

Woodland CUSD #5



Student/Parent Handbook

2011-2012

**2011-2012
WOODLAND CUSD #5
STUDENT/PARENT HANDBOOK
TABLE OF CONTENT**

Woodland Elementary Mission Statement	5
Woodland High School Mission Statement	5
Administration	6
Philosophy	6
Phone Numbers	6
Website Address	6
Board of Education	6
Addressing the Board of Education	6
Disclaimer	6
Statement of Non-Discrimination	7
Equal Opportunity and Sex Equity	7
School Song	7
School Problems	8
School Hours	8
Fees	8
Residency and Tuition	9
Attendance	10
Attendance Policy	10
Absence Reporting	11
9 Day Absence Rule	12
Excused Absence Homework	12
Unexcused Absence Homework	13
Prearranged Absences	14
Sign Out for Medical Appointments	14
Tardy Policy	15
Truancy Agreement	15
Academics	16
Birth Certificates	16
College Entrance Requirements	16
Correspondence Courses	17
Driver Education	18
Drop Out	18
Experiments or Dissection of Animals	19
Grades	19
Graduation Requirements	20
Health Education	20
Homebound Instruction	21
Homework	22
Home Schooled	22
Honor Roll (Elementary Junior High and High School)	22
Illinois Virtual High School	23
Instructional Material	23
Physical Activity	23
Physical Education	23
Pre-Algebra 8 th grade	24

Promotion Policy25
Report Cards26
RTI26
Study Halls27
Tattoos and Body Piercing27
Title I No Child Left Behind27
Transfer or Withdrawal27
Valedictorian and Salutatorian27
Withdrawal of Privileges28
Technology28
Technology Use Policy28
Technology Purpose28
Unacceptable Use of Computers, Networks, Internet29
Use of Electronic Mail30
Acceptable Use Sign Off30
Privilege of Computer Network31
Computer Usage Guideline33
Internet Usage Guideline34
Revocation or Suspension of Computer Privileges34
Discipline35
Assault35
Aggressive Bullying Behavior35
Cheating/Academic Misconduct36
Conduct I Hallways37
Discipline General Students37
Discipline Forms38
Detentions38
Dress Code39
Expulsion40
Fighting41
Gang Policy41
Gross Disobedience42
Harassment43
Hazing43
In-School Detention Policy (In-House Suspensions)43
Insubordination44
Interviewing Students Agency/Police Interrogation44
Noon Rules45
Obstruction of Investigation45
Property Damage45
Profanity45
Public Display of Affection45
Racist and Intolerant Activities, Graffiti46
Removing Students from Class46
Saturday School46
Sexual Harassment48
Suspension48
Student Discipline48
Cell Phone Offense51
Action on Grounds51
Special Education Service52
Discipline Special Needs Students52
Students with Disabilities Opportunities55

Safety	55
Book Bags	56
Bus Conduct	56
Bus Evacuation	57
Code Lock Down	57
Disaster Fire	59
Disaster Severe Weather	59
Emergency School Closing	59
Head Lice	60
Interrogation by Illinois Department of Children and Family Service	61
Medication Policy	62
Asthma Medication	63
Pesticide Notification	64
Search and Seizure	64
Public Health	64
School Property	64
Student Illness	65
Vandalism	66
Visitors	66
Weapons Policy	66
Student Service	67
Announcements and Posters	67
Assemblies	67
Cafeteria Rules	68
College Visits	68
Driving Privileges	68
Field Trips	70
Guidance Office	70
Insurance	71
Library Policy	71
Lockers	71
Locks	72
Military Recruiters	72
Non-Discriminatory Sex Equity and Handicapped Policy	72
Parent Teacher Conferences	72
Parties and Dances	73
PTO	73
Physical Examinations	73
Student Records	74
Student Rights and Responsibilities	75
Student Deliveries	75
Testing	76
Textbooks	76
Yearbooks	76
Extracurricular	76
Athletic Activities	77
Athletic Boosters	77
Music Competitions	78
Participation Policy Philosophy	80
Activities Covered by Policy	80
Participant's Responsibilities	81
Parent Responsibilities	82

Participants Regulations82
First Violation82
Second Violation83
Student Eligibility83
Woodland Eligibility Rules84
Student Absence85
Insubordination85
Travel Policy85
Risk Management and Insurance86
Awards87

Welcome to Woodland Community Unit School District #5 (Woodland CUSD#5), home of the Warriors! The Student/Parent Handbook is an extremely valuable resource. It explains policies, procedures and rules that are in place for Woodland students and is based upon Illinois state law, Illinois High School Association regulations, Illinois Elementary Association and Woodland Board of Education policies. When breeches of school rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parent/guardian and other support personnel to help the student correct his or her inappropriate behavior. All disciplinary actions shall be directed toward protecting the welfare of the educational community as well as helping the student develop self discipline. Please take some time to review the handbook and discuss it with your family. This year promises to be great for Woodland Schools, and I am looking forward to all of the success we will share. Go Warriors!!!! Deb Derby, Principal

Woodland Elementary School Mission Statement

Woodland Elementary School is dedicated to providing a comprehensive educational program for all students, focusing on educational needs, student achievement, and skills for lifelong learning. This will be accomplished in a safe learning environment that provides acceptance, encouragement, guidance, and by fostering a sense of community whereby parents are involved and committed to participating in their children's education.

Woodland High School Mission Statement

Woodland High School is dedicated to providing a comprehensive educational program for our students, addressing the developmental needs of the whole student. Quality educational experiences, professional development opportunities, and community involvement will be included in the educational program.

Visitors Policy

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the appropriate 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 on 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. 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.

General Information

Administration:

Steve Endress, Superintendent (815)672-5974
Debra Derby, Elementary/HS Principal (815)672-2909

Philosophy of Woodland CUSD#5

Each student functions not only as an individual, but also as a member of a family, community, national, and world societies. Self-realization is important not only to the student, but also to each of these groups. It is the philosophy of the Board of Education, Administration, and Faculty of Woodland CUSD #5 that the role of the school is to provide the atmosphere and opportunities for each student to develop successfully as a contributing member of a democratic society. We believe that good character and a well-adjusted person develops from a definite consideration of physical, mental, ethical, emotional, and social factors; and that through these factors, our school can best help young people to live in our changing world.

Phone Numbers

Superintendent's Office (815)672-5974
High School Office (815)672-2900
Elementary Office (815)672-2909
Agriculture Room (815)672-3804
Bus Garage (815)673-1100
Kindergarten (815)672-3889

Website Address

Woodland CUSD#5 has a website at www.woodland5.org If you have a question concerning ParentConnect contact Mr. Eric Roemer.

Board of Education

The Board of Education of the Woodland CUSD #5 reserves the right to review, revise and/or change policies or procedure in the Student-Parent Handbook throughout the school year, as changes are needed. An attempt will be made to notify students, parents, and employees of those changes as they occur.

Eric Sass (2011-2015)
Krista Turner - Secretary (2009-2013)
Eric Perhach (2009-2013)
Ralph Cole - President (2011-2015)
Lisa Smith - Vice President (2011-2013)
Tom Armstrong (2011-2013)
Dawn Mueller (2011-2015)

Board of Education- Addressing the Board

To request permission to address the Board in Executive Session, contact the Superintendent. Tell the Superintendent the reason for your request. The superintendent will then contact the Board President to discuss the request. The Superintendent will contact the person making the request with approval or denial of the request.

Disclaimer

"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 at the District Office.” This handbook is only a summary.

* Woodland CUSD#5 does not provide supervision for non-school sponsored activities. Participants in non-school sponsored activities at Woodland facilities do so at their own risk.

*Woodland CUSD#5 does not provide transportation, insurance, first aid, medical assistance, or any other emergency services during non-school sponsored activities.

*Woodland CUSD#5 is not responsible for any personal loss or accident suffered by participants at non-school sponsored activities.

*Participants of non-school sponsored activities are responsible for misconduct, theft, and/or property damage done to Woodland facilities.

Introduction

It is the belief that good discipline and the observance of basic school regulations are necessary to insure maximum efficiency in carrying out the educational process. Students are expected to conduct themselves in a manner which reflects respect for each other, their teachers, other staff members and school facilities. Although every area of regulations and conduct cannot be covered in this publication, it contains, in part several of the basic regulations and guidelines for acceptable student conduct and consequent penalties for violation of the regulations as well as other useful information. It is the responsibility of each student to know the content of this handbook and to see that your parents have had an opportunity to read it.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact: superintendent.

School Song

LOYAL AND TRUE

Loyal and true,
We pledge allegiance to you.
This is our motto:
We are one for all
And all for Alma Mater.
Here's to our school
And long on high may she rule.
Forever more you will find us,
Always Loyal and True.
(Repeat refrain) then end with,
W - W - O - O - D L - L - A - N - D
WOODLAND! WOODLAND! WOODLAND!

School Problems

When problems arise that are child and school centered, parents should make every effort to find a solution with the child's teachers. If no satisfactory solution is found, the channel of appeal is to the principal, to the superintendent, and finally to the Board of Education. Every effort will be made to find fair and equitable solutions to all problems.

School Hours (Elementary, Junior High, & High School)

K-12 Students	8:00 am to 2:55 pm
Pre-K Morning Class	8:00 am to 10:45 am
Pre-K Afternoon Class	12:00 pm to 2:55 pm
K-8 Parent Drop-off Times	7:40 am to 7:55 am
Buses Arrival Time	7:40 am to 7:55 am

Students shall not arrive at school before 7:40 am and classes begin at 8:00 am.

Students are dismissed at 2:55 pm each day.

** All students are bussed, there are no walkers.

DOORS WILL BE UNLOCKED 7:40 am to 8:00 am and after 2:55 pm.

Good Weather Days: Kindergarten through eighth grade students will remain outside on the blacktop area until 7:50 am. Students are not to wander the hall or loiter in the rest rooms.

Bad weather days: Kindergarten through eighth grade students will gather in the gym. Students are not to wander the hall or loiter in the restrooms.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at Woodland CUSD#5, 5800 E. 3000 North Road, Streator, IL 61364, (815)672-2909, Elementary or (815) 672-2909, High School.

FEES

Registration and Book Fees are:

Kindergarten	\$45.00
1st-5th grade	\$60.00
6th-8th grade	\$70.00
9th-12th grades	\$105.00

Payment of book fees is expected to be paid in full at the time of registration. Partial payment arrangement can be made through the appropriate school office at the time of registration.

Additional Fees:

Locks Each	\$ 5.00	Used Lock	\$3.00
P.E. Uniform	\$25.00		
Parking Fee	\$10.00		
Technology Fee	\$10.00		
Driver Education Fee	\$50.00		
I.D. Badge	\$10.00	Replacements Badges	\$3.00
Kindergarten Milk Fee	\$50.00	per year or 30 cents per day	pre-paid ahead
Head Phones K-8	\$ 7.00		
2 nd Grade Writing Tablets	\$ 6.00		

Interscholastic Participation Fees:

High School -	\$25.00	per activity	Chorus, Scholastic Bowl
	\$45.00	per activity	\$115.00 maximum per student per athletic team
			Baseball, Softball, Football, Basketball, Volleyball, Golf, Track
	\$140.00	maximum per family	with more than one student in High School
Junior High School -	\$20.00	per student per activity	Chorus, Scholastic Bowl, Speech
	\$30.00	per activity per student	per athletic team
			Baseball, Softball, Track, Basketball, Volleyball
	\$80.00	maximum per family	with more than one student in Junior High
	\$175.00	Maximum per family	with student in both High School and Junior High

Lunch Fees:

Breakfast:	Pre-K-Adults	\$ 1.50
Grades	K-5	\$ 2.00
Grades	6-12	\$ 2.25
Adults		\$ 2.55

Reduced Breakfast & Lunch Fees – 30 cents for breakfast and 40 cents for lunch for those families who qualify. To apply, complete an application which can be picked up in any of the offices. Return the completed form during the first six days of school. These forms must be completed yearly.

Fee Waiver for Tuition If you qualify for free meals you may qualify for school fees waiver. A Fee Waiver form must also be completed to qualify. However, this waiver does not include Locks, Kindergarten Milk, P.E. Uniforms, I.D. Badge Replacements, or Parking Fees.

Students may be considered ineligible for participation in any extracurricular activity if parents are not making an effort to pay school fees or repayment of cost for lost school items. Fee Waivers can include Book Rentals, 2nd Grade Writing Tablets, Technology, Athletic Fees, Driver Education Fees.

Fines / Replacement Costs

Any student who, through neglect or carelessness, loses any book belonging to the school shall be fined the full purchase price. If books are mutilated, the student will be charged for rebinding or replacement of the book at full current price listed with the publisher. No daily fines occur for late library books.

Residency and Tuition

Only students who are residents of the District may attend Woodland CUSD#5 without tuition being charged. Upon enrolling at Woodland CUSD#5 enrollees must provide a proof of residency. Proof of residency can be proved by showing a photo I.D. with an in district address and one primary bill i.e. electric bill, rent receipt, or insurance coverage.

Attendance

Campus (CLOSED)

Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to school until the time of departure for the day, unless permission to leave is granted by the principal or a designee or is otherwise excused. Proper sign-out procedures must be followed. Students not signing out will be considered unexcused. Driving privileges will be suspended when students use a vehicle to leave the campus without following the appropriate procedure. No unauthorized visitors will be allowed on the campus.

Address or Phone Number Changes

Please inform the appropriate office of any changes in home address, home/cell phone numbers or emergency contact information. The safety and welfare of your child depends on the school's ability to reach you in the event of a medical emergency. Woodland CUSD#5, as well as the Illinois State Board of Education, requires that an emergency phone number be listed with the school.

Attendance Policy

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

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

In compliance with Illinois compulsory attendance laws for Elementary, Junior High and High School students, and to insure that all students profit most from their school work, a series of attendance procedures have been established to reduce truancy and excessive absences and to encourage punctual and regular attendance at school. These procedures and guidelines for disciplinary action covering truancy and other infractions are listed. They should be carefully noted by you and your parents. Students are expected to attend school regularly as stated by the Illinois School Code, 105ILC 5/26-2a.

Definitions – The following definitions are cited from the Illinois School Code, 105 ILCS 5/26-2a. Truant- A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Chronic or habitual truant- shall be defined as a child subject to compulsory school attendance and who is absent without valid cause and forms such attendance for 10% or more of the previous 180 regular attendance days. On the eighteenth (18) unexcused absence, of the previous 180 days, a student will be referred to the County Truancy Alternative Program, the Truant Officer, or to the Board of Education for possible expulsion. An administrator will evaluate unusual reasons for extended absences.

Chronic absentees are dealt with as the law provides. Parents are contacted for a personal conference and informed that the legal and moral responsibility for school attendance lies with them. If this does not solve the problem, parents may be summoned into court and fined or placed on probation.

Excused Absences- Valid Cause- for absence shall be illness, observance of religious holiday, death in the immediate family, family emergency and shall include other situations beyond the control of the student as determined by administration, or such circumstances which cause reasonable concern to the parent for the safety or health of the student.

Regular Attendance

Parents are responsible for seeing that their children regularly attend school. Parents too, are trusted by teachers and administration to make appropriate decisions with regard to their children and school attendance. If absenteeism becomes excessive, the school may enlist the parent's assistance in determining the nature of the absences.

Absenteeism of any kind is undesirable. If, in the determination of administration, a student accumulates an excessive number of questionable absences, the school may require the parent or legal guardian to provide documentation from an appropriate third party (doctor) source thereafter (in order to be excused with full make-up privileges) Failure to comply with this formal request for subsequent absences, being judged as unexcused in nature.

Parent and/or guardian should contact the principal or guidance counselor once they anticipate extraordinary or justifiable pre-existing conditions which may cause episodes of excessive absenteeism, not associated with hospitalization, medical/dental appointments, court appearances, or school related activities.

Student Absences

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

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the Elementary Office (815)672-2909 or High School Office (815)672-2900 before 9:00 am to explain the reason for the absence. If a call has not been made to the school by 10:00 am on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Absence Reporting

Parents are to call for their students who will be absent from school prior to 9:00 am the school day of the absence. It is assumed by the school that the student is truant unless the parent/guardian calls. The parent/guardian must call each day the student is absent unless the student is definitely going to be gone for an extended period, as in the hospital, doctor ordered home confinement, or a death in the family. The Illinois Child Protection Act mandates that the school attempt to contact the parent if a child is absent and

not reported. Working parents are to understand that it may mean that we call you at work. Please call us to avoid this disturbance. Elementary Office (815)672-2909 or High School Office (815)672-2900

9 Day Absence Rule

Students will not exceed nine (9) absences each semester per class. All excused and unexcused absences will count toward the “9 “absent limit. All work may be made up prior to the 9 absent limit. Extended absences due to illness more than two (2) days will be blocked and counted as one absence if one of the following criteria is met:

- A doctor’s note is brought to the appropriate office on the day the student returns to school stating the reason for the absence and the number of days to be absent,
- Prior arrangements have been made with the principal or guidance counselor.

Please contact the principal or guidance counselor on any extended absences to review the absence status.

Absences after 9-Day Absences Limit

Each absence after the 9-day limit will be recorded as unexcused. Students with an unexcused absence will receive no credit for work assigned or completed on those specific days unless students produce official documentation of an appointment to the principal’s office on the day they return to school, i.e. doctor/dental note, court papers, etc... Letters maybe waived if the parents have had contact with administration about why the student has been absent.

6 Absences: A letter will be sent home to inform parents of absences and how important the classroom experience is.

8 Absences: A letter will be sent home stating: student accumulation of more than 9 days of absences per semester and the parent will be required to furnish a physician’s excuse for those absences. A failure to provide the principal or guidance counselor with this excuse will result in the absence being documented as “unexcused” and the student assigned a consequence. Students will not be allowed to make-up privileges for daily work missed. However, students may make-up tests and turn in major projects previously assigned.

It is within the sole discretion of the administration to determine the legitimacy of a student’s absence and to determine whether it is excused or unexcused. If a student is absent from school without valid cause, the truancy officer will be contacted. Parent(s)/guardian(s) must provide reasons for student absences to the administration.

Excused Absences and Homework credit (Make-up Work)

If a student’s absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

It is the responsibility of all students to make up school work missed due to absences. An excused absence allows the student to do make-up work without loss of credit. The student and the teacher will arrange for the missed work to be made up on the basis of: for each calendar day (excused) absence, that student will be allowed one calendar day to make up missed work. (i.e., a student is excused and absent for three calendar days the student has three calendar days to make up missed work.)

SPECIAL NOTE: At times, special projects are due in classes. Ample time has been allowed for completion of these projects and the expectation is that the projects are complete even if the student is not in attendance. It is the responsibility of the student to arrange for the project to be delivered to the teacher on the date set by the teacher.

In accordance with the School Code of Illinois valid causes for absences are:

1. Illness. If the illness is extended, a note from the physician is required.
2. Medical appointment or dental appointments. (Regular appointments should be made after school hours, Saturdays, or holidays if possible.) A student who has a medical and/or dental appointment must have his/her parent(s) call the school and make arrangements for the student to check out.
3. Death/funerals of relative or close friend
4. Family emergency
5. Religious holidays or other religious causes
6. Court appearance - the student must provide a copy of the subpoena or other legal document that states the date and time the student is to appear in court.
7. Participation in a school sponsored activity
8. Absences within the system including: field trips necessary for co-curricular and extra-curricular activities, counselor appointments, and disciplinary consultations
9. College visitation by Juniors/Seniors provided that the student's parent/guardian contacts the guidance counselor office prior to such visit. Verification of the visit from College Admissions Office signed and dated must be turned in to the guidance counselor upon students return to school. Except for unusual circumstances, a student will be permitted no more than two days of college visitations.
10. Pre-arranged absences. Students are limited to one (1) pre-approved absence per school year of no more than five days.
11. Any absence that has been determined in advance by the administration as being equivalent to or greater than the educational experience at the school.

