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FOREWORD

This book is designed to give important information about your school. It is hoped that it may materially assist new students in adjusting themselves to the life of the school and that to all it may be a constant reminder of the school's general procedures, ideals, and traditions. Students are urged to read this book carefully and to keep it for reference throughout the year. Each student will receive one copy of the STUDENT HANDBOOK at the beginning of each school year.

This book is adopted by the Board of Education for the 2011-2012 school year. Additional books will cost \$5.00 each.

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

EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT

Notice is hereby given that Woodlawn High School District No. 205, Jefferson County, Illinois, does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to its programs and activities.

Any person having inquiries concerning the Woodlawn Community High School District No. 205's compliance with statutes or regulations implementing the Americans with Disabilities Act, Title IX or Section 504 of the Rehabilitation Act is directed to contact Alan R. Estes, 300 North Central Lane, Woodlawn, Illinois, 735-2631, who has been designated by Woodlawn Community High School District No. 205 to coordinate the District's efforts to comply with the statutes and regulations implementing the Americans with Disabilities Act, Title IX and Section 504.

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity.

The Superintendent has been appointed by the Board of Education as the coordinator of non-discrimination. All complaints or inquires shall be directed to Mr. Estes, Woodlawn Community High School, 300 North Central Lane, Woodlawn, Illinois, 62898. Phone: 618-735-2631. Any appeal of a decision given by Mr. Estes may be filed in writing with the Board of Education at the above address. An appeal must be filed within fourteen days of receipt of the original decision.

A MESSAGE TO ALL STUDENTS

Welcome to Woodlawn Community High School District #205. The Board of Education and the Staff are looking forward to working with you. Woodlawn High School is your school. It is supported by your parents and friends so that you can have the best educational opportunities available.

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

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

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

Sincerely,

Alan R. Estes, Superintendent
David Larkin, Principal

Administration, Teachers and Staff

Alan Estes	Superintendent
David Larkin	Principal
Margarita De Hoyos	Spanish Teacher
Erin Berry	Special Education Teacher
Stacey Coalson	Science and Health Teacher
Monica Braddy	Custodian
Wayne Braddy	Custodian
Jeff DeBoard	Math Teacher
Trisha Draege	English and P.E.
James Hanner	Counselor and Drivers Education Teacher
Eric Helbig	Social Studies Teacher, Girls Basketball Coach
Kristal Hodge	Title I Teacher
Brenda Hodges	Computer Education, Math and Business Teacher
Christi Ham	Treasurer and Bookkeeper
Mike Kehrer	Baseball Coach
Sara Lamczyk	Special Education Teacher, Volleyball Coach
Karen Lecke	School Nurse
Timesha McCowen	Secretary
Amy McDermott	Head Cook
Michelle Montgomery	Art Teacher
Sarah Morgan	Agriculture Teacher
Sue Nicholls	Cook's Assistant
Stacie O'Daniell	Technology Coordinator
Matt Patterson	Softball Coach
Bethanie Rush	Special Education Teacher
Matt Smith	Librarian, Social Studies Teacher
Ashley Thompson	Family and Consumer Science Teacher
Jerry Wilson	P.E. Teacher
Leslie Witzel	English Teacher
Shane Witzel	Athletic Director, Math/Science Teacher, Basketball Coach

Board of Education

Tom Mears, President	Joy Renaud
Karen Wehrheim, Vice-President	Stacy Kehrer
Michael Moore, Secretary	Charles McNealy
Bruce Hapeman	

2011-2012 School Calendar

August	15	Teacher Workshop (No School)
	16	First Day of School - Dismissal at 10:00
September	5	Labor Day (No School)
	16	12:00 Dismissal – Half Day Teacher In-Service
October	10	Columbus Day (No School)
	14	End of 1 st Quarter
	25	2:10 Dismissal – Open House (7:00 p.m.)
	26	2:10 Dismissal
	27&28	Mt. Vernon Conference (No School)
November	11	Veterans Day (No School)
	18	No School
	23	2:10 Dismissal
	24&25	Thanksgiving Break (No School)
December	20	End of 2 nd Quarter
	21	Semester Exams (1-4) 2:10 Dismissal
	22	Semester Exams (5-7) 12:00 Dismissal
	23-Jan. 2	Christmas Break
January	3	Teacher Workshop (No School)
	4	Start of 2 nd Semester
	13	12:00 Dismissal – Half Day Teacher In-Service
	16	Martin Luther King Day (No School)
February	17	12:00 Dismissal – Half Day Teacher In-Service
	20	President’s Day (No School)
March	9	End of 3 rd Quarter
	30	2:10 Dismissal
April	2-9	Spring Break
May	16	End of 4 th Quarter
	17	Semester Exams (1-4) 2:10 Dismissal
	18	Semester Exams (5-7) 12:00 Dismissal
	21	Report Card Day

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

General Information and Notices

ADMINISTERING MEDICINES TO STUDENTS: Administration of medication to students during regular school hours and during school-related activities is discouraged unless absolutely necessary for the critical health and well being of the student. When a child requires daily or regular medicine, the responsibility for administering such medication rests solely upon the parents. School employees should not undertake to administer medication as a matter of policy; however, school employees must in an emergency situation give first aid including medicine if necessary. If it is mandatory for a child to take any medication (prescription or over-the-counter drugs) at school, the following procedures should be adhered to:

- ◇ Parents/Guardians must obtain a written order from the child's physician to be left at school before the medication can be given in school. This written order will be kept in the school health file.
- ◇ The parent/guardian will send written permission, the doctor's order, and the medication to the school in order for the medication to be given at school. This permission will be kept in the school health file.
- ◇ The medication must be in the original pharmacy bottle and properly labeled by a pharmacist.
- ◇ This medication will be kept in a locked space or container for safe storage. Refrigerated medication will be kept in a secure area.
- ◇ With the parents consent and the physician's order on file, the medication may be given only by Illinois board certified personnel and qualified medical personnel.
- ◇ A basic record or documentation process will be required by persons administering medication. If the medication is not given, the reason shall be documented and signed.
- ◇ The school district retains the discretion to reject requests for administration of medicine. The school only needs to give those medications, which are necessary to maintain the child in school and that must be given during school hours.
- ◇ All permission for long-term medication must be renewed annually. Changes in medication must have written authorization from the child's physician.
- ◇ The parent/guardian will be responsible at the end of the treatment period for removing from the school any unused medication. If the medication has not been picked up by the end of the treatment period, the medication will be disposed of and documentation made in the student's health file.

