever, skin eruptions, sore throat, or any communicable disease, the student is to report to the nurse upon returning to school...a Doctor's excuse is needed if it is communicable.
5. When leaving school because of illness, the student must check out through the Nurse or a Dean.

**C. Health Office rules to be followed:**

1. A student is to report to class and obtain a pass from the teacher before being admitted to the Health Office (except in an emergency).
2. Students may not remain in the Health Office for more than one period under normal circumstances.. (if at the end of the period, the student is unable to return to class, the parents are notified and arrangements made for transportation home) the nurse signs the student out and releases them.
3. All medications taken in school are to be registered with the Nurse... (These medications shall be kept in the Nurse's Office).
4. P.E. excuses shall be registered with the Nurse. Up to 3 days per parent request, anything over 3 days must be accompanied by a Doctor's note.
5. If a student is absent from school due to fever, skin eruptions, sore throat or any communicable disease, the student must report to the Nurse upon returning to school... (A Doctor's note is required for all communicable diseases and may be requested for other illnesses when a student is absent for three or more days or has a record of excessive absences).
6. All students leaving school because of illness must check out with the Nurse or Deans' Office.
7. There will be no loitering allowed in the Health Office before school or during lunch periods. If a student needs to visit the Nurse, they must get a pass from class.
8. In case of injuries, parents will be contacted. In case of severe injury or problems, the emergency squad will be called and parents contacted.

**STUDY LAB/PEER TUTORING**

Study Lab/Peer Tutoring is for students interested in seeking help for academic group work, (including study skills, tutoring, test taking, job search support). Interested students may access the Study Lab before school or during their study hall. The Study Lab is located in the library

## **NONDISCRIMINATION INFORMATION**

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

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

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

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

### **LEGAL NOTICE OF NONDISCRIMINATION**

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

Mrs. Karen Stevens, Principal, Coordinator of Section 504 (Disabilities) and Title VI (Civil Rights)  
Washington Community High School,  
115 Bondurant Street, Washington, IL 61571  
309-444-3167 Ext. 5570

Mrs. Holly Davis, Associate Principal, Coordinator of Title IX (Sex Equity)  
Washington Community High School,  
115 Bondurant Street, Washington, IL 61571  
309-444-3167 Ext. 5514

### **FERPA NOTICE**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District Official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District Official to whom the request was submitted, that Official shall advise the person making the request of the correct Official to whom the request should be addressed.
- (2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District Official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

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

### **MEDICAID REIMBURSEMENT NOTICE**

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

### **EDUCATION OF HOMELESS CHILDREN**

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

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

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. The Superintendent shall appoint a Liaison for Homeless Children. If a child is denied enrollment or

transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with state law.

## NOTIFICATIONS

### **TITLE I: RIGHT-TO-KNOW NOTIFICATION**

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

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

### **WCHS ASBESTOS MANAGEMENT PLAN NOTICE**

[View Asbestos Management Notice](#)

### **WCHS ANNUAL INTEGRATED PEST MANAGEMENT PLAN NOTICE**

[View Pest Management Notice](#)

## EXTRACURRICULAR ACTIVITIES

The Board of Education recognizes that participation in all extracurricular and co-curricular activities (i.e. athletic teams, cheerleading, Pantherettes, clubs, service organizations, class related programs, music, and performance groups, etc.) is a privilege and not a right. Therefore, District #308 Board of Education requires that the conduct of student participants be exemplary. The Board of Education also believes that every athlete and student leader (i.e. officer, member of any executive board, or member of a performance group) is a representative of the school and must conduct themselves appropriately both while in school and out of school. It shall be the policy of this Board to annually review and approve the specific rules and regulations of the extracurricular programs of Washington Community High School.

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

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

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

Nonpublic students, including parochial and home schooled students are eligible to participate in interscholastic competition, if enrolled in and attending at least two class periods during the regular school day, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity. These students must be enrolled in and submit paperwork as required by the district for 3 additional classes through their home school or parochial coursework to meet the required IHSA minimum of 5 classes. (Board Policy 7:40). Any questions about extracurricular activities should be referred to the Athletic Director.

Please click on the links below for additional school information:

[WCHS Extra-Curricular Handbook \(including the Code of Conduct\)](#)

[WCHS Clubs/Activities and Sponsors List](#)

[WCHS Athletics and Coaches List](#)

[Athletics Home Webpage](#)

[IHSA By-Laws and Policies](#)

### **NATIONAL HONOR SOCIETY**

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

### **Procedures**

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

the Faculty Council.

6. Faculty Council reviews Student Activity Information Forms (SAIF) and verifiable information for each candidate.
7. Candidates receiving a majority vote of the Faculty Council shall be inducted into the chapter.
8. Members who fall below a GPA of 3.83 in the 8th semester will be automatically dropped from NHS Membership.

### **OFFICE HELP AND TEACHING ASSISTANTS**

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

### **RULES FOR HOMECOMING PARADE PARTICIPATION BY WCHS STUDENTS**

1. Students may walk in the parade as a team or organization, with direct supervision by their coach or sponsor.
2. Riding on a float before, during, or after the parade is prohibited.
3. Students may ride in the parade under the following conditions:
  - A. Members of HC Court or varsity cheerleading squad may ride in a car, convertible.
  - B. Members of a team or organization may ride on an emergency vehicle (fire truck) with written permission from a parent, with direct supervision by a coach or sponsor.
  - C. Members of a team or organization may ride on a flatbed style truck that has enclosed sides or rails at least waist high, with written permission, and direct supervision by a coach or sponsor.No students may ride in the bed of an open pickup or any other vehicle not described above.

Failure of any WCHS student to comply with the above stated rules will result in disciplinary action from verbal reprimand up to and including recommendation for expulsion from WCHS.

### **STUDENT GOVERNMENT**

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

Why do we have a Student Council? All over the United States the Student Council movement is gaining strength; for students, faculty and the Administrators alike are realizing that a conscientious and well organized Student Council is capable of a large contribution to its' high school. The Student Council provides and encourages the expression of student opinion; it tries to build a good relationship between students and faculty; it endeavors to keep the school spirit on a high level; and it carries out many worthwhile projects and activities.

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

The Student Council:

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

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

### **SCHOOL SONGS**

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

#### **LOYALTY**

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

#### **VARSITY**

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