Unexcused Absence and Homework Credit

An unexcused absence is an absence from class, which, in the discretion of administration is not for a legitimate purpose. Students will receive no credit for daily classroom work during the unexcused absence. Student may make up tests and turn in major projects that had been assigned prior to the unexcused absence. Unexcused absences are as follows:

- Truancy
- Employment /job hunting and /or interviews without pre-approval
- Grooming appointments
- Leaving the building without permission
- Suspensions
- Failure of a parent or guardian to call in a student's absence
- Shopping trips
- Visiting and/or social gatherings
- Oversleeping
- Car trouble
- Missed bus
- Preparation for Homecoming/Prom
- Cutting a class or skipping school
- Attending an athletic or sporting event not sponsored by the school
- Any other reason so determined by the administration as not being equivalent to or greater than the educational experience at school.

ACTIONS: Each period of Unexcused Absence (UA) may be assigned two detentions. Each day of Unexcused Absence may be assigned a Saturday School Detention. (Amended 05-20-2002)

Home Study Principles

The following plan is recommended for those who want to study effectively:

- Use good lighting whenever you study. Eyes suffer strain and tire easily when the lighting is poor.
- Study at the same time each day: divide one's time between, before and after dinner. Don't study when tired.
- Study in a quiet place. One cannot study effectively when one has either a radio or television on in the same room.
- Before one starts to work, one should see that he/she has all the necessary materials.
- Sit in a comfortable chair at a table or desk.
- Keep one's assignment in a notebook, and follow the written and study work exactly.
- Work without interruptions.
- Check for mistakes.
- Learn to study for a purpose, take notes.

Prearranged Absence

The Prearranged Absence procedure allows parents to withhold their student from school for a good reason. The school calendar has vacation periods established at regular intervals during the year. Those intervals should be adequate to meet the student and/or parent's needs. For prearranged absences for family vacations, or extended absence, a form available in the principal's office is to be taken to the student's teachers, signed by the parent and returned to the office before the student's departure. Upon returning to school, homework collected prior to the prearranged absence, should be completed. It is strongly suggested that before any travel commitments that involve the student are made, approval from the principal needs to be obtained.

The following may be types of anticipated absences that can be approved provided the outlined procedures are followed:

- Vacations - students must be accompanied by a parent.
- Release Time for Religious Instruction/Observance-A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.
- Other circumstances as determined by the school administrators

Prearranged Absence Form

- A parent must come to the principal's office or call to request a Prearranged Absence Form at least one week before the date of intended absences.
- The student will submit the completed form to the principal for approval and signature.
- The student must obtain signatures from each teacher involved in the absence
- The student will return the completed form to the principal's office before the date of absence.

Prearranged Homework Assignments

Class assignments for the period of time the student is absent should be completed upon returning to school. We understand that sometimes unforeseen circumstances do not always make this possible.

Sign Out for Medical Appointment

When students have medical appointments and need to leave school early, parents/guardian need to report to the appropriate office and sign the student out. If the student is of driving age or 18 years of age the parent needs to call the appropriate office and tell the secretary when, where and why the student would be leaving school. The student would then need to report to the principal's office to sign themselves out.

Student Release

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released from school for the following reasons:

- anytime other than the regular dismissal times or other times when school is officially closed
- to any person other than the custodial parent/guardian.

Release Time for Religious Instruction/Observance

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

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

Tardy Policy Tardiness or Late Arrivals to School

It is vitally important that students report to school and classes in a timely manner. When students are late to school they are to sign in at the appropriate office, by their parent/ guardian. High School only; A phone call should be made to the High School Office explaining the reason for late arrivals. A pass will be issued to the teacher indicating whether the reason for the late arrival is excused or unexcused. Any student who arrives after 8:15 am for his/her first class is considered absent from that class. Any student who arrives between 8:00 am-8:14 am is considered tardy.

Tardiness, a form of absenteeism, is disruptive in that it distracts students and teachers alike. It should be noted that tardiness may lead to lower/failing grades due to the loss of classroom and instructional time. Repeated tardiness during the course of a semester will eventually lead to an administrative intervention listed below.

- After the third, fourth, fifth time a student is tardy to class per semester; he/she will be given a detention for each of these tardies.
- Students who are tardy six, seven, eight or nine times will be given a 2-hour Saturday School for each tardy.
- Students who are tardy ten or more times to class will receive 4 hour Saturday School for each tardy.

A student must be present one-half day, in by 11:00 am or stay until 11:00 am to participate in/or attend a school activity or program that evening.

Tardy or Late Arrival to Class

When students are late to class because a faculty member has detained them, it is the responsibility of that faculty member to write a pass for the student to get into the next class. This pass should indicate whether the reason for the late arrival is excused or unexcused.

Truancy Agreements

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C Misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

Truancy agreements may be used in a case of poor attendance. The student must be in full attendance for the time agreed upon. If the student is absent for a day or any part of a day, a doctor's note or official documentation will be required. In case of special circumstances it must be pre-approved thru the principal's office or guidance counselor or the student will be dropped from enrollment at Woodland CUSD#5. If the student is under the age of 17 and is truant a referral will be sent to the Regional Office of Education.

Truancy and Unexcused Absences Interventions

CONSEQUENCES/SUPPORT SERVICES FOR TRUANCY/UNEXCUSED ABSENCE

First Intervention

- A. Principal/student conference

- B. Parent contact
- C. First written notification of truancy (state law may be cited)
- D. Assign detentions which equal time missed or assignment to Saturday School.

Second Intervention

- A. Principal/student conference
- B. Mandatory parent conference
- C. Written notification of truancy (state law may be cited)
- D. Loss of driving privileges and other privileges
- E. Assign detentions which equal time missed or assignment to Saturday School.

Third Intervention

- A. Principal/student conference
- B. Mandatory Board appearance with parent
- C. Assign detentions which equal time missed or assignment to Saturday School.
- D. Loss of privileges Beyond Three Interventions
- E. Principal/student/parent counselor conference

Program developed may include:

1. Pupil Personnel Services
2. Recommendation for outside counseling services
3. Schedule changes (if appropriate)
4. Written notification of truancy.
5. Referral to other appropriate agencies/services.
6. May include suspension or expulsion
7. Loss of participation in graduation ceremony

Academics

Academic Assistance

Teachers have the authority to detain students after school for academic assistance. The student will be allowed to make a phone call to parents to make arrangements for transportation.

Birth Certificates

Upon enrolling in Woodland CUSD #5 parent(s)/guardian(s) must turn in to the appropriate office a Court House copy of the student's birth certificate. (Not the copy with the foot prints from the hospital)

College Entrance Requirements

The State Board of Higher Education has established statewide minimum admission standards for public colleges and universities in Illinois. They are:

- 4.0 English (English I, English II, American Literature, Col. Prep English, Speech, Advanced Speech, Composition).
- 3.0 Math (Algebra I, Geometry, Algebra II, Col. Prep Math).
- 3.0 Science (Physical Science, Biology I, Biology II, Chemistry I, Chemistry II, Human Anatomy & Physiology, Physics).
- 3.0 Social Studies (U.S. History, Government, World History, Today's World, Sociology I, World Geography, U.S. Geography).
- 2.0 Foreign Language, Art, Music, and/or Vocational Education

Concurrent College Enrollment

Woodland High School seniors who meet eligibility requirements may enroll in college courses while concurrently attending Woodland High School. All college tuition, fees, and transportation will be the

responsibility of the student and his/her parent/guardians. Woodland High School students must meet all the following criteria to be eligible for this educational opportunity:

- Minimum GPA of 2.67 at the end of the semester prior to enrollment
- No unexcused absences or disciplinary referrals to the administration for the semester prior to enrollment
- Provide a copy of their fee statement/schedule
- Sign a release for attendance verification
- Sign a contract stating that if the student is found to be in non-attendance, they will be required to attend the balance of their day at Woodland High School.

Credit for Alternative Courses and Programs, and Course Substitutions

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students. District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience. Please review this material with your school board attorney before use.

Correspondence Courses

The Board of Education finds that correspondence courses are inferior to courses taught by a teacher present with a student. Correspondence courses, by their nature, do not tend to provide for discussion, challenge from other students, immediate response and feedback from a teacher. Similarly, correspondence courses do not provide immediate assistance to students who have not grasped a point, nor does a correspondence course have the potential to excite or challenge a student, as does an excellent teacher. Accordingly, correspondence courses are not favored, and are strongly discouraged. Nonetheless, the Board finds that, for a variety of reasons, students may need to receive credit outside the normal curriculum in order to timely graduate from high school. A student will be permitted to receive credit for correspondence courses toward high school graduation requirements, on the following basis.

1. A student may request permission to take a maximum of two (2) credits to be applied toward any

of the seven and half (7.5) elective courses required for graduation.

2. The student must apply in advance, and obtain written approval for the course(s) from the superintendent or his designee. The superintendent shall conduct such investigation of the course(s) proposed by the student, as he believes educationally material, including but not necessarily limited to, curriculum, method of instruction, method of testing competency and understanding, likelihood of educational benefit to the student, and reputation of the correspondence school. The superintendent may seek the advice of any faculty members he believes appropriate, or other persons with educational knowledge.
3. Correspondence course credit shall be available only for students in their junior and senior years.
4. Credit for correspondence course work will be available only if the student applying would be unlikely to graduate with his or her class unless the student completes the correspondence course.
5. The educational judgment of the Superintendent shall be final, unless appealed in writing within ten (10) days of the Superintendent's decision.
6. If a student or parent disagrees with the superintendent, the student or parent may appeal in writing to the Board of Education, addressed to the Secretary of the Board of Education. The Board of Education shall hold no hearing, but will consider the student or parent's written appeal, and any information from the superintendent, at a time convenient to the Board of Education. The appeal shall be limited to whether or not the superintendent followed the procedures and considered the elements set forth in this policy. The decision of the Board of Education shall be final.
7. In no instance will the District pay any costs associated with correspondence courses. If proctoring or monitoring of examinations is required by the correspondence school, the superintendent may agree to provide the same. The superintendent may impose a reasonable fee to reimburse the District for the costs of proctoring or monitoring, or other services related to the correspondence course.
8. "Correspondence Course" shall include all forms of instruction or learning performed without the direct, personal presence of a teacher, and irrespective of the medium by which the learning occurs, such as mail, television, and computer network. However, remote learning courses taught by a teacher certified in Illinois in an approved Woodland CUSD#5 program, in real time shall not be deemed a "correspondence course."

Driver Education

To enroll in Driver Education the student must have passing grade in eight (8) courses during the previous two semesters. The Guidance Counselor will assign students to Driver Education class based upon grades, birthdays and class size. Driver Education is one (1) semester of classroom and driving instruction. A minimum of 30 clock hours of classroom instruction and a minimum of sixty (60) hours behind the wheel instruction is required.

Drop Out

When a student chooses not to complete the high school curriculum required for graduation, the school counselor will assist the student in exploring their options:

- A school counselor will explain GED class offerings
- A school counselor can assist in correspondence course offerings and tests
- A school counselor can explain Lincoln's Challenge

English Language Learners

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

Experiments Upon or Dissection of Animals

Students who object to performing, or participating in, or observing dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusal to perform, participate in or observe a dissection. Students need a signed parent nonparticipation slip turned in to the high school office prior to the start of a dissection project. Students will be assigned a replacement project.

Field Trips

Field Trips are allowed when the experiences are an integral part of the school curriculum and contribute to classroom educational goals.

1. All field trips shall be adequately supervised by staff members and other adults.
2. Whenever entrance fees, food, lodging or other costs are involved, these costs shall be assumed by the student unless otherwise stipulated. NO student shall be excluded from any field trip because of a lack of funds.
3. Parental permission must be obtained in writing when a field trip is planned.

Grades Policy

Daily preparation is essential to every class at Woodland CUSD #5. Students who are absent from class cannot benefit from classroom participation and cannot be well prepared as those students who attend regularly. Many teachers grade daily participation of their students. Therefore, students who are absent an excessive number of days can expect that their grades may reflect the lower participation grade.

School report cards are issued to students 4 times per year. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Grading Scale

Woodland CUSD #5 grading scales have been established and implemented by departments of Language Arts/Foreign Languages, Mathematics, Science, Social Sciences, Fine Arts, Physical Education, Special Education and the Vocational departments use the following grading scale:

Woodland Junior High & High School A = 100 - 90 B = 89 – 80 C = 79 – 70 D = 69 – 60 F = 59 - 0

Weighted Class Grades (High School)

Bio II	Physic	Human Anatomy	AP Calculus
Chemistry II	College Prep English	Spanish IV	
Grades are calculated A = 4.25 B = 3.25 C = 2.25 D/F are not weighted			

Elementary grading scale is as follows:

A = 100 – 95	A- = 94 – 93	B+ = 92 – 90	B = 89 – 87	B- = 86 – 85	C+ = 84 – 82
C = 81 – 79	C = 78 – 75	D+ = 74	D = 72 - 73	D- = 71 – 70	F = 69 –

Grades (Changing)

No grades will be changed without justification. An administrator may change a student's grade in a class only upon determining that the grade assigned a student's work by a classroom teacher was unjustly

assigned. The teacher must be notified of the grade change and the reason for the change. If such change is made, the administrator making the change shall assume such responsibility for determining the grade or evaluation, and shall initial such change.

Graduation Exercise

Commencement Exercises are held at the end of the second semester. Only seniors who have fulfilled all state and local requirements for graduation may participate. Misconduct or excessive absences by seniors may result in the loss of the privilege to participate in graduation exercise. Students who have met their IEP goals may participate in graduation exercises.

Graduation Requirement (High School)

Pass the Federal and State Constitution Examinations and Flag Test (included in Government).
Complete Driver's Education, classroom and driving portions (during 9th or 10th grade year).

Physical Education (participate each semester enrolled). When Physical Education is limited by medical reasons, taking an additional course is required to meet graduation requirements.

Students in special learning programs designed to meet special needs determine whether graduation or retention is in the best interest of the individual student.

Transfer students will be issued credit for their courses at other schools on an equal and equivalent basis to the credit Woodland High School issues.

Students entering the 9th Grade in the 2008-2009 school year & beyond

1. (4) Four years of language arts.
2. (2) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject.
3. (3) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content.
4. (2) Two years of science.
5. (2) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American Government.
6. (1) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
7. (7.5) credits from electives
8. (.5) Driver Education
9. (.5) Consumer Education
10. (.5) Health
11. (4) Four years of Physical Education

26 Credits

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program.

Consumer Education in order to receive credit, a student must pass the annual Consumer Education Proficiency Test developed by the State Board of Education. All students in grades 9-12 are eligible to take the proficiency examination.

Health Education

The State of Illinois requires instruction for students in areas of health instruction that may be considered sensitive or controversial by parent(s) or guardians(s).

Within five (5) days of instruction regarding AIDS/sexually transmitted diseases, how to avoid sexual abuse, abduction, and how to report incidents to the proper authority parents(s) or guardians(s) will receive a letter from the school which permits them to send a written request that their child be excused from instruction concerning these topics. Students who are excused will receive other homework materials to complete.

Home and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: principal and or guidance counselor.

Homebound Instruction

1. A child is eligible for Home and Hospital Programs if the child:
 - A. Has a health or physical impairment which,
 - B. In the opinion of a licensed medical examiner will cause the student to be absent from school for more than two (2) consecutive weeks, and
 - C. For whom school personnel determine that such a program can be of educational benefit.
2. The physical or health impairment may be either temporary or permanent, but must interfere with his or her learning or require adaptation of the physical plant.
3. The amount of instructional and related service time provided through the home or hospital program shall be determined in relation to each child's educational needs, as well as physical and mental health.
4. The superintendent shall develop a policy by which students with physical or health impairment, which may require home or hospital instruction, shall be referred for home and hospital case study evaluation.
5. A child who requires a home or hospital program on a temporary basis shall be provided with instructional services sufficient to enable him or her to return to school with a minimum of difficulty. Instructional time shall not be less than five (5) clock hours per week, unless the attending physician of the child has certified that the child should not receive as many as five (5) hours of instruction in a school week.
6. A child who requires the home or hospital program for an extended time shall be provided with instructional services sufficient to appropriately advance his or her basic educational development.
7. A child whose home or hospital instruction is being provided through a home-school telephone or other device shall be provided not less than two (2) hours per week of direct instructional services.
8. Instructional time shall be scheduled only on days when school is regularly in session.
9. When the student, for health-related reasons, requires additional work to complete the preceding years educational program, he or she may be provided with home and hospital instructional services during the summer.
10. The superintendent, or his designee, shall conduct periodic conferences, or direct that such conferences occur, between appropriate school personnel as identified by the superintendent or his designee, including home and hospital personnel and the child's parents to coordinate the courses of study and to facilitate the student's return to school.
11. The Home and Hospital Program shall not be used to avoid District responsibilities under the rules and regulations of special education to avoid any requirement of establishing an in-school program, or to eliminate children from the school program.
12. For every student who requires home or hospital services because of a temporary disability or health-impairment estimated to last six (6) months or less, the District shall conduct homebound services case study evaluation and develop an IEP.

This evaluation shall include at least the following:

- A. Evaluation of the physical or health impairment by a licensed medical physician for diagnostic and evaluative purposes.
 - B. Estimation by the physician of the time the child will require homebound services.
 - C. A review of the child's current educational status and educational needs.
13. Upon completion of a homebound services case study evaluation, the superintendent, or his designee, shall determine the child's eligibility for homebound special education placement and recommend an appropriate placement. The superintendent, or designee, shall cause a written report regarding these recommendations and all documentation upon which they were based to be placed in the student's temporary record.
 14. If it appears to the superintendent, or designee, that the physical or health impairment will cause home or hospital educationally related services to be required for more than six (6) months, then the superintendent, or designee, shall cause the student to be referred for a full case study evaluation and, if appropriate, development of an IEP.

Homework

Homework is a learning activity performed outside of the classroom. It is important and integral part of the learning process that should reinforce skills and or knowledge presented during classroom instruction. By completing homework assignments, students master instructional content, gain effective habits of time management and self discipline, and achieve a sense of personal responsibility for learning. Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Woodland CUSD #5 believes that homework is a responsibility shared by teachers, students and parents.

- Teachers will... assign homework that is purposeful and reinforces learning: keep the homework on the ParentConnect web SDS up to date so that students and parents can access their grades
- Students will... be responsible for completing their assigned homework, including make-up assignments: exhibit academic honesty when competing homework assignments
- Parents will... monitor their student's homework completion
- Communicate any questions or concerns with the teacher
- Support their student's learning activities at home by providing the necessary tools and a proper study environment.

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

Home-Schooled Students

Parents of home schooled students need to work with the Regional Office of Education to determine that their responsibilities toward their child are complete. Home-schooled students requesting to enroll in Woodland CUSD # 5 will be placed in a grade level determined by the administration based on the scores received on an entry test. The test at this time is the Stanford 10 Test it will be administered by personnel of the district.

Honor Roll (Elementary)

Students who have a composite grade of 93 to 100 will be listed on the high honor roll. A composite grade of 85 to 92 will be listed on the honor roll. Subjects used to determine the honor roll are English, Reading, Spelling, Math, Science and Social Studies. At the end of each grading period, student's names will be posted on the office window and the honor roll will be sent to The Times newspaper.

Honor Roll (High School And Junior High)

Woodland Junior High School and Woodland High School maintain a high standard of scholarship. At the end of the nine-week grade period, students who have made outstanding records will have public mention of their attainments. Two honor rolls are published. To be eligible, a student must have an academic average of 3.60 or better for high honor and 3.00 for honor roll with no grade of "D" or below. A=4.0; B=3.0; C=2.0; D=1.0; F=0.0.

