

Woodlawn Grade School 2018 - 2019 Parent/Student Handbook

www.woodlawnschools.org



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WELCOME TO WOODLAWN GRADE SCHOOL

As a student in our District you will want to take full advantage of your right to an education. An important part of that education is the right to make decisions and the responsibility to accept the results of those decisions. To protect your rights, and the rights of others, student discipline guidelines have been established. It is hoped that during your years in our District you will make wise decisions and use your classes, programs, and activities to the fullest. The following guidelines consist of District policies applicable to all students in the district. Student discipline guidelines will be explained to students the first day of school and upon enrollment for students moving into the District after school has started. An acknowledgment of receipt and review of those policies will be required in the form of signatures by student and parent on an appropriate form to be returned to the school office.

BOARD OF EDUCATION AND ADMINISTRATION

School policies are developed by the Board of Education and the administration has the responsibility of making sure those policies are carried out. Woodlawn Unit School District #209 is committed to the goal of a safe school and orderly process of instruction. To accomplish this goal a code of conduct for all students to follow is required.

MISSION STATEMENT

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

DISCLAIMER

The provisions of 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 the rules, practices, and procedures as currently practiced and are subject to change. The administration may establish certain rules and regulations not inconsistent with those established by the Board of Education. This handbook may be amended at anytime during the year without notice.

EQUITY

It is the policy of Woodlawn U.S.D. #209 that its educational and extracurricular programs, activities, services and benefits will be provided to students without discrimination on the basis of sex, race, religion, color, national origin, economic status, or disability and that no student shall, on the basis of sex, race, religion, color, national origin, economic status, or disability be limited in the exercise of any right, privilege, advantage or opportunity. Woodlawn U.S.D. #209 does not discriminate on the basis of actual or potential marital or parental status.

ALL VISITORS TO A SCHOOL BUILDING ARE REQUIRED BY LAW TO REPORT TO THE SCHOOL OFFICE UPON ENTERING THE BUILDING.

In accordance to school policy, all persons entering the school must sign in and sign out at the main office. Parents are invited to visit their child's class sometime during the school year. The visit must first be approved by the teacher and the school administrator. The same holds true for eating lunch with your child's class.

Parents that do not use school transportation *must* drop off and pick-up students at the cafeteria entrance. **DO NOT PARK IN THE CHURCH PARKING LOT OR STOP ON THE ROAD BETWEEN THE SCHOOL AND THE CHRISTIAN CHURCH.** These rules are for your child's safety and protection. School Code, State law, and Federal law places some demands upon schools as to enforcing visitor rules and regulations. We are interested in the safety and welfare of each of our students and wish to uphold the rights and privileges of each.

The school hallway, cafeteria, kitchen, office, classrooms, and playground should not be a gathering place for parents and other adults. Please help your child, your school, and your community by adhering to our policies and requests.

STUDENT VISITORS

Children not enrolled in Woodlawn Grade School will not be permitted to visit during the school day.

SCHOOL DAY

- 1. Students should not arrive at school before 8:00 a.m.**
2. Students will not be permitted in the building until 8:00 a.m. unless they are under the direct supervision of a school employee.
3. Attendance and lunch count are taken between 8:15 a.m. and 8:20 a.m. **The tardy bell will ring at 8:20 a.m.**
4. Kindergarten through 5th grade students that ride a bus are dismissed at 2:55 p.m. 6th grade through 8th grade students that ride a bus or all students who are picked up will be dismissed at 2:58 p.m. Students that do not ride a bus will be dismissed at 3:00 p.m. If a student leaves before 2:55 p.m. they will be counted as tardy.
5. All students must leave the building upon dismissal unless under the direct supervision of a school employee. Only students that are actively participating in an extra-curricular activity will be allowed to remain in the building after dismissal.

CLOSED CAMPUS

Students are required to remain on the school property during the school day, including lunch.

EARLY OR LATE DISMISSAL

Every effort will be made to notify parents of any early dismissals of school. We now have a phone system that allows us to send mass communications via a phone line. We will be asking all parents to fill out current contact information at registration. If at anytime throughout the school year your contact information changes please contact our office as soon as possible so that we can update our records. This will be our primary way of communicating with parents throughout the school year. We will also be attempting to send reminders via the phone system as well. We will also be using WMIX in Mt. Vernon as means of communicating in the case of an emergency. When we know in advance of such plans, we send notes home with the students, and we will send a phone message. Again, please insist that your child bring home such communications.

In case of extreme or hazardous weather conditions, students will be held at school after dismissal time until the weather conditions improve. Examples - tornado warning, hail storm or if the severe weather siren is sounded by the Woodlawn Fire Department.

ATTENDANCE

Absence from school is one of the greatest causes for poor achievement in school. Poor attendance often results in loss of interest in school and lower or failing grades. Students are expected by law to be in attendance each school day. **If a student is absent from school, the parent or guardian must contact the school by phone or in person indicating the reason for the absence and its approximate duration.** If the parent or guardian fails to notify the school by phone or in person by **9:00 a.m.** the school will attempt to contact the parent or guardian. If contact cannot be made, the absence will be unexcused unless the parent or guardian notifies the school in person or by phone within two school days, indicating the reason for the absence. **Excused absences include personal illness, family death, medical appointment, and required court appearance.**

A student will be considered to have an unexcused absence for reasons that do not fall into the category of excused absences. Any 6th absence and each one thereafter within a semester will be considered unexcused unless a written excuse from a licensed professional provider is submitted to the office within 2 days indicating the reason for the absence. Prolonged illness or injury will be handled on an individual basis.

