

2009-2010
WOODLAND C.U.S.D. #5
STUDENT/PARENT HANDBOOK
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Welcome to Woodland Community Unit School, 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.

General Information

Administration :

Douglas Foster, Superintendent	672-5974
Debra Derby, Elementary/HS Principal	672-2909
John Roemer, Dean of Students/AD	672-2900

Philosophy of Community Unit District # 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 Unit District #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
Pre-Kindergarten Room	815/673-3669
Library	815/672-2046
Bus Garage	815/673-1125
Kindergarten	815/672-3889

Website Address

Woodland School has a website at www.woodland5.org
If you have question concerning Parent Connect contact Mr. Eric Roemer.

Board of Education

The Board of Education of the Woodland Community Unit District #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.

Jennifer Thomas	(2009-2011)
Krista Turner	(2009-2011)
Eric Perhach	(2009-2013)
Tom Kaminke	(2007-2011)
Lisa Smith - President	(2007-2011)
Todd Russow– Vice President	(2009-2013)
Ralph Cole - Secretary	(2007-2011)

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 then the Superintendent will 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 CUSD #5 facilities do so at their own risk.

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

*Woodland 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.

Statement on Non-Discrimination/Equal Educational Opportunities

Equal educational and extra curricular opportunities shall be available for all students without regard to race, creed, national origin, sex, sexual orientation, ancestry, age religious beliefs, physical or mental disability, status as homeless or actual or potential marital or parental status including pregnancy. Furthermore the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities. Any student may file a discrimination grievance by using Board Policy.

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 A.M. to 2:55 P.M.
Pre-K morning class	8:00 A.M. to 10:45 P.M.
Pre-K afternoon class	12:00 P.M. to 2:55 P.M.
Parent Drop off Times	7:40 A.M. to 7:55 A.M.
Busses Arrival Time	7:40 A.M. to 7:55 A.M.

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

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

FEES

Registration and Book fees are:

Kindergarten	\$40.00
1st-5th grade	\$55.00
6th-8th grade	\$65.00
9th-12th grades	\$100.00

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 \$2.00
P.E. Uniform	\$20.00
Parking Fee	\$ 5.00
Technology Fee	\$ 5.00
Driver Education Fee	\$50.00
I.D. Badge	\$ 5.00 replacements badges \$3.00
Kindergarten Milk fee	\$50.00 per year or \$.30 per day pre-paid ahead

Interscholastic Participation Fees:

High School -	\$35 per activity/\$70 maximum per student/ \$100 maximum per family with more than one student in high school
Jr. High School -	\$20 per activity/\$40 maximum per student \$75 maximum per family with more than one student in junior high
5th and 6th grades	\$20 fee basketball

Lunch Fees:

Breakfast:	Pre-K-Adults	\$ 1.50
Grades	K-5	\$ 2.00
Grades	6-7-8-12	\$ 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 sports fees, Driver Ed fees, PE uniform, ID badges, or parking fees.

Students may be considered ineligible for participation in any extra curricular activity if parents are not making an effort to pay school fees or repayment of cost for lost school items.

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 without tuition being charged. Upon enrolling at Woodland enrollees must do a proof of residency.

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 this 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 School, as well as the Illinois State Board of Education, requires that an emergency phone number be listed with the school.

Attendance

In compliance with Illinois compulsory attendance laws for Elementary, Jr. 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 regards 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.

Absence (REPORTING)

Parents are to call for their students who will be absent from school prior to 9:00 a.m. 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. High School Office 672-2900 Elementary Office 672-2909

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 Principals office on the day they return to school, i.e. doctor/dental note, court papers, etc.

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 makeup tests and turn in major projects previously assigned.

It is within the sole discretion of the high 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. Parents and guardians must provide reasons for student absences to the administration.

Excused Absences and Home work credit

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 Seniors/Juniors 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 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.
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 Home work 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.

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 skipped 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 Pre-arranged 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 pre-arranged 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 pre-arranged 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:

1. Vacations - students must be accompanied by a parent
2. Special Religious events
3. Other circumstances as determined by the school administrators

Prearranged Absence Form

1. 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.
2. The student will submit the completed form to the Principal for approval and signature.

3. The student must obtain signatures from each teacher involved in the absence
4. The student will return the completed form to the Principal's office before the date of absence.

Pre-arranged 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 secretaries when, where and why the student would be leaving school. The student would then need to report to the principals' office to sign themselves out.