Students with incomplete grades at the completion of any grading period will not be included on the honor roll.

Illinois Virtual High School

The Illinois Virtual High School was created to provide students and their teachers with increased equity and access to the highest quality educational opportunities. By accessing the IVHS online through the Internet, students are able expand the courses they may take. IVHS courses will follow the guidelines established by the Woodland CUSD #5 Board of Education for correspondence courses. However, the following exceptions will be made; credit for IVHS courses will be available to any junior or senior student who satisfactorily completes the course, regardless of their progress toward graduation.

Instructional Materials

Parents/guardians are encouraged to support curriculum requirements, as the school treats all subjects' areas in an objective and respectful manner. Parents may inspect instructional materials or textbooks.

Parent Involvement

In order to assure collaborative relationships between student's families and the School Board and District Personnel and to enable parents/guardians to become active partners in education Woodland CUSD#5 has developed the following procedures:

- Keep parents /guardians thoroughly informed about their child's school and education
- Encourage involvement in their child's school and education
- Seek effective two-way communication on significant school-related issues
- Seek input from the parents or guardian
- Inform parents/guardians on how they can assist their children's learning

Physical Activity

A child may be exempt from some or all physical activities when the appropriate excuses are submitted to the school by parent(s) guardian(s) or by a person licensed under the Medical Practice Act. Alternative activities and/or units of instruction shall be provided for pupils exempt from physical activity.

Physical Education

In addition to "A", "B", "C", and "D" grades given in physical education classes, the following grades will be given as indicated:

- F- students who dresses for activity but does not participate and/or does not fulfill other course requirements. No credit is given for semester grade of "F". It does not meet the physical education graduation requirements.
- M- students who have a medical excuse and/or excused absences. No credit is given for a semester grade of "M" however, and "M" grade does meet the physical education graduation requirement. A student must be absent 50 percent of the attendance days during a grading period to receive an "M". Otherwise the grade earned during the attended days will be given.

Physical Education No Dress Policy/Dress Policy

The following consequences will result from a student failing to dress in physical education class:

NO Dress # - consequences:

- First no dress will result in a Verbal Notice being given to the student by the Instructor.
- Second No Dress will result in a Written Warning being given to the student with a copy sent to his/her parents.

- Third No Dress will result in a Written Warning being given to the student with a copy sent to parent/guardian. Instructor will phone parent/guardian to inform them of student's status in the class regarding no dresses.
- Fourth No Dress will result in a Written Warning being given to the student with a copy sent to parent/guardian. Counselor will phone parent/guardian to inform them of student's status in the class regarding no dresses.
- Fifth No Dress will result in the student being drop/failed from P.E. class for the remainder of the nine weeks. Fifth No dress will reflect and "F" for the nine weeks.
- Students can rent P.E. uniforms from the Life Skills classroom for \$1.00 per day.

Physical Education Exemptions Requirement

A student in grades 9-12 may submit a written request to the building principal to be excused from Physical Education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade);
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Physical Education Uniform (High School & Junior High)

Students are required to wear Woodland CUSD #5 physical education shirts and shorts or plain white shirt and black shorts. Appropriate athletic shoes must be worn in P.E. class. Shoes must be athletic shoes that cover the entire foot. Students are advised Woodland CUSD#5 has clothes available on a 1-day rental basis. P.E. clothes will be rented in the locker room a maximum of 3 times per nine weeks. Rental fee is \$1.00 per day.

- Uniforms can be purchased in the High School Office for a \$25.00 fee.

Algebra

7th and 8th grade students taking Algebra 1 will have grades weighted by .25 for Honor Roll purposes only. 7th and 8th grade students can receive high school credit for Algebra. This is not a weighted class for high school.

Summer School and Independent Study

A student will receive high school credit for successfully completing:

1. Any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and
2. Independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

College Courses

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior in good academic standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's guidance counselor and the building principal
4. The student assumes responsibility for all fees.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education. The amount of credit will be based on foreign language proficiency achieved. The building principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

Military Service

The Board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

Substitutions for Courses

A student in grades 9-12 may satisfy one or more high school courses (including Physical Education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian request and approve the substitution in writing on forms provided by the District.

Grading & Promotion

School report cards are issued to students four (4) times per school year. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance of standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Performance based on Illinois Standards Assessment Test:

An elementary school student or a high school student will be considered to have satisfied this condition for promotion to the next grade when the student has achieved a score in the Meets (Level 2) or Exceeds (Level 3) designations on the (ISAT) Test.

Stanford 10 Achievement Tests:

If an elementary or high school student has a Grade Equivalent (GE) score on the test, which is two grades below the expected level on a given test, then remediation in that area shall be mandatory. Hand graded tests can be utilized to concur results and/or assess progress.

or Other Testing:

A student who completes a summer school bridge program will be promoted when that student achieves a score of 70 % on a minimum competency test.

- A. Special education students will have met the requirements to be promoted to the next grade level when they have met the requirements of the Individual Education Plan set for that student determined by the IEP team during the annual review. Also two parts of (II-VI) must have been satisfied. A satisfactory substitution for each of the tests listed may be used to satisfy those requirements.
- B. Teachers may make a recommendation to the administration that a student be retained.
- C. Parents may make recommendation to the administration that their child be retained.
- D. Administration has the final decision making authority on placement of the child and/or remediation services.

A student has to satisfy the requirements of High School Criteria as listed below:

1. Freshman Status (9th Grade):
 - a. Provide documentation of successful completion of course of study from an eighth grade recognized by the Illinois State Board of Education.
2. To Attain Sophomore Status (10th Grade):
 - a. Successfully complete required freshman level courses including one credit each of language arts, social science, and physical education; and,
 - b. Have earned a cumulative total of six or more credits toward graduation requirements; and,
 - c. Satisfy the requirements of two of the parts (II-VI) listed below
3. To Attain Junior Status (11th Grade):
 - a. Successfully complete required sophomore level courses with a cumulative total including 2 credits of language arts; 1 or 2 credits each of math and science, and social science, 2 credits of physical education; and credit for health, driver education; and,
 - b. Have earned a cumulative total of thirteen or more credits toward graduation requirements; and,
 - c. Satisfy the requirements of two of the parts (II-VI) listed below
4. To Attain Senior Status (12th Grade):
 - a. Successfully complete required junior level courses with cumulative totals including 3 or 4 credits of language arts; 1 or 2 credits each of math, science, and social science; and 3 credits of P.E., Drivers' Education, and Health;
 - b. Have earned a cumulative total of twenty or more credits toward graduation requirements; and,
 - c. Satisfy the requirements of two of the parts (II-VI) listed below
5. To Attain Graduation Status:
 - a. Attain Senior Status; and,
 - b. Satisfy the requirements listed in Graduation Requirements.
 - c. Have earned a cumulative total of twenty-seven or more credits; and,
 - d. Satisfy the requirements of two of the parts (II-VI) listed below.
 - e. Complete the Prairie State Exam.
 - f. A child with a disability who will have completed 4 years of high school at the end of the year may participate in the graduation ceremony and receive a certificate of completion if the IEP requires further services beyond the 4 years of high school.

Report Cards

Report cards are distributed to students every nine weeks (4 times yearly), to show students and parents the learning growth progress. The student has the responsibility of making up incomplete work. If the work has not been completed within ten days of the absence, the incomplete will automatically be changed to an "F". A longer period of time may be granted in case of prolonged illness or other emergency. Teachers have the option of averaging grades.

Semester Exams measure retention of knowledge and skills. Grade cards will usually be given out during the week following the close of each grading period, and/or during Parent/Teacher Conferences.

(RTI) Response to Intervention Plan

To increase student learning requires consistent practice of providing highly qualified instruction matched to students needs. Response to Intervention (RTI) is a general education initiative which requires collaborative efforts from all District staff. In a quality educational environment student academic and behavioral needs must be identified and monitored continuously with documented student performance data used to make instructional decisions.

Study Halls

Study halls are set up solely for the purpose of quiet, serious study. All students are expected to maintain a study atmosphere during study periods: therefore, students should take with them to study hall materials that pertain to school work. Students should be in their seats before the final bell. A student may go to other classrooms with a written pass from the instructor. A student should not expect to receive from a study hall monitor passes to lockers, bathrooms, or library. Passes will be limited. No food or drink shall be consumed in study hall.

Tattoos and Body Piercing

Tattoos must be covered if inappropriate for a school setting. Body Piercing must be removed for Physical Education class. Students that have a new piercing are not exempt from Physical Education and must remove the piercing.

Title I Basic Program No Child Left Behind Title I

Woodland resident may observe the following information under the No Child Left Behind Act.

- Annual Report Card
- Teacher and paraprofessional qualifications
- Student achievement per achievement of the parent's/guardian's child
- Parent/guardian meetings
- Student/Teacher/Parent Compact

Title I Programs (Elementary)

The Title I reading and math programs at Woodland CUSD#5 are federally funded projects. The purpose of these projects is to provide reading and math instruction to students who, for some reasons, are having difficulty with these subjects in the regular classroom situation, but who also have the ability to succeed.

Eligibility into the program is based on below grade level scores on reading and math subtests (Comprehension, Total Reading, Computation and Problem Solving) on the Standardized Achievement Tests given by the District, teacher and parent input.

Students placed in the program are given additional instruction in small groups each day until they have developed their reading and math skills to the point that they can succeed independently. Students are evaluated each year to determine eligibility or ineligibility to the program.

A parent involvement group is set up to help parents learn how to help students outside the school day. The parent group meets three times yearly and when other meetings are necessary.

Transfer or Withdrawal from School

A student planning to transfer to another school or withdraw must present a signed note from their parents to the principal indicating their consent and the reason for leaving school. High school students must obtain a withdrawal sheet from the principal and clear with teachers and school offices. All fines and fees must be paid in full at the time of withdrawal. If the student fails to comply, he forfeits all remittance.

Valedictorian and Salutatorian Classes (2012, 2013, and 2014)

The honorary title of Valedictorian and Salutatorian will be determined at the end of the seventh semester by class rank. To be eligible a student must have attended Woodland CUSD #5 during the entire sixth and seventh semester (entering no later than the tenth day of the sixth semester).

Mid-year graduates and students who entered high school with another year's class are not eligible for the designation.

Also students who transfer away from Woodland CUSD#5 in their eighth semester may not return for graduation and assume an honorary title. Of those eligible, the highest ranking senior shall be Valedictorian and second shall be Salutatorian. If there are co-Valedictorians no Salutatorian shall be named. Honorary titles are bestowed at the discretion of administration and Woodland CUSD#5 Board of Education.

Recommendation for Cum Laude Distinctions (Beginning with the Class of 2015)

- Magna Cum Laude (“with great honor”): 3.5 up to but not including 4.0 cumulative GPA after 8 semesters
- Summa Cum Laude (“with highest honor”): 4.0 and above cumulative GPA after 8 semesters

Graduation Speeches

Students wishing to speak at the graduation ceremony would go through an application and interview process with a committee of school administrators and faculty members. The committee would then extend the invitation to speak to one or two graduating seniors.

Withdrawal of Privileges

The administration may exclude a student from participation in certain school privileges if the student is found to be truant, engaging in certain acts of misconduct, and for repeated misbehaviors or failure to achieve satisfactory academic progress.

Technology

Technology Vision Statement

The Woodland CUSD#5 Technology Vision Statement is: To prepare students to live in a technological world by:

- 1) expanding students’ opportunities to learn,
- 2) encouraging their use and knowledge of current technologies,
- 3) heightening their desire to learn,
- 4) developing their abilities to the fullest, and
- 5) engaging the community in educational activities.

Technology Purpose

Computers are used at Woodland CUSD#5 to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with hundreds of thousands of networks.

It is the policy of this school district that all computers, networks and the Internet and their related technologies are to be used only in an educationally responsible and ethical, efficient, and legal manner. All Woodland CUSD#5 technology policies and procedures are to be interpreted in accordance with this standard.

It is the policy of this school district that its computers and networks should be used only for educational purposes, or furtherance of the business of the school. The District’s computers and networks may not be used for purely private purposes, or for any commercial gain or interest.

Internet Acceptable Use 1

All use of electronic network use must be consistent with the school’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to

state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Unacceptable Use - The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or Federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private, financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- a. For each re-publication (on a web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted.
If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with e-mail or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail - The e-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an educational tool.

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

Exhibit - Internet Acceptable Use Sign Off

ACKNOWLEDGMENT

Any user who violates the Internet Acceptable Use Policy shall be subject to disciplinary action including but not limited to, revocation of access privileges. Additionally, if a user's conduct constitutes a violation of copyright laws, the user and/or the user's parent or guardian may be subject to prosecution under such laws. Any user who intentionally or negligently damages or destroys district hardware and/or software will also be responsible for all costs associated with repair and/or replacement parts and services. In consideration for using the district's network/Internet connection and/or e-mail and having access to public networks, I hereby release the school district and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/Internet. I recognize and accept

that I may be subject to discipline for any inappropriate use of the district's network/Internet connection and/or e-mail.

Student Name Date (Please print)

Student Signature

I have read the school district's Internet Use Policy. I give my permission for my child to use the school district's Internet, and I understand that I may be liable for any and all misuse of the Internet perpetrated by my child. I hereby grant permission for my child to participate in the school's Internet and Internet-based educational programs. In consideration for using the district's network/Internet connection and/or e-mail and having access to public networks, I hereby release the school district and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/Internet. I recognize and accept that I may be subject to discipline for any inappropriate use of the district's network/Internet connection and/or e-mail.

Parent/Guardian Name/Date (Please print)

Parent/Guardian Signature

Non-School-Sponsored Publications/Websites

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

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

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

Privilege of Computer and Network Use

The use of the Woodland CUSD#5 networks, computers, and the Internet through Woodland CUSD#5 computers or networks is a privilege, not a right. Violation of the Unacceptable Use Policy or Network Etiquette will result in withdrawal of network and computer privileges, at the discretion of the system administrator, and may result in other discipline, depending upon the seriousness of the violation. There will be no "second chances." The district or systems administrator will periodically audit, inspect, and/or monitor the user's software, hardware, peripherals, and licenses. Internet access, e-mail usage, and network usage whenever deemed appropriate to assure that users act in accordance with this Technology Use Policy.

Necessity of Security

Computer network systems are subject to attack by computer viruses, worms, Trojan horses, and other malicious computer programs designed to damage data or computer systems. Further, unauthorized users who obtain access to computer networks can damage computers, networks, data and systems, causing damage, or obtaining information, such as student or employee records that are the private records of the

school district. One essential method to prevent breaches of computer security and to maintain the confidentiality of district records is through the use of passwords.

All users of district computers or networks will be assigned a user account and password. Accounts and passwords allow various “levels of privileges to use or access computer networks”. Users may also be informed of other security measures. All users must strictly comply with computer and network security measures at all times.

If a user identifies a security problem concerning the district’s computers, systems, or the Internet, the user must not demonstrate the problem to any other person except the system administrator, and must notify the system administrator or supervising principal immediately.

Copyright

Copyrighted material does not lose its copyright merely because it is posted on the Internet, or available on district computers, or over its networks. It is illegal to use (copy or print) such material without the consent of the copyright holder. Such use also violates the policy of the Board of Education. Substantial civil and criminal penalties apply to violation of copyright laws.

Software is also usually copyrighted. No person may use or install any software on district computers, networks, or the Internet for which the user is not properly licensed, and authorized by the systems operator.

Compatibility Problems

Unauthorized or ill-behaved software, firmware, peripheral or hardware can cause compatibility problems on district networks or computers. These problems are often difficult, time consuming and expensive to identify and resolve. Even well respected and widely used software; hardware or peripherals can fail to work properly in some circumstances. Often these problems cause computers, peripherals or networks to behave erratically, and have caused district computers or networks to fail altogether. To prevent problems of this nature, no person may install any software, firmware or hardware on any computer without the prior approval of the systems administrator, irrespective of whether the user has a license to use that software or firmware, or the ownership of the hardware or peripheral. Any user must cease using any software, firmware, hardware or peripheral when instructed to do so by the systems administrator, whenever the systems administrator determines or suspects that the software, firmware, hardware or peripheral is causing, or may cause problems, even if the systems administrator has previously approved such use.

Disclaimer of Warranties

While the district encourages the use of the Internet and information available on district computers and networks, the district makes no warranties of any kind regarding the nature, accuracy or use of the Internet, or any information obtained through the use of district computers or networks. The Internet is unregulated. Merely because information is posted on a computer network does not mean it is truthful, accurate, complete or reliable. Users are responsible to determine whether, and to what extent the user relies on such information. A user may encounter delays, non-deliveries, missed deliveries or service interruptions in use of district networks or the Internet. The district is not responsible for any damage or loss the user suffers, even if it is through the fault or negligence of the district, or its employees.

Indemnification

The user agrees to indemnify the district for any losses, costs or damages, including reasonable attorneys’ fees incurred by the district relating to or arising out of any violation of this policy.

E-mail and Chat Rooms

Students may not receive or send personal e-mail or visit “chat rooms” using Woodland CUSD#5’s computer network except as assigned by a teacher for educational purposes.

Unacceptable Use of Computers, Networks, or the Internet Includes:

1. Printing, copying or otherwise using copyrighted materials without permission of the copyright holder, or in violation of copyright law.
2. Downloading or uploading or viewing any sexually explicit or pornographic material.
3. E-mailing, forwarding or posting anonymous messages
4. Forwarding personal communication without the author's prior consent, unless the information is of a general informational nature, obviously meant for general interest.
5. Copying, downloading or using software without the permission of the system administrator or using software in violation of copyright.
6. Using the systems in furtherance of financial gain, commercial activity (including advertising), or any illegal activity.
7. Obtaining or possessing, or attempting to obtain any password of another, or other security measure, without the prior written approval of the system administrator.
8. Disclosing to another a users password, without the prior consent of the system administrator.
9. Whether or not privately owned by the user, using any computer software or connecting any hardware to any district network or computer, without the prior permission of the system administrator.
10. Wastefully using any computer or network resource, such as file space, or bandwidth.
11. Employing any technique for the purpose of hindering, delaying or banning another person in use of any hardware, software, service or function of any computer, system or network.
12. Uploading or intentionally or negligently downloading any computer virus, Trojan horse, worm, or other program or code, the purpose or affect of which is to hinder, delay or harm another person in use of any hardware, software, service or function of any computer, system or network.
13. Harassing, annoying or intimidating another person, or attempting to do so.
14. Breaching, avoiding, defeating, altering or damaging any computer or network security system or technique, or attempting to do so.
15. Using or attempting to use any computer, network or software to defeat or avoid any legitimate cost or charge.
16. Altering, deleting or corrupting data of another, or altering or deleting data in any database or other repository of information, unless in the course of employment duties, or with the prior approval of the superintendent.
17. Incurring any cost or charge to access any system or database or otherwise, except with the prior written approval of the superintendent.
18. Accessing any database, information, computer, network or account to which the user is not authorized.
19. Using any computer, software or network or password when, or in a manner not authorized by the system administrator, principal or superintendent.
20. For students or community user, failing to comply with the instructions of a certified employee in respect to computer or network use.

Computer Usage Guidelines

Students must have a valid, authorized account and may only use resources specified by your instructor.