SELF-ADMINISTRATION OF ASTHMA MEDICINE: Public Act 92-402 requires a school to permit self-administration of asthma medication provided: 1) the parent of the student provides written authorization for such use and waives liability; and 2) the student's doctor provides written certification stating that the student has asthma and is capable of self-medicating.

Guidelines:

- Medication should be limited during school hours to time when absolutely necessary.
- Parents should sign documents allowing medication to be taken at school.

STATE REQUIRED PHYSICAL EXAMINATIONS AND IMMUNIZATIONS: One of the requirements for students to be permitted to enroll in Woodlawn High School is compliance with Public Act 18-184 and also to the additional requirements for a dental examination as set forth in Board policy. A copy of the law Public Act 81-184 and a copy of the Board policy concerning physicals, immunizations, and dental examinations are available for public inspection in the Superintendent's office and are printed in the Board Policy of Woodlawn High School. **Physical exams conducted within one year of entering the ninth grade**

and immunizations are required for all freshman students. Dental exams are encouraged for all freshmen.

ASBESTOS MANAGEMENT: Woodlawn Community High School District No. 205, Jefferson County, Illinois, is in full compliance with state and federal regulations regarding asbestos management in all district buildings. The public is invited to inspect the plan at any time during regular business hours at the District's business office.

BEHAVIOR INTERVENTION GUIDELINES

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

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

USE OF OLD & NEW GYM: Please treat the gyms properly. This means do not use street shoes on the floor. Eating snacks and drinking is to be done in the OLD gym or outside, not in the halls. Do not keep drinks in your lockers. No students are to be in the new gym without authorization.

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

- They must be kept in locker or car during class time.
- They must be turned off during the regular school day except during lunch or if needed during an emergency.
- They may not be used in any manner that will cause disruption to the educational environment.

Electronic study aids may be used during the school day if:

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

Examples of electronic devices that are **not** used as study aids include: hand-held electronic games (e.g. GameBoy), CD players, MP3 players, AM/FM radios, and cellular telephones.

The School District is not responsible for the loss or theft of any electronic device brought to school.

Disciplinary Procedures:

- First incident – Lunch hour detention and device confiscated until the end of the day.
- Second incident – Teacher's detention and device confiscated until the end of the day.
- Third incident – Office detention and device confiscated until picked up by a parent.
- Fourth incident – Out of school suspension and device confiscated until picked up by a parent.

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

DISPLAYS OF AFFECTION: Excessive displays of affection may cause a substantial disruption to the educational process. All excessive displays of affection, including kissing and fondling, are prohibited. Any student found in violation of this policy shall be subject to penalties for misconduct.

DUAL CREDIT CLASSES: Woodlawn High School CHSD #205 students have access to Rend Lake College (RLC) dual credit classes. There is a cost for each class, determined by RLC. A student that enrolls in a RLC class must receive a score of "C" or better to receive RLC credit. Specific course requirements will be indicated in the RLC syllabus for the course. Other material may be added at the teacher's discretion. Students may be subject to asset test scores or other prerequisites prior to enrollment in RLC classes. RLC Dual Credit textbook rental fees, determined by RLC, are currently set at \$10.00 per book and must be paid no later than 10 school days after the start of class.

EMERGENCY CLOSING INFORMATION: In the event that school needs to be dismissed early or is cancelled for the next school day, parents will be notified by the Schoolreach telephone system. The following local media will also be provided any school closing information: TV Stations WSIL-TV CH. 3 and KVFS Channel 12.

FEES at Woodlawn Community High School: Registration Fee is \$50.00 (Single student) \$90.00 (Two Students) \$120.00 (Maximum per family). All students enrolled in Drivers Education will pay a \$50.00 fee. Students wanting to park in the student parking lot will need to purchase a \$20.00 parking pass in the main office. Replacement P.E. combination locks are \$5.00. All fees are payable at the beginning of the school year. Additional Handbooks are \$5.00.

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

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

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

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

LUNCH TICKETS: Lunch tickets are \$11.25 per ticket for 5 days. Students may purchase a single lunch ticket for \$2.50. No charges will be allowed for lunch tickets. Students not purchasing a meal in the cafeteria will not be allowed in the cafeteria during the lunch period. Students shall buy lunch tickets in the office before 8:25 a.m. or at noon. Students will sign up for lunch during their first hour class. Students that do not sign up for lunch at this time may eat in the cafeteria, but will have to go to the end of the line. This does not ensure food will be available for those students that have not signed up during first hour

class. Students eating in the cafeteria will line up in single file and pass quietly and orderly through the line. Students will not be allowed to trade or borrow lunch tickets. Moderate talking and proper table manners are expected at all times. Students who do not eat in the cafeteria will eat in the old gym or outside. Students will NOT eat lunch in classrooms or the halls. Make sure you use the trash containers. Keep your school clean! There is to be no eating or drinking in the halls. Students will not keep drinks in their lockers. The designated areas for eating-drinking are in the cafeteria, the old gym, and outside in the area directly in front of the middle doors. Those students eating in the cafeteria will remain there until they are finished with their meal.

Note: During the lunch period, students will be: in the cafeteria, outside the east side of the building, or in the old gym. There will be no loitering in the halls, classrooms, or restrooms!

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

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

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

PLEDGE OF ALLEGIANCE: School law requires the Pledge of Allegiance to be recited each school day by pupils in secondary educational institutions supported or maintained in whole or in part by public funds. The Pledge of Allegiance will be recited at the start of 4th hour announcements each day.

STUDENT CARS: Cars driven to school by students must be parked in the school parking lot and not used during the school day unless the student driver is authorized to do so by the Principal and/or Superintendent.

In exchange for the privilege of driving to school, students will be subject to search of their vehicle when there is reasonable suspicion to do so. Students will not be allowed to sit in their cars and visit after parking on the school lot. This applies before school and during the lunch period. Students violating this policy will be subject to disciplinary action, including but not limited to, denial of driving privileges, detention, suspension or expulsion from school.

