

**Woodlawn Grade School**  
**2023-2024**

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## **FOREWARD**

This book is designed to give important information about your school. It is hoped that it may materially assist new students in adjusting themselves to the life of the school and that to all it may be a constant reminder of the school's general procedures, ideals, and traditions.

Students are urged to read this book carefully and to keep it for reference throughout the year. Copies of the student handbook can be found on the school's website, woodlawnschools.org.

This book is adopted by the Board of Education for the 2023-2024 school year.

**MISSION STATEMENT:** The mission of Woodlawn Grade School is to provide a safe learning environment where students are taught what it means to live in America and children are well-trained in all fundamental subjects. The special talents of each individual student will be cultivated, and each child will be given the opportunity to reach his/her highest level.

**DISCLAIMER STATEMENT:** The provisions in this handbook are not to be considered as irrevocable, contractual commitments between the school and the student. Rather, the provisions reflect the current status of rules, practices, and procedures as currently practiced and are subject to change without prior notification. Board policies are available to the public in the District Office.

## **EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any person having inquiries concerning the Woodlawn School District No. 209's compliance with statutes or regulations implementing the Americans with Disabilities Act, Title IX or Section 504 of the Rehabilitation Act is directed to contact Eric Helbig, 300 North Central Lane, Woodlawn, Illinois, 618-735-2631, who has been designated by Woodlawn School District No. 209 to coordinate the District's efforts to comply with the statutes and regulations implementing the Americans with Disabilities Act, Title IX and Section 504. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions

of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

### **A MESSAGE TO ALL STUDENTS**

Welcome to Woodlawn Grade School. The Board of Education and the Staff are looking forward to working with you. Woodlawn Grade School is your school. It is supported by your parents and friends so that you can have the best educational opportunities available.

We hope that each one of you will achieve a quality education at Woodlawn Grade School. If you obtain a quality education, you will have achieved the educational objectives of our school.

The staff at Woodlawn Grade School cannot guarantee that you will be ready for the years to come; only you can do this. Regular attendance, proper study, preparation, and the respect for the rights and privileges of others, as well as for yourself, will determine how prepared you are to take the next step after high school.

When questions arise, use your student handbook to find answers, ask faculty members, or call the office. We are all eager to help you in any way we can.

**Sincerely,**

Eric Helbig, Superintendent

### **Administration, Teachers and Staff**

#### **GRADE SCHOOL STAFF**

Leah Bennett	6-8 English, Track Coach
Stephanie Barton	Cross Country Coach
Cindy Brendel	Kindergarten
Shelley Brooks	Aide
Jeff Burkett	Boys Basketball
Angie Cheatham	Physical Education/Volleyball and Softball Coaches
Kathy Chouinard	Aide
Danny Czerwinski	6-8 Social Studies
Jacob Frick	Boys Baseball
Tori England	Special Education
Lexi Flota	Aide
Katie Garren	6-8 Math
Marsha Garrett	6-8 Reading
Sara Hays	Bookkeeper/Administrative Assistant
Neesa Hayse	6-8 Art/Tech
Melissa Hefner	4 <sup>th</sup> Grade
Eric Helbig	Superintendent
Lois Herzing	Reading Recovery
April Hocking	Aide
Reed Backes	Aide
Lexi Phelps	Aide
Ron Stanart	Aide
Baylie McKinzie	Aide
Randi Johnson	4 <sup>th</sup> Grade
Jacelyn Lawless	Kindergarten
Sandra Kabat	Principal

Tabitha Kirkpatrick	Cheer Coach
Tony Kirkpatrick	Athletic Director/Asst. Boys Basketball Coach
Lynette Leffler	5 <sup>th</sup> Grade
Nicci Little	2 <sup>nd</sup> Grade
Tim Brendel	Custodian
Ethan Watson	Janitor
Claude Brantley	Janitor
Gloria Mandrell	Aide
Lori Maharrey	2 <sup>nd</sup> Grade
	Music
Amy Orrill	5 <sup>th</sup> Grade
Kate Page	3 <sup>rd</sup> Grade/Track
Ami Pierce	3 <sup>rd</sup> Grade
Katie Schrementi	RTI Specialist
Cheryl Skibinski	Cook
Sheila Sodaikitch	1 <sup>st</sup> Grade
Lauren White	6-8 Science
Stacie Wielt	Aide
Hailey Whisenant	Social Worker
Beth Williams	Administrative Assistant
Michele Smith	1 <sup>st</sup> Grade
Annie Wehrheim	Special Education
Chris Braden	Special Education
Beth Youngs	School Nurse

### **Board of Education**

Jeff Burkett, President	Jacob Frick
Chad Phelps, Vice-President	Chase Phelps
Kyle Ritchey, Secretary	Josh Trout
Michele Chesnek	

## **2022 – 2023 School Calendar**

August	11	Teacher Workshop (No School)
	14	First Day of School - Dismissal at 12:00 p.m.
	18	12:00 Dismissal – Half Day Teacher In-Service
	25	12:00 Dismissal – Half Day Teacher In-Service
September	1	12:00 Dismissal – Half Day Teacher In-Service
	4	Labor Day (No School)
	8	12:00 Dismissal – Half Day Teacher In-Service
October	9	Columbus Day (No School)
	13	End of 1 <sup>st</sup> Quarter
	17	Parent-Teacher Conferences (3:30-6:30)
	24	Parent-Teacher Conferences (3:30-6:30)
	27	Teacher Workshop (No School)
November	21	2:10 Dismissal
	22-24	Thanksgiving Break (No School)
December	19	End of 2 <sup>nd</sup> Quarter
	19	Noon Dismissal - Half Day Teacher In-Service
	20-Jan. 2	Christmas Break
January	3	Teacher Workshop (No School)
	4	Start of 2 <sup>nd</sup> Semester
	19	12:00 Dismissal – Half Day Teacher In-Service
	15	Martin Luther King Day (No School)
February	16	12:00 Dismissal – Half Day Teacher In-Service
	19	President’s Day (No School)
March	8	End of 3 <sup>rd</sup> Quarter
	22	2:10 Dismissal
	25-29	Spring Break
April	1	Students Return
	8	Teacher In-Service, No Student Attendance
May	17	12:00 Dismissal, Half Day In-Service
	17	Tentative Last Day of School if no snow days used
	24	Last Day with all snow days used

Last day of school will depend on the number of snow days used throughout the school year. Graduation date will be set at a later date.

\*\*\* If five snow days are used then April 8 will be an attendance day.

## **Medical Information**

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

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

### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the



availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

#### Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

**COMMUNICABLE DISEASE:** The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

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

**MEDICAL AND DENTAL APPOINTMENTS:** Dental and Doctor appointments should be made far enough in advance in order that the students or parents may schedule these appointments on Saturdays, after school, or non-school time. If not possible, these may be scheduled during a student's study hall. Only in cases of emergency should class time be used. To be considered as an excused absence, all excused absence procedures must be followed. The Principal will make the final determination whether the absence will be excused.

#### **PANDEMIC: School Operations During a Pandemic or Other Health Emergency**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.