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 a.m. for his/her first class is considered absent from that class. Any student who arrives between 8:00 a.m.-8:14 a.m. 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

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 Principals office or Guidance Counselor or the student will be dropped from enrollment at Woodland. 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 participating 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 /guardians must turn into 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 HS seniors who meet eligibility requirements may enroll in college courses while concurrently attending Woodland HS. All college tuition, fees, and transportation will be the responsibility of the student and his/her parent/guardians. WHS 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 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 HS.

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 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 six (60 hours behind the wheel instruction.

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.

Grades

Daily preparation is essential to every class at Woodland. 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.

Grading Scale

Woodland Grading scales has 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:

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

Woodland Jr. High / 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 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.

Beginning with the Class of 2009, the requirements will be as follows:

4.0	English
1.0	Writing
3.0	Math
2.0	Science
0.5	Consumer Education
4.0	P.E.
0.5	Health
0.5	Driver Education
2.0	Social Studies
1.0	Chosen from Music, Art, Foreign Language, or Vocational
7.5	Electives
26.0	Total

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.

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 year's 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 a 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.

Woodland school 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 Parent Connect 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.

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 C.U.S.D. # 5 will be placed in a grade level determined by the administration based on the scores received on an entry test. That test at this time is the Stanford 10 Test 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 Press 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 High School 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

Parent/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' families and the School Board and District Personnel and to enable parents/guardians to become active partners in education Woodland has developed the following procedures:

- Keep parent's /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 form the parent's or guardian
- Inform parents/guardians on how they can assist their children's learning

Physical Activity - Exemption

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- student 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.

MD- 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.

Physical Education Exemptions

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.

A student in grades 11 or 12 may be excused from physical education in order to enroll in a class which if not taken would prevent the student from graduating or result in the student's being denied admission to the institution of higher learning of the student's choice. (Amended April 3, 2002.)

Physical Education Uniform (HIGH SCHOOL & JUNIOR HIGH)

Students are required to wear Woodland physical education shirts and shorts or plain white shirt and black shorts.. Appropriate athletic shoes must be worn in P.E. class. Shoe must be athletic shoe that covers the entire foot. Students are advised Woodland 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 \$20.00 fee.

Pre-Algebra

8th grade students taking Algebra 1 will have grades weighted by .25 for Honor Roll purposes only.

Promotion Policy (Board Approved June 15, 1998, Revised June 21, 1999)

For a student of Woodland Elementary School, Woodland Junior High School, or Woodland High School to be promoted to the next grade level at the end of each academic year, the following criteria must be

satisfied. The criteria of part I must be satisfied and the criteria of two of the five parts labeled (II-VI) must be satisfied.

There are times when students are not successful in school even with application of existing intervention policies to prevent student failure. When a student does not satisfy the criteria established for promotion to the next grade level, remediation listed in part VII will be provided as options to improve the student's successful completion of the criteria prior to the next school year or during the next school year.

Progress reports, report cards, and guidance personnel will notify parents when a student is in academic jeopardy. Appropriate remediation/intervention strategies will be discussed with the student and parent/guardian.

Woodland requires that children in danger of failing receive special attention. The principal and parents must be notified early in the second term if retention is anticipated, and the teacher, principal, counselor, and other support personnel, as necessary, are charged with the responsibility of designing a special support program for each child in danger of failing. And of note, no student can be retained without a documented intervention plan and recommendations from school support staff concerning what unique education needs the student has and how they will be met.

Teachers will be provided with staff development opportunities to improve skills to identify students in academic need and assist students in academic achievement.

I. Completion of the curriculum:

- A. Elementary School Criteria: To be promoted to the next grade level an elementary school student must have successfully completed 70 % of all curriculum areas. A grade of "F" will be deemed not passing work.

Students falling behind in grades one through eight are identified by their teachers then committees of teachers, administrators, and other school professionals will review each identified student. The committee may recommend options including school-based interventions.

Satisfy the requirements of two of the parts (II-VI) listed below

B. High School Criteria

- 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 PE, Dr. Ed., 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.

II. Attendance:

A student will be considered to have satisfied this condition for promotion to the next grade when the student has complied with district attendance policies and has no more than three (3) unexcused absences annually.

III. 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.

IV. 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.

V. 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.

VI. or any other criteria established by the school board:

- 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 students 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.

VII. The school district, at its discretion, will provide remedial assistance to students who are not promoted to the next higher grade, which may include but will not be limited to:

- A. Summer bridge program with a 90-hour minimum.
- B. Tutorial services.
- C. Increased or concentrated work time. After school study room for one hour.
- D. Modifications to instructional materials.
- E. Retention in grade.

This policy may be amended at any time by the board of education upon the recommendation of the administration.