A safety speed limit of 15 mph will be strictly enforced at all times when students are in the school area. Students are not to be in any vehicle during the school day without office approval. Students parking privileges may be suspended for a period of time and/or revoked by the school administration for the following reasons:

- Exceeding the 15 mph speed limit
- Careless or negligent driving
- Not parking in designated parking areas
- Not parking properly in perpendicular spaces

- Students not entering the building once they park their car.
- School policy on driving to school: **Drive it, Park it, Lock it, and Leave it.** NOTE: Students will not be allowed to park three or four-wheelers on the school parking lot.

STUDENT GUIDANCE: A school counselor is available for individual conferences and group counseling with students who need information or assistance concerning personal, social, educational, or career matters. The counselor has information concerning high school courses, careers, colleges, vocational schools, and scholarships. Students who plan to go to college, enter nurses' training, or take up any other kind of advanced training should keep in close touch with the Principal or counselor regarding entrance requirements, scholarships, government grants, and expenses connected with post-high school education or training. Students may come to the Guidance office for conference during study hall, before school, after school, or by special appointment. Parents are encouraged to visit or contact the counselor when seeking assistance in meeting the needs of their children.

EIGHTEEN YEAR OLD STUDENTS: It is the policy of Woodlawn High School that except in relation to student records requests 18 year old students are treated no differently than any other student unless they have established a residence separate from their parents.

NOTIFICATION TO PARENTS AND STUDENTS OF RIGHTS CONCERNING A

STUDENT'S SCHOOL RECORDS: The District maintains two types of school records for each student: permanent record and temporary record. These records may be integrated.

The permanent record includes:

- Basic identifying information
- Academic Transcripts
- Attendance Record
- Accident and Health Reports
- Scores received on the Prairie State Achievement Examination
- Information pertaining to release of this record
- Honors and Awards
- School-sponsored activities and athletics

The temporary record may include:

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

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

1. The right to inspect and copy the education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.10 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

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

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's educational records, except to the extent that the FERPA of Illinois School Student Records Act authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

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

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

Student records are reviewed every 4 years. Permanent records will be maintained for not less than 60 years after a student had transferred, graduated or otherwise withdrawn from school. Temporary records will be maintained for not less than five (5) years after a student had transferred, graduated or otherwise withdrawn from school. Records may be destroyed after these time periods.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

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

Name; Address; Gender; Grade Level; Birth date and place; Parents'/Guardians' names and addresses; Academic awards, degrees, and honors; Information in relation to school-sponsored activities, organizations, and athletics; Major field of study; Period of attendance in school

Any parents/guardians or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

A photograph of an unnamed student is not a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

7. The right contained in this statement:

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

SURVEILLANCE CAMERAS: Woodlawn High School uses surveillance camera equipment to insure a safer school environment.

USE OF THE OFFICE: Please ask permission to enter the Principal's office. You are always welcome to ask for help or present your problems. Do not loiter or visit in the central office.

USE OF THE TELEPHONE: Students will not be called out of class for telephone calls unless it is an emergency. There will be a 3-minute limit on personal phone calls.

USE OF VENDING MACHINES: The vending machines may be used by students before school, at lunch, or after school unless given permission by the office.

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

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

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

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

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

REGULAR SCHOOL DAY SCHEDULE:

1st	8:25-9:10	Lunch	11:34-12:04
2nd	9:13-9:58	5th	12:07-12:52
3rd	10:01-10:46	6th	12:55-1:40
4th	10:49-11:34	7th	1:43-2:28
		8th	2:31-3:00

SHORTENED SCHOOL DAY SCHEDULES:

2:10 p.m. Dismissal All Classes Shortened		12:00 Dismissal	
1st	8:25-9:03	1st	8:25-8:50
2nd	9:06-9:44	2nd	8:53-9:18
3rd	9:47-10:25	3rd	9:21-9:46
4th	10:28-11:05	4th	9:49-10:14
Lunch	11:05-11:35	5th	10:17-10:42
5th	11:38-12:16	6 th	10:45-11:10
6th	12:19-12:57	7 th	11:13-11:38
7th	1:00-1:38	8 th	11:41-12:00
8th	11:41-2:10		No lunch served

Classroom Rules

IN THE CLASSROOM: Students should take their seat as soon as they enter. Students should avoid talking after the bell rings. Students should give and take criticism in a kindly spirit. Each classroom teacher creates his/her own set of classroom rules appropriate for their specific classroom needs. Students are not to be in any classroom before school or at noon without supervision (this includes the new gymnasium) or taken out of study hall and allowed in any classroom that is not supervised by a teacher. No food or drinks are allowed in the classroom except on special occasions.

STUDY HALL REGULATIONS: Study hall is established to provide students with a supervised study period. Library books or magazines may be read in the study hall upon

approval of the teacher or the Librarian. A student is to be in his/her assigned seat or go directly to it as soon as the bell rings. After the bell, there should be no talking unless the study hall teacher gives a student permission to speak. Any student who leaves the study hall must first be excused by getting a pass from the teacher, or having a pass from another teacher previously.

STUDENT HALL PASSES/PLANNERS: Students will be given a planner that contains a pass card. The front of the pass card will be for the Fall semester and the back side of the pass card will be for the Spring semester. The passes will allow a student to leave class with teacher permission. If a student does not have their planner a tardy will be given to leave class.

Grades

APPLICATION FOR EARLY GRADUATION: Students at Woodlawn Community High School District #205 may graduate prior to their traditional 8th semester senior year if they will have fulfilled all graduation requirements by the end of the sixth or seventh semester of attendance.