4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

**STATE REQUIRED PHYSICAL EXAMINATIONS AND IMMUNIZATIONS:** All

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

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

## Eye Examination

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

## Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

## Exemptions

A student will be exempted from the above requirements for:

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

## STUDENT ILLNESS – (when to keep a child home)

If you have questions, please call your school district registered nurse. The following are guidelines to help you determine whether or not you should send your child to school:

1. **RASHES** – Your child should be kept at home unless a note provided by a doctor states the rash is not contagious or until the rash resolves on its own.
2. **VOMITING AND DIARRHEA** - Your child should be kept at home until symptom –free for one day. If the student returns prior to this, you will be called to come and get the student.
3. **FEVER OF 100 DEGREES OR MORE** – Keep your child home until fever free for 24 hours without medication.
4. **COVID positive cases will be treated according to the CDC guidelines.**
5. **STREP THROAT** – Your child may return after 24 hours of antibiotic treatment and when symptom-free.
6. **COMMON COLD** – Keep your child at home if your child is not “feeling well”, has a fever, has a lot of nasal discharge, or has a persistent cough.
7. **PINK EYE (conjunctivitis)** – Your child should be kept at home and treated until your

- physician feels the infection is not contagious.
8. IMPETIGO – Keep your child home from school until your physician advises their return.
  9. CHICKEN POX – Your child should remain home for approximately one week after symptoms appear or until all papules (water filled lesions) are scabbed or crusted over and your physician advises his/her return.
  10. PERSISTENT COUGH – Your child should remain at home if the cough is persistent or disrupting to the class.
  11. UNTREATED DRAINAGE FROM WOUND, EYE, and OR EAR INFECTIONS – Your child should remain home from school until your physician advises their return.

Our guidelines regarding communicable disease are based on the desire that your child recover as quickly as possible and doesn't expose other students to the illness. In general, if you are unsure whether or not to send your child to school, you should keep your child home for a day. Also, please let the school know if you do discover that your child has a communicable disease or serious illness.

## **General School Information**

**ASBESTOS MANAGEMENT:** Woodlawn School District No. 209, Jefferson County, Illinois, is in full compliance with state and federal regulations regarding asbestos management in all district buildings. The public is invited to inspect the plan at any time during regular business hours at the District's business office.

**BICYCLES:** Bicycles ridden to school must be parked in the space provided for them. Students should not ride bicycles during the school hours nor on the school property at other times.

**BIRTHDAY:** invitations, cake, balloons, flowers, etc. are not to be distributed or delivered to school unless given to everyone in the classroom.

## **CAFETERIA PROGRAM**

Delicious, hot, and healthy type of lunches as prescribed by the U.S. Department of Agriculture are made available to our students. Free and reduced lunches are available to students of those families who qualify under the U.S. Government guidelines.

Student lunches are \$2.25 and .40 for reduced. Adult lunches are \$2.75. Student breakfast prices are \$1.25 and .30 for reduced. Extra milk .35 **prepaid lunches are required.**

Free and reduced lunch applications must be submitted within 30 calendar days of enrollment.

Student behavior in the cafeteria is expected to be consistent with classroom behavior. Students should have only one goal in mind when going to the cafeteria for lunch - and that is to eat. There should be no excessive noise, loud talking, general "horseplay" etc.

- Lunch room rules include: No sharing of food, Wrapped items that students wish to share, must be taken to the sharing table, Go through the lunch line in ABC order, Pick up your trash before leaving, Lights off means no talking, Ask Permission before leaving your seat, Soft drinks are not allowed during lunch time.

Cafeteria personnel have the authority to uphold and enforce all school and cafeteria

rules. Every attempt will be made to single out individual students who disobey cafeteria rules.

Students, as in the classrooms, should be expected to clean up any/all messes they help make, whether it be accidental or otherwise.

The cafeteria time should involve a quiet atmosphere in which each student has the opportunity to quietly enjoy his/her lunch. Recess and P.E. periods are the times for the students to use up their excess energy.

- **Please do not bring canned or bottled soda.** Sending students to school with energy drinks, coffee and sodas is discouraged. Our food program is federally funded. We are asked to not serve a competitive food an hour before or hour after serving a meal from our cafeteria. Please respect this and refrain from pizza parties, etc. before during and after lunch.

**Breakfast is served between 8:00 and 8:15 am.**

Students eating in the cafeteria will line up in single file and pass quietly and orderly through the line. Moderate talking and proper table manners are expected at all times. Make sure you use the trash containers. Keep your school clean! Students will not keep drinks in their lockers.

Note: During the lunch period, students will be: in the cafeteria or outside or in the gym for recess. There will be no loitering in the halls, classrooms, or restrooms!

**CARE OF SCHOOL BUILDING:** It is the desire of the Board of Education to give students and teachers the best possible equipment and facilities so that a good school program may be conducted. Because the school building and grounds are the pride of the community, the cooperation of all that are a part of the school is needed. It is the mark of a good school citizen to do just a little more than his share in helping to care for school property. In order to protect our floors from unnecessary scratching, students are asked not to wear heel or toe plates on their shoes.

**CELL PHONES AND OTHER ELECTRONIC DEVICES:** The possession and use of cell phones, smart watches, cameras, and other devices are subject to the following rules:

- Ear buds may not be worn except for in class with teacher permission.
- Portable speakers may not be used except for with special permission.

Electronic devices may be used during the school day if:

- Use of the device is provided in the student's IEP, or
- Permission is received from the student's teacher

Examples of electronic devices that are allowed with a teacher's permission include: laptops, netbooks, cell phones, smart phones, iPods, iPads, tablets, Bluetooth watches and eReaders. Electronic gaming devices like the Nintendo Switch, or other gaming devices with internet access, are not allowed.

Disciplinary Procedures for use of a device without a teacher's permission:

First incident – Lunch hour detention and device confiscated until the end of the day.

Second incident – Lunch detention and device confiscated until the end of the day.

Third incident – Lunch or after school detention, device confiscated until picked up by a parent.

**CLOSED CAMPUS POLICY:** Woodlawn Grade School has a closed campus policy. Students arriving upon school property are not to leave the school grounds for any reason after the 8:00 bell rings. Students are required to remain on campus during the school day unless they secure permission first from the office. Permission will not be granted except for emergencies. Parents/guardians wanting their son/daughter to leave campus should call the office in advance

granting their approval. When returning, each student must sign in, for any reason, including illness. No student will be excused for any reason if they did not sign out before leaving.

**COMPUTER USE:** For specific guidelines, see **Acceptable Use Policy** which is provided to every student as he/she enters WGS each year and is also available on the school web site (**Academics\Technology**) District 209 has made computer access (including Internet access) available to students to enhance their education and better prepare them for life and workforce skills. However, the use of District computers is a privilege and not a right. Prior to being permitted to use District computers, students and their parent(s)/guardian(s) must sign the Consent and Waiver at the time of registration.

**DELEGATION OF AUTHORITY:** Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent and Building Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons.

Woodlawn Community School District #209 will follow and comply with procedural safeguards required by the **Individuals with Disabilities Education Act (IDEA)** and implementing federal and state regulations.

The following procedures shall be used in suspension cases involving special education students:

- Whenever a special education student is suspended an excessive number of times, the school district shall hold a relatedness conference to determine whether or not the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations to Govern the Administration and Operation of Special Education. A case study reevaluation shall be completed and/or updated at the relatedness conference.
- Such determination shall be made by staff members who are familiar with the student's handicapping condition and educational program in consultation with the staff of the Franklin and Jefferson Counties Special Education Cooperative.
- If the misconduct is the result of the student's handicapping condition, he or she shall not be suspended until a multidisciplinary staff conference is provided. In such cases, the student's program shall be reviewed in a conference and, if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.

The local district may suspend the student, even if the misconduct is the result of the student's handicapping condition, if the student's presence poses a danger to the student, other students, faculty, or school property, or disrupts the education process

**DESIGNATION OF BUILDING RESPONSIBILITY:** The Principal is designated by the Woodlawn Grade School Board of Education to be in total charge of the school building operation.

