

**Woodlawn Community High School
2023-2024**

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FOREWORD

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

Students are urged to read this book carefully and to keep it for reference throughout the year. Each student will receive one copy of the STUDENT HANDBOOK at the beginning of each school year. Additional books will cost \$5.00 each.

This book is adopted by the Board of Education for the 2021-2022 school year.

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

EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

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

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

Any person having inquiries concerning the Woodlawn School District No. 209's compliance with statutes or regulations implementing the Americans with Disabilities Act, Title IX or Section 504 of the Rehabilitation Act is directed to contact Eric Helbig, 300 North Central Lane, Woodlawn, Illinois, 618-735-2631, who has been designated by Woodlawn School District No. 209 to coordinate the District's efforts to comply with the statutes and regulations implementing the Americans with Disabilities Act, Title IX and Section 504.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

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

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

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

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

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

A MESSAGE TO ALL STUDENTS

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

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

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

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

Sincerely,
Eric Helbig, Superintendent

Administration, Teachers and Staff

Eric Helbig	Superintendent	Michelle Montgomery	FCSS and Art
Erin Berry	Special Education	Kelly Owens	Business
Stacey Coalson	Science, Health	Matt Patterson	Head Girls Basketball
Luke Cooper	P.E., Head Boys	Renea Rapp	English
	Basketball Coach	Julie Rednour	Head Cook
Danny Czerwinski	Golf Coach	Brya Scott	English, Soc. St, P.E.
Susan Decker	Secretary	Matt Smith	Social Studies
Jeff DeBoard	Math	Robb Schwarzlose	Custodian
Brian Gamber	Dean Of Students	Preston Trill	Soc. St./Dr. Ed.
Ashton Hapeman	Head Cheer Coach	Rebeca Webber	Spanish
Kristal Hodge	Title I	Leslie Witzel	Counselor
Mallory Johnston	Social Services	Shane Witzel	Math, Ath. Director,
	Advocate		Golf Coach
Sara Lamczyk	Special Ed., Head		
	Volleyball Coach		
Sarah Morgan	Agriculture		

Board of Education

Jeff Burkett, President
Michele Chesnek
Josh Trout

Chad Phelps, Vice Pres.
Jacob Frick

Kyle Ritchey, Secretary
Chase Phelps

2023 – 2024 School Calendar

August	11	Teacher Workshop (No School)
	14	First Day of School - Dismissal at 12:00 p.m.
	18	12:00 Dismissal- Half Day Teacher In-Service
	25	12:00 Dismissal- Half Day Teacher In-Service
September	1	12:00 Dismissal – Half Day Teacher In-Service
	4	Labor Day (No School)
October	9	Columbus Day (No School)
	13	End of 1 st Quarter
	17	Parent-Teacher Conferences (3:30-6:30)
	24	Parent-Teacher Conferences (3:30-6:30)
	27	Teacher Workshop (No School)
November	5	Daylight Saving Time Ends
	21	2:10 Dismissal
	22-24	Thanksgiving Break (No School)
December	19	End of 2 nd Quarter
	19	12:00 Dismissal – Half Day Teacher In-Service

	20-Jan. 2	Christmas Break, No School
January	3	Teacher Workshop (No Student Attendance)
	4	Start of 2 nd Semester
	12	12:00 Dismissal – Half Day Teacher In-Service
	15	Martin Luther King Day (No School)
February	16	12:00 Dismissal – Half Day Teacher In-Service
	19	President’s Day (No School)
March	10	Daylight Savings Time Begins
	22	2:10 Dismissal
	25-29	Spring Break
April	1	Students Return
	8	Teacher In-Service, No Student Attendance
May	17	12:00 Dismissal, Half Day Teacher In-Service
	17	Last Day with no Snow Days used
	24	Last day with all snow days used

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

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

General Information and Notices

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

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

Self-Administration of Medication

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

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

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

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

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

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

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

STATE REQUIRED PHYSICAL EXAMINATIONS AND IMMUNIZATIONS: All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

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

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

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

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

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

BEHAVIOR INTERVENTION GUIDELINES

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

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

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

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

- They must be turned off or on silent during the regular school day except during lunch or if needed during an emergency.

- They may not be used during passing periods or in the restroom.
- They may not be used in any manner that will cause disruption to the educational environment.
- Ear buds may not be worn except for in class with teacher permission.
- Portable speakers may not be used except for with special permission.

Electronic devices may be used during the school day if:

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

Examples of electronic devices that are allowed include: laptops, netbooks, cell phones, smart phones, iPods, iPads, tablets and eReaders. Electronic gaming devices like the Nintendo DS, or other gaming devices with internet access, are not allowed.