Unexcused absences will result in the student being reported as truant to the Regional Office of Education Truant Office.

IT IS THE STUDENT'S RESPONSIBILITY TO GO TO THE TEACHER AND ASK ABOUT MISSED ASSIGNMENTS.

TARDY POLICY

Per semester, the 4th tardy and each one thereafter will be considered unexcused without a written excuse from a licensed professional provider at the time of the student's arrival back to school. On a student's 4th, 5th, and 6th tardy during the semester the student will serve a noon detention. A letter will be sent home after the 4th unexcused tardy. On a student's 7th tardy during the semester, and each one thereafter in the same semester, the student will receive an After School Detention. If a student misses an After School Detention then the student will receive a second After School Detention. If the student misses a second After School Detention then they will receive an In-School Suspension. This policy will be per semester and will include both morning and afternoon tardies. Detentions will be served either on the day of the tardy or the following day depending on the time of the tardy. **Please note that tardiness is a very serious issue. It is of utmost importance that students are in class the maximum amount of time that they can be. We do understand that appointments and unexpected events happen, but habitual tardiness is not accepted and will be treated as truancy when appropriate. Tardiness and truancy do play a role in whether or not a student is allowed to pass a particular grade level according to the Illinois School Code.**

PARENT RESPONSIBILITIES

When you have an academic concern or problem, please follow the steps below.

Step A - Go directly to the school employee(s) involved.

Step B - Go to the Principal with the concern

Step C - Request being placed on the school board agenda, after following the prior steps.

1. Understand and comply with the rules of the school concerning pupil conduct.
2. Teach your child to obey the teachers and others in authority.
3. Instill in your child respect for authority, respect for the rights of adults and other children, and respect for private and public property.
4. Support the actions of teachers and administrators when talking to your child about a problem.
5. Confer privately with a teacher or administrator when action taken is not understood or if there is a question regarding its appropriateness.
6. Insist that your child be in prompt and regular attendance.
7. Encourage your child to participate in school activities.
8. Take an active interest in your child's academic and social progress in school.
9. Parents should check daily with their child for all correspondence and communications from school personnel.

COMMUNICATIONS

Parents should insist that their child bring home all correspondence and communications from school personnel. Please check with your child on a daily basis. As a reminder all 6th thru 8th grade students are given an “Assignment Book” at the beginning of each year. And, assignments are posted on the white/chalk board during study hall each day. It is the student’s responsibility to write the assignments down. There should be no excuse for a student to not have their assignment books filled out each day. Parents, we ask that you check these books each night.

PUPIL RESPONSIBILITIES

1. RESPECT THE AUTHORITY OF TEACHERS AND STAFF.
2. Understand and comply with the rules and regulations of the school.
3. Accept responsibility for your own actions.
4. Develop basic attitudes of consideration, thoughtfulness, and respect for the rights, welfare, and happiness of others.
5. Act in a manner which will reflect credit on self, parents, and school district.
6. Dress appropriately and practice good habits of personal cleanliness.
7. Approach studies with a seriousness of purpose and a realization that learning is work.
8. Develop good study habits and make a sincere effort to do your very best.
9. Be regular in attendance and be punctual.
10. Be well prepared for class each day, both physically and mentally.

BICYCLES

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

PERSONAL PROPERTY

Students may not have items that interfere with instruction or the daily educational setting of the school. These items may include, but are not limited to: trading cards, skateboards, roller blades, radios, magazines, laser pointers, computer games, computer discs, CD players, CD’s and computer software, Ipods, MP3 players, PSP’s, etc.

RECOGNITION OF SPECIAL OCCASIONS

As part of our efforts to recognize students, we will announce each student’s name over the public address system on their birthday. Since we do not want to put any child in an embarrassing situation, students may not receive items such as balloons, presents, and/or flowers at school to celebrate a child’s birthday or special occasion such as Valentines Day, etc. Only store bought, individual wrapped treats will be allowed for parties.

DRESS CODE

Students should dress appropriately for learning. A student's clothing should not disrupt the educational process. Specifics referred to in this section are examples used for reference and are not considered as exhaustive. The school will make the final judgment of what is considered questionable and inappropriate.

- Hats may be worn to and from school but not in the school building without special permission.
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, tobacco, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, suggestive or sexual messages, including gang symbols.
- Appropriate footwear must be worn at all times.
- Students must be appropriately covered at all times. Undergarments should not be visible. Tank tops will not be allowed in grades 5-8. Sleeveless shirts must be 3 inches wide at the shoulder. Clothing that exposes the mid-section of the body is not allowed. The length of shorts, skirts, and dresses must be appropriate for the school environment. Clothing such as halters, spaghetti-straps, and racer back tops are not allowed.

Teachers, staff, and administrators reserve the right to deem articles of clothing as inappropriate. If there is any doubt about dress and appearance, the building administrator will make the final decision. If possible, parents of the student dressed inappropriately will be contacted and asked to bring a change of clothing. If parents cannot be contacted, the school reserves the right to give the student alternate clothing. The student will not be allowed back in class until the clothing violation has been corrected. Flagrant or continuous violations of the "Dress Code" will result in disciplinary action.