**DROP OFF AND PICK UP PROCEDURES:** Parents that do not use school transportation

*must* drop off and pick-up students at the cafeteria entrance. Students should not arrive at school before 7:45 am unless they are under the direct supervision of a school employee. You may drop your child off at the south door beginning at 7:45 am and in front of the school after all buses have unloaded and are gone. The tardy bell rings at 8:20 am. ***PARKING in the CHURCH LOT OR STOPPING ON THE ROAD BETWEEN THE SCHOOL AND THE CHRISTIAN CHURCH is discouraged.***

**If your child is being picked up, you must PARK in the South parking lot and walk to the designated SAFE ZONE** to receive your student/s. Staff is not allowed to release a student to their parent merely by seeing them in the parking lot or because the parent is waving at them or the student, they must walk to the SAFE ZONE. The designated SAFE ZONE will be blocked off daily and no traffic will be allowed through this area. Though we know that typically all parents are in a hurry to pick-up their student/s at the end of the day, it is imperative to the safety of our students to follow these procedures correctly. As you can imagine, the end of the day is usually very hectic and we want to ensure the absolute safety of all of our students. These rules are for your child's safety and protection. School Code, State law, and Federal law places some demands upon schools as to enforcing visitor rules and regulations. We are interested in the safety and welfare of each of our students and wish to uphold the rights and privileges of each.

### **Expectations For Lunchroom and Playground:**

#### **A. Be prompt and prepared.**

1. Be on time.
2. Wait in line appropriately.

#### **B. Respect authority.**

1. Follow directions of those in charge.
2. Treat the cooks and supervisors with respect.

#### **C. Respect the rights of others in the lunchroom/playground.**

1. Keep hands and feet to yourself.
2. Keep voices at proper level.
3. Allow others to eat without disturbance.
4. Play outside or in the gym in a safe and orderly manner.

#### **D. Respect property.**

1. Dispose of food properly.
2. Treat the lunchroom/playground equipment appropriately.

#### **E. Display appropriate social skills.**

1. Interact with others appropriately
2. Display an appreciation for the efforts of the cooks and supervisors.
3. Be honest and fair.

Failure to comply with the above rules may result in, but not limited to the following: verbal warning, moved to the front table, loss of playtime, written notice to the office.

Delicious, hot, and healthy type of lunches as prescribed by the U.S. Department of Agriculture are made available to our students. Free and reduced lunches are available to students of those families who qualify under the U.S. Government guidelines.

Student lunches are \$2.25 and .40 for reduced. Adult lunches are \$2.75. Student breakfast prices are \$1.25 and .30 for reduced. Extra milk .35 **prepaid lunches are required.**

Free and reduced lunch applications must be submitted within 30 calendar days of enrollment.

Student behavior in the cafeteria is expected to be consistent with classroom behavior. Students should have only one goal in mind when going to the cafeteria for lunch - and that is to

eat. There should be no excessive noise, loud talking, general “horseplay” etc.

- Lunch room rules include: No sharing of food, Wrapped items that students wish to share, must be taken to the sharing table, Go through the lunch line in ABC order, Pick up your trash before leaving, Lights off means no talking, Ask Permission before leaving your seat, Soft drinks are not allowed during lunch time.

Cafeteria personnel have the authority to uphold and enforce all school and cafeteria rules. Every attempt will be made to single out individual students who disobey cafeteria rules.

Students, as in the classrooms, should be expected to clean up any/all messes they help make, whether it be accidental or otherwise.

The cafeteria time should involve a quiet atmosphere in which each student has the opportunity to quietly enjoy his/her lunch. Recess and P.E. periods are the times for the students to use up their excess energy.

- **Please do not bring canned or bottled soda.** Sending students to school with energy drinks, coffee and sodas is discouraged.

**Breakfast is served between 8:00 and 8:15 am.**

**EMERGENCY CLOSING INFORMATION:** In the event that school needs to be dismissed early or is cancelled for the next school day, parents will be notified by the School Messenger telephone system. The following local media will also be provided any school closing information: WSIL-TV Ch. 3 and KSDK-TV Ch. 5 and WMIX-FM 94.1

**FEES at Woodlawn Grade School:** Registration Fee is \$50.00 (Single student) \$90.00 (Two Students) \$120.00 (Maximum per family). The registration fee applies to all students district-wide. Replacement P.E. combination locks are \$5.00. All fees are payable at the beginning of the school year.

**WAIVER OF SCHOOL FEES:** Students whose parents are unable to afford student fees may receive a waiver of fees, including required class field trips, other class related materials and/or supplies. However, students are not exempt for charges for lost and damaged books, locks, materials, supplies and equipment.

A student is eligible for a fee waiver if the student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.

**FIELD TRIPS:** Field trips will be scheduled through the Principal's office first. Students with 10 or more absences or a failing grade during a semester will not be allowed to attend a field trip without special permission from the Principal.

**FIRE AND DISASTER DRILLS:** A minimum of three fire drills will be held each year. A tornado drill will be held in the spring. Students are expected to follow all instructions during drills and actual emergencies. Each room will have proper directions for evacuation of the building. If the school must be evacuated for an extended period of time students will be directed to the Christian Church, directly across the street from the school.

**GLASS CONTAINERS:** There are to be no glass containers, which includes but is not confined to bottles, on school grounds at anytime during school or a school-related activity.

**JURISDICTIONAL STATEMENT:** Students are reminded that all handbook and school rules apply to all school sponsored events, even those activities occurring off-campus.



**LOCKERS:** Each middle school student is assigned a locker for the storage of books and belongings. The district is not responsible for any lost, stolen or missing items from a school locker. Student lockers are considered the property of Woodlawn Grade School and are subject to search by school authorities at any time. No lock shall be placed on the locker unless the combination is provided to school administration. Any unauthorized lock will be removed at student expense.

**MCKINNEY VENTO:** McKinney-Vento Act

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).<sup>1</sup> The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, State educational agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held.

The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Woodlawn School District has developed, reviewed, & revised policies to remove these barriers. If you have questions, need assistance or your child has changes in their living arrangements, please contact the school office.

**NON-SCHOOL SPONSORED EVENTS:** Events, which are not sponsored by the school for which permission is granted for the use of school facilities, must terminate no later than 11:00p.m.

**NOTIFICATION TO PARENTS AND STUDENTS OF RIGHTS CONCERNING A STUDENT'S SCHOOL RECORDS:** The District maintains two types of school records for each student: permanent record and temporary record. These records may be integrated.

The permanent record includes:

- Basic identifying information
- Academic Transcripts
- Attendance Record
- Accident and Health Reports
- Standardized test scores
- Information pertaining to release of this record
- Honors and Awards
- School-sponsored activities and athletics

The temporary record may include:

- Family background
- Completed Home Language Survey
- Intelligence and aptitude scores

- Psychological reports
- Achievement test results
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education files
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her 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 permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level

- Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
7. **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: U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

**PERMISSION TO LEAVE SCHOOL:** Students who have reason to leave school during the day must get permission from the Principal or Assistant Principal, before 8:25 a.m. If a student becomes ill, he/she should secure permission from his/her teacher to go the office. No student is to leave school without permission. Students are not to use cell phones to call parents for permission to leave school. Students who do so will be subject to disciplinary action.

**PHYSICAL EDUCATION:** Woodlawn Grade School provides physical education for grades K-8. A separate pair of tennis shoes are required for class. Students in 6-8 grades will be required to change into proper physical education clothes, as specified by the teacher. Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law. Students with an Individualized Education Program may also be excused from physical education, if stated in the IEP.