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

- First incident – Verbal Warning and device confiscated until the end of the day.
- Second Incident- Lunch detention and device confiscated until the end of the day.
- Third incident – Teacher's detention and device confiscated until the end of the day.
- Fourth incident – Office detention, device confiscated until picked up by a parent and **loss of cell phone privileges for the remainder of the school year.**

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

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

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

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

DRIVER'S EDUCATION: In order to enroll in a Driver's Education class at WHS, students must be: A) 15 y/o prior to the start of school in order to enroll in the fall semester, OR B) Will turn 15 y/o prior to April 1 to enroll in the second semester. Students must have all fees paid prior to beginning Behind the Wheel Instruction.

DUAL CREDIT CLASSES: Woodlawn High School students have access to Rend Lake College (RLC) dual credit classes. There is a cost for each class, determined by RLC. A student that enrolls in a RLC class must receive a score of "C" or better to receive RLC credit. Specific course requirements will be indicated in the RLC syllabus for the course. Other material may be added at the teacher's discretion. Students may be subject to Asset test scores or other prerequisites prior to enrollment in RLC classes. RLC Dual Credit textbook rental fees, determined by RLC, are currently set at \$10.00 per book and must be paid no later than 5 school days after the start of class. If the fee is not paid by that date the student will not be enrolled at RLC for dual credit purposes. Classes which are offered for dual credit are weighted for the purpose of calculating GPA. For a complete list of weighted classes refer to the school website.

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

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

FEES at Woodlawn Community High School: Registration Fee is \$50.00 (Single student) \$90.00 (Two Students) \$120.00 (Maximum per family). The registration fee applies to all students district-wide. All students enrolled in Drivers Education will pay a \$50.00 fee as well as a \$20.00 fee to the Sec. of State. Students wanting to park in the student parking lot will need to purchase a \$20.00 parking pass in the main office. Replacement P.E. combination locks are \$5.00. Additional Handbooks are \$5.00. A \$25 Chromebook rental fee will be charged to all students. All fees are payable at the beginning of the school year. Students selected for the Honors program must also pay a \$35 fee.

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

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

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

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

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

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

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

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

PANDEMIC: School Operations During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

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

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

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

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

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

SAFETY DRILL PROCEDURES AND CONDUCT: Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the

direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to the students.

SCHOOL VISITATION RIGHTS: The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

STUDENT CARS: Cars driven to school by students must be parked in the school parking lot and not used during the school day unless the student driver is authorized to do so by the Principal and/or Superintendent. *Students are not to be in any vehicle during the school day without office approval. Students will NOT be granted permission to go to their vehicle during the school day if their vehicle is parked off-campus.*

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

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

- Exceeding the 15 mph speed limit
- Careless or negligent driving
- Not parking in designated parking areas
- Not parking properly in perpendicular spaces
- Students not entering the building once they park their car.
- School policy on driving to school: **Drive it, Park it, Lock it, and Leave it.** NOTE: Students will not be allowed to park UTV's or ATV's on the school parking lot.

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

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

The permanent record includes:

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

The temporary record may include:

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

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

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s)

he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.¹

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request,

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

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

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

5. 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.

6. The right to prohibit the release of directory information.

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within

30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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

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

The name and address of the Office that administers FERPA is: U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

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

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

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

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

- Each classroom teacher approves the visitor.
- NO disciplinary problems occur or have the appearance of occurring.
- Babies and small children will not be permitted to visit school.
- No one other than a parent or guardian is allowed as a visitor.
- No delivery service for food or drinks allowed at any time throughout the school day. Food will be sent back or thrown away if delivered during school hours.

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

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

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

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

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

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

15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

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

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

SCHOOL DAY SCHEDULES:

Regular School Day		2:10 p.m. Dismissal All Classes Shortened		12:00 Dismissal	
1st	8:25-9:10	1st	8:25-9:07	1st	8:25-8:53
2nd	9:13-9:58	2nd	9:10-9:52	2nd	8:56-9:24
3rd	10:01-10:46	3rd	9:55-10:37	3rd	9:27-9:55
4th	10:49-11:34	4th	10:40-11:25	4th	9:58-10:27
Lunch	11:34-12:04	Lunch	11:25-11:55	5th	10:30-10:58
5th	12:07-12:52	5th	11:58-12:40	6th	11:01-11:29
6th	12:55-1:40	6th	12:43-1:25	7th	11:32-12:00
7th	1:43-2:28	7th	1:28-2:10	No lunch served	
8th	2:31-3:00				

Classroom Rules

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

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

Seniors who have achieved a 3.5 cumulative GPA will be allowed to leave school during study hall on Fridays

- GPAs will be re-calculated each semester
- Any student who receives any of the following disciplinary measures will lose this privilege for the entire year: out of school suspension, in-school suspension, after-school detention

A student's third absence of a semester will result in the loss of this privilege for the remainder of the semester.