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.

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/guardians child
- Parent/Guardian meetings
- Student/Teacher/Parent Compact

TITLE I PROGRAMS (ELEMENTARY)

The Title I Reading and Math programs at Woodland Unit District #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

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 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.

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 USE POLICY

Technology Vision Statement

The Woodland Community Unit School District 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 Community Unit School District 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 Community Unit School District 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.

Privilege of Computer and Network Use

The use of the Woodland Community Unit School District networks, computers, and the Internet through Woodland 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, in 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 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'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 (e-bay, 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.
4. Install programs or files without permission
5. Breach computer or network security or teach others how to break computers or network Security

6. Damage computers, computers system, or computer network
7. 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 are notified
2. Second Offense
 - * The student is revoked of all computer privileges for 9 weeks period
 - * Computer service is notified and the student's account is suspended for 9 weeks

*Teacher and counselor are notified

* Parent are 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 are 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 (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 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.
- Student's 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 C.U.S.D. # 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 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 steps reasonable 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, in 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 p.m. Junior high and Elementary students must be in the room at 3:00 p.m.
3. Food or drink will not be allowed.
4. Communication with others students will not be allowed.
5. I-pods, cell phones, radios or CD 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 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)

Student dress and grooming must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The administration of Woodland C.U.S.D. #5 reserves the right to add to this policy at any time.

Woodland students are expected to make a pleasant appearance. The following guidelines for appropriate dress are in effect.

1. School attire will be neat, clean opaque, and will cover the individual at least from the shoulder to mid thigh. Shoes will be worn.
2. 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 finger tip when hands are at your side.
3. Coats and jackets are not to be worn in the building nor brought to class.
4. Dress and grooming (including accessories) shall not display
 - lewd, vulgar, obscene or plainly offensive language symbols, including gang symbols

- Clothing or other articles with pictures or phrases which can be understood to be sexually suggestive, derogatory, supporting violent behavior, advertising tobacco, or advertising drugs or alcohol may not be worn.
5. Head apparel such as hats, bandannas, sweatbands, and sunglasses shall not be worn in the building.
 6. 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,
 7. Wallet chains are not permitted at school.
 8. No students on or about school property or at any school activity shall dress or display any clothing, jewelry, emblem, badge, symbol, sign, or other items that is evidence of membership or affiliation in any gang.
 9. Pre-K thru 5th grade No shorts, No flip-flops, No sandals, No tank tops from November 1 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 or 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 or 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 School 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.

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
- Exhorting 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 on Woodland C.U.S.D. #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 students educational process.

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 School 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.

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 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 walk-man, ipod, cell phone, or radios/tape players will not be allowed.
10. Rest room breaks will be allowed at 10:00 AM, 12:00 PM, and 2:00 PM.
12. Coats and book bags are not allowed in the ISD area.
13. Students who are reported excused absent will have the ISD reassigned.
14. 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 parents/guardians.
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 rest room 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.

- a) It allows students time out of the confines of the classroom.
- b) It provides a healthy outlet for energy.
- c) Classrooms can become stale and dry during colder months.
- d) 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:

- A. Jr. High Gym and Gym Bleachers
- B. Cafeteria and Multi-purpose room
- C. Behind the high school on grassy areas and basketball court when supervised
- D. 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. 720 ILCS 5/21-1.3

Profanity

Use of profane language or vulgar language is never acceptable and will not be tolerated. Profanity or language directed at a 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 School.

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 Unit #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 class room expectation.
2. Second Removal - The parents 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, 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 a.m. 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 p.m. 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 a.m. to 12:00 p.m.. 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 a.m. and is locked at 8:00 a.m. 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 rest room 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 walk-man, 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 p.m., 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-school-suspensions, 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 Disciplinary Policy

It is the responsibility of Woodland C.U.S.D. # 5 to maintain a psychologically safe and physically safe environment for all students. Students may serve detentions, in-house suspensions, Saturday school, or out of school suspension or be expelled from Woodland School in accordance with the provision of the Illinois school code. Therefore, disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials. Students may not use, possess, distribute or sell tobacco products while on or about school property or while in attendance at school sponsored activities on or off campus. Examples of smoking tobacco violations:
 1. Possession cigarette/tobacco products,
 2. Exhaling smoke
 3. Smoke in an area in which a student is/was the only occupant (s)
 4. Students concealed in an area in which smoking is/was taking place
 5. Student alone in an area with a lighted cigarette on the floor/ground
 6. Any staff observation of student (s) using chewing tobacco
 7. Student (s) acting as a look-out for another student in violation.
 8. Loitering in restrooms where smoking is occurring
 9. Possession of smoking/tobacco paraphernalia including matches, pipes, lighter, etc.