Students must NEVER:

1. Allow another user to use their accounts, unless authorized by the system administrator for a specific purpose.
2. Change copy, delete, read or otherwise access files or software other than their personnel drives without permission of the system administrator. Student may not attempt to bypass security mechanisms to elude data protection, to attempt to modify Woodland software.
3. Use school computers for **Non-Productive activities such as:**
 - *Downloading unauthorized programs
 - * Playing unauthorized games
 - * Instant messaging

- * Any type of chatting or blogging
 - * E-mailing during school hours
 - * Purchasing of goods (ebay, home shopping, etc.)
4. Log on to any computer station without instructors permission. In addition, no software programs should be used without direct permission from instructor.
 5. Install programs or files without permission
 6. Breach computer or network security or teach others how to break computers or network security
 7. Damage computers, computers system, or computer network
 8. Students should promptly report any observed misuse of any computer or any computer system security to their instructor.

Computer Lab Usage Guidelines

1. Students must be assigned seats or works stations when working in a computer lab.
2. Student must not log on to their work station until instructed to do so.
3. Student may only log on to their computers using their student I.D. accounts and passwords.
4. Students must be polite and use appropriate language at all times.
5. Students must not harass, insult or attack others.
6. Students must remain in their seats until the bell rings or the session ends.
7. Students are responsible to report all problems pertaining to their work stations to their instructor before or at the end of class.
8. Illegal practices include but are not limited to:
 - * Changing the desktop display
 - * Leaving distasteful message in the log box
 - * Hiding the log box
 - * Using obscene language or pictures
 - * Damaging computers, books, or additional lab equipment
 - * Using LSD projector, cd burner, scanner or any other additional lab equipment without permission
 - * During each lab sessions instructors must monitor computer usage
 - * At the end of each sessions instructor must check individual works stations for damage

Internet Usage Guidelines

1. Students must be logged on to their authorized account using only their password
2. Students must have instructor's permission to use the Internet
3. Activities not permitted include but not limited to:
 - * Engaging in any illegal activities.
 - * Revealing one's name or another's name and/or personal information.
 - * Sending, forwarding, or reading personal emails.
 - * Instant messaging of any kind.
 - * Posting anonymous messages.
 - * Playing Internet games.
 - * Sending or displaying any offensive message and/or pictures.
 - * Sending threats of violence toward persons or property. Uploading or creating computer viruses.
 - * Down loading any software or program without an instructor's permission. Violating copyrighted laws or protected materials.
 - * Using the computer systems for commercial or personal business purposes.
 - * Intentionally wasting limited resources.

Revocation or Suspension of Computer Privileges

1. First Offense
 - * The student is revoked of all computer privileges for two weeks.
 - * Computer Services is notified and the student's account is suspended for those weeks.
 - * Teacher and counselor are notified.
 - * Parent is notified.

2. Second Offense

- * The student is revoked of all computer privileges for a 9 week period.
- * Computer service is notified and the student's account is suspended for 9 weeks.
- * Teacher and counselor are notified.
- * Parent is notified.

3. Third Offense

- * The student is revoked of all computer privileges for the rest of the school year or longer.
- * Computer service is notified and the student's account is suspended for entire suspension period.
- * Teacher and counselor are notified.
- * Parent is notified.
- * Student enrolled in computer class must realize that they will receive no credit for all missed assignments during their suspension period.

Discipline:

This handbook identifies anticipated standards of acceptable behavior and outlines general consequences which will occur when said standards are not met. These guidelines are to be interpreted by administration. Each incident will be considered according to individual participation of the discipline case. As in any set of regulations concerning procedural operation, it is impossible to specify every conceivable situation. School rules published in this handbook are subject to change as may be needed to ensure continued compliance with Federal, State or Local regulations and are subject to review and alteration as becomes necessary for the routine operation of the school.

Assault / Aggravated Battery Against Any School Staff Member

Attempting to cause and/or causing injury to a staff member or using verbal intimidation.

1st Offense - Recommendation for expulsion from school and mandatory referral to local law enforcement agency.

Aggressive Behavior/Bullying

The Woodland CUSD #5 Board of Education has determined that a safe school environment facilitates learning. Accordingly, it is the policy of the Board of Education that aggressive behavior of students of the district shall not be permitted. Parents will be contacted with a conference date set, to discuss behavior interventions to be used to correct the student's behavior.

Aggressive behavior is defined as: Any behavior that may cause physical or emotional harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. The main types of aggressive behaviors are:

- Physical to cause harm to a body part (hitting, kicking, grabbing, spitting, etc.)
- Verbal (name calling, racist remarks, etc.)
- Indirect (spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, etc.) No horseplay at anytime in the building or on school transportation.

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including, but not limited to:

1. On school grounds before, during, or after school hours or at any time when the school is being used by a school group.
2. Off school grounds at a school sponsored activity, function, or event.
3. Traveling to or from school for a school activity, function, or event.
4. Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an

attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

Victims of Aggressive Behavior

Students who are the victims of aggressive behavior, as stated in this policy, at anytime by anyone are encouraged to notify any school district employee who in turn, reports the alleged incident to a building administrator. When there is evidence of violation of this policy, the administration and/or school board shall take appropriate action that may include expulsion, suspension, detention, police contact and report, warning, and /or such disciplinary action as may be warranted.

Ban on Corporal Punishment

Ban on Corporal Punishment within school. Corporal punishment shall 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, and certified personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or the defense of property.

Cheating/Academic Misconduct

All work submitted for credit in any class at Woodland CUSD #5 is expected to be the original work of the student submitting it. Cheating is academic misconduct. Cheating is defined as any action intended to obtain or assist in obtaining credit for work that is not one's own and is considered academic dishonesty. If the work is not the original effort of the student, that student may be found guilty of cheating and/or plagiarism.

Cheating occurs, for example

- When a student copies homework or answers from another student's paper.
- Copying from another student's test or allowing another student to copy during a test. Copying the work of another or allowing another to copy one's own work without proper acknowledgement.
- It also occurs when a student allows his/her paper to be copied by another.
- Plagiarism occurs when a student borrows or restates another's words or ideas and claims them as his/her own.
- Cheating and plagiarism constitute deliberate acts of deception.
- Submitting another student's work as one's own. Term papers, homework, and examinations that are not one's work or for which a student received unauthorized help.
- Obtaining or accepting a copy of tests or scoring devices.
- Giving test questions or answers to a member of a later class, or receiving test questions or answers from a member of an earlier class.
- Using or attempting to use unauthorized materials, information, or study aids in any academic activity.
- Plagiarizing (presenting as one's own material copies without adequate documentation from a published source).
- External information borrowed and directly quoted must be indicated by the use of quotation marks, and any changes, omissions, additions to the direct quotation must be shown in brackets, and the source documented. All cited external information that has been paraphrased and summarized must also be documented.
- Copying, or having someone other than the student prepare the student's homework, paper, project laboratory report, or take-home for which credit is given, except in those cases designated as group work by the teacher.
- Permitting another student to copy, or writing another student's homework, project, report, paper, or take-home test.
- Fabrication: falsifying or inventing any information or citation in an academic activity.

Consequences for cheating: Cheating is detrimental to the educational progress of all students. Cheating will not be tolerated. Depending upon the seriousness of the offense, the following options may be exercised by the teacher and/or administrator:

1. Zero for assignment
2. Resubmission of assignment
3. Suspension
4. Withholding of credit
5. Failure for course
6. Referral for expulsion

Conduct in the Hallways

- Students are expected to conduct themselves properly at all times. School hallways are designed to accommodate an orderly flow of traffic between classes.
- Running in the hallways is prohibited.
- Having cell phones, iPods, radios, cd players, in use in the hallway is prohibited.
- Public demonstration of affection (holding hands, embracing, kissing) is always in poor taste and not appropriate behavior in school.
- Food of any kind (pop, candy, cookies) is not to be consumed in the hallways or classrooms.
- Students are not to be in the hallways during class time unless they have a pass.

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, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may use reasonable force as needed to maintain safety for other students and remove students from a classroom for disruptive behavior.

The policies of the Board of Education of Woodland CUSD # 5, including the policies in this Handbook, are subject to change at any time during the school year as the need arises.

Discipline General Student

General Building Conduct

The following rules shall apply, and failure to abide by the rules may result in discipline:

1. Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
2. Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
3. Students shall not write on walls, desks or deface or destroy school property.
4. Skateboards are not permitted at school.
5. Water guns, play guns and/or real guns are not permitted at school.
6. No cameras are permitted without permission from the principal.

General Disciplinary Measures

1. Students committing acts of disobedience or misconduct may be warned, detained during non-school hours, placed in detention, in-school suspension, assigned a Saturday School, suspended from school, suspended from riding the bus, expelled from school or otherwise disciplined.
2. Authorized personnel may suspend a student from school or riding the school bus. Only the Board of Education may expel a student.
3. Prior to removing any student from the school or the school bus during the regular school day the authorized administrator shall make reasonable efforts to notify the parents by telephone and take other reasonable steps necessary to ensure the safety of the student being removed from school or

school bus.

4. The parent or guardian of any student suspended from school should arrange a conference at some time during the suspension with the principal. The parent or guardian should call and arrange for the conference to be held at school between 8:00 a.m. and 3:30 p.m.
5. All requests by agency or police officials to interview a student shall be handled according to the procedure for the interrogation of students.

Discipline Forms/Disciplinary Measures include:

1. Informal talks.
2. Three party phone calls (teacher/principal/student/parent).
3. Parent contact at school.
4. Parent shadowing child.
5. Loss of privilege tied to the infraction.
6. Personal counseling.
7. Withholding of privileges.
8. Seizure of contraband.
9. Suspension of bus riding privileges.
10. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-a-likes, alcohol, or weapons, or any other circumstance, at the discretion of the superintendent or building principal if the conduct is also a violation of the law.
11. Local Law Enforcement contacted and involved in an investigation.
12. Expulsion from school and all school-sponsored events.
13. Notification of parent(s)/guardian(s).
14. Removal from classroom.
15. In-School Detention. The Building Principal or a designee shall ensure that the student is properly supervised.
16. Detention or Saturday School Detention, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or a designee.
17. No daily grades reported for unexcused absences only.
18. A Conditional Expulsion. Suspension for up to 10 days, combined with a probation period of up to the remainder of the school year during which time privileges are, or may be, restricted. Violation of the conditions of this probation will be considered grounds for automatic expulsion for the remainder of the school year.

Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct.

Physical restraints may be used when necessary to protect the student or other individuals and/or property from harm.

Disciplinary Measures Detention

A principal will notify students that they have been assigned a detention. It is the responsibility of the student to notify the parents to arrange transportation the day of the detention. If there is a family conflict with the detention date, the principal must be called by the parent to make arrangements for rescheduling the detention.

Detentions will be served after school from 3:00 to 3:30 pm on Tuesday and Thursday. The principal may assign detentions from 3:00 to 4:15 pm. Detention time precludes any other activity time, including athletics and jobs. To postpone a detention in an emergency, a parent must call the principal's office prior to the serving date. If tardy to detention or not following detention rules, the student must serve the rest of that day's detention, plus one more.

Rescheduling of Detentions

Rescheduling a detention for such situations will occur only once. After one rescheduled detention, the student will serve additional scheduled detentions on the given date. Recurrent transportation problems will require assignment of Saturday School Detentions and/or Out of School Suspensions.

Missed Detention

If a student fails to attend his/her designated session in detention:

1. On the first occurrence, the detention will be rescheduled and an additional detention will be assigned. The student's parents will be notified and they will be told of the increasing levels of severity of the consequences for repeating this offense.
2. On the second occurrence, the student will receive an assignment to In-School Detention, Saturday School, or an Out-of-School Suspension. Parents will be notified.
3. On the third occurrence, the student will be required to appear before the Board of Education. One possible outcome is expulsion.

The principal will develop an individual student plan with parent/teacher involvement in lieu of a large number of detentions to be served, providing the teacher warrants such action. Such a plan may include a parent conference, performance contract, superintendent involvement, Board of Education action or any combination of the above.

Detention rules;

1. If a student or parent disagrees with the assignment of a detention by a teacher, the student or parent must talk with the teacher who referred the student to the office before contacting administration.
2. High school students must be in a seat at 3:00 pm junior high and elementary students must be in the room at 3:00 pm.
3. Food or drink will not be allowed.
4. Communication with others students will not be allowed.
5. iPods, cell phones, radios or cd media players of any type will not be allowed.
6. There will be no excuse for missing a detention other than an excused absence from school on the day the detention was to be served. If excused, the detention will be rescheduled for the next regularly scheduled detention day.
7. Regardless of the severity of the offense, students receiving a fifth detention will receive assignment to Saturday School Detention.
8. A student and his/her parent(s) or guardian will be required to appear before the Board of Education when the student receives a seventh detention.
9. All students serving detentions are to be picked up at the appropriate office entrance of the school.

Dress Code (Revised 6/21/99)

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

1. Student dress (including accessories) may not advertise, promote or picture alcoholic beverages, illegal drugs, drug paraphernalia, sexually derogatory, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, sexually derogatory, vulgar, obscene or offensive language or symbols, including gang symbols.
3. Hats, coats, bandannas, sweatbands and sunglasses may not be worn in the building during the school day.
4. Hairstyles, dress and accessories that pose a safety hazard are not permitted in the shop, laboratories or during physical education.
5. Clothing with holes, rips, tears and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.

6. The length of shorts or skirts must be appropriate for the school environment.
7. Appropriate footwear must be worn at all times.
8. If there is any doubt about dress and appearance, the building principal will make the final decision.
9. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline
10. School attire will be neat, clean opaque and will cover the individual at least from the shoulder to mid-thigh. Shoes will be worn.
11. Bare midriffs, short shorts, spaghetti straps, strapless tops and other attire deemed inappropriate by administration, faculty and staff are not permitted.
 - Shirt straps individually need to be 2" wide.
 - Shorts must be below the fingertip when hands are at your side.
12. Coats and jackets are not to be worn in the building nor brought to class unless approved by Administration.
13. Due to safety, book bags will not be allowed in any classroom throughout the day with the exception of 8th period. Purses large enough to carry books are considered book bags and are not allowed in classrooms. Book bags may be used to carry books and personal belongings to and from school.
14. Wallet chains are not permitted at school.
15. Pre-K thru 5th grade-no shorts, no flip-flops, no sandals, no tank tops from November 1st thru April 1st shall be worn to school.

Clothing not allowed

Properly fitting clothing is to be worn.

- Oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waist – sagging is prohibited.
- Clothing with holes (in areas that are indecent), ragged hemlines or cut off hemlines (that drag on the ground),
- Clothing made of transparent fishnet fabric, or clothing that exposes the chest, abdomen, genital area or buttocks
- Undergarments of the legs above the mid-thigh shall not be worn in the building.

Final Judgment on Clothing / Consequences

The school will make the final judgment of what is questionable. Consequences for violations of the dress/grooming code may include asking student to change clothes, sending a student home to make appropriate changes, confiscation of inappropriate items. The time consumed by students in correcting their dress/grooming will be considered unexcused and consequences will be applied accordingly.

A parent conference will be arranged when students continue to transgress the minimal standards of health, cleanliness, safety, morality. Cooperation is expected.

Expulsion

Expulsion refers to the long term barring of the student from educational functions and school activities. Only the Board of Education has the authority to expel a student. In the event that such serious disciplinary consequences are necessary, the following procedures will be followed (Chapter 105-10-22.6 of THE ILLINOIS SCHOOL CODE): "To expel pupils guilty of gross disobedience or misconduct, and no action shall lie against them for such expulsion." No credit will be given for the portion of classes already completed during the semester the expulsion begins.

This is term EXPULSION. An Administrative review will be held for students who are charged with gross misconduct and/or gross disobedience. After the review the student may be referred to the Board of Education for possible expulsion.

EXPULSION PROCEDURES

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his/her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. Such evidence will include:
 - a. The seriousness of the student's conduct;
 - b. The effect of the student's conduct on providing education or other programs;
 - c. The student's record of disciplinary matters;
 - d. The effect upon the student; and
 - e. The interest of the student.

After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt, hear evidence on whether expulsion is appropriate, and make its decision. Such decision shall include a written determination about each one of the facts presented as evidence.

Fighting

Fighting is serious and disruptive: students who become involved in fighting may be subject to serious consequences. It is a crime for anyone to express or imply threat of bodily harm or do harm to another person. Disciplinary action including suspension and up to expulsion may be taken against any student that does physical, psychological harm to someone else and or urging other students to engage in such conduct. Prohibited aggressive behavior includes without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

Gang Policy

It is the intention of the administration of Woodland CUSD #5 to participate in the community wide effort to deter the existence of gangs in the Streator area. Some of the policies in this handbook are designed specifically to prevent the influence of gang activity on the students while in attendance at Woodland CUSD #5.

It is the school's responsibility to maintain a safe and disruptive free environment. The School Code of Illinois (IL Rev. Stat. Ch. 122 par 31-1 through 31-4) provides that "any public school fraternity sorority, or secret society is inimical to the public good". "Gangs" as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the school district's rules and regulations.

- Gangs, gang-related activities and secret societies are not acceptable in the school setting. The school board is aware that their presence interferes materially and substantially with the education process and the requirement of appropriate discipline in the school.
- They also foster anti-social behaviors, attitudes, and practices that may endanger the health, safety, and welfare of our students.
- Therefore, students are prohibited from participating in any activity related to a gang, secret society, any public school fraternity or sorority, while attending school or school sponsored events.

Prohibited Activities Include, But are Not Limited to the Following:

- Soliciting and/or recruiting others for membership violence
- Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance or payment of dues

- Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or living creature
- Wearing possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang, secret society or any fraternity or sorority.
- Using any communication verbal or non-verbal (gestures, handshakes, etc) suggesting or showing membership or affiliation with a gang, secret society, or any fraternity or sorority.
- Engaging in any activity intended to promote or further the interests of any gang or any gang activity of society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface to teaching others to represent or act like a member of a gang, secret society or fraternity or sorority.
- Any act or activity which violates any law or any policy at Woodland CUSD #5 when such an act or activity is taken to further the interests of a gang, secret society, fraternity or sorority

Gross Disobedience

Continuing disobedience and/or chronic violation of school rules, probation terms, discipline contracts which, in the opinion of the school district has either interfered with the rights or safety of the faculty, staff and/or other students or disrupted the student's educational process.

Bullying, Intimidation & (Sexual) Harassment

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

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of:

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

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

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Nondiscrimination Coordinator: superintendent

Harassment

Harassment is the act of causing a person to worry or feel uncomfortable by way of tormenting that person. That torment can take place by repeated attacks, which may be physical, verbal, or implied by another person's actions or words. Harassment interferes with a student's ability to learn and cannot be tolerated in a learning environment. It is the responsibility of all persons in the school environment to enhance the learning process of all students. Personnel of Woodland CUSD #5 will make whatever educational or disciplinary effort necessary to stop or prevent behaviors that make a student uncomfortable in the school environment.

Consequences for harassment of other students or staff can include an Out-of-School Suspension of up to ten days.

Hazing

Hazing is forcing others to do ridiculous or painful things as a form of initiation. The administration and the Board of Education will take whatever disciplinary action is necessary to stop or prevent students practicing hazing. The statutes of the State of Illinois clearly define hazing and have established legal penalties.

Cafeteria Rules

- Students may not leave campus during lunch, except with permission granted by administration.
 - 2. During lunch, students must proceed directly to the cafeteria or designated lunch area and after getting their lunch, shall immediately sit at a table.
 - 3. Students shall remain seated until the lunch is dismissed, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location.
 - 4. Students shall follow all cafeteria rules during lunch.
 - 5. Students shall not save seats for other students.
 - 6. Loud talking, yelling, screaming, and other disruptions are prohibited.
 - 7. Students shall not throw food, drinks.
 - 8. Students shall not trade food.
 - 9. Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line.
 - 10. Students shall not leave the cafeteria otherwise directed by staff.
 - 11. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
 - 12. Students shall report spills and broken containers to cafeteria staff immediately.
- Misbehavior will result in disciplinary action in accordance to the school's disciplinary procedures.