P.E. Shoes are required for 6th-8th grade students only! Students in K-5th grades must wear shoes appropriate for safe play to participate in PE and recess. Any students not wearing shoes deemed safe for play will be asked to sit out during PE and recess. Students may opt to bring a second pair of shoes to change into if they wish, but any shoes brought must be able to be changed by the student without assistance. Shoes not appropriate for safe play would include but not be limited to boots, flip-flops, shoes with no backs, high heels, shoes that do not cover toes, sandals etc. "Heelies" (Shoes with wheels on the bottom of them) are strictly prohibited during the school day and during any school activity.

DISPLAYS OF AFFECTION

The Board of Education hereby finds and determines that excessive displays of affection may cause a substantial disruption to the educational process. All excessive displays of affection, including, but not limited to, kissing, holding hands and fondling, are prohibited

anywhere on the school grounds or the school bus. This includes all extra-curricular activities such as school dances, ballgames, etc.

ABUSED AND NEGLECTED CHILD REPORTING

A district employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Illinois Department of Children and Family Services. The employee shall notify the Superintendent or Principal that a report has been made.

CONDUCT ON SCHOOL PROPERTY

The District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. Violation of this policy may result in, but not limited to, disbarment from school property or a school event.

CELL PHONE AND PDA POLICY

For the purpose of this policy, cell phones, PDA's, and all other electronic communication devices will be referred to as "communication devices".

Communication devices must be powered off at all times while at school. Students are not allowed to use their devices at school for any reason. Each classroom is equipped with a phone and at the discretion of the teacher, if a student has an emergency they may be permitted to use the phone.

If a student is caught with a communication device on at school:

- 1st Offense:** the device will be confiscated, the parent will be called, and the device will not be returned until the end of the school day and not until the parent has been contacted. The student will also receive a noon detention.
- 2nd Offense:** The device will be confiscated; the parent will be contacted and must come in to pick up the device. The student will receive an after-school detention.
- 3rd Offense:** The device will be confiscated; the parent will be contacted and must come in to pick up the device. The student will receive an after-school detention.

Each offense after the 3rd will be at the discretion of the administration.

TELEPHONE USAGE

Pupils should not be receiving phone calls during the school day. If you have an emergency message for your child please leave such message with the secretary and she will relay it to the student. The normal and extra-curricular activities of the school are scheduled in advance and good planning and communications ahead of time should and will help avoid excessive last minute use of the school phone.

SEARCH AND SEIZURE

Woodlawn U.S.D. #209 recognizes its responsibility to maintain order and security in the school. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with his policy.

School officials may conduct a search without violating the Fourth Amendment in order to control and supervise student conduct and maintain a proper and safe educational environment.

ATTENDANCE FOR EXTRA-CURRICULAR ACTIVITIES

Students will not be permitted to participate in or attend any school activity if they are not in attendance for at least **3 1/2 hours** of the school day. Failure to comply with this rule will result in the restriction of attendance to future extra-curricular activities. Any special circumstances will be handled by the Principal.

EXTRA-CURRICULAR ACTIVITIES

All extra-curricular activities are just as their name implies - **EXTRA** and not required. It is a privilege for a child to be permitted by the school to participate in or attend such an activity and the child should therefore earn the right to keep that privilege through demonstration of respect for the rules of the activity and through demonstration of responsibility throughout the school system.

Participation in athletic activities will require an annual sports physical. This includes open gym, practices and try outs. Woodlawn Grade School believes that extra-curricular activities provide an excellent opportunity for students to develop their special talents. **However, it must be understood that academic learning is our first priority.** The following guides are established to encourage students to achieve academically as they develop their special talent.

- Students shall be evaluated weekly for their eligibility status for the following week. Eligibility will be determined by cumulative quarterly grades.

- If a student is failing in **ONE** or more classes, he/she will be suspended from all activities, including attending such activities. Evaluations are to be completed on Fridays with suspensions taking place from Monday to Monday. A student cannot regain eligibility until all grades are passing on the next corresponding Monday when grades are reviewed. If a student has not had an opportunity to raise his/her grade during a week of ineligibility, then the student will not be penalized. This suspension includes participation in games, meetings, and/or events. Students that are ineligible for athletics will still be required to attend all practices.
- A student will be removed from the team on the 3rd ineligibility for that sport/activity.
- Students will not be allowed to attend any extra curricular activities (including games, trips, etc.) while they are ineligible.
- The individual coaches and sponsors will define rules and regulations.
- The administration, coach, or sponsor of the activity has the right to suspend a student from any activity or practice if he/she deems it necessary because of gross misbehavior problems or chronic minor behavior problems.
- If a student receives an in-school or out-of-school suspension, that student will not be allowed to participate or attend any after-school activity for the remainder of that day.
- Any student using alcoholic beverages, drugs, or tobacco (or possession of alcohol, drugs, or tobacco) at school or away from school during the school year will be dismissed from **ALL** extra-curricular activities for the remainder of the school year. Guiltiness will be determined either by self-admittance or by communication from local law enforcement.
- Coaches and sponsors are required to inform participants and parents of suspensions and the reason for such.

EXTRA-CURRICULAR ACTIVITY FEES

There will be a \$25 fee for any student participating in an extra-curricular activity where transportation is provided. Students are required to pay the fee for each activity they are involved in.