**PLEDGE OF ALLEGIANCE:** School law requires the Pledge of Allegiance to be recited each school day by pupils in secondary educational institutions supported or maintained in whole or in part by public funds. The Pledge of Allegiance will be recited at the start of each day at 8:25 after the announcements each day.

**RETENTIONS:** If retention is found to be advisable in grades K-3, a sincere attempt shall be made to involve the parents in the decision, the final decision will rest with the administration.

In grades 4 students must have a cumulative **1.0** gpa in 3 of 4 academic areas to be promoted. In 5<sup>th</sup> grade the core classes are Math, Reading, Spelling, English, and Science/Social Studies. Students must have at least a 1.0 cumulative gpa in 4 of 5 areas to be promoted. For 6-8 students to be promoted to the next grade level a cumulative GPA of **1.0 each** is required in 5 out of 6 core classes. The six core areas are Reading, English, Math, Social Studies, Science, and Computers/ Fine Arts. Please note that attendance is also taken into consideration when determining retention.

**RTI and Interventions:** Woodlawn Grade School uses Response to Intervention (RTI) to help provide our students with evidenced based instruction, timely interventions, and data driven decision-making to maximize learning and enrichment. It is our goal to provide each student appropriate interventions and enrichments to help them be successful in reaching their academic and behavioral goals. Homework help is also given as an option as an intervention, see page 24.

**RELATED SERVICE LOGS:** For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

**SAFETY DRILL PROCEDURES AND CONDUCT:** Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

### **SCHOOL DAY:**

- 1. Students should not arrive at school before 7:45 a.m.**
- 2. Upon arrival to school, students are expected to go to their assigned areas in the gym or be under the direct supervision of a school employee.**
- 3. Attendance and lunch count are taken between 8:15 a.m. and 8:20 a.m. Students are to be in their CLASSROOMS by 8:20 am or they will be marked tardy. The tardy bell will ring at 8:20 a.m.**
- **4. Kindergarten through 5th grade students that ride a bus are dismissed at 2:55 p.m. 6th grade through 8th grade students that ride a bus or all students who are picked up will be dismissed at 2:58 p.m. Students that do not ride a bus will be dismissed at 3:00 p.m, or after buses leave. Please do not expect your child to walk out before buses leave. Occasionally, buses need to be held up and this creates a safety hazard. Your patience is greatly appreciated.**
- 5. All students must leave the building upon dismissal unless under the direct supervision of a school employee. Only students that are actively participating in an extra-curricular activity will be allowed to remain in the building after dismissal.**

**SCHOOL VISITATION RIGHTS:** The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-

teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

**SEX EDUCATION:** Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course. The district will provide 5 days advance notice to parents prior to offering any class or course in recognizing and avoiding sexual abuse to pupils in grades kindergarten through 8.

**SEX OFFENDER REGISTRY:** SB 3016 obligates schools to inform parents that you now have access to information on registered sex offenders through Illinois State Police website at [www.isp.state.il.us](http://www.isp.state.il.us). You can search the database by name, zip code, or country. The service is free.

**SPECIAL EDUCATION:** Our school district is a member of the Franklin - Jefferson Counties Special Education District and we offer services in accordance with State and Federal guidelines.

**504 POLICY:** Woodlawn U.S.D. #209 shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the Woodlawn U.S.D. #209, required under the Individuals With Disabilities Education Act ("IDEA") and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act.

It is the intent of Woodlawn U.S.D. #209 to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, Woodlawn U.S.D. #209 shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

Woodlawn U.S.D. #209 may maintain membership in one or more cooperative associations of school districts which shall assist Woodlawn U.S.D. #209 in fulfilling its obligations to the Woodlawn U.S.D. #209's disabled student.

**SCHOOL SOCIAL WORKER:** A school social worker is available for individual conferences and group counseling with students who need information or assistance concerning personal, and social/emotional needs. Parents are encouraged to contact the counselor when seeking assistance in meeting the needs of their children.

**STUDENT HANDBOOK:** The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents and guardians within 15 days of the beginning of the school year or a student's enrollment.

**STUDENT RIGHTS AND RESPONSIBILITIES:** Students are entitled to all rights and privileges accorded to them by the Federal and State Constitutions and laws. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others on school busses, in school buildings, on school grounds, during extra-curricular and co-curricular activities (or during transportation to a school-sponsored event) may be disciplined in accordance with Board policies and procedures. Students may also be disciplined for any off-campus misconduct that leads the administration and/or Board to conclude that such action causes a material disruption to the school environment. This includes any action by a student taken against an employee and/or his/her family because of the employee's employment relationship with Woodlawn Grade School.

**SUICIDE AND DEPRESSION AWARENESS AND PREVENTION:** Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention.

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

**TITLE I:** Title 1 is the largest Federal Aid Program offered through the Elementary and Secondary Act and our school presently operates a Title 1 Reading Program in compliance with that act. Students are selected for this program through standardized test scores, Title 1 testing, and teacher recommendation. RTI and Homework Help is offered.

**USE OF OLD & NEW GYM:** Please treat the gyms properly. This means do not use street shoes on the floor. Eating snacks and drinking is to be done in the OLD gym or outside, not in the halls. Do not keep drinks in your lockers.

**VISITORS TO SCHOOL:** Woodlawn Grade School students may ask the Principal or Assistant Principal for permission to bring a parent or guardian to school for a one-day visit and no longer than one day under the following conditions:

- Each classroom teacher approves the visitor.
- NO disciplinary problems occur or have the appearance of occurring.
- Babies and small children will not be permitted to visit school.

No one other than a parent or guardian is allowed as a visitor.

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

**SCHOOL VISITATION RIGHTS:** The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-



teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Visitors will be given a pass to be worn around their neck.

#### **REGULAR SCHOOL DAY SCHEDULE:**

**8:25-9:10**

**9:10-9:55**

**9:55-10:40**

**10:40-11:25**

**11:25-12:10**

**12:10-12:55**

**12:55-1:40**

**1:40-2:25**

**2:25-3:00**

## **Classroom Rules**

**IN THE CLASSROOM:** Each classroom teacher creates his/her own set of classroom rules appropriate for their specific classroom needs. Students are not to be in any classroom before school, at lunch, or after school without supervision from a teacher.

**STUDY HALL REGULATIONS:** Study hall is established to provide students with a supervised study period and to allow students an opportunity to work on projects. Students are expected to bring something to read or work on during this time. All teachers are available to assist with assignments during this period.

## **Grades**

**AWARDS PROGRAM:** The Awards Program is for special recognition for students who have made special accomplishments, or have been recognized for being outstanding in some special way.

Representatives from the community, parents, colleges, and businesses will be present for this program to present awards. We ask that students sit quietly while students, teachers, or anyone else are being called for awards. Be respectful of the Awards Program. It is an important activity for all of us.

**GRADE REPORTS:** Grade reports will be mailed following the end of the first semester. The 4th quarter grade reports will be mailed home to the parents/guardians. Grades may be accessed daily on TeacherEase. Parents and students are provided access codes at the beginning of each year. TeacherEase is accessible through the school website. Parents who do not have internet access may request that grades be mailed

**Grading Scale**

A+ 100+	C 74.5-82.49	A=4pts
A 93.5-99.99	C- 73.5-74.49	B=3pts
A- 92.5-93.49	D+ 72.5-73.49	C=2pts
B+ 91.5-92.49	D 65.5-72.49	D=1pt
B 84.5-91.49	D- 64.5-65.49	E=0pts
B- 83.5-84.49	E 00.0-64.49	
C+ 82.5-83.49		

**HOMEWORK HELP:** Homework help is offered during lunch recess. **If parents or students are wanting homework help, they need to schedule it ahead of time with the aide that is running the program.** (Basically, students can't just drop in and expect the aide to be prepared.) Students need to bring necessary materials, consult with their teacher, etc. so services can be offered in an efficient way.