In-School Detention Policy And Rules (Board Approved June 15, 1998)

At the discretion of the school principal or superintendent, and as provided for in the Discipline Policy section of the Student/Parent Handbook, students may be assigned to In-School Detention. High school students assigned to In-School Detention will serve their ISD on the Friday assigned. Elementary ISD will be held on an as needed basis.

In-School Detentions will be served in the area designated by the principal or superintendent. All students, serving In-School Detention, will report to ISD upon arriving at school. It will be an additional act of misconduct to delay reporting to ISD upon arriving at school.

In-School Detentions will be rescheduled for emergency reasons only and must be approved by the principal or superintendent twenty-four hours before the detention is to be served. Absences that do not receive prior administrative approval will be deemed to be excused only when a doctor's note verifying illness is presented on the first day the student returns to school. Failure to provide necessary verification will cause the absence to be deemed unexcused. The supervisor will call parents if the student is absent from a scheduled In-School Detention.

Unexcused absences for In-School Detention may result in additional assignments of disciplinary actions. The parent of a student who is unexcused absent from In-School Detention must accompany that student to school the day following the missed In-School Detention for a conference with one of the following: principal or Dean of Students, or superintendent. The unexcused absence also will be deemed truancy.

The In-School Detention supervisor will make the rules known to the students. Any student who is dismissed from In-School Detention for any disciplinary reason will be suspended Out of School for two (2) days effective immediately.

In-School Suspension Rules:

1. Students will report to the designated ISD area upon arrival at school. Students are required to remain in the ISD area until their assigned time is served.
2. Hot lunch only will be available to students serving an ISD. The lunch will be delivered to the ISD area. Students who normally bring their own lunch will be allowed to do so.
3. Students shall follow the same rules of conduct as required for the regular school day.
4. Students shall work on school assignments in In-School Detention. Monitor will check on the students in ISD to assure that the students are doing the work assigned. Assigned work completed during ISD will receive full credit.
5. Communications, of any kind, will not be allowed between students.
6. Sleeping will not be allowed. All students will remain in an upright position with feet flat on the floor.
7. Eating food and gum chewing will not be permitted.
8. Students will not be allowed to leave the suspension room.
9. The use of a Walkman, iPod, cell phone, or radios/tape players will not be allowed.
10. Restroom breaks will be allowed at 10:00 am, 12:00 pm, and 2:00 pm.
11. Coats and book bags are not allowed in the ISD area.
12. Students who are reported excused absent will have the ISD reassigned.
13. Students assigned to ISD are ineligible to attend school functions the day of the ISD.

Insubordination

Willful failure to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel.

Interviewing Students - Agency and Police Interrogation

1. The building principal will check the police officer's credentials and any legal papers such as warrants for arrest, search warrants, or subpoenas to be served.
2. Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the building principal and one other adult witness, selected by the building principal, may be present during the interview. An attempt will be made to contact parent(s)/guardian(s).
3. Interview proceedings will be documented in writing for inclusion in the student's temporary records.
4. A minor student may be removed from the school by the police officer without the consent of a parent(s)/ guardian(s), upon service of a valid warrant of arrest or in cases of warrant less temporary protective custody, or when the removal is requested by a school administrator.

Noon Recess/Playground Rules– Elementary & Junior High

1. Students will be dismissed from the cafeteria or from their classrooms for recess. No food, drink or candy is to be taken to the playground.
2. Once dismissed, students are to go directly to the designated areas. Students are not to be in any other areas than that designated by the supervisors.
3. Students wishing to return indoors to use the restroom must secure permission from the playground supervisor.
4. Students not on the swings should remain clear from the swing area.
5. Rough games and activities with significant danger toward injury, such as horseplay, bombardment, tackling games, rough housing, etc., are NOT PERMITTED.
6. SNOWBALLING IS NOT ALLOWED.
7. All equipment is to be returned to proper storage after recess.
8. Play ceases with the ringing of the bell or notice from the supervisor.
9. Students are expected to share, not monopolize, playground equipment and structures.
10. The playground supervisors are to be obeyed at all times.

Weather permitting, recesses will be conducted outdoors. Exceptions to this are as follows:

1. Rain
2. HEAVY snowfall
3. Temperature or wind chill factors will be considered by the principal and individual recess supervisors on a daily basis.

Time that children can spend outdoors, even if brief, has several benefits.

1. It allows students time out of the confines of the classroom.
2. It provides a healthy outlet for energy.
3. Classrooms can become stale and dry during colder months.
4. Students who must remain inside to work on back lessons can work with fewer interruptions.

Students who return to school after an illness may, upon written parental request and approval of the principal, may stay inside for one or two days in the appropriate office.

Noon Recess-High School

During the high school lunch hour, students may congregate only in the following areas:

1. Junior high gym and gym bleachers
2. Cafeteria and Multi-Purpose Room
3. Behind the high school on grassy areas and basketball court when supervised
4. In the courtyard

Obstruction of an Investigation

Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety and will be subject to the Board's penalties for misconduct.

Property Damage

Beginning June 1, 2001, a person convicted of criminal defacement of property shall be fined at least \$500.00 plus the actual costs of repair of the property defaced in addition to any other sentence that may be imposed.

Profanity

Use of profane language or vulgar language is never acceptable and will not be tolerated. Profanity or language directed at staff may result in suspension.

Public Display of Affection

Romantic involvement and all outward expressions or display of affection are not considered to be in good taste in the public school and will not be tolerated. No contact will be allowed between couples.

Racist and Intolerant Activities and Graffiti

The Board of Education is committed to providing an educational environment for all students, regardless of national origin, disability, religion, race, sex, or cultural background. The administration is directed, when imposing student discipline, to take into account whether violation of school rules was motivated by a desire to intimidate any person because of these factors, and to impose sanctions (or recommend sanctions to the Board of Education in cases of suspension review, or expulsion) designed to eliminate such behavior from Woodland CUSD #5.

The administration is authorized and directed to contact the Livingston County Sheriff's Department or other appropriate police agency whenever any violation of school rules may constitute a crime, including, but not limited to "Hate Crimes."

A person commits a hate crime when, by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or the national origin of another individual or group of individuals, the person commits assault, battery, aggravated assault, misdemeanor theft, criminal trespass to residence, misdemeanor criminal damage to real property, criminal trespass to vehicle, criminal trespass to real property, mob action or disorderly conduct.

The administration is authorized and directed to take such steps from time to time, as it believes appropriate in order to notify students of discipline policy, and to encourage the reporting of harassment or intimidation of any kind.

The administration is authorized and directed to impose such additional rules from time to time, as is necessary to prohibit student behavior that is disruptive of the educational process.

Removing Students from Class

In compliance with Senate Bill #730, enacted into law by the General Assembly on July 18, 1986, the Woodland CUSD #5 Board of Education has established the following policy: That any teacher, employed by Unit #5 Board of Education, may remove a student from the classroom for disruptive behavior after every effort has been made to resolve the problem with the student prior to the removal. The parents are called, and a conference arranged which includes the student, parents, and the teacher. It is hoped that a satisfactory solution can be found. Consequences for additional removals will be discussed at this time. After all efforts have been exhausted and it is necessary to remove the student from the classroom:

1. First Removal - Student, teacher and principal will hold a conference. Emphasis will be placed on classroom expectation.
2. Second Removal - The parent(s) will be called, and a conference will be arranged which will include the student, parents, teacher, and principal. This conference must be held and a satisfactory solution agreed upon before the student will be admitted back to class. The student will receive a grade of "0" for all work missed during his/her absence.
3. Third Removal - The same procedure will be followed as for the second offense, however it will be decided if and under what conditions the student will return to class. The student will remain out of the class and under the direction of the principal until the student makes a satisfactory commitment, supported by the parent(s), to exhibit proper classroom conduct.
4. Fourth Removal- If a student is removed from class a third time; he/she will be immediately withdrawn from the class and placed under the direction of the principal for the remainder of the semester. The student additionally receives a failing grade for the subject for the semester.

Saturday School Detention Policy and Rules (Adopted December 19, 1994)

At the discretion of the school principal or superintendent, students may be assigned to Saturday School Detention. Saturday School Detentions will be served on the Saturday assigned beginning promptly at 8:00 am and ending at 12:00 noon.

Saturday School Detentions will be served in the library or other area designated by the principal or dean of students or superintendent. All students, serving Saturday School Detention, will enter and leave the school by the custodial entrance. All students must be picked up promptly at 12:00 noon. It will be an additional act of misconduct to miss or be late for a Saturday School Detention.

Saturday School Suspensions will be rescheduled for emergency reasons only and must be approved by the principal or superintendent before 3:00 pm on the Friday before the detention is to be served. Absences that do not receive prior administrative approval will be deemed to be excused only when a doctor's note verifying illness is presented on the first day the student returns to school. Failure to provide necessary verification will cause the absence to be deemed unexcused. The supervisor will call parents if the student is absent from a scheduled Saturday School Detention.

Unexcused Saturday School

Unexcused absences for Saturday School Detention may result in additional assignments to Saturday School or assignment of two (2) days of Out of School Suspension. The parent of a student who is unexcused absent from Saturday School Detention must accompany that student to the school within the first two days following the Saturday School Detention for a conference with one of the principals or superintendent. The unexcused absence also will be deemed a truancy.

The Saturday School Detention supervisor will make the rules known to the students. Any student who is dismissed from Saturday School Detention for any disciplinary reason will be suspended Out of School for two (2) days effective immediately after the parent/student/administrator conference is held.

Transportation for Saturday School

Students are responsible for their own transportation. Parents of students who cannot provide transportation must make arrangements with the principal or superintendent.

Saturday School Detention Rules:

In an effort to avoid days Out of School suspension, students may be assigned to Saturday School, which will be held on Saturday mornings from 8:00 am to 12:00 pm. If a student is late, comes unprepared or disrupts, he/she will be sent home by the adult monitors.

1. The door opens at 7:45 am and is locked at 8:00 am. Students must be on time to be admitted and will be required to remain in the room until their assigned time is served, except for authorized restroom breaks.
2. Students scheduled for a Saturday School the day of a school sponsored activity must serve the Saturday School in order to participate.
3. Students will not be allowed to go to their lockers, so they must bring schoolwork to do. Students will be expected to follow the same rules as required for the regular school day.
4. Communications, of any kind, will not be allowed between students.
5. All students will remain in an upright position with feet flat on the floor. No sleeping.
6. Reading materials must be satisfying assignments for classes.
7. Eating food and gum chewing not permitted.
8. Students will not be allowed to leave the Detention Room.
9. The use of Walkman, iPods, cell phones, or radios/tape players will not be allowed.
10. Coats and all other materials brought to the room will be placed on the floor behind your assigned seat.
11. When dismissed from the Saturday School Detention, students must be picked up promptly at 12:00 noon and leave the school property.
12. Parents of students not picked up at 12:00 noon will be assessed for the additional pay for the two (2) supervisors at the rate of \$15.00 per hour each. Any portion of an hour will be considered a full hour. If the student is not picked up by 12:30 pm, the sheriff will be called to report an unsupervised child.

Sexual Harassment

Sexual Harassment is defined as unwelcome sexual behavior that makes a student feel uncomfortable or unsafe. These feelings can interfere with a student's learning and the actions causing those feelings cannot be tolerated.

Students can take actions to stop the harassment. First, just say no. Tell the person that the behavior is unacceptable and that school administrators will be informed if it continues. Second, keep a record of each incident and witnesses to give to the administrator when a report needs to be made.

If a student continues to be the victim of sexual harassment that harassment needs to be reported to a teacher or an administrator. An investigation will be conducted by the Title IX officer to determine the extent of the harassment and to determine the course of action to be taken against the alleged offender.

Suspension

Students who are suspended from school may not come to school, be on or around school property at any time, or attend school sanctioned activities, on or off campus.

Violation of suspension regulations will cause another suspension. If trespassing on school has occurred, legal action may be taken.

If a snow /emergency day occurs on a date of Out of School Suspension (OSS) is scheduled. The OSS day is automatically rescheduled for the next day of student attendance.

Parent may request homework for a suspended student by contacting the appropriate office. While the students are on an Out of School Suspension, they are encouraged to keep up with their classes' work, no credit will be earned for daily classroom work during the suspensions, but students may make up tests and turn in major projects.

Student Discipline

Prohibited Student Conduct: Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
 - 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.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one:
 - that a student believes to be, or represents to be, an illegal drug or controlled substance; or
 - 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 or controlled substance.

f. Drug paraphernalia, including devices that are or can be used to:

- ingest, inhale, or inject cannabis or controlled substances into the body; and
- grow, process, store, or conceal cannabis or controlled substances.

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 firearm or “look alike,” 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.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, 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. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless:
 - the supervising teacher grants permission;
 - use of the device is provided in a student’s individualized education program (IEP); or
 - 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 context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. 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, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. 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:
 - be a threat or an attempted intimidation of a staff member; or
 - endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing any indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.

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:

- on the student’s person;
- contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile;
- in a school’s student locker, desk, or other school property;
- at any location on school property or at a school-sponsored event; or
- in the case of drugs and alcohol, substances ingested by the person.

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

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:
 - be a threat or an attempted intimidation of a staff member; or
 - endanger the health or safety of students, staff, or school property.

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parent(s)/guardian(s).
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student’s parent/guardian has been notified.

Corporal Punishment

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

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

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

1. A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal

Code of 1961. The 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-a-likes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the Board on a case-by-case basis.

Gang & Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

- 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
- 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;
- request any person to pay protection or otherwise intimidate, harass or threaten any person.

Cell Phones

Using a cellular telephone, 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. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless:

- the supervising teacher grants permission;
- use of the device is provided in a student's individualized education program (IEP); or
- it is needed in an emergency that threatens the safety of students, staff, or other individuals. All cell phones are to be registered in the appropriate office. Camera phones should not be used on school property. Any student caught in violation of cell phone use between the time of 7:46am – 2:55pm will turn their cell phones over to the principal or dean of students.

Cell Phone Offense

- First Offense cell phone will be turned over at the end of the day to the student
- Second Offense cell phone will be turned over to parent(s)/guardian(s) at the end of the day
- Third Offense student will serve a 4 hour Saturday School and cell phone will be returned after the Saturday School has been served.
- Fourth Offense student will be suspended for 1 day of school.
- Fifth Offense student will be required to appear before the Board of Education

Action on Grounds

The grounds for disciplinary action 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 other time when the school is being used by a school group.
2. Off school grounds at school sponsored activities or events or any activity or event which bears a reasonable relationship to school.
3. Traveling to and from school or school activities, function or event.
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purpose or an educational function.

Vandalism

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts that cause damage to school property.

Special Education Students

Education of Children with Disabilities

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Accommodating Individuals with Disabilities Policy

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

Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student’s 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his/her high school graduation class.

Discipline of Students with Disabilities

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

School safety starts with the commitment of every student to take full responsibility for his/her own safety and the safety of others. This commitment to personal responsibility is important to ensure that students are educated in a safe school. For any student who misbehaves, a school district should decide what action is most likely to change the behavior. For a student receiving special education and related services, this decision must take into account the student’s disability.

The following procedure shall be used when a student with disabilities is alleged to have engaged in gross disobedience or misconduct.

1. Suspension for a cumulative period not to exceed 10 days in any school year
 - The Districts' regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period not to exceed 10 days in any school year.
2. Change in placement, suspension beyond 10 days, or expulsion
 - The District shall notify the student's parent(s)/guardian(s) immediately (within 24 hours)
 - of the decision to take action on the gross disobedience or misconduct
 - of the time, date, and location the IEP team will meet

The District shall notify the student's parent(s)/guardian(s) in writing:

- A. That a written report of the student's gross disobedience or misconduct has been prepared and attached to the student's records.
- B. That the student's parent(s)/guardian(s) have been notified of the date, time, location of the IEP team meeting.
- C. That the student's parent(s)/guardian(s) will be given a copy of procedural safeguards and due process rights.
- D. That the IEP team shall meet within 10 days of the decision to take action to determine:
 - Appropriateness of the IEP,
 - Appropriateness of the educational placement,
 - Existence of a causal relationship between the student's handicapping condition and the student's gross disobedience or misconduct.
- E. That within 10 days after the decision to take action a report reflecting the IEP's team decision shall be submitted to district administrator and the parent(s)/guardian(s).
- F. That during the time span the IEP team meets and a report is given to the district administrator, one or a combination of the following disciplinary actions may be taken:
 - restricted to a study carrel
 - restricted to an alternate classroom with services
 - restricted from participation in extra-curricular activities
 - suspended from school for up to 10 days in accordance with Section 1 of this policy.

3. IEP Team Determinations

A. IEP and/or current education setting inappropriate

- The student's IEP was reviewed and/or modified as necessary.
- Reviewed and/or modify Behavior Intervention Plan (BIP)
- If BIP does not already exist, a functional analysis of the behavior is conducted and a BIP developed.

B. In-School Suspension

An in-school suspension is served on the school premises. A student is not considered suspended when the nature and the quality of the educational program and services provided during in-school suspension is comparable to the nature and quality of the educational program and services required in the IEP.

C. Out-of-School Suspensions

School officials cannot suspend a student receiving special education services for more than ten (10) cumulative days in a school year. Any exclusion of a student with a disability for more than the ten days may constitute a significant change in placement and the following steps must occur:

- i. A meeting must be convened to determine whether the student's behavior was related to his/her disability. The IEP team and other necessary qualified personnel must conduct this meeting.
- ii. If it is determined that the behavior was not related to the student's disability, the student may be excluded from school for more than ten school days, provided that the student receives a Free Appropriate Public Education during the removal time. An IEP must be developed to document the change of placement and/or services.
- iii. If it is determined that the behavior was related to the student's disability, the student may not be excluded for more than ten school days. The behavior, then, may be addressed through other appropriate behavioral intervention strategies. The District may want to review the special education and related services and current placement of the student.

D. Bus Suspension

A student may be suspended from the bus in excess of ten days for safety reasons. However, any suspension from transportation that prevents the student from attending school is a suspension from school in accordance with Section I of this policy.

E. Court Ordered Removals

The District has the option to seek a court order to remove a student from school or to change the placement, if the District believes that maintaining the student in the current placement is likely to cause injury to the student or others.

F. Weapons & Illegal Drugs

A District may make an immediate interim change of placement, up to 45 calendar days, for students with disabilities who bring weapons to school or possess, use, or sell illegal drugs.

- The interim alternative setting must be determined by the IEP team.
- The IEP team must review and/or modify the Behavior Intervention Plan (BIP) to address the behavior.
- If a BIP does not already exist, it should be developed after the IEP team conducts a functional behavior assessment.

Exemption From Physical Education Requirement

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Special Education Programs and Services

Woodland CUSD #5 shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district as required by the Individual with disabilities act.

Woodland CUSD #5 in cooperation with Livingston County Special Services Unit offers a full range of special education programs and services for handicapped students. Students who have physical, mental or social emotional difficulties which cause problems with learning may be eligible for special education.

Referrals for an evaluation to determine eligibility for special education may be made by the students themselves, their parents, or school personnel. With parental consent, the special education staff include teachers, school psychologist, school social worker, and other professionals carry out the evaluation.

If a student is found to be in need of special education, an Individual Educational Plan (IEP) is developed by the staff and the student's parents. This plan may call for a special class for the student who is having considerable difficulty in school. Modification of the standard program may be recommended for a student who does not require a special class. At the end of each year, the IEP is reviewed by the staff and the student's parent(s)/guardian(s) and plans for the following year are made.

The necessary referral forms are available from the Special Education Coordinator. Parents may also request a copy of the "Rules and Regulations to Govern the Administrations and Operation of Special Education" from the superintendent.