2. Drug Abuse: The possession, consumption, use, sale or distribution of alcoholic beverages, marijuana, look-alike drugs, counterfeit drugs, non-prescription drugs or other controlled substances, and drug – alcohol paraphernalia during the school day and at school functions is in violation of school policy. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had the above mentioned substances in their possessions. Direct involvement or participation in consuming, using, selling purchasing, distribution, or possession of the above mentioned may result in one or more of the following:
1. Written/contact notification to parents, police and other proper authorities
 2. School officials will attempt to schedule a parent/student/school administrator conference
 3. Suspension of up to 10 school days
 4. Seizure of contraband
 5. A student in possession of drugs and /or drug paraphernalia will be arrested and all contraband will be turned over to the police.
 6. Recommendation for expulsion.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, or substances which the student believes to be, or represents to be, illegal drugs or controlled substances (even if the student is mistaken or intentionally misrepresenting the substance) and drug paraphernalia. Students who are under the influence, or who act or appear to be, under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Electronic signaling or cellular radio-telecommunication devices, electronic game devices, or other electronic devices using headphones, unless authorized and approved by the Building Principal are prohibited.
- No student shall use or possess any pocket pagers, similar electronic paging devices, or Laser lights, while on school property, during regular school hour or at any other time.
 - Cell phones are allowed to be brought on campus but must be left in student's locker or cars and turned off during the school day.
 - All cellular telephones must be registered in the appropriate offices. Students may use cell phones before 7:45 a.m. or after school 2:56 p.m..
 - Anyone caught engaging in cell phone use between the time of 7:46 a.m. and 2:55 will turn their cell phone over to Principal or Dean of Students. Staff will make a report to the Principal or Dean of Students.
 - Camera phones should not be used on school property.
 - During extra curricular events, after school events, and school sponsored activities students are expected to exercise due care and common courtesy when using cell phones.

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/guardian 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

** Disobeying directives from school employees or school officials and/or rules and regulations governing

student conduct. (See Insubordination)

5. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct
6. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
7. Unexcused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
8. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society. (See GANG POLICY)
9. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
10. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive. Activity whether or not those acts are committed on school grounds. These grounds for disciplinary action apply whenever the students conduct is reasonably related to school, or school activities including but not limited to:
11. Engaging in conduct that is or may be physically injurious to person or property.
12. Behavior that violates or attempts to violate a Board of Education rule or regulation in accordance with Board Policy.
13. Repeated incidents of misbehavior, which other disciplinary measures have failed to deter. (see Gross Disobedience)
14. Any endangering of the physical or psychological well-being of school personnel or other students by conduct or actions including: Using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon.

Improper release of a school fire or tampering with fire extinguishers

Starting, or attempting to start a fire on school property

Setting off, or any attempt to set off explosive devices on school property

Using, possessing, controlling, transferring weapon or any reasonable facsimile.

A student who uses, possess, controls, or transfers a weapon or any object than can reasonably be considered or looks like a weapon shall be expelled for a definite time period.

Weapons mean possession, use, control transfer of any object which may be used to cause bodily harm including, but not limited to firearms, knives, guns, rifles, shotguns, brass knuckles, Billy club, paint ball, guns, b-b guns, sling shots, and any type of ammunition: or weapons as defined by Section 921-of tile 18 United States Code; or firearms as define in Section 1.1 f Fire owners Identification Act, or use of weapon as defined in Section 24-1 of Criminal Code. Such items as baseball bats, pipe, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause body harm.

15. Physical Assault, Physical Battery and fighting, Using violence, force, noise, coercion threats bullying, intimidation, fear or other conduct toward anyone or urging other students to engage in such conduct. The severity of disciplinary action is contingent upon the student's participation in the program.
16. Harassment of Students-Prohibited- NO person, including District employees or agents or student shall harass, intimidate or bully another student based upon a student's sex, color, race, religion, creed,

ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

The district will not tolerate harassing intimidating conduct or bullying whether verbal, physical or visual that affects the tangible benefits of education that unreasonably interferes with a student's educational performance, or creates an intimidating, hostile or offensive educational environment.

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

- Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment.
17. Gross disrespect, gross insubordination, intimidation or gross verbal abuse of school personnel and/or fellow students. (This includes disobeying directives from a staff members or administrator and/or rules and regulation governing student conduct; profane words, or gestures, failure to follow directions or failure to report to the office.
 18. Sexual Harassment Prohibited - Sexual harassment of students is prohibited. Any person including district employee, or agent, or student engages in sexual harassment whenever he/she makes sexual advances, requests favors, and engages in other verbal or physical conduct of sexual or sex-based nature, imposed on the basis of sex that interferes with a student's educational environment.