The following conditions must be met:

- Requirements for Graduation credits as stipulated in the Woodlawn High School "Student - Parent Guide".
- Student must have at least a 3.8 accumulated grade point average on a 4.0 grading scale at the end of their last semester.
- The following documents must be submitted by the student to "Woodlawn's High School Board" for review and approval two months before the end of the sixth or seventh semester of attendance:
- Credit Check for Early Graduation (Guidance Counselor and Superintendent Approval by Signature)
- Parent to sign the "Parental Consent Form" and provide reason in written form for requesting early graduation
- Not more than 2 High School correspondence units will be allowed and these courses must be approved by the administration prior to student's registration.
- Top honors and academic honors will be forfeited.
- All social ties with the school will be severed at the end of the semester. This includes, but not limited to, Prom, unless the student will attend as the date of another junior or senior.
- Student will be allowed to participate in graduation ceremony if they attend all graduation practices and meet other guidelines as stipulated by the Superintendent.
- Reason for Early Graduation must fall under the following guideline: Enrollment in a school of higher learning or trade school (Evidence of acceptance/enrollment is required).

AWARDS PROGRAM: The Awards Program is for special recognition for students who have made special accomplishments, or have been recognized for being outstanding in some special way. Many awards are given to seniors, but some may include underclass students, especially in team competition awards.

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

ENROLLING AND WITHDRAWING FROM A CLASS: Students are required to take 7 classes each semester. Students are allowed to change a class the first 5 school days of each semester **under the following conditions:**

- o If the student wants to shuffle hourly meeting times, this may be accommodated depending upon the number of students in the class. (without parent/guardian approval)
- o If the student wishes to change a non-elective course, they will be required to obtain a Drop/Add Form from the Guidance Office and take it home for parent/guardian approval. The guidance office will try to accommodate the request, but cannot guarantee the change.

TEACHER GRADING SYSTEM

A	93-100
B	84-92
C	74-83
D	65-73
F	Failure (below 65)

GRADES and WEIGHTED GRADES

A = 4.0	A=5.0
B = 3.0	B=4.0
C = 2.0	C=3.0
D = 1.0	D=2.0
F = 0.0	F=0.0

A+	100+
A	93.5-99.99
A-	92.5-93.49
B+	91.5-92.49
B	84.5-91.49
B-	83.5-84.49
C+	82.5-83.49
C	74.5-82.49
C-	73.5-74.49
D+	72.5-73.49
D	65.5-72.49
D-	64.5-65.49
F	00.0-64.49

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

HONOR ROLL: Only academic subjects will be used in computing averages for the honor roll. Plus and minus attached grades will not be counted. In determining the student's grade point average for placement on the honor roll, the Board approved grading system will be used and students will receive credit for weighted grades. **HIGH HONORS (3.75-4.0) and HONORS (3.25-3.74).** Note: To qualify for the honor roll, a student must not have received a "D" in any academic subject.

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

VALEDICTORIAN AND SALUTATORIAN HONORS: Calculations for the valedictory and salutatory honors shall be based on cumulative grade point average at the end of seven semesters of grades. Only semester grades shall be counted. The point values and the rounding off to 3 decimal places shall be used in the determination of the grade point average.

MARSHALS AND USHERS: These terms are used synonymously and are intended to have equal importance in the graduation program. After the fifth semester the top two students academically in the junior class are assigned as marshals and lead or usher the graduating class into the gymnasium. The next two students academically in the junior class will usher or lead the graduation class from the ceremony. The next two students will be designated program attendants and will pass out programs for graduation.

MINIMUM REQUIREMENTS FOR ADMISSION AS A STUDENT TO WOODLAWN HIGH SCHOOL:

- The student must show evidence of graduation from the 8th grade from a grade school recognized by the Woodlawn High School Board of Education; or, be capable of working at the 9th grade level, or be 15 years old and be identified for special education services.
- The student must have evidence of transferring from another high school recognized by the Woodlawn High School Board of Education; or,
- The student may be a Special Education student meeting the mandates of the statutes for qualifying as a Special Education student.
- The student must show compliance with Public Act 81-184 and with School Board Policy, Section V, Item P. page 22, concerning immunization, physical exams, and dental examination.
- The student must be a legal resident of Woodlawn High School District 205 and be in compliance with the statutes of Illinois concerning residency requirements.

GRADUATION REQUIREMENTS:

Each student is required to pass exams covering the State of Illinois and Federal Constitution during Civics. Students must also take the PSAE exam.

Class of 2012 and after 23 Credits Required			
Credits	Name of Class	Credits	Name of Class
4	English (all classes will include intensive writing component)	1/2	Driver Education (Fr,So)
3	Math - Alg. I or equiv. required; and at least one geometry course	1/2	Bas. Key. or Key. 1 (Fr)
2	Science - Biology required	1/2	Civics (So)
1	Art, Music, Foreign Language or Voc. Ed	2 1/2	PE (unless exempt)
1	American History (Jr)	1/2	Resource Management
1/2	Psychology (Sr)	6	Electives
1/2	Sociology (Sr)	1/2	Health (Fr)

SEMESTER AND FINAL EXAM POLICY: Students are required to take **first** semester examinations.

First Semester Exemptions and Rewards:

- Senior's 1st Semester Exemption: Seniors will be awarded a 1st semester exemption if their Prairie State Achievement Examination scores achieved during their Junior test period meets the following standard set by Woodlawn High School.
- Fall Semester Senior Exemption Standard: Students must meet the standards in math and reading on the PSAE
- Any student who has perfect attendance for the first semester will have 5 points added to their semester test score per class!
- Any student who meets all standards on the Prairie State Achievement Exams will have 5 points added to their 1st semester test score in each class.
- In all courses of instruction, the examination will be scheduled during the last week of each semester. The semester exam will count 20% of the total semester grade. Students are required to remain in class during the entire period of time scheduled for the exam. Any student who leaves the classroom during the exam without teacher's permission may receive a zero (0).

Second semester: Students will be exempted from **second** semester exams if they meet one or the other of the following criteria:

- Students must have **perfect attendance** for the entire year and have at least a 74 numerical average for second semester.
OR
- Students must have no more than 3 days of excused absences for a class for the year (2 for a one semester class), and have an 80 numerical average for the 2nd semester to be exempt from that class exam.
- If a student has a failing grade either 3rd or 4th quarter, that student will lose his/her semester exemption.
- Exempt students wanting to take their spring exam will do so only to improve their grade.

Loss of Semester Exemption

- Students that receive a suspension will lose their spring semester exemption
- Students shall be considered to have perfect attendance if they have not been suspended, truant, given in-school detention or absent from school the entire school year. Students who receive office discipline, such as: after-school detention, in-school suspension, out-of-school suspension, bus privileges suspension, driving privilege suspension, or have had any unexcused absences will lose their right to semester exam exemption.