LIST OF EXTRA-CURRICULAR ACTIVITIES REQUIRING FEE

Basketball and Cheerleading - 5th grade through 8th grade

Baseball and Softball - 5th grade through 8th grade

Cross Country - 4th grade through 8th grade

Track - 5th grade through 8th grade

Scholar Bowl - 6th grade through 8th grade

Girls Volleyball – 5th grade through 8th grade

LIST OF EXTRA-CURRICULAR ACTIVITIES **NOT REQUIRING FEE**

Pee Wee Basketball and Cheerleading

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Sexual Harassment & Teen Dating Violence Prohibited

It is the policy of Woodlawn Grade School to provide for its students and employees and educational and employment environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. The violation of this policy may result in discipline of employees and/or students. Employees, students, or other individuals who have a complaint because of sexual harassment should contact the Superintendent or other administrative staff.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or

pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

David Larkin, Superintendent

Name

301 S. Central, Woodlawn, IL 62898

Address

618-735-2661

Phone Number

Complaint Manager:

Tammy Beckham, Principal

Name

301 S. Central, Woodlawn, IL 62898

Address

618-735-2661

Phone Number

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

DISCIPLINE POLICY

Woodlawn Unit School District #209 is committed to the goal of a safe school and the orderly process of instruction. To accomplish this goal a code of conduct for all students to follow is required. This code of conduct will enable all students to realize the full benefit of

the education provided by Woodlawn Grade School. From this understanding of the purposes of discipline in a school, the students will develop a positive and appropriate attitude toward schooling and their conduct.

School discipline is a matter of courtesy, manners, and attitudes on the part of the students. All staff members and administrative personnel have equal authority concerning the discipline of any/all of our students. Students are simply expected to do what is asked of them while under the jurisdiction of any staff member. Teachers are employed to teach, **not police**, and students are expected to be in school to learn and self-discipline is perhaps the most important of all subjects for students to master.

Teachers are asked to be firm, fair, and consistent in their administration of school policy and student discipline. Students are asked to be courteous, respectful and considerate of others and others rights, property, and beliefs. Each teacher will be responsible for developing and instituting a Classroom Management Plan for their classroom. This Plan will be enforced the entire school year. The plan will specify corrective actions to be taken prior to an office referral, unless the behavior is of such serious nature that immediate office referral is warranted.

A student will be referred to the office when the seriousness of the offense, the degree of classroom disruption, and the frequency of disruptions make the continued presence of the student in the classroom detrimental to the education process of other students.

EXPECTATIONS FOR COMMON AREA BEHAVIOR **(Hallways, Bathrooms, and Gyms)**

- A. Walk
- B. Walk on the right hand side.
- C. Keep your hands to yourself.
- D. Be quiet or use an inside voice.
- E. Be in common area for a purpose.
- F. Keep the common areas clean.

Failure to comply with the above expectations may result in, but not limited to the following: verbal warning, behavior ticket, parent notification, written notice to the office.

WOODLAWN BEHAVIOR EXPECTATIONS

- | | |
|--|---|
| <ul style="list-style-type: none">A. Be prompt and prepared.<ul style="list-style-type: none">1. Arrive on time.2. Arrive with needed materials.3. Arrive with assignments completed.B. Follow Directions Promptly. | <ul style="list-style-type: none">C. Respect authority.<ul style="list-style-type: none">1. Listen to authority.2. Accept responsibility for your own behavior.D. Respect the rights of others. |
|--|---|

1. Use appropriate voice and language.
2. Respect the opinion of others.
3. Refrain from harassment.

E. Respect property.

1. Respect the property of others.
2. Respect your own property.
3. Use materials and equipment appropriately.

F. Display a concern for learning.

1. Remain on task.
2. Allow others to remain on task.

G. Display appropriate social skills.

1. Cope (disagreement, teasing, failure).
2. Display courtesy and tact.
3. Interact with others appropriately.
4. Use appropriate gestures and language.

H. Display appropriate character.

1. Display positive character.
2. Display productive character.

Failure to comply with the above expectations may result in, but not limited to the following: verbal warning, behavior ticket, parent notification, written notice to the office.

APPROPRIATE AND CONSISTENT DISCIPLINE SHOULD ALWAYS START AT HOME.

STUDENT DISCIPLINE

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, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering illegal drugs or controlled substances, look-alike drugs, inhalants, and substance absorbed with the intent of causing physiological or psychological change to the body, and drug paraphernalia. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibitive substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing electronic paging device.

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

The main types of aggressive behavior are:

Physical (hitting, kicking, grabbing, spitting, etc.)

Verbal (name calling, racist remarks, etc.)

Indirect (spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, etc.)

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

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a)

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

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include;

1. Disciplinary conference
2. Withholding of privileges
3. Temporary removal from the classroom or recess
4. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
5. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
6. Suspension of bus riding privileges.
7. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
8. Notification of juvenile authorities whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
9. Notification of parent(s)/guardian(s)
10. Return of property of restitution for lost, stolen or damaged property.

11. In-school suspension.

12. Noon Detention, After-School Detention, or Saturday Detention, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used.

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

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

Weapons

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

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

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

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

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 administration is 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.

GANG ACTIVITY PROHIBITED

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

SUSPENSION PROCEDURES

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student’s parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including

any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.