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.
4. Traveling to and from school or school activities, function or event.
5. 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.

Special Education Students

Special Education Programs and Services

Woodland 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 Schools in cooperation with Livingston County Special Services offer 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, and 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 parents 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.

DISCIPLINE (STUDENTS WITH DISABILITIES)

School safety starts with the commitment of every student to take full responsibility for his or 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.

I. 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.

II. Change in Placement, Suspension Beyond 10 days, or Expulsion

- A. The District shall notify the student's parent(s)/guardian(s) immediately (within 24 hours)
- B. Of the decision to take action on the gross disobedience or misconduct
- C. of the time, date, and location the IEP team will meet

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

1. That a written report of the student's gross disobedience or misconduct has been prepared and attached to the student's records.
2. That the student's parent(s)/guardian(s) have been notified of the date, time, location of the IEP team meeting.
3. That the student's parent(s)/guardian(s) will be given a copy of procedural safeguards and due process rights.
4. That the IEP team shall meet within 10 days of the decision to take action to determine:
 - a. Appropriateness of the IEP,
 - b. Appropriateness of the educational placement,
 - c. Existence of a causal relationship between the student's handicapping condition and the student's gross disobedience or misconduct.
5. 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 parent(s)/guardian(s).

6. 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:
 - a. restricted to a study carrel
 - b. restricted to an alternate classroom with services
 - c. restricted from participation in extra-curricular activities
 - d. suspended from school for up to 10 days in accordance with Section 1 of this policy.

III. IEP Team Determinations

A. IEP and/or Current Education Setting Inappropriate

1. The student's IEP was reviewed and/or modified as necessary.
2. Reviewed and/or modify Behavior Intervention Plan (BIP)
3. 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:

1. 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.
2. 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.
3. 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.

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

behavior assessment.

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 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 Unit District Unit #5 School to all parents, students, and employees of the presence of asbestos containing materials which pose possible adverse health affects 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 of 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 parents. The local education agency may charge a reasonable cost to make copies of the management plan.

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

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 Conduct

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. Prohibited student conduct as defined in the Student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.
7. Eating or drinking on the busses at any time is prohibited by state law.
8. Chewing gum is prohibited on the bus.
9. Stay in assigned seats at all times.
10. Be quiet at all railroad tracks.
11. Keep the aisles clear at all times. Feet and book bags need to be out of the aisle.
12. Use a quiet voice to talk to your seatmate.
13. Be polite to everyone on the bus.

Bus transportation is a privilege that is provided for all students living within the Woodland District # 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 Unit #5 for the safety of our students. Following is a list of guidelines:

1. Be on time at the designated school bus stop.
2. While waiting for the bus, stay off the road at all times.
3. Do not move toward the bus until the bus has been brought to a complete stop.
4. Stay in your seat while the bus is traveling.
5. Keep hands, head, and any other body parts inside the bus at all times.
6. Do not throw anything out the bus window.
7. A conversation voice level is to be used.
8. Eating or drinking will not be allowed on the bus.
9. All passengers must be absolutely quiet when approaching and stopping at railroad crossings.
10. Keep books, packages, coats and other objects out of the aisles.
11. All belongings should leave the bus with your departure.
12. When it is necessary to cross a highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic can be observed in both directions. Wait for a signal from the bus driver to cross the road.

Bus Violation Penalties:

- 1st Offence – Verbal Warning
- 2nd Offence – Written Warning to Parents
- 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 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.

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 alarms 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 student 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 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. The following radio station will be notified:

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 parents instruct their children about what to do when they arrive home early. Please make sure your children 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

This policy has been developed for dealing with the incidence of pediculosis in the school environment. It is intended to provide parameters that insure that all students are carefully watched and dealt with appropriately when there are occurrences of pediculosis at school.

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.

- A. All students in each grade of the grade school will be checked for head lice by trained examiners at these times.
 - 1. First full week of each school year.
 - 2. After winter holiday vacation
 - 3. After Spring vacation.