Students who receive an after-school detention from a teacher will lose his/her semester exemption for that teacher's semester exam.

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

ATTENDANCE

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

2. Unexcused: Missing bus, truancy, suspensions, car trouble or other reasons not listed under excused.

3. Truant: Skipping school when parents are unaware of the situation. (Being absent without justifiable reason. This is an unexcused absence. Make-up work for the day missed is not permitted and any grade taken will be entered as a zero grade).

ABSENCES AND EXTRA CURRICULAR EVENTS: Students who are absent more than ½ day because of illness shall not be permitted to participate that same evening, unless administrator and parental approval is given. This applies only to illness and not to other excused absences. The idea is that if a student is not well enough to attend school, then it would be unwise to permit strenuous activities that same day. It is our goal that students be in attendance for the full day to participate in extra-curricular activities after school the same day.

ATTENDANCE: Parents must assume their share of the responsibility for the regular and punctual attendance of their children. It is the responsibility of the parents to contact the high school the day their student is absent from school by 9:00 a.m.

·School begins at 8:25 a.m.

·Students who are absent must get an absentee slip from the office.

·Students who fail to get an absentee slip will be given an unexcused tardy.

ATTENDANCE REQUIREMENTS: Students are expected to attend school on a regular and punctual basis. After the 5th and 8th absences in a semester, the school will forward a deficiency report to parents concerning the student's attendance record. On the tenth absence in a semester, a student fails the class for the semester. Parents/guardians will be notified at this time. The only exceptions would be for a student under medical care and would be determined by the administration.

BUSINESS/PRE-ARRANGED ABSENCES/COLLEGE DAY:

Business absences shall be used for educational or work business that cannot be conducted before or after the regular school days or on weekends or holidays.

Examples of approved business absence are as follows:

1. Visitation of college or university campus.
2. Military testing - training - recruitment.
3. Work application/interview.

1. Business absences will not be granted to any student who has one or more suspensions, one or more trancies during the semester.,

2. When the initial request for Business Absence is presented, the student will take an application form to teachers to obtain their signatures and a short statement regarding present academic achievement. The student will submit to the Principal for final approval the signed application, attesting to the awareness on the part of the parent and the student of the student's responsibility to make up work missed.
3. Teachers will provide assignments to students and will give make up tests at their convenience. Students will be required to make up work missed in such a way as to impose no added burdens on the teacher.
4. Students must be passing all subjects in order to receive approval for a Business Day.
5. Students will not be allowed a Business Day during semester exams.
6. A Business absence for educational or military purposes will be recorded as a "field trip day".
7. Two (2)-business absences per school year may be allowed although consideration may be allowed as to where the visitation takes place.
8. Written verification from the business or educational facility will be required to be returned to the school after a business absence day is used for the day to be considered an excused absence.

PART-TIME ATTENDANCE POLICY:

Students at Woodlawn Community High School District #205 may attend college half-day afternoons during their eighth semester senior year in order to begin their college course work prior to graduation.

The following conditions must be met:

1. Requirements for high school graduation must always be given first priority. This includes, but not limited to, conforming to Woodlawn High School's schedule, calendar, and graduation credit requirements.
2. Each student must have at least a 3.800 accumulated grade point average on a 4.000 grading scale at the end of his or her sixth semester.
3. The following documents must be submitted by the student to "Woodlawn High School's Board of Education" for review and approval on or before the December school board meeting the student's senior year:
 - Credit check for part-time attendance (Guidance Counselor and Superintendent approval by signature)
 - Parent to sign the "Parental Consent Form" and provide reason in written form for requesting part-time status to begin college work
 - Provide evidence of college acceptance and course registration
4. Student shall sign a release allowing the college to notify the high school counselor immediately if the student is making a failing grade in a class, withdraws from a class or has poor attendance. Failure to comply under any of these conditions will result in the student returning to Woodlawn High School on a full-time basis immediately. The student will be scheduled into afternoon classes or study halls, at the discretion of the administration.
5. Student shall not have a total of 3 days of unexcused absences from Woodlawn High School, Rend Lake College, or Kaskaskia College for the semester attending courses. After 3 days of unexcused absences, the student will be dropped from RLC or KC courses. The student will be scheduled into afternoon classes or study halls, at the discretion of the administration.
6. Maintain a minimum of a "B" in all classes at Rend Lake College or Kaskaskia College with a minimum of 3 college credits during the afternoon.
7. Leave for Rend Lake College or Kaskaskia College only after morning classes are completed at Woodlawn High School, unless approved by Superintendent in advance.
8. File to be maintained at Woodlawn High School of all Rend Lake College or Kaskaskia College course schedule, course grade reports, and notifications.

9. Each student will not be allowed to return to Woodlawn High School grounds after leaving for Rend Lake College or Kaskaskia College unless approved by Superintendent in advance.
10. If the student has an excused absence for one full class period or more from school at Woodlawn High School, then the student will not be allowed to attend Rend Lake College or Kaskaskia College that day.
11. All fees and charges for withdrawal from Rend Lake College or Kaskaskia College, for any reason, are the sole responsibility of the student and not Woodlawn High School.

Fifth year students may also attend on a part-time basis with permission from the principal.

TARDIES: Unexcused tardies will be given for being late for school or a particular class without just cause. Examples of just cause: dentist or doctor appointment, or a student-teacher conference. Over-sleeping, car trouble, being stopped by a train, or being at your locker are not just causes. Tardies will also be assigned to students who need to leave class to go to restroom or locker and do not have their planner.

Consequences for accumulated tardies per semester are as follows:

- 1st tardy - written warning, notice given to students
- 2nd tardy - written warning, 1st & 2nd notice to parents
- 3rd tardy – Teacher’s Detention 3:05-3:55 (After School) (1-day), notice to parents
- 4th tardy – Office Detention 3:05-4:45 (After School) (1-day), notice to parents
- 5th tardy – Office detention 3:05-4:45 (After School) (1-day), notice to parents
- 6th tardy – Office detention 3:05-4:45 (After School) (1-day), notice to parents
- 7th and subsequent tardies, out-of-school suspension (1-day), and conference with parents

TRUANCY: Students could suffer disciplinary measures such as: withholding privileges, suspension from school, notification of parents/guardian, temporary removal from class, in-school suspension, detention, probation, removal from participation in or attendance at any school sponsored event, or a referral to law enforcement officials.