**HONOR ROLL:** 5-8<sup>th</sup>. grade students are eligible for the Honor Roll. The Honor Roll shall be based on quarterly grades. The values assigned to the quarterly grades shall be as follows: **A = 4.0, B = 3.0, C = 2.0, D = 1.0, E = 0.** Students with a quarterly grade point average of 3.25-3.74 are on Honor Roll. Students with 3.75-4.0 are on the High Honor Roll.

**INCOMPLETE GRADES:** Students who do not fulfill course obligations to the teacher's satisfaction shall receive an incomplete at the end of the grading period. If the student completes the mandatory work before the end of the following quarter the incomplete will be removed and the earned grade recorded. If the mandatory work is not made up according to the policy under "absence", a failing grade will be recorded for the semester. The only incomplete grades that should occur are in cases where the makeup period overlaps with the end of the grading period or because of extended illness.

**VALEDICTORIAN ,SALUTATORIAN, and 7<sup>th</sup> Grade USHERS:** The selection of those students to receive honors shall be made by using the following criteria:

1. Selection shall be based on the grade point averages for grades 6, 7, and 8 at the completion of second quarter (ushers 6 – 7 at the completion of third quarter).
2. Each quarterly report card grade shall be used to determine the grade point averages.
3. The subjects to be included in the computing of the grade point averages shall include, Reading, English, Math, Social Studies, Science, Computers/Fine Arts and P.E.
4. The values assigned to the quarterly grades shall be as follows: A = 4.0, B = 3.0, C = 2.0, D = 1.0, E = 0
5. The grade point averages shall be determined by using the quarterly grades on file in the school office.
6. In the event of a tie for Valedictorian, all students tied shall share the honor, title, awards, and any duties that go with such honor. The next highest grade point average will be selected as

Salutatorian.

7. In the event of a tie for Salutatorian and/or Seventh Grade Usher, all students tied shall share the honor, title, awards, and any duties that go with such honor.
8. The Valedictorian(s) shall make a brief talk at graduation and the Valedictorian and the Salutatorian shall each receive a plaque from the Board of Education.  
Exclusive of ties, the top seventh graders as determined by their grade point averages shall be chosen as ushers for the graduation program. Their duties shall include the distribution of the graduation programs and any other relevant duties as determined by the Superintendent.  
Each of the ushers shall receive a plaque from the Board of Education.
9. All candidates for these honors must have accumulated 6 quarters of attendance at Woodlawn Grade School.

**WITHDRAWAL/TRANSFER:** Students who withdraw from school must notify the office. All student obligations must be cleared before official records will be released. No student will be enrolled at Woodlawn Grade School until a Certificate of Good Standing is received. Similarly, Woodlawn Grade School will provide a Certificate of Good Standing for any student transferring to any Illinois public school. This information will include whether the student is currently suspended or expelled from Woodlawn Grade School.

- When transferring to another school district, the student's records will be forwarded to that school upon request by the administrator of the school to which the student is transferring.
- A student whose family moves out of the District during the school year will be permitted to attend Woodlawn Grade School for the remainder of the year without payment of tuition.  
Because of the limited resources of the Woodlawn Grade School, non-resident students may attend Woodlawn Grade School with the approval of the Superintendent and tuition payment.

**ACCEPTANCE OF CREDITS AND WORK EARNED AT PRIVATE/HOME SCHOOLING  
PLACEMENT OF INCOMING STUDENTS**

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) be awarded academic credits from the District if the student demonstrates appropriate academic proficiency to the school administration.

Recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All class assignments will be made according to the Board of Education policy 7:30, Student Assignment, as well as administrative procedures implementing this policy.

# ATTENDANCE

**ABSENCES:** 1. Excused: Illness (including mental or behavioral health of the student), accidents, doctor appointments, observance of religious holiday or event, military service or deployment of a family member, and trips prearranged with the school, this includes death in the family, or emergency situations (these and other absences will be approved or disapproved by the administration). It is the responsibility of the parents to contact the school by 9:00 a.m. on the day their student is absent from school. If the school does not receive a phone call, the students must bring a note from the parent or guardian regarding the reason for the absence. If a student fails to bring in a note on the first day back from an absence, they may bring the note in on the following day. After this time period, the unexcused absence will not be corrected. Students and parents should be aware that a note or phone call does not guarantee an excused absence will be issued. A student who has an excused absence will be allowed one day for each day absent to make up work he/she missed unless other arrangements are made between the teacher and the student. A student must be present for one-half of a period to be considered present for that period.

2. Unexcused: Vacations, missing the bus, truancy, suspensions, car trouble or other reasons not listed under excused. Note: vacation days are to be counted as unexcused days, even with prior approval. If you are planning a vacation, you should not have more than 8 days unexcused, including the vacation days.
3. Truant: Skipping school when parents are unaware of the situation. (Being absent without justifiable reason. This is an unexcused absence. Make-up work for the day missed is not permitted and any grade taken will be entered as a zero grade).

## Mental Health Days

Public Act 102-321, the Excused Student Absence for Mental Health Reasons Act, went into effect January 1,

2022. This act allows students to have an excused absence due to the mental or behavioral health of the student. Students will be allowed up to five excused Mental Health Days per school year. These five days count towards the total excused absences already allowed per school year (five absences per semester). After using two Mental Health Days the student may be referred to the appropriate school support personnel. After the student uses five Mental Health Days, a doctor's note will be required. Students are not allowed to call themselves in; a parent must call the school in order for the absence to be considered excused. In summary, Mental Health Days are simply excused absences in the same way as if a student were physically ill.

Woodlawn USD #209 recognizes the importance of mental health and wants to support our families. The following process has been implemented:

Day One: Parent calls in student for Excused-Mental Health Day and an email will be sent with a list of resources to the parent.

Day Two: An in-person meeting will be made with the student and a school counselor. The parents may be contacted.

Day Three: Meeting with counselor, parent contact will be made; a letter will be mailed home with community resources.

Day Four: Meeting with counselor, parent contact will be made; a second letter will be mailed home with community resources.

Day Five: Meeting with counselor. Parents will be notified that there are no remaining Mental Health Days. As a reminder, there are resources available to all students through our counselor, Ms. Whisenant, as well as resources available in our community if needed. If you would like to discuss your child's mental health with a social worker or counselor at school, please see the contact information below. Please do not hesitate to reach out.

Counselor: Hailey Whisenant, WGS 735-2661 ext 121

National Suicide Prevention Lifeline  
800-273-8255 available 24 hours everyday  
Text HELLO to 741741

**ABSENCES AND EXTRA CURRICULAR EVENTS:** Students who are absent more than ½ day because of illness shall not be permitted to participate that same evening, unless administrator and parental approval is given. This applies only to illness and not to other excused absences. Students who have an unexcused absence for any part of the day, whether a full day, half-day, or less, shall not be allowed to participate in extra-curricular events for that day. Students with a failing grade in any class will not be allowed to attend a field trip unless express permission is granted by the Principal.