- B. The procedures for head lice checks are as follows:
 - 1. A current class list is used to record the results for each student.
 - 2. 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.
 - 3. Each student's hair will be examined and the results noted as follows:
 - a. Head lice (insects) found.
 - b. Head lice nits (eggs) found.
 - c. No nits (eggs) or lice (insects) found.
 - 4. Absent students will be examined upon return to the classroom.
 - 5. Parent(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) 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) must accompany the child and show proof of appropriate treatment. All nits must also be removed from the hair prior to the student's re-admission to school.
 - 6. 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).
 - 7. 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 contacts.
 - 8. The heads of all students in the same classroom as the case should be inspected.
 - 7. All siblings enrolled or transported by the district should be identified and checked.

- C. Parents and staff will be notified about head lice policies and procedures at the beginning of each school year.

- D. With these guidelines in place, the school will only notify the parents/guardians 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.
3. 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 (1) he or she has reason to believe that the child's circumstances or conditions are such that continuing in his or 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; (2) 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 or her custody; and (3) 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.

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 or guardian and under written orders of a physician. Such medication will be sent, with physician's instructions, in its original container to the school, where a registered nurse will place the appropriate dose in a mediset and place it in the student's personal drawer. The nurse will record the date that the mediset was filled in the record book. The student, while under supervision of an administrator or other professional staff person, will take his or her mediset 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 or guardian requesting that medication be administered to a student shall request a form at registration or from any of the school offices. The parent or guardian shall complete Part A of the form, and have Part B completed by the physician prescribing the medication. 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 or guardian 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 Notification

Woodland CUSD #5 will maintain a registry of parents and guardians of students who have registered to receive written notification prior to the application of pesticides to school or provide written notification to all parents and guardians 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.

Search and Seizure

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school administrators are authorized to conduct searches of students and their personal effects, as well as District property. The Board hereby grants authority to the Superintendent and building Principals to request the assistance of law enforcement officials for conducting reasonable searches of students and school property for controlled substance/illegal drugs, knives, guns, explosives, stolen property, or any other contraband, including searches utilizing trained dogs. Searches conducted by authorized school personnel in conjunction with or at the behest of the law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

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.

Public Health

Woodland 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 physician and local health authorities and the school administration will make the determination.

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 students.

School Property

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time. 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.

The student handbook shall notify students that they do not have the right of privacy in lockers, desks, and other school property and that they may be searched from time to time.

Seizure of Property

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

Security Camera Usage

Maintaining the health, welfare and safety of students, staff, and visitors while on school district property and protection of school district property is an important function of the school district. 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. The Woodland Board of Education recognizes the value of electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

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.

Transportation By Private Parties

Woodland community Unit School District #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 parents 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.

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.

Weapons Policy

It is the intent of the Administration of Woodland C.U.S.D. # 5 to encourage families to control any weapons they have in their homes. The administration would like to be able to assure parents and students that weapons have never been brought into Woodland Schools. 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 children 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 extra curricular events/games is a great way to provide school spirit. However, a parent/guardian must accompany students in grades k-5 to all extra curricular events/games. Student in grades 6-12 may attend the extra curricular events/games without a parent.

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

Cafeteria

The cafeteria serves a balanced and nourishing breakfast (pre-K-12) and hot lunch daily for students 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. All home-made meals brought from home, hot lunch, and al a carte items are to be eaten in the cafeteria.
2. Cutting in line or saving a place for friends is not permitted.
3. Cooperate by having the table and the floor around the table free from lunch trash and other litter by placing the items in the trash containers.
4. Personal grooming should not be done in the cafeteria.
5. Food may not be ordered nor delivered to the school during lunch.
6. Milk will be available in the cafeteria during lunch hour for those students who want it to drink with their sack lunch at 30 cents a carton.
7. Pop, candy, and other junk food is not considered to be an appropriate lunch.
8. **Must have ID cards to Purchase Meals**

Cafeteria Food and Beverage Consumption

Woodland 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 trip as well as job shadowing. Guidance counselor has information on careers, scholarships, financial aid and college applications. Make an appointment at 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. 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 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 \$5.00 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 extra curricular 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.
15. Squealing or burning rubber of the tires is prohibited.

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 \$5.00 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. No Parking Permit automobile could be towed at owners expense.

Exchange Students

Each year Woodland 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 trip 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. Parents may be asked to provide written consent for their children to be able to attend field trips. Teachers and other adults shall adequately supervise all school field trips.

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 all students participating in a school - sponsored function over 21 years of age. Field trips may not be scheduled after May 1 of any given year. All fall field trip requests must be submitted for approval by September 15. All Spring field trip requests must be submitted by January 15.

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 Office

Woodland is committed to providing the opportunities to make students' experiences meaningful and worth while. Guidance Counselor services are to assist students in adjusting to their school and their life problems. Students may consult the Counselor concerning such problems as courses, curriculum selection, failures, extra-curricular activities, interpretation of test results, remedial work, vocational selection, graduation requirements, credits accumulated, scholarships, grants, financial aid matters, information on the armed forces, or any personal or family problems which they encounter.