DISCIPLINE

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

- o **Cheating:** Intentionally and knowingly using or attempting to use unauthorized materials, information, study aids, or electronic data in any academic exercise.
 - i. During examinations, student should assume that external assistance (e.g. books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.
- o **Fabrication:** Intentional or unauthorized falsification or invention of any information or citation in an academic endeavor
- o **Facilitating Infractions of Academic Integrity:** Intentionally or knowingly helping or attempting to help another to commit an infraction of academic integrity.
 - i. Knowingly allowing another to copy from one’s work during an examination constitutes a breach of academic integrity.
- o **Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one’s own in any academic endeavor.
 - i. Every direct quotation must be identified by quotation marks or by an appropriate indentation and must be promptly acknowledged in the text or in a footnote.

- **Bribes, Favors, and Threats:** Bribing or attempting to bribe, promising favors to, and making threats against any person with the intention of affecting a record of a grade or evaluation of academic performance constitutes infractions of academic integrity. This includes a student conspiring with another person who then takes the action on behalf of the student.
- **Computer-Related Infractions:** Computer-related infractions defined by Woodlawn Community High School Usage Policy, federal laws, state statutes, or contracts with Woodlawn Community High School (such as unauthorized use of computer licenses, copyrighted materials, intellectual property, or trade secrets).

ACADEMIC INTEGRITY INFRACTIONS - DISCIPLINARY ACTION:

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

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

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

1st Offense: A grade of zero shall be recorded for the test/assignment and an after school detention will be assigned.

2nd Offense: A grade of zero shall be recorded for the test/assignment and two after school detentions will be assigned

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

AGGRESSIVE OR BULLYING BEHAVIOR: Disciplinary action may be taken against any student who uses any form of aggressive or bullying behavior that does physical or psychological harm to another. Disciplinary action may also be taken against a student who encourages other students to engage in aggressive or bullying behavior.

Aggressive behavior is defined as any repeated psychological (verbal or non-verbal) or physical abuse intended to cause harm to another without provocation. Prohibited aggressive behaviors include but are not limited to: Hitting, pushing, slapping, kicking, or other acts of violence/force; throwing objects at others; insulting, taunting, teasing, or humiliating behavior intended to hurt someone's feelings; spreading rumors or gossip to hurt someone's feeling; threatening intimidating, or bullying behavior, isolation, alienation, or exclusionary behavior; harassment; unwanted or inappropriate touching, and any behavior that makes a student afraid or uncomfortable.

Disciplinary action may occur when the student conduct occurs on or near school property, while being transported to/from school events, and at any school-sponsored event. Disciplinary action may occur for any interference with school purposes or the educational environment.

Specific discipline measures and efforts to identify, intervene, and prohibit aggressive behavior will include all staff in reporting and documenting any incidents or reports of aggressive behavior. A conference will be held with involved parties with parent/guardian notification if aggressive behavior has been exhibited as well as notification of law enforcement officials if deemed appropriate. Additional measures may involve counseling referral (school's or outside), loss or suspensions of privileges, detention, suspensions, and even possible expulsion.

CLOSED CAMPUS POLICY: Woodlawn High School has a closed campus policy. Students arriving upon school property are not to leave the school grounds for any reason after the 8:00 bell rings. Students are required to remain on campus during the school day unless they secure permission first from the office. Permission will not be granted except for emergencies. Parents/guardians wanting their son/daughter to leave campus should call the office in advance granting their approval. When returning, each student must sign in, for any reason, including illness. No student will be excused for any reason if they did not sign out before leaving.

COMPUTER USE: For specific guidelines, see **Acceptable Use Policy which is provided to every student as he/she enters WHS each year and is also available on the school web site (Academics\Technology)** District 205 has made computer access (including Internet access) available to students to enhance their education and better prepare them for life and workforce skills. However, the use of District computers is a privilege and not a right. Prior to being permitted to use District computers, students and their parent(s)/guardian(s) must sign the Consent and Waiver at the time of registration.

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

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

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

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

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

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

DETENTION PERIOD: All after school detentions will be served on Tuesday unless other arrangements are made with the principal. Individual Teacher Detention will be served from 3:05 to 3:55 p.m. and Office Detentions will be served from 3:05 to 4:45. One-day notice will be given to the student. The parents will be notified of the date of the detention. If a student fails to serve his/her detention, one additional detention period will be added. Students who arrive more than five minutes late for detention will not be allowed to serve on that day but will be rescheduled for the next week. Students will bring school related materials to study during this time. If a student fails to serve his/her detention a second time he/she will be suspended for one day. A student receiving a teacher's detention will lose his/her semester exemption for that teacher only.

Lunch detentions will also be served on Tuesdays. Lunch detentions are for minor infractions only and are not to be substituted for after school detentions.

DISCIPLINARY MEASURES : For acts of gross disobedience or misconduct, the following is a list of possible disciplinary consequences:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. Detention or Saturday school - 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 designee.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

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 reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property.

EXPULSION : The Board of Education shall be authorized to expel a student from school or to impose a bus expulsion for a period of time exceeding ten (10) school days, upon finding

that the student has been guilty of gross disobedience or misconduct, in compliance with the Illinois School Code, section 10-22.6.

The Board shall consider the following elements when formulating punishment:

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

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

PROHIBITED STUDENT CONDUCT: 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.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, "look-alike" drugs, or drug paraphernalia. A "look-alike" drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing electronic signaling devices (e.g. pocket pagers) and two-way radios, unless authorized and approved by the Building Principal.
6. Using or possessing an electronic paging device or cellular telephone, or personal digital assistants (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned under this policy, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission, (b) use of the device is provided in a student's IEP, or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
8. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
9. Using any form or type of aggressive behavior that does physical or 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.