**ATTENDANCE REQUIREMENTS:** Students are expected to attend school on a regular and punctual basis. After the 5<sup>th</sup> and 8<sup>th</sup> absences in a semester, the school will forward a deficiency report to parents concerning the student's attendance record. The only exceptions would be for a student under medical care and would be determined by the administration. (Call the office to report an absence 618-735-2661).

Students shall be permitted NO MORE THAN FIVE EXCUSED ABSENCES PER SEMESTER BASED UPON PARENTAL CONFIRMATION FOR THE REASONS OF THE ABSENCE. If a student absence is verified by a doctor's excuse before the student has reached the limit of five days (or classes) of excused absences, the absence will not count toward the five days permitted by this section. All doctor's excuses must be submitted to the main office within 48 hours of the student absence. Failure to call or write an excuse within 48 hours could result in the absence being unexcused.

**TARDIES:** **Students are to be in their homeroom by 8:20am.** Per semester, the 4<sup>th</sup> tardy and each one thereafter will be considered unexcused without a written excuse from a licensed professional provider at the time of the student's arrival back to school. On a student's 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> tardy during the quarter, the student will serve a noon detention. Parents will be notified after the 4<sup>th</sup> unexcused tardy. **Please note that tardiness is a very serious issue. It is of utmost importance that students are in class the maximum amount of time that they can be. We do understand that appointments and unexpected events happen, but habitual tardiness is not accepted and will be treated as truancy when appropriate. Tardiness and truancy do play a role in whether or not a student is allowed to pass a particular grade level according to the Illinois School Code.**

**TRUANCY:**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **DISCIPLINE**

**ACADEMIC DISHONESTY** : Intellectual honesty is at the heart of any academic undertaking, and Woodlawn Community Community School District #209 students are expected to assure the originality of their academic work. Students are responsible for refraining from the following infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions.

- **Cheating**: Intentionally and knowingly using or attempting to use unauthorized materials, information, study aids, or electronic data in any academic exercise.  
During examinations, student should assume that external assistance (e.g. books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.
- **Fabrication**: Intentional or unauthorized falsification or invention of any information or citation in an academic endeavor
- **Facilitating Infractions of Academic Integrity**: Intentionally or knowingly helping or attempting to help another to commit an infraction of academic integrity.  
Knowingly allowing another to copy from one's work during an examination constitutes a breach of academic integrity.
- **Plagiarism**: Intentionally or knowingly representing the words or ideas of another as one's own in any academic endeavor.  
Every direct quotation must be identified by quotation marks or by an appropriate indentation and must be promptly acknowledged in the text or in a footnote.
- **Bribes, Favors, and Threats**: Bribing or attempting to bribe, promising favors to, and making threats against any person with the intention of affecting a record of a grade or evaluation of academic performance constitutes infractions of academic integrity. This includes a student conspiring with another person who then takes the action on behalf of the student.
- **Computer-Related Infractions**: Computer-related infractions defined by Woodlawn Community High School Usage Policy, federal laws, state statutes, or contracts with Woodlawn Community High School (such as unauthorized use of computer licenses, copyrighted materials, intellectual property, or trade secrets).

## **ACADEMIC INTEGRITY INFRACTIONS - DISCIPLINARY ACTION:**

An instructor who believes a student is guilty of one or more infractions of academic integrity listed in this rule shall:

1. Notify the student of the basis for the belief and then allow the student a reasonable time to respond to the allegation;
2. If the instructor concludes that the student is guilty of such an infraction, a report shall be forwarded to the Principal.

The Principal will then review the evidence and take disciplinary action. Penalties for infractions of academic integrity are as follows:

**1<sup>st</sup> Offense:** A grade of zero shall be recorded for the test/assignment and a lunch detention will be assigned.

**2<sup>nd</sup> Offense:** A grade of zero shall be recorded for the test/assignment and two lunch detentions will be assigned

**3<sup>rd</sup> Offense:** A grade of zero shall be recorded for the test/assignment and possible in-school or out-of- school suspension.

**AGGRESSIVE OR BULLYING BEHAVIOR:** Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Cyberbullying 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, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying 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 or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying 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.

Bullying 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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

#### **Complaint Manager:**

**Sandra Kabat**

301 S. Central, Woodlawn, Illinois

skabat@woodlawnschools.org

A 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.

**ALTERNATIVE EDUCATIONAL PLACEMENT:** The Woodlawn U.S.D. #209 employs behavioral interventions in a manner consistent with Illinois School Code [105 ILCS 5/10-20.14, 5/10-20.33, 5/10-24-24 and 5/14-8.05c 23 Illinois Administrative Code CH.I. S. 1.280, 1.284, and 1.285]

The Governing Board of the Special Education District, in concert with State Law, emphasized "that when behavioral interventions are used, they be used in consideration of the pupil's physical freedom and social interaction and be administered in a manner that respects human dignity and personal privacy and that ensures a pupil's right to placement in the least restrictive educational environment."

Assessment, planning, supervision, documentation, and evaluation of behavioral interventions conducted by Special Education District personnel support optimum student development and freedom from unnecessary restriction. To this end, positive interventions that strengthen desirable behaviors are adopted to the maximum extent possible.



Restrictive approaches are used only for learner objectives judged to be essential and when positive approaches are demonstrated to be ineffective. Such procedures are used only following substantial consideration of less restrictive alternatives, potential benefits to the student and potential adverse effects. In any case, they are administered in a manner that respects the individual's dignity and personal privacy.

The complete document may be viewed at the Woodlawn Grade School office located at 301 S. Central St., Woodlawn, IL 62898.

### **BEHAVIOR INTERVENTION GUIDELINES**

The Board of Education of Woodlawn Grade School has adopted policies and procedures relating to behavior interventions for students that are eligible for special education services. A copy of the district's policy and procedures can be obtained by contacting Sandra Kabat, Principal.

**DETENTION PERIOD:** Detentions will be served at lunch. After several offenses a student may be required to serve an after school detention

**DISCIPLINE AND IDEA:** Woodlawn Community School will follow and comply with procedural safeguards required by the **Individuals with Disabilities Education Act (IDEA)** and implementing federal and state regulations.

The following procedures shall be used in suspension cases involving special education students:

- Whenever a special education student is suspended an excessive number of times, the school district shall hold a relatedness conference to determine whether or not the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations to Govern the Administration and Operation of Special Education. A case study reevaluation shall be completed and/or updated at the relatedness conference.
- Such determination shall be made by staff members who are familiar with the student's handicapping condition and educational program in consultation with the staff of the Franklin and Jefferson Counties Special Education Cooperative.
- If the misconduct is the result of the student's handicapping condition, he or she shall not be suspended until a multidisciplinary staff conference is provided. In such cases, the student's program shall be reviewed in a conference and, if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.
- The local district may suspend the student, even if the misconduct is the result of the student's handicapping condition, if the student's presence poses a danger to the student, other students, faculty, or school property, or disrupts the education process.

### **DISCIPLINARY MEASURES**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.

4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. Lunch Detention
7. In-school suspension.
8. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
16. Search upon entering the building.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Law enforcement can be notified when administration deems it necessary.

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

### **Corporal Punishment**

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

**DISPLAYS OF AFFECTION:** Excessive displays of affection may cause a substantial disruption to the educational process. All excessive displays of affection, including kissing and

fondling, are prohibited. Any student found in violation of this policy shall be subject to penalties for misconduct.

**EXPULSION:** The Board of Education shall be authorized to expel a student from school or to impose a bus expulsion for a period of time exceeding ten (10) school days, upon finding that the student has been guilty of gross disobedience or misconduct, in compliance with the Illinois School Code, section 10-22.6.