4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

The purpose of the following guidelines are to enhance our school image and to create a safe and better educational climate for all of our students.

Kindergarten through 2nd grade - Per quarter

1. After 2 single noon detentions, the next offense may result in a 3 day noon detention.
2. After a 3 day noon detention, the next offense may result in an alternative educational placement.
3. After one alternative educational placement, the next offense may result in a one hour After-School Detention.

3rd grade through 8th grade - Per Quarter

1. After 2 noon detentions, the next offense may result in an after school detention.
2. After 1 after-school detention, the next offense may result in an alternative educational placement and/or an After-School Detention.
3. After 2 alternative educational placements, the next offense may result in an out-of-school suspension

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion,

physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are

available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

_____Tammy Beckham, Principal_____

Name

_____301 S Central St, Woodlawn, IL_____

Address

_____618-735-2661_____

Phone Number

_____Dave Larkin, Superintendent_____

Name

_____301 S Central St, Woodlawn, IL_____

Address

_____618-735-2661_____

Phone Number

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

DEFINITIONS

Loss of privileges - student could lose the right to attend parties, participate in extra-curricular activities, watch movies, etc.

Noon detention - student must eat lunch in the Principal’s office or designated area. Student may be assigned work to do during recess time.

After-School Detention – students will be expected to follow all classroom rules during the detention time.

Alternative Educational Placement (In-School suspension) - student will be placed in the Principal’s office or designated area for the entire day. There will be no contact with other students. The student will be assigned educational work by the administrator and/or teacher. The student will not be allowed to complete homework assignments. They will be allowed to take tests that are given that day. The student will receive credit for all class work that is completed.

Out-of-school suspension - students will not be permitted to attend school or any school event for up to 10 days. Students will be responsible for the class work that is missed. The student will receive credit for work completed. Assignments will be due at the discretion of each individual instructor.

Out-of-class placement- students will not be allowed to attend a particular class. They will be

assigned to the Principal's office or designated area for that particular class time. They will be responsible for the class work that is missed. They will receive credit for work that is completed.

Work detention - students may be assigned to do work after school. They will be under the direct supervision of a school employee. Examples are, cleaning desks, chalkboard, etc. The administration will assign work detention only with parental consent.

Expulsion - Only the Principal or Superintendent may recommend to the Board of Education to expel a student. Students may be expelled from school for up to two years. The student would not be allowed to make up class work and would re-enter school at the same level that they were expelled.

CAFETERIA PROGRAM

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

Student lunches are \$2.25 and .40 for reduced. Adult lunches are \$2.50. Student breakfast prices are \$1.25 and .30 for reduced. Extra milk .35 **Prepaid lunches are required. If prepayment is not received after five consecutive days, an alternate lunch will be provided to the student.**

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

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

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

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

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

Please do not bring canned or bottled soda.

CAFETERIA BEHAVIOR

Woodlawn Grade School has three lunch periods scheduled into its daily school program with approximately one third of the student body in attendance. Accordingly, during these

lunch periods, Woodlawn Grade School expects that all its students will conduct themselves properly, practice good table manners, and abide by the following rules:

1. Be seated and remain seated at your table until dismissed by the person in charge.
2. Leave the cafeteria during lunch period only with the permission of the person in charge.
3. Special note is made of the rule that students are not to throw any object - no matter how small, for however short a distance.
4. Do not take items of any kind from the cafeteria. For example - straws, crackers, etc.
5. Leave the table clean and suitable for luncheon use by other students.
6. No soda, carbonated drinks, or glass containers are allowed in the cafeteria.

EXPECTATIONS FOR LUNCHROOM BEHAVIOR

A. Be prompt and prepared.

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

B. Respect authority.

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

C. Respect the rights of others in the lunchroom.

1. Keep voices at proper level.
2. Allow others to eat without disturbance.

D. Respect property.

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

E. Display appropriate social skills.

1. Interact with others appropriately
2. Display an appreciation for the efforts of the cooks.

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

EXPECTATIONS FOR PLAYGROUND BEHAVIOR

A. Be prompt and prepared.

1. Be in the proper place on the playground
2. Line up immediately

B. Respect authority.

1. Follow directions of those in charge.

2. Treat supervisors with respect.

C. Respect the rights of others.

1. Keep hands and feet to yourself.
2. Respect the rights of others when they are using the equipment.
3. Play in a safe and orderly manner.

D. Respect property

1. Treat equipment with respect.
2. Take responsibility for equipment used.

E. Display appropriate social skills.

1. Follow the rules of the games.
2. Resolve conflicts in an appropriate manner.

F. Display appropriate character.

1. Be honest.
2. Be fair.

Failure to comply with the above expectations may result in, but not limited to the following: verbal warning, loss of playtime, written notice to the office. If a student loses playtime, they will lose the remainder of their playtime for the day of the infraction and for the entire playtime of the next school day.

TRANSPORTATION POLICY

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. The District may provide transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In fixing the routes, the pick-up and discharge points should be as safe and convenient for students as

possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

SURVEILLANCE POLICY FOR BUSES

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

BUS DISCIPLINE

The school bus is considered an extension of the school. School bus riders, while in transit, are under the jurisdiction of the school bus driver. Whereas the classroom teacher is the primary agent of discipline in the classroom, the bus driver is the primary agent of discipline on the bus. The rules of conduct which apply in the building also apply on the bus and at bus stops. In addition students are required to abide by the rules established by the bus driver to further clarify proper bus behavior. These rules will be presented to bus riders at the start of the school year. These bus rules and guidelines are in effect in an attempt to ensure the safety of all riders.