Students who will need, during the course of the year, home or hospital instruction, should be referred to the office of the principal or his designee. Parents making such a referral will be required to include a report from a licensed medical physician who will give an estimate of the duration of the temporary physical/health impairment. It will then be the responsibility of the school district to determine the need of such instruction based on the length of absence from school and the projected academic loss of your child.

A child with a disability who will have completed 4 years of high school at the end of the year may participate in the graduation ceremony and receive a certificate of completion if the IEP requires further services beyond the 4 years of high school.

Student with Disabilities Opportunities

Individuals with disabilities shall be provided an opportunity to participate in all school sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination.

SAFETY

Abuse and Neglected Child Reporting

All District employees who have reasonable cause to suspect that a student may be an abused or neglected child are required to report this information to the Illinois Department of Children and Family Services hotline 1-800-252-2873.

Accidents

All accidents occurring on the school premises or on the way to or from school should be reported to the supervising teacher or the office. Accident reports are to be submitted to the Main Office. First aid is provided at the school and the parent(s)/guardian(s) is notified of the injury if it appears to be serious. If the student carries school insurance, the accident must be reported to the Main Office and necessary forms picked up and taken to the doctor.

Asbestos

In accordance with AHERA Rules and Regulations as set forth in 40 CRF part 763 of the Federal Register on October 30, 1987 and other applicable rules and regulations set forth by other federal and state agencies such as the United States Environment Protection Agency, the Illinois EPA, OSHA, NIOSH, and the Illinois Department of Public Health, this notice shall serve as official notice by the Board of Education of Woodland CUSD #5 to all parent(s)/guardian(s), students, and employees of the presence of asbestos containing materials which pose possible adverse health effects to persons who enter the building. The District has developed a management plan that contains inspection procedures and results, responsive actions recommendations, and all of the information necessary to satisfy the various Federal requirements.

Asbestos has been found to exist in pipe and ceiling insulation materials within the building. In its present condition, this material is not an immediate danger; however, should the condition of this material change, certain hazardous fibers might be released into the air. Damaged thermo-insulation has been repaired under Operations and Maintenance.

The Management Plan for the District was implemented on or before July 9th, 1989 and has been approved by the Illinois Department of Public Health, the agency in charge of approval for said materials in the building. The plan also shows appropriate actions, which have been taken to eliminate any potential danger. The District has and will continue to inspect the premises every 6 months and will document all findings and actions. A major inspection and management plan is updated every 3 years. This plan, detailing the scope of any asbestos problems in the building and outlining the procedures, time lines, etc. of any work needed to control for asbestos contamination, is available for public inspection in the office of the superintendent during normal business hours without any cost or restrictions to any interested persons, including representatives of the EPA and state and federal agencies, the public, any school personnel and their representatives, the public including parent(s)/guardian(s). The local education agency may charge a reasonable rate to make copies of the management plan.

Any person(s) seeking further information on this topic should contact the superintendent, Steve Endress or Mr. Al Kirwan of Kirwan Environmental Management P.O. Box 3261 Springfield, Illinois 62708

Student Biometric Information

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

Book Bags

Due to safety, book bags will not be allowed in any classroom throughout the day with the exception of 8th period. Purses large enough to carry books are considered book bags and are not allowed in classrooms. Book bags may be used to carry books and personal belongings to and from school, but must remain in the student's locker during the school day.

Bus Transportation Policy

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Bus Barn 815-673-1125.

Bus transportation is a privilege that is provided for all students living within the Woodland CUSD #5 as described by the Board of Education.

Under no circumstances are students to ride a different bus without the written permission of the principal or school secretary. Rider conduct on the bus is an important phase of the general citizenship development of students. Certain rules and regulations have been established by the State of Illinois and Woodland CUSD #5 for the safety of our students.

Bus Violation Penalties:

- 1st Offence – Verbal warning
- 2nd Offence – Written warning to parent(s)/guardian(s)
- 3rd Offence – 3 days off
- 4th Offence – 5 days off
- 5th Offence – 10 days off
- Repeated Violation – Semester off

Bus Evacuation Drill

Students will participate in bus evacuation drills. The drill prepares student and school personnel for situations that occur when conditions outside the bus are safer than inside the bus. Evacuation may be necessary, depending on the circumstances. The purpose for these drill is to teach students how to evacuate the bus in a safe manner.

Code Lock Down

With the safety of our students and staff in mind, Woodland CUSD #5 has developed an emergency plan to "Lock Down" and secure the building-CODE LOCK DOWN. When the announcement of LOCK DOWN occurs, all students and staff should immediately get out of the halls and into the nearest classroom. Teacher will lock doors, shut off lights and move students out of the line of sight. Everyone should remain quiet until Code Release is announced.

School Violence Tip-Line 1-800-477-0024

The Illinois State Police has established a hotline for anyone to report suspicious or potentially violent acts in schools. The calls are anonymous, handled by the Illinois State Police and if warranted, contact is made directly to the school administration.

If safety/security issues may be addressed just within our building, students are encouraged to speak with any adult in the building, especially their teachers, counselors, or administrators.

Communicable Diseases

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent(s)/guardian(s).
3. The school will provide written instructions to the parent(s)/guardian(s) 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(s)/guardian(s) 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.

Care of Students with Diabetes

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

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

For further information, please contact the building principal

Authorization to Provide Diabetes Care

As provided by the Care of Students with Diabetes Act, I hereby authorize Woodland CUSD #5 and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, _____, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the Woodland CUSD #5 is provided with the most up-to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), _____, to representatives of Woodland CUSD #5. I further authorize District representatives to communicate directly with the health care provider(s).

I, also, understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, _____, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*: _____ Date: _____

*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.

Disaster /Bomb Threat

Any bomb threat is treated as a danger to all persons in a school building. The unit office will advise the building as to a Lock Down or to evacuate the building.

Disaster/Fire Drill

Fire drills will be held at regular intervals. These drills are conducted for the purpose of training students in getting out of the building in case of a fire. Fire alarm is a loud continuous sounding horn. Should the alarm sound, everyone is to vacate the building immediately.

Directions for leaving the rooms and the buildings are posted near the door of that room. The disaster alarm is a loud alternating bell or the intermittent sounding of an air horn. Students are to follow the directions of the teachers.

Fire alarm devices located throughout the building are for the purpose of sounding legitimate alarms. Any student found guilty of issuing a false alarm may be fined, and or suspended/ expelled.

Disaster/Severe Weather and Shelter In-Place Drill

This drill prepares student for situations involving severe weather emergencies or the release of external gas or chemicals. Severe weather and shelter in-place incidents shall be based on the needs and environment including tornadoes, shear winds, and lightning

Woodland CUSD #5 will participate in severe weather drills. The staff will inform students where to seek shelter in case of severe weather. These drills are conducted for the purpose of training the student safety precautions during severe weather.

Disaster/Weapons or Explosive on Campus

Any report of a person armed with a weapon or explosive on campus is a Code "Lock Down" all doors, are locked in offices, classrooms, and halls.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Emergency School Closing

Each year there are days when school must be closed due to weather conditions or emergencies such as loss of water or heat. When these days occur, a decision will be made whether to have school or close early. In rare circumstances, students may be held at the school if school officials determine that students cannot be safely transported. **Alert Now** will notify registered phone numbers if the school must close due to weather or an emergency. The following radio station will be notified: WSPL STREATOR 1250 AM

The decision to close early will usually be made with enough time prior to dismissal for parents to make arrangements. It is extremely important that parent(s)/guardian(s) instruct their child(ren) about what to do when they arrive home early. Please make sure your child(ren) know how to get in and out of the weather, or have a friend, neighbor or relative check on your child(ren).

Head Lice (Pediculosis) Policy

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

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

Pediculosis is defined as head lice that live on the head, and lay eggs, called nits on the hair shaft.

Investigate all reported or suspected cases of head lice.

1. Grade School students may be checked for head lice by trained examiners at these times or as needed:
 - a. First full week of each school year.
 - b. After winter holiday vacation
 - c. After spring vacation.
2. The procedures for head lice checks are as follows:
 - a. A current class list is used to record the results for each student.
 - b. Disposable plastic gloves are worn and changed as needed, and/or a tool such as applicator sticks pedicu-stix are used and discarded by trained examiners following each head check.
 - c. Each student's hair will be examined and the results noted as follows:
 - Head lice (insects) found.
 - Head lice nits (eggs) found.
 - No nits (eggs) or lice (insects) found.
 - d. Absent students will be examined upon return to the classroom.
 - e. Parent(s)/guardian(s) of a student found with head lice or nits will be notified immediately. The student is then removed from contact with other students and sent home for treatment. When the school is unable to contact the parent(s)/guardian(s) by phone, the student will be sent home at the end of the day. All students with head lice or nits will be sent home with a letter regarding treatment of the student and home environment and information about head lice. For re-admission to school the following day, parent(s)/guardian(s) must accompany the child(ren) and show proof of appropriate treatment. All nits must also be removed from the hair prior to the student's re-admission to school.
 - f. If it is determined that this treatment has not been completed, the student will then be removed from contact with other students until necessary treatment has been completed. (i.e., use of pediculicide and removal of nits).
 - g. A log will be prepared at the beginning of each school year. It will contain the dates of all head lice checks, the results, and record of parent(s)/guardian(s) contacts.
 - h. The heads of all students in the same classroom as the case should be inspected.
 - i. All siblings enrolled or transported by the district should be identified and checked.
3. Parents and staff will be notified about head lice policies and procedures at the beginning of each school year.
4. With these guidelines in place, the school will only notify the parent(s)/guardian(s) of the students identified to have live lice or nits.

Interrogation by The Illinois Department of Children and Family Services (DCFS)

1. The building principal will check the agent's credentials.
2. Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the building principal and/or one member of the District certificated staff, will be present during the interview.
 - The student may be removed from the school by the DCFS agent if case circumstances warrant. A local law enforcement agency officer, designated DCFS employee, or a physician treating a child may take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if:
 - a. He/she has reason to believe that the child's circumstances or conditions are such that continuing in his/her place of residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to that child's life or health;
 - b. the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his/her custody; and
 - c. there is not time to apply for a court order under the Juvenile Court Act for temporary custody of the child. The person taking or retaining a child in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify the Department.

Immunization, Health, Eye and Dental Examinations Required Health Examinations and Immunizations

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

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register midterm shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. 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 before October 15 of the current school year of an eye examination performed within one year prior to entry of kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents:

1. a completed eye examination, or
2. that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents:

- (1) a completed dental examination, or
- (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

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

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (815) 672-2909.

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

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

Student Medication Policy

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(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent(s)/guardian(s) must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

1. 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(s)/guardian(s).
2. 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.
3. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) has completed and signed an Authorization for Student Self-Medication Form.
4. The school and District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel.
5. A student's parent(s)/guardian(s) must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Medication Policy (Approved 02/18/02)

So as to protect the safety of students taking prescribed medications, other students, and to prevent theft or loss of medications, students shall not possess prescribed or over-the-counter medications of any kind (including aspirin, or aspirin substitutes such as Tylenol) in any school building during the school day. Each student having or possessing any prescribed medication shall, as soon as possible after entry into the school building, immediately deliver the medication to the building principal who shall retain the medication during the school day, monitor and observe the taking of the medication, and return the same to the student at the end of the school day. Consequences assigned to a student for not following this policy will be consistent with the Discipline Policy.

Medication (Approved 02/18/02)

It is the policy of this District that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. The Illinois School Code Section 10-22.21(b) provides in part:

It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. Under no circumstances shall teachers or other non-administrative school employees, except school nurses be required to administer medication to students.

In order to provide for the well-being of students, under exceptional circumstances, medication may be self-administered during school hours under the supervision of a designated member of the District's certificated administrative or professional staff at the written request of the parent(s) or guardian(s) and under written orders of a physician. Such medication will be sent, with physician's instructions, in its original container to the school, where the administrator or administrative secretary will place the container in the student's personal drawer. The student, while under supervision of an administrator or other professional staff person, will take his/her medicine from the drawer and self-administer the prepared dose. The supervising adult shall record verification of the student's self-administration in the record book.

The school administration has sole authority for approving or denying the request. However, no request shall be denied if the effect would be to affect adversely the critical health and well-being of a student. If a request is approved, school officials may require periodic renewal of the physician's orders and, in any case, may terminate administering such medication whenever it is clear that the critical health and well-being of the student will not be adversely affected.

The parent(s)/guardian(s) requesting that medication be administered to a student shall request a form at registration or from any of the school offices. The parent(s)/guardian(s) shall complete a student self-medication form and the physician complete the prescribing the medication form. The completed form is to be returned to the student's building principal. A copy of the form, indicating whether the request has been approved or not approved, will be returned to the parent(s)/guardian(s) as soon as reasonably possible. Students with specific chronic illnesses will have an action plan developed for them individually.

Special Provision for Asthma Medications

The following policy applies to student's self-administering of asthma medications:

A student may possess medications while at school, school-sponsored events, or when under the supervision of school employees or volunteers, or before or after normal school activities, such as while in before-school or after-school care on school-operated property if:

- the student's supervising physician, a physician assistant who has been delegated the authority to prescribe asthma medications by his or her supervising physician, or an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that delegates the authority to prescribe asthma medications, certifies, on forms provided by the District Administration, that it is necessary that the pupil have access at all times to a medication that pertains to the pupil's asthma, and that has an individual prescription label.

Pesticide Application Notice and Pesticide Notification

Woodland CUSD #5 will maintain a registry of parent(s)/guardian(s) of students who have registered to receive written notification prior to the application of pesticides to school or provide written notification to all parent(s)/guardian(s) of students before such pesticide application. Prior written notice shall not be required if there is imminent threat to health or property. If you would like to be in the registry, you must contact the school.

The District maintains a registry of parent(s)/guardian(s) of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Superintendent's Office.

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

Public Health

Woodland CUSD#5 shall observe the rules of Illinois Department of Health regarding communicable and chronic infectious diseases. The determination of whether the student with a communicable and chronic infectious disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case by case basis. Input from the student's physician and local health authorities and the school administration will make the determination.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by administration. 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) types of evacuation drills:

- a minimum of one (1) severe weather (shelter-in-place) drill,
- a minimum of one (1) law or fire enforcement drill, and
- a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Some drills will not be preceded by a warning to the students.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "school authorities" includes school liaison police officers. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) without notice to or consent of the student and without a search warrant.

Search and Seizure To maintain order 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 Property and Equipment as well as Personal Effects Left There by Students

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

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

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex and the nature of the infraction.

Seizure of Property

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

Students and Their Personal Effects

Certified employees and school administrators may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, automobiles, etc.) when there is reasonable suspicion for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonable related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or certificated employee as a witness;
3. By a certificated employee or administrator of the same sex.

Immediately following a search, the school authority that conducted the search shall make a written report. The written report shall be submitted to the building principal, where appropriate, and forwarded to the superintendent.

Personal Property/Evidence

Parents will be required to appear at school to reclaim material. Items will be held for the remainder of the school year before disposal to a charity, service club, school-based use, or trash. High School Office will maintain a log of items and their disposition.

School Counseling, Social Worker, and Psychological Services

Woodland may request the help from the school counselor, social worker or psychologists or Livingston County Health department to provide support and consult teacher and school staff about strategies to promote the social and emotional development and mental health of Woodland CUSD #5 students.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses 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. The behavior of persons who come on to the school property is a significant factor in maintaining order and discipline and protecting 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.

Student Illness

Parent/guardian will be contacted when their child becomes ill or a serious injury occurs. Typically, students are not sent home unless they are vomiting, running a fever or bleeding.

Student should be fever and vomiting free for 24 hours before returning to school.

Transportation By Private Parties

Woodland CUSD #5 assumes no responsibility for students being transported to and from activities in non-school provided transportation. Any student riding with another student, or with parent(s)/guardian(s) of another student does so at his/her own risk. Any person transporting students does so at his/her own risk. The school district assumes no liability and the school's insurance DOES NOT COVER PRIVATE DRIVERS.

Treats & Snacks [K-8]

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Vandalism

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property, property of teachers, property of other school employees, or property of others.

Visitors

All visitors to the school, including parents, must report to the Elementary School Office, the High School Office, or the Superintendent's Office where they will be asked to state their business and where permission must be obtained to visit the school. Visitors will be asked to show identification. Visitors will be given identification badges to wear the entire time they are in the school. Social visitors, especially over the noon hour will not be allowed.

School Volunteers

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

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

Weapons

It is the intent of the Administration of Woodland CUSD #5 to encourage families to control any weapons they have in their homes. The administration would like to be able to assure parent(s)/guardian(s) and students that weapons have never been brought into Woodland CUSD #5. However, that is not the case. Knives, Ninja Stars, guns, live ammunition, and other items, which could be considered weapons, have been brought to school by students. If you have weapons in your home, please educate your child(ren) that they are not toys and instruct them in the responsible handling of those weapons if they are to be exposed to them, even accidentally.

Students carrying weapons to school will be turned over to the police and (in compliance with law) can be, and probably will be, expelled from school for a period of up to two calendar years from the date of the expulsion.

The term "Dangerous Weapon" means a weapon, device, or instrument, or substance, intimated or inanimate that is used for, or is readily capable of death or serious bodily injury. Possession of a knife is illegal. A knife that has been sprung is considered to have been used.

Student Services

Announcements and Posters

Students or teachers wishing to have posters placed on a bulletin board in the building must secure approval from the building principal. Any club or organization wanting an announcement in the daily bulletin and/or made over the intercom must submit the announcement in written form with the sponsor's signature to the High School Office or the Elementary Office by 2:55 p.m. prior to the day the announcement is to be made.

Assemblies

Throughout the year assemblies and meeting of various kinds will be held. Attendance is required at each assembly. Mature conduct is expected of all students. This means that any speaker or group should be treated courteously and with respect. Assemblies that involve the student body as a whole pep rallies/concerts are held in the gym. Each class may have a designated section.

Attendance at Extra Curricular Activities

Student attendance at extracurricular events/games is a great way to provide school spirit. However, a parent(s)/guardian(s) must accompany students in grades k-5 to all extracurricular events/games. Students in grades 6-12 may attend the extracurricular events/games without a parent(s)/guardian(s).

The following rules apply to all students attending extracurricular events:

- No running or playing in the hallways, Multi-Purpose Room, or small gym
- No pop in gym
- Students are to be in the gym while the extracurricular activity is going on
- Student are not to exit the gym unless it is halftime or intermission
- No entering the locker room unless you are a team member

School Lunch Program

School Breakfast & Lunch Program-breakfast is served every school day from 7:40 am to 8:00 am Lunch is served every school day from 10:45am to 12:20 pm except when there is an 11:00 am or earlier dismissal. A student may purchase breakfast for \$1.50. Breakfast may be purchased on a weekly basis for \$7.50. A student may bring a sack lunch from home or may purchase a school lunch for grades k-5 \$2.00, grades 6-12 \$2.25 and/or milk for \$.30. Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit at a table. Students shall remain seated until the lunch monitors dismisses you, at which point you shall clean the area in which you were seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Policy

The cafeteria serves a balanced and nourishing breakfast (pre-k-12) and hot lunch daily for student k-12. Woodland lunch program doesn't allow students to charge lunches. Therefore you must keep a positive balance. Your child should check balances weekly in the appropriate offices or the parent can check online for balances. If a student has a negative balance they will not be allowed to purchase meals. The cafeteria program is handled on a pay in advance system. Student should deposit money in their lunch accounts prior to purchasing meals.

Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunch room supervisor.

Cafeteria Food and Beverage Consumption

Woodland CUSD #5 cafeteria is not intended to serve as a food service during the school day. The sale of food items and beverages are restricted during the school day. Food items cannot be consumed between 8:00-11:56, 12:31-2:55. Open food and beverages in hallways and classrooms will be confiscated. Water bottles are permitted in clear containers.