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 in students in making decisions. Final decisions are made by the student.

Homeless

Woodland 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 Superintendent will serve as the Homeless coordinator for the district.

Insurance

School group-insurance is available to students as follows:

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.

Twenty-four (24) hour coverage and Dental coverage are available at an additional cost to the family. For more information, please call Mrs. Walter at Woodland Administration Office at 672-5974.

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- 3:00

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 Jr. High student 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 a.m. and close at 3:00 p.m.
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 over due 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 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 unkept locker.
- Students are expected to have school authorized locks on their hall locker and PE locker.
- Valuables should not be left in lockers. Woodland C.U.S.D. # 5 will not be responsible for articles lost or stolen while the student is at school.

Locks

High School students must use Woodland 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 PE or high school locker. Used locks are \$2.00 when available.

Lost and Found

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

Military Recruiters

Provisions from No Child Left behind Act require every school which serves high school students to provide the military recruiters with student's name, addresses, and telephone numbers. A parent/guardian may decline to have student information released with prior written consent. Woodland will upon military recruiter's request, provide access to student's name, address, and telephone number. Parent / guardian must present to the high school office written explanation that they do not want their child's information released.

Milk for Kindergarten

Milk will be available for Kindergarten classes at a cost of \$.30 cents a day or 20 days for \$6.00. Parents can pay for Milk by the year \$50.00.

Non-Discriminatory Sex Equity and Handicapped Policy

It is the policy of Woodland Unit #5 School not to discriminate on the basis of sex in its educational and extra-curricular 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 Douglas Foster, superintendent of Woodland School, or the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, DC

It is the policy of Woodland Unit #5 School that no otherwise qualified handicapped individual shall, solely by reason of his 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 Douglas Foster, superintendent of Woodland School 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.

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.

Parent Teacher Organization

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

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. Examinations forms 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. Kindergartens 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 Student Council. 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 parents and advisors of the Junior Class members whose aim and objectives are to organize and administer Post/Prom activities.

Records (STUDENT)

State and Federal Laws require schools to notify students and their parents on their rights regarding school records. This section of the Woodland Schools Handbook is to officially notify our students and their parents or guardians of these rights:

- (1) Parents or guardians have the right to challenge any entry of school records regarding their child exclusive of course grades, regarding the accuracy, relevance, and/or propriety. Parents wishing to examine school records are asked to submit a written request and within ten school days, Woodland Schools will arrange a time for the records to be examined. If parents and school officials cannot agree on the accuracy, relevance, and/or propriety of certain entries, a hearing on the matter will be established by the Illinois School Records act. Unit #5 charges 25 cents per page for copies of any portion of the school records requested by parents.
- (2) Woodland Schools handle student information carefully: addresses, names, and such information are rarely released to anyone, but we do inform students and parents that if the parent submits a written, dated, and signed request for the school NOT to release "Directory Information" regarding their child, we will not release such information. "Directory Information" is these five types of information:(a) Name of student, address, gender, grade level, birth date, place of birth, and parent's names and addresses; (b) Academic awards, honors, degrees; (c) Information in relation to school-sponsored activities, organizations, and athletics; (d) Major field of study; and (e) Period of attendance in school.
- (3) When school records are to be transferred to another school parents will receive a written notice of their right to inspect, copy, and challenge entries in the school records, and parents will have ten days to do so before the records are forwarded.

The Illinois School Records Act also specifies that we inform parents of the following: "No person may condition the granting or withholding of any right, privilege, or benefits, or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Act of these regulations." In accordance with this provision, Woodland Schools are careful to permit only those

faculty and staff members with a "need to know" to have access to all types of student records, both permanent and temporary, including grades, class rank, test scores, family information, etc. Only at such times as an approved agency or by a court order is information permitted to leave Woodland School without the student or parents' permission.

Federal law permits the school district to disclose personally identifiable information in the student's education records to 'school officials with legitimate educational interests'. School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to...transportation personnel...);or a person, agency, or company with whom the District has contracted, or otherwise arranged to perform a special task or service... Such individuals have a legitimate educational interest if s/he needs to review an education record in order to fulfill his or her professional responsibility.

A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members.

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 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 are as follows:

Stanford 10	10 K-6
ISAT	3rd -8th
Explore Test	8th graders
Plan Test	10th graders

ASVAB 11th graders
A.C.T. Assessment 11th graders
Prairie State achievement Exam 11th graders
Consumer Education Proficiency Test 11th 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 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.