STUDENT HALL PASSES/PLANNERS: Students will be given a planner that contains a pass card. The front of the pass card will be for the Fall semester and the back side of the

pass card will be for the Spring semester. The passes will allow a student to leave class with teacher permission. If a student does not have their planner a tardy will be given to leave class.

Grades

APPLICATION FOR EARLY GRADUATION: Students at Woodlawn School District #209 may graduate prior to their traditional 8th semester senior year if they will have fulfilled all graduation requirements by the end of the sixth or seventh semester of attendance.

The following conditions must be met:

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

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

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

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

- If the student wants to shuffle hourly meeting times, this may be accommodated depending upon the number of students in the class. (without parent/guardian approval)
- If the student wishes to change a non-elective course, they will be required to obtain a Drop/Add Form from the Guidance Office and take it home for parent/guardian approval.

The guidance office will try to accommodate the request, but cannot guarantee the change.

<u>TEACHER GRADING SYSTEM</u>		<u>GRADES and WEIGHTED GRADES</u>	
A	93-100	A = 4.0	A=5.0
B	84-92	B = 3.0	B=4.0
C	74-83	C = 2.0	C=3.0
D	65-73	D = 1.0	D=2.0
F	Failure (below 65)	F = 0.0	F=0.0

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

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

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

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

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

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

- The student must show evidence of graduation from the 8th grade from a grade school recognized by the Woodlawn High School Board of Education; or, be capable of working

at the 9th grade level, or be 15 years old and be identified for special education services.

- o The student must have evidence of transferring from another high school recognized by the Woodlawn High School Board of Education; or,
- o The student may be a Special Education student meeting the mandates of the statutes for qualifying as a Special Education student.
- o The student must show compliance with Public Act 81-184 and with School Board Policy, Section V, Item P. page 22, concerning immunization, physical exams, and dental examination.
- o The student must be a legal resident of Woodlawn School District 209 and be in compliance with the statutes of Illinois concerning residency requirements.

GRADUATION REQUIREMENTS:

Each student is required to pass exams covering the State of Illinois and Federal Constitution during Civics. Students may not participate in the graduation ceremony unless they have served all detentions and/or suspensions.

25 Credits Required			
Credits	Name of Class	Credits	Name of Class
4	English (all classes will include intensive writing component)	½	Driver Education (Fr,So)
3	Math - Alg. I or equiv. required; and at least one course with a geometry component	½	Freshman Seminar (Fr)
2	Science - Biology required	½	Civics (So)
1	Art, Music, Foreign Language or Voc. Ed	*	PE –required every semester unless student meets exemption requirements
1	American History (Jr)	½	Resource Management
½	Psychology (Sr)	7	Electives
½	Sociology (Sr)	½	Health (Fr)

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

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

ATTENDANCE

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

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

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

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

ATTENDANCE: Parents must assume their share of the responsibility for the regular and punctual attendance of their children. It is the responsibility of the parents to contact the high school the day their student is absent from school by 9:00 a.m. (618-735-2631).
·School begins at 8:25 a.m.
·Students who are absent must get an absentee slip from the office.
·Students who fail to get an absentee slip will be given an unexcused tardy.

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

Students shall be permitted **NO MORE THAN FIVE EXCUSED ABSENCES PER SEMESTER BASED UPON PARENTAL CONFIRMATION FOR THE REASONS OF THE ABSENCE.** After the student has been excused five times in one or more of his/her classes during a semester, additional excused absences for illness may only be verified through a written medical statement from a physician. After the five excused absences, the school will notify the parent/guardian by phone. If a student absence is verified by a doctor's excuse before the student has reached the limit of five days (or classes) of excused absences, the absence will not count toward the five days permitted by this section. All doctor's excuses must be submitted to the main office within 48 hours of the student absence. Failure to call or write an excuse within 48 hours will result in the absence being unexcused.

ATTENDANCE INCENTIVE

Any students who had perfect attendance and passed all of their classes the previous semester may receive a "personal day" for use the following semester. The same guidelines for requesting a Business/College Day must be followed. The "personal day" may not be used on a Semester Exam day. Attendance in hours 1-7 will be used to determine if a student qualifies for a "personal day."

BUSINESS/PRE-ARRANGED ABSENCES/COLLEGE DAY:

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

Examples of approved business absence are as follows:

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

1. Business absences will not be granted to any student who has one or more suspensions, one or more truanancies during the semester.
2. When the initial request for Business Absence is presented, the student will take an application form to teachers to obtain their signatures and a short statement regarding present academic achievement. The student will submit to the Principal for final approval

the signed application, attesting to the awareness on the part of the parent and the student of the student's responsibility to make up work missed.