Career Information

Educational and career information is available to every Woodland student. Career counseling offers field trips as well as job shadowing. Guidance counselor has information on careers, scholarships, financial aid and college applications. Make an appointment to let the guidance counselor assist you.

College Visits:

Students with a college-prep plan will be allowed college visitation privileges. College visits are to be scheduled through the Guidance Office. Every effort must be made to schedule college visits at times that do not interfere with attendance at Woodland CUSD #5. Most colleges have scheduled days for visitation. All college visits must be completed during the first semester of the Senior year. Verification of the visit from College Admissions Office signed and dated must be turned into the guidance counselor upon students return to school. Except for unusual circumstances, a student will be permitted no more than two days of college visitations.

Driving Privileges

Driving a car to school is a privilege extended to properly licensed students by the Board of Education. No students may drive a vehicle to school without first obtaining a parking permit.

For a permit to be issued, a student must completely fill in the information card and contract, including parent(s)/guardian(s) signature. All other vehicles, which may be driven by the student, must be listed on the back of the card. A permit will not be issued until the card is complete. A fee of \$10.00 will be assessed for each permit.

Retention of driving privilege depends on the student's observance of these vehicle regulations.

1. No car may leave the school grounds during the school day except by permission from the principal or superintendent.
2. Once a vehicle is parked all persons in the vehicle shall vacate it immediately and clear the parking lot. Students are not to go to the parked cars or sit in them during the school day.

3. A student who drives in a careless and reckless manner will forfeit driving privileges. Reckless driving is prohibited and shall be defined for the purposes of this policy to include any persons who drives a motor vehicle on school property carelessly disregarding the rights or safety of others, or in a manner so as to endanger any person or property. (Reckless driving will be determined by the administration/faculty/staff and may result in the loss of driving privileges).
4. The parking permit is to be placed on the left rear window and readable through the windshield.
5. During the semester, driving privileges will be suspended on the same conditions of eligibility applied to extracurricular participation.
6. The school reserves the right to search vehicles just as lockers are searched.
7. Students must park in assigned student parking areas.
8. Vehicles may be towed at administration discretion with the expense of the towing being the responsibility of the student or parent.
9. Repeat offenders will lose their driving privilege.
10. Vehicles may not display pictures or phrases which can be understood to be sexually suggestive, derogatory, or supporting violent behavior, advertising tobacco, drugs, or alcohol.
11. Operators of motor vehicles must yield the right of way to a school bus
12. Driving or parking on unpaved areas is prohibited.
13. Driving any motor vehicle without the knowledge and consent of the owner or other person in control or possession is prohibited.
14. Squealing or burning rubber of the tires is prohibited.

Parking Policy

Students may park their vehicles in the lot designated for student parking. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action. The lots designated for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at anytime. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME.

Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Driving/Parking Permits

Any student wishing to drive a vehicle to school for any portion of the school day must complete a Student Driving Permit Form and purchase a registration sticker for \$10.00 from the High School Office and display the tag on the vehicle to be parked on the high school property. Students shall comply with all Driving Privilege rules. Automobiles with no Parking Permit could be towed at owner's expense.

Exchange Students

Each year Woodland CUSD #5 is open to hosting one or two foreign exchange students. These students come from countries all over the world. During their early stay with us they are generally apprehensive because they do not understand the American version of the English language. Please be helpful to these students. If they seem confused, be a friend and help them understand. Although they are to experience being another Woodland High School student, they are still guests in this country.

Field Trips

Field trips are planned to provide students with educational experiences, which are extensions of the classroom and integral parts of the educational program. While educational field trips are a valuable facet of the curriculum, it is a privilege, not a right, for students to be able to enjoy the benefits of such trips. Inappropriate behavior may cause students to lose this privilege. Students are expected to conduct themselves in such a manner as to be a credit to themselves, their families and their school.

Field trip procedures include following the administrative plan, class-recreational field trip rules, and when necessary having an administrative meeting with parent(s)/guardian(s). Parent(s)/guardian(s) must complete a permission slip for the trip and medical release form when necessary.

The teacher is responsible for developing and scheduling field trips and excursions. Administrative approval for all trips must be obtained at least one week in advance with permission slips completed and checked. A licensed driver must chauffeur (over 21 years of age) all students participating in a school-sponsored function.

Financial Aid

The guidance department maintains up to date information concerning financial assistance for students who plan to continue their education beyond high school. All scholarships are announced and posted as they become available. However, it is the student's responsibility to pursue the application process. In addition to local, state and federal programs, many schools and agencies have programs of financial assistance. Scholarships, college testing, financial aid, and career information is posted outside the office.

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parent(s)/guardian(s) with information.

The guidance counselor is available throughout each day for counseling with individual or groups of students. If a counselor is not available when needed, the student should leave a message with the elementary or high school secretary.

It's important that students recognize that counselors cannot resolve problems, but are always willing to assist students in making decisions. Final decisions are made by the student.

Homeless

Woodland CUSD#5 shall immediately enroll the homeless child, even if the child is unable to produce records normally required for enrollment, previous academic records, medical records, proof of residency or other documentations. Woodland CUSD#5 principal will serve as the Homeless Coordinator for the district.

Insurance

School group-insurance is available to students as follows:

1. School Time: All students are provided secondary insurance coverage by the school. This insurance is intended to help cover costs not covered by family insurance.
2. Twenty-four (24) hour coverage and Dental coverage are available at an additional cost to the family. For more information, please call Ms. Reed at Woodland Administration Office at (815)672-5974.
3. All athletes are covered by a school-paid sports policy while they are participating in a school sponsored game or practice.

Library Media Center Hours: 8:00 am-3:00 pm

The school library is a resource center of print and non-print materials that support the curriculum. Many assignments require using these resources. Students who need instruction in using the center should ask for help. All materials should be checked out and returned. Students may come to the library individually or with a class. High school and junior high students must have a pass to use the library. They are expected to be well behaved and productive. More specific rules are posted in the library. Because the library is for grades K-12, elementary students may use the center simultaneously. The library is under the direction of a trained librarian who will assist students in the use of the library.

Woodland Library is a member of the Alliance Library System, which means we can borrow/share books from other libraries, schools and the public. A computerized catalog is available from the library homepage accessed through the school network.

Library Procedures

1. The library will open at 8:00 am and close at 3:00 pm.
2. All reading material that is taken out of the library must be checked out at the circulation desk.
3. Books are stamped with date due.
4. When a book is lost or damaged, the student will pay its net value for a replacement book.

Library Rules

Students should be given a library pass for one reason: The students are to make use of library materials. Students who go to the library on passes should:

1. Bring necessary materials needed for preparing lessons.
2. Enter the room quietly, and present the pass at the charge-out desk.
3. Refrain from talking or any other activity that will disturb others.
4. Place waste in the trash can and arrange chairs neatly.
5. Students guilty of abusing library regulations may have those privileges revoked and be subject to disciplinary action.
6. No food, drink, or gum is allowed in the library.

Library Computer Usage

A student may not use a computer if he/she has overdue materials and/or a library fine. Students may not use a computer to play games or email. Students are not to share their password with anyone.

Lockers

Woodland CUSD#5 students are assigned hall lockers and P.E. lockers for their use. Lockers are maintained by the school.

- The school district reserves the right to have its officials with reasonable suspicion inspect the contents of any locker at anytime when the safety and or welfare of the school or student body are in question. Administrators reserve the right to open the lockers for inspection without recourse, at any time.
- The student will keep the locker that has been assigned and will, at no time, take possession of any locker that has not been assigned.

- Neither drink containers nor food are to be kept in the lockers.
- Lockers should be kept neat and orderly. Adhesive signs, stickers and posters are not permitted on the locker surface. Writing on lockers surfaces and removing locker parts is considered vandalism and will be dealt with as such.
- The school reserves the right to empty an unkempt locker.
- Students are expected to have school authorized locks on their hall locker and P.E. locker.
- Valuables should not be left in lockers. Woodland CUSD # 5 will not be responsible for articles lost or stolen while the student is at school.

Locks

High school students must use Woodland CUSD #5 locks sold for \$5.00 each through the appropriate office for both their hall lockers and their P.E. lockers. Locks other than those purchased through the office will be cut from the locker.

All students must have a lock attached to their P.E. or high school locker. Used locks are \$3.00 when available.

Lost and Found

A Lost and Found Department is maintained in each school office.

Requests from Military or Institutions of Higher Learning

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

Milk for Kindergarten

Milk will be available for Kindergarten classes at a cost of \$.30 cents a day or 20 days for \$7.00. Parents can pay for milk by the year \$50.00.

Non-Discriminatory Sex Equity and Handicapped Policy

It is the policy of Woodland CUSD #5 not to discriminate on the basis of sex in its educational and extracurricular programs and activities or its employment policies as required by Illinois PA 79-597 and Title IX of the 1972 Education Amendments. Inquiries regarding compliance with the Illinois Sex Equity rules and Title IX may be directed to Steve Endress, Superintendent of Woodland CUSD#5, or the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, DC

It is the policy of Woodland CUSD#5 that no otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity as required by Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Section 504 may be directed to Steve Endress, Superintendent of Woodland CUSD#5 or the Director of the Office for Civil Rights Department of Health, Education, and Welfare, Washington, DC

Parent Teacher Conferences

Parent/Teacher Conferences are scheduled on the school calendar. These usually occur at the end of the first quarter in October. Notification of the specific dates of the conferences will be made prior to those dates.

Should you, as a parent, feel you need to have a personal conference with a teacher, please call the appropriate school office to set up an appointment. The teacher will return your call to set a time convenient for both parties. Be prepared to ask questions that will give you the information you need to be able to help your child be as successful as possible.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be delivered outside of a school day. The office is unable to release addresses and phone numbers of Woodland CUSD#5 students.

Parties and Dances

Room parties are held for pre-kindergarten through 5th grade prior to Christmas vacation and Valentine's Day. Special parties are not planned or held without prior approval of the principal.

No Birthday invitations should be passed out at school. Only pre-kindergarten–5th grades may share birthday treats with the class according to the teacher preference regarding time of day. No high school student will be allowed to attend a grade school dance. Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as 20 years old or under, unless the student is still attending high school.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia.
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
5. Vandalize or steal.
6. Haze other students.
7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent(s)/guardian(s) will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Parent Teacher Organization

Meets the 3rd Thursday of the month in the Library at 6:30 pm.

Physical Examinations

Illinois School Law requires that all students entering kindergarten, 6th, and 9th grades have a physical examination by a certified doctor prior to entering school. A dental examination and eye exams (kindergarten) are, also, necessary at this time. Examination forms for the 9th grade are normally added to the examinations forms that are kept for kindergarten and 6th grades, but additional forms are available from the appropriate offices. Failure to have a completed physical examination can result in exclusion from high school until obtained as required by law. All students who participate in athletics, both boys and girls, must have a new physical examination on file each year before they are eligible to participate. Forms for athletic exams are available in the High school Office or the Elementary Office. Kindergarteners must have an eye examination. Dental exams must be done in kindergarten, second, and sixth grades.

Pop Machine (High School)

A juice/water machine is available before and after school only and is the responsibility of the high school Key Club. Students must dispose of the containers properly and make certain that contents are emptied before placing cans in a waste receptacle. Pop may not be stored in lockers nor consumed during class time or at lunch.

Post Prom Committee

A service organization comprised of parent(s)/guardian(s) and advisors of the junior class members whose aim and objectives are to organize and administer Post Prom activities.

Student Records

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

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

State and Federal law gives parent(s)/guardian(s) and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or District fails to comply with the above. Federal officials can be contacted at: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue. S SW.

Surveys by Third Parties

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

1. that is created by a person or entity other than a District official, staff member, or student,
2. regardless of whether the student answering the questions can be identified, and
3. regardless of the subject matter of the questions.

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent(s)/guardian(s).
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.

6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

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

Instructional Material

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

Standardized Testing

Students and parent(s)/guardian(s) should be aware that students in grades 1-6 will take standardized tests. Parent(s)/guardian(s) are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parent(s)/guardian(s) can assist their students to achieve their best performance by doing the following:

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

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the federal and state constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed, or national origin.

Students have the right to advocate the change of any law, policy, or regulation. Students may exercise their rights to freedom of expression through speech, assembly, petition and other lawful means. The exercise of the right may not interfere with the rights of others. Freedom of expression may not be utilized to present material which tends to be obscene or slanderous; to defame character; or to advocate violation of federal, state and local laws or official school policies, rules and regulations. Students may present complaints to teachers or administrative officials. Adequate opportunities shall be provided for students to exercise this right through channels established for considering such complaints.

Student Deliveries and Messages

Due to the safe school policy, deliveries such as flowers and balloons will not be delivered to students. If a student must have school material delivered from home which were forgotten, the school material may be dropped off at the appropriate office. To minimize class interruptions messages will be limited to school related business. Please do not call after 2:40 pm and expect a message to be delivered for a change in bus assignments.

Telephone

Pupils are not called to the telephone unless the call is an emergency. For routine calls, the office will contact the pupil to return the call when convenient. Students are not allowed to use office phones unless they are ill and have permission of the principal. Students are not to call home for forgotten homework, P.E. and sports uniforms, lunch money, etc.

Testing

Achievement and aptitude tests are given periodically throughout the year.

Test given at Woodland CUSD#5 are as follows:

Stanford 10	K-6 th graders
ISAT	3 rd -8 th graders
Explore Test	8 th graders
Plan Test	10 th graders
ASVAB	11 th graders
A.C.T. Assessment	11 th graders
Prairie State Achievement Exam	11 th graders
Consumer Education Proficiency Test	11 th graders

Textbooks

The textbook rental plan provides good materials at low cost to the student. Each student is held responsible for the proper care and use of all rented materials; fines will be assessed where there is undue wear, damage, or if lost. A partial refund of the rental fee is made for students who transfer or withdraw with more than one semester of the school year remaining.

Welfare Services

The following services are provided by the school District:

1. Health services supervised by qualified school nurse(s) are available on a limited basis.
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from the parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as the appropriate professional staff.
3. The services of a social worker, provided that the parent(s)/guardian(s) informed consent can be secured in advance.
4. Guidance and counseling services directed by the building principal.

Yearbooks

The Warrior, the high school yearbook, is an annual publication of the activities and events of Woodland High School. The Junior Warrior, the elementary school yearbook, is an annual publication of the activities and events of Woodland Elementary School and Junior High. Promotions are held at a specific time of year for students to order a copy.

Extracurricular

- The activity will contribute to leadership abilities, social well-being, self-realization, good citizenship, or general growth of members.
- Fees are reasonable and do not exceed the actual cost of operation.
- Student body desires are considered.
- The activity will be supervised by school approved sponsor.
- Student must meet academic criteria for participation.

Art Club

Students are offered the opportunity to extend their knowledge of art. They also take field trips to various art institutes.

Assemblies

Enrichment and pep assemblies will be held periodically. All faculty and students are expected to attend. Behavior is expected to reflect common courtesy.

Athletic Activities

We would encourage all students to participate in our well-rounded sports program.

High School:

Co-op with Flanagan: Football, Girls' Basketball, Softball, Baseball

Co-op with Streater: Bowling, Soccer, Wrestling, Scholastic Bowl

Woodland CUSD#5: Volleyball, Boys' Basketball, Cheerleading, Dance Force, Golf, Track

Junior High :

Woodland CUSD#5: Baseball, Softball, Volleyball, Track–Girls' and Boys', Basketball Boys', Scholastic Bowl

Co-op with Flanagan: Girls' Basketball

The lists of activities above are not intended to be exhaustive. Any student activities added to these lists during the duration of this policy will be covered by Extracurricular Policy.

Interscholastic competition offers a voluntary participation. Coaches will choose stricter regulations to conform to safety practices suitable to the activities.

Athletic Boosters

Athletic Boosters is an organization of parent(s)/guardian(s) who work to support the athletic program at Woodland CUSD#5. The members of this organization volunteer time to work on the sports facilities and to raise money to supplement the athletic budget. Your participation in this group will be greatly welcomed. Booster Club meetings are held on the 3rd Wednesday of each month.

Athletic Participation

Woodland CUSD#5 athletic teams include all squads, which represent W.H.S. and W.J.H.S. in competitions with other schools. In addition to I.H.S.A. and I.E.S.A. rules and guidelines, local rules and guidelines are established by the Board of Education. All W.H.S. and W.J.H.S. students are informed of the following statement approved by the Woodland CUSD # 5 Board of Education meeting on April 19, 1976: There will be "mandatory practices for all athletic squads...." This decision may force some students to choose between various athletic activities for which schedules overlap. The Athletic Policy is contained in this handbook. Coaches will distribute, to the participants, the rules for their individual sport at the organizational meeting for each sport. Each athlete is required to follow the rules of the coaches as well as the Athletic Policy. I.H.S.A. policies are printed in Appendix A.

Drug Testing: Students involved in I.H.S.A. activities maybe drug tested according to I.H.S.A. guidelines in playing in state playoff activities.

Fees/Damage Property

All fees and/or damage property must be paid for before participating in extracurricular activities.

FCCLA

FCCLA is a national organization for girls and boys participating in a Family Consumer Science course. FCCLA stands for Family, Career, Community, Leaders of America. Students work with each other and the community to better understand the FCS area and to create a better environment for themselves and those around them.

FFA (High School)

The FFA is the national organization of girls and boys studying Agriculture Occupations in the High School.

Field Trips and Excursions

Field trips are planned to provide students with educational experiences, which are extensions of the classroom and integral parts of the educational program. While educational field trips are a valuable facet of the curriculum, it is a privilege, not a right, for students to be able to enjoy the benefits of such trips. Inappropriate behavior may cause students to lose this privilege. Students are expected to conduct themselves in such a manner as to be a credit to themselves, their families and their school.

Field trip procedures include following the administrative plan, class-recreational field trip rules, and when necessary having an administrative meeting with parents. Parent(s)/guardian(s) must complete a permission slip for the trip and medical release form when necessary.

The teacher is responsible for developing and scheduling field trips and excursions. Administrative approval for all trips must be obtained at least one week in advance with permission slips completed and checked. A licensed driver must chauffeur (over 21 years of age) all students participating in a school-sponsored function.

Key Club

The motto is "Caring-Our Way of Life." Throughout Key Club's work in the home, school and community, Key Club members learn that their organization is built around the concept of caring. With this concept as the foundation of the organization, Key Club will continue to be an effective and contributing organization in the school and community.

The school faculty advisor is present for all club meetings and school events. When volunteering in the community, the advisor shows by example, his/her community service by volunteering, as well. However, he/she is not required to attend these community events or arrange transportation for student volunteers. Students receive service hours for their school and community volunteering.

MathTeam (6th, 7th, 8th)

Students are selected by the advisor to compete in mathematics contests throughout Central Illinois. Participants on Math Teams must also adhere to eligibility and conduct requirements explained in the Woodland Participation Policy contained in this handbook.

Music Competitions

Students participating in music classes have the opportunity to enter music competitions during the school year. Participants in music competitions must also adhere to eligibility and conduct requirements explained in the Woodland Athletic Policy contained in this handbook.

National Honor Society (High School)

National Honor Society is an organization that honors outstanding students under the sponsorship and supervision of the National Association of Secondary School Principals. Its purpose is to create enthusiasm for scholarship, promote leadership, stimulate a desire to render service, and enhance character in our students. The Woodland Chapter of the National Honor Society is open to juniors and seniors who meet the

requirements summarized below. Those who meet academic requirements are admitted to candidacy in the second semester of their junior or senior year. Final selection is made by a faculty council of five faculty members based on records documented on the Student Activity Information Form and the faculty character survey. Foreign exchange students will not be considered for membership.