10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Unexcused absenteeism; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by
 - o Being a member,
 - o Promising to join,
 - o Pledging to become a member, or
 - o Soliciting any other person to join, promise to join, or be pledged to become a member
13. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
14. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is: (a) on the student's person, or (b) contained in another item belonging to, or under control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a school's student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct 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 other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

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

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

SCHOOL SEARCHES: School officials may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots) as well as student personal effects left in school property without the consent or permission of the student. Students have no reasonable expectation of privacy in these areas, including vehicles parked on school property. School officials may also search a student and his/her personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) if the school official has reasonable suspicion that the search will produce evidence that the student has violated or is violating the law and/or school rules. Any contraband will be confiscated by school officials and may also be provided to law enforcement officials. The results of any search conducted by school officials can be used as the basis of disciplinary action.

SEXUAL HARASSMENT: It is the policy of the Board of Education that sexual harassment of students, school personnel or other patrons is not permitted. If you believe you are a victim of sexual harassment, the harassment should be immediately reported to the Principal or Superintendent. When there is sufficient evidence that a student has committed sexual harassment, appropriate action, including warning, suspension, expulsion, or other disciplinary action as may be warranted will be imposed.

STUDENT APPEARANCE/DRESS CODE: The Woodlawn Community High School District No. 205 Board of Education hereby finds and determines that it has a legitimate interest in maintaining an orderly and productive educational program in the school district. For the purposes of ensuring neatness and cleanliness of its students, eliminating or reducing distractions and disruptions to the educational process, protecting and maintaining the health and safety of the students and employees of the school district, and respecting the rights of students and employees, the Board of Education finds it necessary and in the best interest of the school district to establish and enforce a Dress Code applicable to all students in the district.

- All students must wear shirts with sleeves.
- Students' dress and groom must not materially disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. Students will be required to change or otherwise alter their wearing apparel at the request of the administration.
- Student's clothing shall not detract from or disrupt the educational process or contain messages or statements contrary to the school code. Wearing apparel that is sexually suggestive or that features crude or vulgar commercial lettering or printing and pictures that depict drugs, alcoholic beverages, tobacco and tobacco products, and racial/ethnic slurs, illegal substances or gang affiliation is not acceptable.
- Shirts and blouses must cover the torso/midriff of the body. Tube tops, halter-tops, "see-through" shirts or blouses are not permitted.
- Pants/slacks must be positioned at the waist/hip level.
- No undergarment may be exposed.
- No clothing or accessories may include emblems or printing that is obscene, profane, defamatory, or which may incite students to disrupt the educational process.
- No hats, caps, bandannas, scarves, or handkerchiefs, may be worn in the classroom or during student assemblies. Head coverings must be placed in lockers immediately upon arrival to school.
- No pajamas or house shoes are allowed.
- Skirts and shorts must reach mid-thigh at minimum. There should not be any holes in clothes above the mid-thigh.
- Students must wear shoes at all times.

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

Violations of Dress Code:

1st offense- Warning, removed from class until correction in dress, parent notified.

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

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

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

SUSPENSIONS: The Superintendent and/or Principal shall have the authority to suspend a student from school or to impose a bus suspension for a period not to exceed ten (10) school days for any violation of the gross misconduct section of the student handbook. Suspensions may be an in-school or out-of-school suspension. Students serving in-school suspensions will be required to work on class assignments or office assignments. Credit for make-up work during in-school suspension will be at a maximum of 65%.

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

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

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

WEAPONS: A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as

defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, not intended, to do bodily harm.

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

EXTRA-CURRICULAR/ATHLETICS

ELIGIBILITY FOR ATHLETICS: Only full time students at Woodlawn Community High School may participate in extra-curricular activities.

HOMECOMING COURT REQUIREMENTS:

- Students on Homecoming court will be required to meet Woodlawn Community High School eligibility guidelines for athletics. (No Pass, No Play Policy). Students must be passing all classes to be on the court and they must maintain this eligibility to stay on the court.
- Students must sign a code of conduct to be on the court.
- Code of Conduct:
 - a. No using, possessing, distributing, purchasing, or selling alcoholic beverages, illegal drugs or look-alike drugs or drug paraphernalia while a student is on Homecoming Court.
 - b. No using, possessing, controlling, or transferring a weapon on school grounds.
 - c. No using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct.
 - d. Causing or attempting to cause damage to, or attempting to steal, school property or another person's personal property.
 - e. No violations of the student Academic Dishonesty Code.
 - f. Students must have no suspensions that calendar school year.
 - g. Students must have 6 absences or less. The only exception would be for a student under medical care and the case would be determined by the administration.

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

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

PROM: The Prom is a school-sponsored event and those attending will adhere to the policies of conduct stated in the handbook.

RETURNING TO SCHOOL AFTER ATHLETIC EVENTS:

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

RULES & REGULATIONS FOR DANCES

1. Must be a student of Woodlawn High School or a date of a Woodlawn High School student to attend the dance.
2. No grade school students may attend the dance.
3. Students from other schools must have an authorization from their principal. Non-students must be sponsored by a WHS parent.
4. Dates must be 20 years old or younger as of the date of the dance to attend.
5. Security people will be present.
6. Once a student or date comes in, they stay. If they go outside, they don't come back in.
7. Tickets will be pre-sold only.
8. Dances will conclude no later than 11:00 p.m.
9. Tuxedos and formals will not be picked up or rented during school hours.
10. You will not be excused from school for hair appointments, etc., in preparation for the dance.

RULES & REGULATIONS FOR EXTRA-CURRICULAR ACTIVITIES:

These rules will be enforced year round. Any student participating in extracurricular activities of any type, including interscholastic athletics and cheerleading, shall be subject to the following additional restrictions: Use or possession of alcohol, drugs or tobacco at anytime as described in the District Policy and the Student and Parent Handbook at school, at a school sponsored activity, or any location if reported in a written document by a law enforcement agency will result in: see Alcohol, drugs, and smoking # 3 under rules and regulations.