The Board shall consider the following elements when formulating punishment:

1. The seriousness of the student's conduct;
2. The history or record of the student's past conduct;
3. The likelihood that such conduct will affect the delivery of educational services to other students;
4. The severity of the punishment;
5. The interests of the student.

## **PROHIBITED STUDENT CONDUCT**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish) unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and vandalism and hazing.
20. 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.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

#### When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct 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.

### Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### Gang & Gang Activity Prohibited

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

### Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## Student Behavior

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

**REQUIRED NOTICE:** A school staff member shall immediately notify the building principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the building principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s).

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The superintendent, or designee, shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

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

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

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

### Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the

student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

#### Seizure of Property

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

#### Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

#### Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

#### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy,



the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

#### **Nondiscrimination Coordinator:**

Eric Helbig  
300 N. Central St., Woodlawn, IL 62898  
618-735-2631 Woodlawn, IL 62898  
ehelbig@woodlawnschools.org

#### **Complaint Manager:**

Sandra Kabat  
301 S Central St., Woodlawn, IL 62898  
618-735-2661  
skabat@woodlawnschools.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

**SUSPENSIONS:** The Superintendent and/or Principal shall have the authority to suspend a student from school or to impose a bus suspension for a period not to exceed ten (10) school days for any violation of the gross misconduct section of the student handbook. Suspensions may be an in-school or out-of-school suspension. Students serving in-school suspensions will be required to work on class assignments or office assignments. Credit for make-up work during suspension will be given at full credit.

The suspending official shall consider the following elements when formulating punishment:

1. The seriousness of the student's conduct;
2. The history or record of the student's past conduct;
3. The likelihood that such conduct will affect the delivery of educational services to other students;
4. The severity of the punishment;
5. The interests of the student.

**VANDALISM:** Any student that vandalizes school property, including textbooks, or the property of another student and/or staff member will be required to make restitution for such damage.

**WEAPONS:** A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A

“weapon” means possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) “look alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, not intended, to do bodily harm.

Note about knives. Disciplinary action may be taken against a student using or having possession of a knife on school property. Any student finding or willingly turning in a knife once they find it may be excluded from disciplinary action.

## **Middle School Behavior Contract**

Students will be expected to follow school and classroom rules to work toward quarterly reward parties, activities and/or field trips. For students to be eligible to attend any party, field trip or reward activities he/she cannot have more than 3 behavior infractions for that quarter. The consequences for each infraction are listed below:

TEACHERS will have their own rules posted in the classroom with a disciplinary chart.

- 1st behavior infraction - warning by the teacher
- PARENT CONTACT
- 2nd behavior infraction - lunch detention
- 3rd behavior infraction – 2 lunch detentions
- 4th behavior infraction - after school detention & will not be able to attend any field trip, party, or reward activity for the remainder of the quarter.
- Every behavior infraction after the 4th - student will be referred to the principal's office for additional consequences and parents will be contacted.

If a school or classroom rule is broken, the teacher will log a behavior infraction on TeacherEase, and contact the parent. On the 2<sup>nd</sup> infraction, the teacher will write up a discipline referral. Any teacher or staff member can log an infraction as needed per teacher discretion. Each infraction and or discipline referral will accumulate, even if from different staff members. Students who are failing any subject may also be exempt from any field trip, party, or reward activity.

In severe discipline cases there may be no verbal warning and a detention or suspension may be given, if the discipline warrants it. MOST cases the student will be warned and the parents will be contacted.

**\*\*Parents & students, if you have read and agree to this behavior contract, please sign below. If you choose not to sign, your student will not be able to participate in field trips, parties and activities. These field trips, parties and activities are rewards and will need to be earned based on following the guidelines of this behavior contract.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT APPEARANCE

**STUDENT APPEARANCE** A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

**DRESS CODE:** The Woodlawn School District No. 209 Board of Education hereby finds and determines that it has a legitimate interest in maintaining an orderly and productive educational program in the school district. For the purposes of ensuring neatness and cleanliness of its students, eliminating or reducing distractions and disruptions to the educational process, protecting and maintaining the health and safety of the students and employees of the school district, and respecting the rights of students and employees, the Board of Education finds it necessary and in the best interest of the school district to establish and enforce a Dress Code applicable to all students in the district.

- Students' dress and groom must not materially disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. Students will be required to change or otherwise alter their wearing apparel at the request of the administration.
- Student's clothing shall not detract from or disrupt the educational process or contain messages or statements contrary to the school code. Wearing apparel that is sexually suggestive or that features crude or vulgar commercial lettering or printing and pictures that depict drugs, alcoholic beverages, tobacco and tobacco products, violence, (including violent cartoon characters and wordage) and racial/ethnic slurs, illegal substances or gang affiliation is not acceptable.
- Shirts and blouses must cover the torso/midriff of the body. Tube tops, halter-tops, "see-through" shirts or blouses, spaghetti-strings, and racer back tops are not allowed. Tops must have at least a 2 inch width on the shoulder. Crop tops and cropped sweaters are not allowed.
- Pants/slacks must be positioned at the waist/hip level.
- No undergarment may be exposed.
- No clothing or accessories may include emblems or printing that is obscene, profane, defamatory, or which may incite students to disrupt the educational process.
- No head coverings may be worn in the building or carried on your person during the school day unless for religious reasons.
- No pajamas or house shoes are allowed. These items may be allowed during spirit week.
- The length of shorts, skirts, and dresses must be mid thigh. This means half-way between the bend of the leg and hip area and the knee. Running shorts are not allowed during the school day. appropriate for the school environment.
- There should not be any holes in clothes above the mid-thigh.
- Students must wear shoes at all times.
- Disruptive body markings are not allowed (i.e. marks that represent body carvings, unnecessary facial painting, etc.)

The administration is the final judge on the appropriateness of any improper dress. Matters of personal appearance which might reasonably be classified as bizarre, or creating a distraction, affecting the learning environment in the classroom, and/or having a negative effect on education will be prohibited.

**Violations of Dress Code:**

**1<sup>st</sup> offense-** Warning, removed from class until correction in dress, parent notified.

**2<sup>nd</sup> and subsequent offenses-** Sent home with an unexcused absence for the remainder of the day. Parent notified.

## **EXTRA-CURRICULAR/ATHLETICS**

**AED/CPR Training:** Parents and students are highly encouraged to view the video on hand-only cardiopulmonary resuscitation and automated external defibrillators available on the IHSA website at <https://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>

**HONORS CLUB:** Honor's Club is an extracurricular activity. It is a privilege to be able to participate in the Honors Club. The club is a service organization and will find ways to serve our school and community. The students will also do fun activities during lunch and have an end of the year celebration. All students in Honors Club must have all A's and B's in all subjects to remain in good standing. Grades will be checked quarterly. Students are allowed a maximum of one discipline referral all year to stay in the club. (Any gross misbehavior could also result in removal!)

**ELIGIBILITY FOR ATHLETICS:** Only full time students at Woodlawn Grade School may participate in extra-curricular activities. Only 5<sup>th</sup> – 8<sup>th</sup> grade students will be permitted to try-out for JV and V level sports. If numbers of participants warrant, 4<sup>th</sup> grade may be allowed to participate with administration's approval. 3<sup>rd</sup> grade may be allowed to participate with administration's approval in cross country for certain competitions.

**FEES:** Players in sports and activities including scholar bowl will be charged \$25 per activity. Students must have paid all school fees in order to attend homecoming and/or prom, or participate in extracurricular activities.