The minimum cumulative grade point average for scholastic eligibility is 3.25 on the 4.0 scale. To meet the leadership requirement, members must have belonged to two or more school organizations and served in at least two significant leadership roles. (Only one of these can be sports related.) At least 30 hours of volunteer service to school, church, or community is required. Good character consists of displaying integrity, positive behavior, cooperation, and high ethical standards. Detailed information on selection criteria and procedures may be obtained from the high school principal or chapter advisor.

Scholastic Bowl

Junior high school students participate on a squad selected by the advisor for contests throughout Livingston County, Streator, and the Vermillion conference. These contests are a fact-knowledge competition modeled after the familiar College Bowl Series. Participants in scholastic bowl competitions must also adhere to eligibility and conduct requirements explained in the Woodland Athletic Policy contained in this handbook.

Parties and Dances

Attendance at school-sponsored dances is a privilege.

From time to time, parties and dances are scheduled in the high school building. Students attending these functions are expected to dress and conduct themselves in a manner fitting the occasion, and to bring their I.D. card to all such events.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as 20 years old or under, unless the student is still attending high school.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Prom dress code has some exceptions.

In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia.
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
5. Vandalize or steal.
6. Haze other students.
7. Behave in a manner that is detrimental to the good of the school.
8. Be insubordinate or disrespectful toward teachers and chaperones.
9. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent(s)/guardian(s) will be contacted. The school may also impose other discipline as outlined in the school's discipline code.
10. Students leaving the building during an activity will not be allowed to return. A student who violates any school regulation may forfeit the privilege of attending activities.
11. No high school student will be allowed to attend a grade school dance.
12. All parties and dances must be scheduled and approved through the principal.
13. No elementary school student will be allowed to attend a high school dance.

Room parties are held for pre-kindergarten-5th grade prior to Christmas vacation and Valentine's Day. Special parties are not planned or held without prior approval of the principal. No birthday/party invitations should be passed out at school.

Only pre-kindergarten-5th grades may share birthday treats with the class according to the teacher preference regarding time of day.

Senior Class Trip (Activity)

Involvement in the Senior Class Trip (Activity) is a reward for being a model upper class student at Woodland High School. To be a model student, good scholarship, following school attendance policies, following school discipline policies, and following the laws of the State of Illinois are important.

If a student of Woodland High School violates the following conditions, that student will be excluded from participation on the Senior Class Trip (Activity).

1. Students that have been suspended during senior year for five(5) or more school days will not be allowed on the senior trip.
2. Students that receive more than four (4) detentions per nine week period during senior year will not be allowed on senior trip.
3. Students that have repeated out of school suspensions during their high school career may not be allowed on the senior trip.
4. Students that are failing a course that is needed to complete high school graduation requirements may not be allowed to attend senior trip.
5. Any student who has a criminal violation during the 5th through 8th semesters. (Junior and Senior years)
6. This trip may occur up until the first week after graduation.
7. Student and parent attend and sign permission contract and complete a medical release.

Proposals for the senior class trip must be approved by the Board of Education. The proposal must be submitted by December 15, and shall include evidence from the Illinois State Board of Education and the District Insurer indicating the Board of Education will incur no liability, as individuals or as a body. Other procedures and limitations will be determined by administrative action.

Participation Policy Philosophy (Approved June 18, 1996; Revised June 15, 1998)

Woodland CUSD#5 exists for educational purposes, extracurricular and athletic activities should be administered on the basis of educational values. We believe that participation in extracurricular, interscholastic athletic activities, privileges, and some portions of intercurricular activities is a privilege, not a right. Participation should help to establish standards of behavior that represent the best in good citizenship. Participation should stress the will to be successful, but also such virtues as courtesy, truthfulness, fair play, honesty, modesty, self-discipline, courage, and loyalty.

Our aim is to develop highly competitive athletics, and successful extracurricular and intercurricular activities and to aid in promoting fine school morale. This policy is intended to apply to all extracurricular athletic activities, extracurricular organization activities, and privileges made available to Woodland CUSD#5 students by approval of the Woodland Board of Education.

The Woodland Board of Education reserves the right to make changes in this policy throughout each year. All students of Woodland CUSD#5 will be notified of any changes made by the Board.

Identification of Activities Covered by This Policy

Intercurricular Activities: Activities that receive credit toward successful completion of course requirements. Participation in the portion of intercurricular activities for which students earn class credit is not affected by this policy. Participation in the portion of intercurricular activities for which students do not earn class credit is affected by this policy.

FFA

Junior High & High School Music - vocal

Extracurricular Activities: Activities that receive no credit toward successful completion of a course requirement. Participation in extracurricular activities is affected by this policy.

High School Key Club
6th-8th grade Math Team
High School Yearbook
Junior High Scholastic Bowl
Foreign Language Club
National Honor Society
Art Club
High School Cheerleaders
Dance Force

Co-operative Extracurricular Activities: students participate with other schools.

Athletic Activities: Athletic activities which provide interscholastic competition between students of Woodland CUSD#5 and students of other schools. Participation in all Athletic Activities is affected by this policy.

Privileges: Participation in activities allowed by the Board of Education and Administration which are a convenience to the student or are of an entertainment nature. Withdrawal of privileges is affected by this policy.

Participant's Responsibilities

1. Attend classes and all practices/meetings regularly. You are in school to secure an education. Education is your first priority and extracurricular participation is secondary. Be at the top in both.
2. If it is necessary to be absent from a practice session or meeting, get permission from your Head Coach or advisor. Coaches and advisors will be fair and reasonable with your request.
3. All students who participate in interscholastic athletics are required by the I.H.S.A. and I.E.S.A. to have a complete physical examination every school year in which they compete. This examination must come prior to any form of practice, so get it early.
4. Each student is responsible for the equipment assigned to the student. If equipment is lost, stolen, or damaged unnecessarily, the student must pay the replacement cost of the equipment. Any student wearing equipment in an unauthorized manner will be subject to the school rules regarding possession of stolen property.
5. It is expected that respect and care be given to the property and equipment of other schools. You will be responsible for paying for anything you damage or destroy.
6. School discipline rules apply while you are representing Woodland CUSD#5. Removal from an athletic team or an organization is always a possible consequence.
7. All students are expected to display an attitude on or off the field of competition that is conducive to the team unity and performance.
8. The student will identify before practices begin which activity will be the primary activity. The student will notify the coach(s) and advisor(s) of that decision. If two events are scheduled at the same time, then the student will participate in the primary activity.

Competition Rules

Each coach has the responsibility to establish rules and regulations for a particular sport that are not covered in this handbook. These rules and regulations must be presented to the participants in writing and placed on file in the High School Office.

A student who continues to represent Woodland CUSD#5 in competition after graduation will remain under guidelines of the athletic code.

A student accused of a violation of this policy will be informed of the charges and given an opportunity to explain or respond.

Parent Responsibilities

1. Be supportive of your child's decision to participate or not participate in activities.
2. Be supportive of the coach(s) or advisor(s) efforts to help your child improve. Ask for advice for helping your child improve his/her skill level.
3. Be supportive of the coach(s) or advisor(s) rules for the activity.

The administration of Woodland CUSD#5 has directed coach(s) and advisor(s) to not have conversations with parents immediately after the completion of any contest. If you must talk with a coach(s) or advisor(s) about a particular issue, please contact that coach(s) or advisor(s) the day following the contest.

Parents of student athletic participants are not allowed in the locker room at any time.

Participant Regulations-Alcohol and Tobacco Use

1. Alcohol and Use of Controlled Substances
Any participant observed by any certified or classified personnel or apprehended by law officials partaking in the usage or possession of:
 - a. alcohol, or
 - b. any form of narcotics other than prescribed by a physician, will be immediately dismissed from all participation which may include the season, the semester, the remainder of the school year or a calendar year.
2. Tobacco and Violation of Acts Prohibited by the Illinois Criminal Code
Any participant using any form of tobacco (including smokeless), or commits any act prohibited by the Illinois Criminal Code, that participant shall be suspended from participation in the activity for the following period of time:

FIRST VIOLATION: High School Restriction from Games

Football	2 games
Baseball	4 games
Volleyball	4 games
Softball	4 games
Basketball	4 games
Soccer	4 games
Swimming	4 meets
Bowling	2 matches
Extracurricular	4 weeks
Elementary	3 games

FIRST VIOLATION: Junior High School Restriction from Games

All activities	2 game
----------------	--------

If a participant is competing on both the fresh-sophomore and varsity levels, being suspended from both contests will constitute one game. Students participating in more than one activity during the same season shall serve suspensions in all activities.

Should a violation of athletic training regulations occur during the summer or at a time when the student is not an active member of a squad, the suspension will start on the Sunday of the first week of scheduled contests for the first season the student participates. The student must practice during the suspension period.

Second Violation:

If there is a second violation, the penalty shall be the loss of interscholastic eligibility for a period of one calendar year. At the end of said period, the student may be reinstated. This applies to all athletic training regulations. Extracurricular participation will be suspended for the remainder of the school year.

Athletic Rules & Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and dance team. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders/dance team. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and District. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

I.H.S.A. [or] I.E.S.A.

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between I.H.S.A. [or] I.E.S.A. and this Athletic Code, the most stringent rule will be enforced.

Eligibility to retain athletic eligibility, an athlete must have passed 20 semester hours of academic course work in the semester preceding his/her athletic eligibility and must have passed 20 semester hours of academic course work in the week preceding his or her athletic eligibility.

Requirements for Participation An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent(s)/guardian(s); and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parent(s)/guardian(s) received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. A signed agreement by the student not to use any drugs on the I.H.S.A.'s most current banned drug classes list and an agreement to take part in random testing for these substances.
6. A signed agreement by the student's parent(s)/guardian(s) authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

Behavioral Conduct

Behavioral misconduct by student-athletes will not be tolerated. Behavioral misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Drugs, Alcohol & Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school-sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

In order to represent Woodland High School in any interscholastic competition, a student must meet all eligibility requirements of the Illinois High School Association, as well as the eligibility requirements of the Woodland Participation Policy.

A student is under the guidelines of the Woodland School Participation Policy whenever the student participates in any of the activities provided by the Board of Education. Guidelines are to be followed in the off-season including summer.

In order to represent Woodland Elementary School in any interscholastic competition, a student must meet all eligibility requirements of the Illinois Elementary School Association, as well as the eligibility requirements of the Woodland School Participation Policy.

Woodland School Eligibility Rules

I.E.S.A. guidelines require that an elementary school student be passing all academic subjects on a weekly basis. Eligibility starts over every new nine-week grading period. Grades shall be accumulative for each quarter. Any failing grade will cause the student to be ineligible. The Athletic Director or the coach will notify participants on Friday about their status of ineligibility.

To participate in any extracurricular or athletic competitions Woodland High School requires that a student have passing grades in six subjects. High school grades shall be accumulative for each semester. Eligibility is determined on a weekly basis. Three failing grades earned, in the same week, during a semester will cause the student to be ineligible to participate in competition until the student has fewer than three failing grades. Grades are turned in each Friday for the previous week. The Athletic Director or the coach will notify participants on Friday about their status of ineligibility. A student who is scholastically ineligible may not participate in competition the week following being declared ineligible.

Receiving a grade of an F on the weekly Eligibility Report (Junior High) will require participants to sit out of the activities until pass grades are determined on a Friday grade check. Accumulating unexcused absences to practice jeopardizes a student's membership in the activity.

Parents have the right to set higher academic standards for their child. Coaches will not punish participants for not being allowed to participate because of parental standards.

Student Absence

Since athletic practice and organization meetings are such a vital part of any program, the following rules apply:

1. A student must be present one-half day (4 class periods) to participate in/or attend a school activity or program that day. On 2:55 dismissal days and 2:00 dismissal days, a student must arrive by 11:00 am, or leave after 11:00 am, for participation. On 11:30 dismissal days, a student must arrive by 9:45 am, or leave after 9:45 am for participation.
2. If the absence occurs on Friday and is unexcused, the student cannot attend functions for the weekend.
3. When a student is absent from school for a school related/educational event, doctor appointment, or court date, the student is excused and able to participate as determined by the coach or advisor.
4. School suspensions are not excused absences.
5. Students who have been suspended from school cannot participate during the suspension.
6. No student will be allowed to start practice for another sport until all equipment assigned to the student is returned.
7. Exceptions may be made by the administration:
 - a. for a medical absence pre-arranged or
 - b. for a death in the athlete's family.

Insubordination

Such infractions as conduct, attitude, unexcused absence, etc. will be determined by the head coach of that sport or sponsor of the extracurricular activity and can possibly result in suspension or dismissal from the team or activity.

In the event of an unexcused absence, the head coach of that sport or sponsor of the extracurricular activity will determine the penalty. In the case of a third unexcused absence from practice, the student will be removed from the team.

Transfer from Squad to Squad and Weight Room

A student who is removed from a team or quits a team may not participate in another sport until the season of the original sport is concluded.

In the event a student quits or is removed from the team for disciplinary reasons, that student will not be allowed to use the weight room until that sport has been concluded.

If a student is cut or leaves a team and is in good standing, they will be allowed to participate in another sport and have access to the weight room.

Travel Policy

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent(s)/guardian(s) and provided the parent(s)/guardian(s) appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent(s)/guardian(s). Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school District's athletic discipline policies, rules and regulations as provided herein.

Only the student participants shall use the transportation arrangements made by the school. If school transportation is used to go to an event, the student shall use school transportation to return. When convenience dictates, the coach or sponsor may approve a student being let off the bus at his/her home. Students may ride home from an event with that student's parent(s)/guardian(s), only when a parent(s)/guardian(s) personally provides a written request and the coach talks to the parent(s)/guardian(s).

Risk Management and Insurance

Participants in athletic activities and competitions and their parents must understand that there is an element of risk of injury while the student is participating in any sport. The District encourages all families with children participating in athletic activities to have health insurance.

All students who participate in sports activities, including practice and competition, which are sponsored and supervised by the school are covered under a group insurance package provided by the school District. Travel is also covered when going directly and uninterrupted to and from such practice or competition. All injuries should be reported to the coach or sponsor. A completed accident report must be provided to the Main Office by the coach. This policy is a secondary coverage only. Parent(s)/guardian(s) must file claims with their insurance carrier before claims will be submitted to the school insurance. Claim forms can be obtained from the Main Office or by calling (815) 672-5974.

Late Arrivals-Participation Stipulations

Students who wish to participate in an interscholastic activity after the first contest of a season must practice the same number of missed preseason practice days before being allowed to participate in a contest. If a student wishes to participate in an interscholastic activity after preseason practices begins, but before the first contest, it will be at the discretion of the coach that determines the number of practices needed before competing in a contest. The number of "make-up" practices should not exceed the number of missed preseason practices. "Note" Football has additional I.H.S.A. requirements for late arrival participants.

Awards - (Interscholastic Teams Only)

If a student is suspended from participation during the season but returns in good standing to the team or activity, the student will be allowed to receive all honors the student has earned. If a student's suspension from participation carries through to the end of the season, the student shall forfeit all rights to any awards for that particular season.

Letter Requirements - Athletics Only Freshman or First Year Participant Varsity

W" -chenille letter with sport symbol pin for the first year a person letters on a varsity level - Any Freshman, Sophomore, Junior or Senior who participates in 50% or more of the total minutes (or make significant contributions) at the Varsity level and completes the season in good standing, will receive a varsity letter. Only 1 per athlete per high school years.

"W" will be awarded to any individual regardless of multiple sports played. Once a "W" is earned, sport symbol pins, or chevron bars will signify the accomplishment of earning another letter. Any 2nd, 3rd or 4th year letterman in a sport will receive a chevron bar pin for recognition of a letter earned.

NOTE: A student could be denied a letter for such reasons as ineligibility, severe infraction of the Participation Code, or unexcused absences from practice. The final decision will be up to the discretion of the coach, athletic director, principal, and superintendent.

Awards- Elementary Athletics

Any student who participates on the junior high level, who completes a season in good standing, will receive a junior high certificate.

Injuries

Any student who is injured during the season and forced to miss the remainder of the season will receive the respective award on that level of competition providing the athlete was participating in 50% or more of the quarters or games at the time of injury.

Any high school student who is injured between the first official practice and first official game will receive a letter on the following two conditions: First, in the coaches' opinion, the player involved would have participated in 50% or more of the total quarters or games for that season. Second, the player must attend all the practices and games expected of a student who is participating.

Awards Night

All student participants are expected to be present on awards night to receive the respective awards. If for some reason a student cannot attend, that student must contact the coach of the sport in advance of the awards night. If the student has an acceptable reason for not attending awards night, their awards will be given upon return to school. If the student's reasons for missing the awards night is not acceptable, or the athlete fails to show up, their awards will be given on the last official school day of that year. Each coach for a sport will determine if the student's reason for missing awards night is acceptable.

PARENT/GUARDIAN RECEIPT OF STUDENT HANDBOOK

Please complete, sign, and return this page.

Every Family with a child or children in Woodland School will receive a school handbook. Please read and discuss this handbook with your child (ren).

As a condition of enrollment, my child is required to abide by all regulations contained in this handbook as well as other policies established by the Board of Education. If my child chooses not to abide by the regulations contained in this handbook, any other policy established by the Board of Education, or any reasonable request by school authorities, disciplinary actions may be imposed, up to and including expulsion from school.

You do not have to complete a separate form for each child. You may list all children on this form.

Student _____ Grade ____ Student Signature _____

Student _____ Grade ____ Student Signature _____

Student _____ Grade ____ Student Signature _____

I have received a copy of the 2011-2012 Woodland School Handbook.

Parent/Guardian Signature

Cellular Telephone Guidelines and Registration

All electronic paging devices and cellular telephones must be registered with the building principal.

The use of electronic paging devices and the use of cellular telephones is **prohibited** during the instructional school day. Restriction of use includes, but is not limited to, text messaging, photo messaging, electronic games, and any other type of communication using such devices.

Students may use such devices after the instructional school day has ended.

Student _____ Cell Phone Number _____ Phone Model _____

Service Provider _____

We understand and will abide by the above Electronic Paging Device and Cellular Telephone Guidelines above. We further understand that any use of electronic paging devices and/or cellular telephones by students is strictly prohibited during the instructional school day or during any school sponsored event without prior approval by a school administrator.

Student Signature _____ Date _____ Parent/Guardian Signature _____

Technology sign-off on back please complete

Woodland Authorization for Multi-Media Access

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is (are) legally binding and indicate(s) the party who signed has read the terms and conditions carefully and understands their significance.

Through the Woodland CUSD#5 website, increased communication between students, parents, teachers, and other entities will be achieved. From time to time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server or in then newspaper. Due credit will be given to the author of published work(s). Photographs of students may carry identifiable information such as the student’s full name or other personal information. Please indicate whether or not permission is granted for publication of student work/pictures.

_____ **Permission is granted for publication of student work/pictures.**

_____ **Permission is NOT granted for publication of student work/pictures.**

Parent/Guardian signature

Date

Students, teachers, parent(s)/guardian(s), board members, and community members need only sign this *Authorization for Internet Access* once while enrolled or employed by the School District.

I understand and will abide by the above *Authorization for Internet Access*. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the district’s Internet connection and having access to public networks, I hereby release the Woodland CUSD #5 and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet.

User Signature _____ **Date** _____

Required If The User Is A Student:

I have read this *Authorization for Internet Access*. I understand that access is designed for educational purposes and that the district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial and inappropriate materials. I will hold harmless the Woodland CUSD # 5, its employees, agents, and its board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child’s use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the Woodland CUSD #5 Internet.

Parent/Guardian (please print) _____ **Date** _____

Parent/Guardian signature _____ **Date** _____