Extra-Curricular

- 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:

Coop with Flanagan: Football, Golf, Girl's Basketball, Softball, Baseball
Coop with Streater: Bowling, Soccer, Wrestling,

Woodland: Volleyball, Boy's Basketball, Cheerleading, Dance

Junior High :

Baseball, Softball, Volleyball, Track - Girl's and Boy's, Basketball - Girl's and Boy's, Scholastic Bowl

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 Extra Curricular 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 parents who work to support the athletic program at Woodland. 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 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 Unit District # 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.

Fees /damage property

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

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. Parents may be asked to provide written consent for their children to be able to attend field trips. Teachers and other adults shall adequately supervise all school field trips.

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.

Field trips may not be scheduled after May 1 of any given year. All fall field trip requests must be submitted for approval by September 15. All Spring field trip requests must be submitted by January 15.

Foreign Language Club SPANISH

Various speakers, field trips, and fun enhance the foreign language program.

Math Team (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. It's purpose is to create enthusiasm for scholarship, promote leadership, stimulate a desire to render service, and develop 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 by on the Student Activity Information Form. 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 one significant leadership role. 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 maybe 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.

Student Council

The Student Council is an elective student government reporting to the administrative council. Student representatives are elected from their respective classes and student organizations. Purposes of the Student Council are to provide a means of communication for the students and to represent the Woodland student body to the school and community. The High School Student Council is also responsible for Homecoming activities. .

Parties and Dances

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 ID card to all such events.

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. All parties and dances must be scheduled and approved through the Principal.

No elementary school student will be allowed to attend a high school dance.

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/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.

No high school student will be allowed to attend a grade school dance.

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. Any student who has any kind of suspensions from school during the 5th through 8th semesters.
2. Any student who has been given more than four detentions during the 7th or 8th semesters.
3. Any student who has any unexcused absences during the 7th or 8th semesters. (Senior year)
4. The student must be eligible to graduate with his/her class.
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.

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 (Approved June 18, 1996; Revised June 15, 1998) PHILOSOPHY

Woodland Schools exist for educational purposes, and extra-curricular 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 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 School 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

J.H. Science Fair

J.H. & HS Music - vocal and instrumental

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

HS Student Council

HS Key Club
6th-8th Math Team
H.S. Yearbook
J.H. Scholastic Bowl
Foreign Language Club
National Honor Society
Art Club
HS Cheerleaders

Co-operative extracurricular activities: students participate with other schools.

Athletic Activities: Athletic activities which provide interscholastic competition between students of Woodland School 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.

Driving Privileges
Attendance at assemblies

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 second. 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 IHSA and IESA. 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. 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 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 Schools has directed coaches and advisors to not have conversations with parents immediately after the completion of any contest. If you must talk with a coach or advisor about a particular issue, please contact that coach or advisor 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: 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
Extra-Curricular	4 weeks
Elementary	3 games

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. EXTRA-CURRICULAR PARTICIPATION WILL BE SUSPENDED FOR THE REMAINDER OF THE SCHOOL YEAR.

Student Eligibility

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 inter-scholastic competition, a student must meet all eligibility requirements of the Illinois Elementary School Association, as well as the eligibility requirements of the Woodland Participation Policy.

Woodland School Eligibility Rules

IESA 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 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 (Jr.High/HighSchool) 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 for all participants in any activities.

1. A student must be present one-half day (4class 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 11:00am, for participation. On 11:30 dismissal days, a student must arrive by 9:45, or leave after 9:45 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. No student will be allowed to start practice for another sport until all equipment assigned to the student is returned

Insubordination

Such infractions as conduct, attitude, unexcused absence, etc. will be determined by the head coach of that sport or sponsor of the extra-curricular 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 extra-curricular 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

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 parents, only when a parent personally provides a written request and the coach talks to the parents.

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. Parents 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 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 begin, but before the first contest, it will be 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 IHSA 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

Numerals 2-inch chenille - Every Freshman who completes a full season in good standing will receive numerals as an award for participation regardless of playing time.

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.

Manager

" W" with a metal MGR pin for completing a season at the varsity level in good standing; numerals for freshman or first time managers. 2nd, 3rd, or 4th year managers will receive a chevron bar pin for recognition of a letter earned.

All members of a team will receive a letter when a varsity team is undefeated or wins a Conference Championship.

All members of a team will receive a letter when a team, on any level (Freshman, Fresh-Soph, or Varsity) is undefeated or wins a Conference Championship.

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.