Bus drivers have the authority to enforce all school and bus rules. Students who are guilty of bus misconduct can expect their parents to be notified of the problem and of any corrective measures taken by the driver and/or administrator. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.

2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student who desires to ride a bus other than his/her normal one, or who wishes to get off the bus at a different location than is normal for him/her, must present a written note signed by the parent and by the administrator. Students are not to leave school property once they arrive on school property. Bus rules are made available and clear to the students and the students are expected to adhere to the rules and to show proper respect to the driver.

BUS RULES AND SAFETY

Bus safety rules and procedures are regulated by state law. 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.

1. Be on time at the designated school bus stop.
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 instructions are given by the driver.
5. Stay in your seat at all times. Do not stand up 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. If a**

child is not going to ride in the afternoon, a note must be given to the child's teacher; otherwise, they will be placed on the bus.

- 11. You must have a signed note or a call to the office by parents and seen by school personnel to get off of 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 soda.
15. Obey the bus driver. The driver is the primary agent of discipline on the bus.
16. No electronic devices, CD's, or CD players, Ipods, MP3, PSP, DVD players, etc.
17. No toys.
18. No animals of any kind.
19. No skateboards or roller blades.

EXPECTATIONS FOR BUS BEHAVIOR

- A. Be prompt and prepared.
 1. Be at the bus on time.
 2. Have all materials.
- B. Respect authority.
 1. Treat bus drivers with respect
 2. Follow directions promptly.
- C. Respect the rights of others.
 1. Keep your hands and feet to yourself
 2. Keep voice at appropriate level.
- D. Treat the bus with respect
- E. Display a concern for safety.
 1. Remain seated when the bus is moving.
 2. Ride the bus in a safe and orderly manner.
 3. Wait for the bus in a safe and orderly manner.
- F. Display appropriate social skills.

At the discretion of the administration, a student may immediately be suspended from the bus for extremely serious infractions.

AGE REQUIREMENTS

Kindergarten is an all day class in our school district and a student is required by Illinois law to be at least five (5) years old on or prior to September 1 of the school year in which he/she is enrolling.

FIRST GRADE - Pupils may enter school if they are six years of age on or before September 1. Birth certificates must be provided. If a birth certificate is not provided for any child by the end of the first month of school, the child will be excluded until it is provided.

GRADING PERIODS AND REPORT CARDS

Our school district is on a nine week grading system with report cards being issued approximately one week following the end of the grading period.

GRADING SCALE FOR GRADES FIVE THROUGH EIGHT

| | | |
|--------------|--------------|-----------|
| 95 - 100 = A | 78 - 82 = C | A = 4 pts |
| 93 - 94 = A- | 76 - 77 = C- | B = 3 pts |
| 91 - 92 = B+ | 74 - 75 = D+ | C = 2 pts |
| 87 - 90 = B | 72 - 73 = D | D = 1 pt |
| 85 - 86 = B- | 70 - 71 = D- | E = 0 pts |
| 83 - 84 = C+ | 69 - 0 = E | |

Daily work and class participation will be included as a part of the final grade, but will vary from subject to subject using the above scale. Quality and effort will be an important part of daily work.

RETENTION POLICY

If retention is found to be advisable in grades K-3, a sincere attempt shall be made to involve the parents in the decision, but parents will not hold the veto power. The final decision will rest with the administration. In grades 4-8, for a student to be promoted to the next grade level a cumulative GPA of **1.0 each** is required in 6 out of the 7 academic areas. The seven academic areas are Reading, English, Math, Social Studies, Science, Computers/ Fine Arts and P.E.. Please note that attendance is also taken into consideration when determining retention.

TUESDAY/THURSDAY SCHOOL

Woodlawn Grade School will continue a procedure to help students who are struggling with homework requirements in 4th – 8th grades. Our Problem Solving Team has noticed that typically, when students are struggling with keeping a passing grade in a particular class, it has been almost always due to the fact that they have multiple zeros in the grade book for that class, though they possess the academic ability to complete the assignments.

Therefore, for this school year when a student receives their 2nd zero and/or they have had 2 homework assignments not completed (this also applies for assignments that students just put down answers to make the assignment look complete) they will be assigned one day of Tuesday/Thursday School. Tuesday/Thursday School will be from 3 PM to 5 PM and will be staffed with a Homework Helper that will work with the students to complete their assignments.

It is our goal to encourage students to complete all homework assignments and/or to offer help, in addition to the student's Study Hall time and In-Class work time. Please know that students always have the option of asking for help during class and Study Hall if they choose to take advantage of it.

HONOR ROLL

5-8 grade students are eligible for the Honor Roll. The Honor Roll shall be based on quarterly grades. The values assigned to the quarterly grades shall be as follows:

A = 4.0, B = 3.0, C = 2.0, D = 1.0, E = 0.

Honor Roll students shall be those attaining an average of 3.5 to 3.89 for the quarter.

High Honor Roll students shall be those attaining an average of 3.90 to 4.0 for the quarter.