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

1. Hair cuts: Up to the individual coach or sponsor.
2. Curfew: Reasonable time on the weeknights and state curfew Friday and Saturday nights.
3. Alcohol, drugs, smoking: Any student using alcoholic beverages, drugs or tobacco (or possession of alcohol, drugs or tobacco) will be required to sit out his/her next two contests. If during this year he/she violates this rule again, he/she will be dismissed from ALL extra-curricular activities for the remainder of the year. If fewer than five games remain in the year the suspension will be carried over in to the next year so that a total of at least a five game suspension is served. Any student suspended and/or expelled from school for violating the school's alcohol, drugs or tobacco policy, will not be permitted to participate in the extra-curricular activity during the terms of the suspension and/or expulsion.
4. Attendance at practices: All athletes must be in attendance at all practice sessions. A player must be sick or a member of the immediate family should be ill before being allowed to miss practice. If not in attendance for any other reason, your parents must confirm your reasons for being absent. Penalty for the first unexcused absence will be sitting out the next athletic contest. Penalties for additional unexcused absences will be outlined and distributed by individual coaches at the beginning of each season.

5. Class conduct and extra-curricular activities: All members of any athletic squad will conduct themselves as ladies and gentlemen at all times. Anyone violating this rule shall not be allowed to participate until his/her conduct is once again satisfactory.

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

7. Travel to athletic events: All athletes must ride to and from contests on our school bus. The only exceptions for transportation home will be when the coach/sponsor has written agreement with the parent/guardian stating with whom the athlete will be riding home. All extra curricular students with approval of the coach and parents will be allowed to ride home from a contest with another person if a written note is turned in before the contest date. Coach and parent must agree with the transportation before the student is allowed to ride home with someone other than a parent. Students may not ride with other students.

8. Out of School Suspension: If an extra-curricular student receives either an in-school or out of school suspension they will be required to serve a one game suspension for each day they are suspended. Suspensions will be enforced the first extra-curricular contest that the student would participate in. Suspensions will extend to the next year's extra-curricular activities if a student does not finish his/her suspension from extra-curricular activities during the current year. The same probation period for Item # 3 applies to students that receive out of school suspension.

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

CHEERLEADERS: Students trying out and/or chosen for cheerleader must meet the same eligibility requirements as other athletes at Woodlawn High School. Students will not be permitted to be a cheerleader and play on any basketball team at the same time.

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

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

FEES: Football players will be required to pay a fee of \$100. If the player is still with the team at the end of the season or has had to quit because of injury or illness he will receive \$25 back. If the player quits, is ineligible or removed from the team he will not receive any refund. Players in other sports and activities including scholar bowl and bass fishing will be charged \$25 per activity.

BUS INFORMATION

BUS CONDUCT - RIGHTS AND RESPONSIBILITIES:

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

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

BUS GUIDELINES

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

1. Be on time at the designated school bus stop. Help keep the bus on schedule.
2. Stay well off the roadway at all times while awaiting the arrival of the bus. No fighting or running after another student while waiting.
3. Be careful in approaching the place where the bus will stop. Do not move toward the bus until the bus has been brought to a complete stop.
4. Remain in the bus in the event of a road emergency until the driver gives instructions.
5. Stay in your seat at all times. Do not stand up or kneel in your seat while the bus is in motion.
6. Be alert to a danger signal from the driver. He/she is in complete command of the bus.
7. Keep your hands and arms inside the bus at all times. Never throw things out the windows of the bus.
8. No loud talking, laughing, or unnecessary noise while on the bus. No profanity is allowed on the bus.
9. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this without proper authorization from a school official.
10. If a child is not going to ride the bus in the morning, please notify your bus driver.
11. You must have a signed note by parents and administrator to get off the bus any place other than your designated stop.
12. Be courteous to fellow students and especially to the bus driver.
13. Keep books, packages, band instruments, athletic equipment, project materials and all other objects out of the aisles.
14. No eating or drinking is allowed on the bus. No gum, candy, or drinks.

15. Obey the bus driver. The driver is the primary agent of discipline on the bus and may establish additional rules.
16. No tape players, boom boxes, CD players, etc. - unless special permission is given by the bus driver.
17. No toys.
18. No animals of any kind.
19. Follow all rules and regulations as contained in the district's conduct code.

AVC Mt. Vernon High School Classes: Woodlawn High School will also allow a few students to enroll in the Area Vocational Program, with preference being given to seniors. Only Juniors and Seniors are eligible for this program.

AVC (Area Vocational Center) - SELECTION CRITERIA IN PROGRESSIVE ORDER

1. Only students with acceptable attendance (10 or fewer days absent) the previous year.
2. Seniors in a second year of a two- year program.
3. Seniors taking a second year of AVC.
4. Juniors beginning a two-year program.
5. Seniors taking their first year of AVC.
6. Juniors not beginning a two-year program.

Appendix A - AVC GUIDELINES

1. Students will register for AVC by March 31st preceding the year they are to take AVC at Mt. Vernon High School. Each AVC student will be charged \$100 with \$50 to be paid by the end of the current school year and \$50 to be paid by the beginning of the second semester. Students that withdraw from AVC classes after March 31st will be required to reimburse Woodlawn High School for the tuition lost to Mt. Vernon High School. This requirement goes for all students wanting to register for AVC.
2. Students and their parents who enroll in AVC will sign and abide by an AVC agreement.
3. Students enrolled in AVC are expected to go directly from Woodlawn High School to Mt. Vernon High School and return to Woodlawn High School each day.
4. If sufficient numbers of students are enrolled in AVC, Woodlawn High School will provide round trip transportation. If round trip transportation is provided, all AVC students will be required to utilize this transportation. Students who do not ride the provided transportation will be dropped from AVC.
5. Excessive tardiness or absenteeism to AVC will result in a student being dropped from AVC for the remainder of the school year. (Excessive absenteeism is defined as more than 10 days absent, 3 tardies equal 1 day absent.)
6. Students who do not complete the full year of AVC for any reason will be required to reimburse Woodlawn High School for the tuition for each semester not completed. Those students will receive no credit for those semesters not completed and will be placed in regular classes for the entire day at Woodlawn High School.
7. Students who successfully complete a full year of AVC will receive two credits toward graduation.
8. Students absent from morning classes will not be allowed to attend AVC that day without prior administrative approval at least 24 hours in advance.
9. If no school transportation is provided, all students driving personal vehicles must have a signed parent permission form.
10. AVC participation will be limited to twenty (20) students. Selection will be based upon the Board approved criteria.
11. Students are responsible for all AVC lab fees.