**ORGANIZATIONAL PARTIES:** Club parties such as the Honors Club, Library Club, etc., are allowed when a certified member of the faculty is present. Misconduct will not be tolerated at extra-curricular activities. Any student attending an organizational party is subject to Woodlawn Grade School's disciplinary code. Violation of the code can result in disciplinary action, including removal from participation in the extra-curricular activity.

**PARTICIPATION IN CLUBS AND ATHLETICS:** Participation in clubs and athletics is a privilege and not a right extended to students attending Woodlawn Grade School. Students are expected to conform to the rules and regulations regarding participation as may be established by the Board of Education, the administration, coaches and/or sponsors. The coach and/or activity sponsor will advise students of coach/sponsor rules. Each student is responsible for the adopted rules and will be held accountable to the standards set.

**PHYSICALS AND INSURANCE:** Prior to participation in any sport, the student must have a current sports physical and proof of insurance on file in the school office. Insurance coverage may be purchased at the time of registration.

**RETURNING TO SCHOOL AFTER ATHLETIC EVENTS:**

Students who participate in evening ball games are expected to be in school on time the next morning unless they have an excused absence. "Sleeping-in" is not excused and will be considered unexcused.

**RULES & REGULATIONS FOR EXTRA-CURRICULAR ACTIVITIES:**

These rules will be enforced year round. Any student participating in extracurricular activities of any type, shall be subject to the following additional restrictions: Use or possession of alcohol, drugs, tobacco or vapor devices at any time as described in the District Policy and the Student and Parent Handbook at school, at a school sponsored activity, or any location if reported in a written document by a law enforcement agency will result in: see Alcohol, drugs, and smoking #1 under rules and regulations.

The following rules and regulations have been adopted by the Woodlawn Grade School Board of Education concerning all extra-curricular activities:

1. Alcohol, drugs, tobacco and vapor devices: Any student using or in possession of alcoholic beverages, drugs, tobacco or vapor devices will be required to sit out his/her next two contests. If during this year he/she violates this rule again, he/she will be dismissed from ALL extra-curricular activities for the remainder of the year. If fewer than five games remain in the year the suspension will be carried over in to the next year so that a total of at least a five game suspension is served. Any student suspended and/or expelled from school for violating the school's alcohol, drugs or tobacco policy, will not be permitted to participate in the extra-curricular activity during the terms of the suspension and/or expulsion.

2. Attendance at practices: All athletes must be in attendance at all practice sessions. A player must be sick or a member of the immediate family should be ill before being allowed to miss practice. If not in attendance for any other reason, your parents must confirm your reasons for being absent. Penalty for the first unexcused absence will be sitting out the next athletic contest. Penalties for additional unexcused absences will be outlined and distributed by individual coaches at the beginning of each season.

3. Class work and grades: Woodlawn Grade School requires each student to pass all courses before he/she is eligible for any type of athletic competition. This will be strictly enforced. The Principal will conduct an eligibility check each Friday. A student that is ineligible will not be allowed to compete during the following Monday through Sunday period. If any student is ineligible for three weeks (consecutive or nonconsecutive), during a season, that student will be ineligible for the remainder of that sport's season.

If a student has not had an opportunity to raise his/her grade during a week of ineligibility, then the student will not be penalized.

4. Travel to athletic events: All athletes must ride to and from contests on our school bus. However, extra-curricular students with approval of the coach and parents will be allowed to ride home from a contest with another person if a written note is turned in before the contest date. Coach and parent must agree with the transportation before the student is allowed to ride home with someone other than a parent. Students may not ride with other students.

5. Out of School Suspension: If an extra-curricular student receives either an in-school or out-of-school suspension they will be required to serve a one game suspension for each day they are suspended. Suspensions will be enforced the first extra-curricular contest that the student would participate in. Suspensions will extend to the next year's extra-curricular activities if a student

does not finish his/her suspension from extra-curricular activities during the current year. The same probation period for Item #3 applies to students that receive out of school suspension.

6. **Concussion Policy:** Woodlawn Grade School will comply with IHSA Return to Play Policy (RTP). In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play.

The previous rules and regulations are minimum standards for all sports participants. An individual coach/sponsor may add to this list, but not take away.

The administration, coach, or sponsor of the activity has the right to suspend a student from any activity or practice if he/she deems it necessary because of gross misbehavior problems or chronic minor behavior problems.

**SCHOOL SPONSORED ACTIVITIES:** Students leaving for a school-affiliated activity, such as a baseball game, are to go directly to the gym or a previously designated area. You are not to loiter in the halls.

### **BUS INFORMATION**

#### **BUS CONDUCT - RIGHTS AND RESPONSIBILITIES:**

When students are being transported to and from school on busses, they are as much a part of the school as though they were on the campus. The rules of good citizenship, conduct and fair play should prevail. The Superintendent shall be responsible for development of rules, etc. mindful of safety and safe operations.

Denial of the privilege of riding the bus may be made only by authority of the Superintendent or Building Principal, and only with advance notification of the parents. In extreme instances, where a long-term or permanent suspension is being considered, the procedure outline in Section 10-22.6 of The School Code of Illinois shall be followed. Students violating the school disciplinary code while riding the school bus may also be subject to all available disciplinary consequences, including but not limited to, suspension and/or expulsion from school.

#### **BUS GUIDELINES**

It is recommended that all bus riders, parents of riders, and teachers become familiar with the following guidelines governing school bus riders. Each student riding a bus will receive a copy of these guidelines during the first week of school or upon their registration if they enroll in school after the first week. All students and their parents must understand that the bus driver is the primary agent of discipline on the bus. Their instructions are to be followed while the student is on the bus or at a bus stop. *Note: Video cameras may be used on all busses to monitor activities on busses. This is for the safety and protection of all students.*

1. Be on time at the designated school bus stop. Help keep the bus on schedule.
2. Stay well off the roadway at all times while awaiting the arrival of the bus. No fighting or running after another student while waiting.
3. Be careful in approaching the place where the bus will stop. Do not move toward the bus until the bus has been brought to a complete stop.
4. Remain in the bus in the event of a road emergency until the driver gives instructions.
5. Stay in your seat at all times. Do not stand up or kneel in your seat while the bus is in motion.
6. Be alert to a danger signal from the driver. He/she is in complete command of the bus.

7. Keep your hands and arms inside the bus at all times. Never throw things out the windows of the bus.
8. No loud talking, laughing, or unnecessary noise while on the bus. No profanity is allowed on the bus.
9. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this without proper authorization from a school official.
10. If a child is not going to ride the bus in the morning, please notify your bus driver.
11. You must have a signed note by parents and administrator to get off the bus any place other than your designated stop.
12. Be courteous to fellow students and especially to the bus driver.
13. Keep books, packages, band instruments, athletic equipment, project materials and all other objects out of the aisles.
14. No eating or drinking is allowed on the bus. No gum, candy, or drinks.
15. Obey the bus driver. The driver is the primary agent of discipline on the bus and may establish additional rules.
16. No toys.
17. No animals of any kind.
18. Follow all rules and regulations as contained in the district's conduct code.

**Parents must send a note to school each day of how their child will be getting home-either bus rider or pick-up or if there will be a change in how they get home.**

### **BUS DISCIPLINE**

Lunch detention, parents called, multiple lunch detentions, a letter sent home, bus suspension. Gross misconduct could result in an immediate bus suspension. Multiple write ups could result in a bus suspension and or permanent removal from the bus.

Misconduct on the bus could result in losing field trip privileges.