VALEDICTORIAN, SALUTATORIAN, AND 7th GRADE USHERS

The selection of those students to receive honors shall be made by using the following criteria:

1. Selection shall be based on the grade point averages for grades 6, 7, and 8 at the completion of second quarter (ushers 6 – 7 at the completion of third quarter).
2. Each quarterly report card grade shall be used to determine the grade point averages.
3. The subjects to be included in the computing of the grade point averages shall include, Reading, English, Math, Social Studies, Science, Computers/Fine Arts and P.E.
4. The values assigned to the quarterly grades shall be as follows: A = 4.0, B = 3.0, C = 2.0, D = 1.0, E = 0
5. The grade point averages shall be determined by using the quarterly grades on file in the

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

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for resident English Learners to achieve high levels in academic subjects in English and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English Proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the building Principal.

TRANSFER STUDENTS

When transferring to another school district, the student's records will be forwarded to that school upon request by the administrator of the school to which the student is transferring.

NON-RESIDENT STUDENTS

A student whose family moves out of the District during the school year will be permitted to attend Woodlawn Grade School for the remainder of the year without payment of tuition.

Because of the limited resources of the Woodlawn Grade School, non-resident students may attend Woodlawn Grade School with the approval of the Superintendent and tuition payment.

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

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

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

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

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.

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

his/her awareness of steps necessary for the safety and welfare of students and staff members.

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

HEALTH RECORDS

Kindergarten and 6th graders are required by Illinois law to have complete physical examinations before attending school. All students are required to have up-to-date immunizations and records thereof. Dental examinations are required for Kindergarten, 2nd grade and 6th grade. A vision examination is required for Kindergarten. All students will have a hearing and vision screening. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

All information pertinent to such regulations will be available to the parents through registration of their child in our school district. Participation in any athletic activities will require an annual sports physical, this includes tryouts, practices, and open gym. The sports physical must be signed by a physician, not a physician's assistant.

HEALTH SERVICES

The school district provides a registered nurse to train and monitor various school staff (special need paras, office staff, teachers and other designated staff) on health procedures needed for students during the school day. The registered nurse also provides consultation to school staff/parents on medical concerns, and acts as a medical liaison between the school and outside agencies. The registered nurse provides health services to both regular education and special education students.

CHILDREN WHO BECOME ILL OR INJURED AT SCHOOL

Your child will be seen in the health office if ill or injured at school. The registered nurse will determine if your child needs to go home for illness or injury. If your child needs to go home, you will be contacted as soon as possible. The school has no facility to keep ill children for long periods of time. Therefore, **it is essential that you keep the school informed of any**

change in address and or telephone numbers.

EMERGENCY HEALTH SITUATIONS AT SCHOOL

If your child is seriously injured or ill at school and requires care beyond the facilities of the school, an attempt will be made to contact you as well as calling emergency medical personnel (911) for treatment and/or transportation to a proper facility.

STUDENT ILLNESS – (when to keep a child home)

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

1. **RASHES** – Your child should be kept at home unless a note provided by a doctor states the rash is not contagious or until the rash resolves on its own.
2. **VOMITING AND DIARRHEA** - Your child should be kept at home until symptom –free for one day. If the student returns prior to this, you will be called to come and get the student.
3. **FEVER OF 100 DEGREES OR MORE** – Keep your child home until fever free for 24 hours without medication.
4. **STREP THROAT** – Your child may return after 24 hours of antibiotic treatment and when symptom-free.
5. **COMMON COLD** – Keep your child at home if your child is not “feeling well”, has a fever, has a lot of nasal discharge, or has a persistent cough.
6. **PINK EYE (conjunctivitis)** – Your child should be kept at home and treated until your physician feels the infection is not contagious.
7. **IMPETIGO** – Keep your child home from school until your physician advises their return.
8. **CHICKEN POX** – Your child should remain home for approximately one week after symptoms appear or until all papules (water filled lesions) are scabbed or crusted over and your physician advises his/her return.
9. **PERSISTENT COUGH** – Your child should remain at home if the cough is persistent or disrupting to the class.
10. **UNTREATED DRAINAGE FROM WOUND, EYE, OR EAR INFECTIONS** – Your child should remain home from school until your physician advises their return.

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

MEDICATIONS

When a student requires daily or regular medicine, the responsibility for administering such medication rests solely upon the parent. The school only needs to give those medications which are necessary to maintain the student in school and that must be given during school hours. Therefore, 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:

1. Parent(s)/Guardian(s) must obtain a written order from the student's licensed prescriber (doctor, dentist, podiatrist, etc.) to be left at school before the medication can be given in school. This written order must be written on the licensed prescriber's letter head, stationary, or a prescription pad form. This written order will be kept in the school health file.
2. The parent/guardian will present written permission, the licensed prescriber's order, complete the "School Medication Authorization Form", 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.
3. All prescription medication must be the original pharmacy container properly labeled by a pharmacist. Over-the-counter medication must be brought in the original container with the manufacturer's original label and the student's name affixed to the container. The entire bottle of medication should not be sent to school. Only the dose/doses need to be given during the treatment period at school should be sent to school.
4. All medication sent to school should be given to the office on arrival at school.
5. All medication will be kept in a locked space or container for safe storage. Refrigerated medication will be kept in a secure area. Students are required to report to the nurse's office for administration of medication.
6. With the parent's consent and the licensed prescriber's written order on file, the medication may be given only by Illinois Board certified personnel and qualified medical personnel.
7. A basic record or documentation process will be required by persons administering medication.
8. All permission for long-term medication must be renewed annually. Changes in medication must have written authorization from the student's licensed prescriber.
9. 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 of this in the student's health file.
10. The school district retains the discretion to reject requests for administration of medicine.
11. Self-Administration of Medication

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

storage of any medication by school personnel. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

12. Request for medication paper filled out by physician is due no later than October 15th of present school year.

Information related to a student's health condition: i.e. seizures, asthma, etc., will be released to school personnel on a need to know basis. Parent(s)/guardian(s) have the right to object to the release of information regarding their child's health condition by doing so in writing.

NO NIT (LICE EGG) POLICY

When a case of head lice is reported or suspected, indicating possible infestation, the nurse or designated school personnel, will investigate the case. The entire classroom is to be checked, if the need arises, as promptly as the nurse can implement this into her schedule.

Each student who is found with lice or nits is to be excluded from school. The student must be treated as instructed in the parent informational letter.

When the school nurse or designated school personnel identifies a case, the parents will be contacted to transport the student home. Students will not be permitted on the bus if they have been excluded from school. Students cannot ride the bus until a satisfactory checkup results. Parents or a designated person must transport the student to school for the check-up. The parent or designated person must bring the child into the office and remain at school until the child can be rechecked by staff or nurse to confirm no nits or live lice were found and then the child will be returned to class.

Before readmission to school, the student must present proof of treatment. Students will be allowed back into school if there are no lice or nits (lice eggs) present at the Nurse's discretion. The student will be checked again in seven days.

STUDENT CHRONIC INFECTIOUS DISEASE

Woodlawn U.S.D. #209 recognizes that the student with a chronic infectious disease is eligible for all rights, privileges, and services provided by law and the District's policies. The District shall balance the individual's rights with the District's obligation to protect the health of all District students. This policy does not appeal to special education students because they are covered under the rules and regulations of the governing special education students outline by Public Law 94-142.

TITLE 1 SERVICES

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

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

SPECIAL EDUCATION

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

ALTERNATIVE EDUCATIONAL PLACEMENT

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

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

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

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

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

504 POLICY

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

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

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

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

STUDENT INSURANCE

The school carries insurance on all of its students. Parents may purchase additional student insurance at the time of student registration. Insurance forms are made available through the school and all claims should be reported within 24 hours of the accident. All communication concerning the insurance should be directed to the insurance company.

PUBLIC USE OF COPY MACHINE

Personal copies may be made at the rate of 25 cents per copy. School documents, policies, etc. may be requested and are copied at a rate of \$1.00 per copy.

FEES

Book Fees(Grade School and High School students can be combined) – \$ 50.00 for one child, \$90 for two children, \$120 for three or more children.

Lunch fees refer to page 26, Cafeteria

Miscellaneous fees may be charged for various classroom and or sport activities.

WAIVER OF STUDENT FEES

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

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

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

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

EMERGENCY DRILLS

Disaster drills are held periodically throughout each school term. We ask for no talking

during these drills so that all may hear any instructions being given by supervisors. Also, noise tends to add to the confusion surrounding such drills and/or the real emergency.

WEB PAGE POLICY

The school web page will be used as an informative tool for parents/guardians, grandparents, students, teachers, etc. At the time of registration, there will be a consent form that parents/guardians must sign in order for a student's name and/or picture to be placed on the web page. No student's name and/or picture will be placed on the web page without the proper consent form on file. The school's web page is at the following address www.woodlawnschools.org.

The Woodlawn U.S.D. #209 Board of Education's goal is to include the Internet in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. **All students and parent/guardians must read and sign an Internet Safety and Acceptable Use Policy.**

The **Children's Internet Protection Act (CIPA)** is a federal law that requires all computers in a school to be filtered if that school accepts any federal funds for Internet access or computers used for Internet access. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information, specifically as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. It shall be the responsibility of all members of the school staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the (CIPA). The Board of Education adopted this Internets Safety Policy at a public meeting, following normal public notice, on July 16th 2001. "Internet" includes all information accessed by Internet sites, E-mail, on-line services, and bulletin board systems.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

PARENT’S RIGHT-TO-KNOW

Parents/guardians may request information about the qualifications of their student’s teachers and paraprofessionals, including:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
3. Whether the teacher is teaching in a field of discipline of the teacher’s certification;
4. Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENTS

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law. Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10:30.

SEX EDUCATION INSTRUCTION

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

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

Suicide and Depression Awareness and Prevention

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

SURVEYS

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

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

ASBESTOS MANAGEMENT PLAN

Our formal Asbestos management Plan is available for inspection by any interested individual by appointment made through the Asbestos Program Manager's office at least one working day in advance. Because of the importance that we attach to the management plan and its extreme size and complexity, a staff person familiar with the plan must be present to assist you in your examination of the plan in our office.

If you wish a copy of the Management Plan, we have determined that a copy can be made

available within thirty days of receipt of a written request at a reasonable cost per page, to be paid in advance. Since the plan is several pages in extent and is continuously growing, but is also divided into specific sections, please be sure to request only those parts of the Management Plan which you need. The Asbestos Program Manager's Office will be happy to assist you in this matter.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the building principal.

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