3. Teachers will provide assignments to students and will give make up tests at their convenience. Students will be required to make up work missed in such a way as to impose no added burdens on the teacher.
4. Students must be passing all subjects in order to receive approval for a Business Day.
5. Students will not be allowed a Business Day during semester exams.
6. A Business absence for educational or military purposes will be recorded as a "field trip day".
7. Two (2)-business absences per school year may be allowed although consideration may be allowed as to where the visitation takes place.
8. Written verification from the business or educational facility will be required to be returned to the school after a business absence day is used for the day to be considered an excused absence.

PART-TIME ATTENDANCE POLICY: Students at Woodlawn Community High School may attend college half-day afternoons during their eighth semester senior year in order to begin their college course work prior to graduation. The following conditions must be met:

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

9. Each student will not be allowed to return to Woodlawn High School grounds after leaving for Rend Lake College or Kaskaskia College unless approved by Superintendent in advance.
10. All fees and charges for withdrawal from Rend Lake College or Kaskaskia College, for any reason, are the sole responsibility of the student and not Woodlawn High School.
11. Students must take classes in succession at WHS if they become a part time student. No breaks will be allowed between classes taken at WHS.

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

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

Consequences for accumulated tardies per semester are as follows:

- 1st tardy - written warning, notice given to students
- 2nd tardy - written warning, 1st & 2nd notice to parents
- 3rd tardy - Teacher's Detention 3:00-3:55 (After School) (1-day), notice to parents
- 4th tardy - Office Detention 3:00-4:45 (After School) (1-day)
- 5th tardy - Office Detention 3:00-4:45 (After School)
- 6th and subsequent tardies- In-School Suspension (1day)

TRUANCY:

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

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

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

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

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

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

DISCIPLINE

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

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

ACADEMIC INTEGRITY INFRACTIONS - DISCIPLINARY ACTION:

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

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

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

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

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

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

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental

status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Eric Helbig Woodlawn HS (618) 735-2631 ehelbig@woodlawnschools.org	Leslie Witzel Woodlawn HS (618) 735-2631 lwitzel@woodlawnschools.org
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A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

FOOD DELIVERY SERVICES:

No food delivery service of any kind will be allowed at WHS during school operating hours. All food and beverages that get delivered during school hours will be sent back or thrown away.

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

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

students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

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

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

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

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

DETENTION PERIOD: All after school detentions will be served on Tuesday unless other arrangements are made with the principal. Individual Teacher Detention will be served from 3:00 to 3:55 p.m. and Office Detentions will be served from 3:00 to 4:45. One-day notice will be given to the student. Students should report to detention immediately when the bell rings (no going to their cars or outside). The parents will be notified of the date of the detention. If a student fails to serve his/her detention, one additional detention period will be added. Students who arrive more than five minutes late for detention will not be allowed to serve on that day but will be rescheduled for the next week. Students will bring school related materials to study during this time. If a student fails to serve his/her detention a second time he/she will receive an in-school suspension.

Lunch detentions will also be served on Tuesdays. Lunch detentions are for minor infractions only and are not to be substituted for after school detentions. Students must show up to lunch detention by 11:40. If a student skips lunch detention, or is late, he/she will be assigned an after school detention.

DISCIPLINARY MEASURES

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

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

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

Isolated Time Out, Time Out and Physical Restraint

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

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or

intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

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

The Board shall consider the following elements when formulating punishment:

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

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

PROHIBITED STUDENT CONDUCT

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

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

nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

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

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

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

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

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

Weapons Prohibition

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

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

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

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

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity,

including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Student Behavior

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

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

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

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

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

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

including searches conducted through the use of specially trained dogs.

Student Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity¹; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory

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slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

Teen Dating Violence Prohibited

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

Making a Report or Complaint

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

Nondiscrimination Coordinator:

Eric Helbig
300 N. Central St.
Woodlawn, IL 62898
ehelbig@woodlawnschools.org

Complaint Managers:

Eric Helbig
300 N Central St, Woodlawn, IL 62898

Sandra Kabat
301 S Central St., Woodlawn, IL 62898

618-735-263
ehelbig@woodlawnschools.org

618-735-2661
skabat@woodlawnschools.org

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

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

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

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

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

Violations of Dress Code:

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

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

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

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

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

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

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

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

WEAPONS: A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, not intended, to do bodily harm.

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

EXTRA-CURRICULAR/ATHLETICS

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

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

DANCES/PROM RULES AND REGULATIONS:

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

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

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

HOMECOMING COURT REQUIREMENTS:

- o Students on Homecoming court will be required to meet Woodlawn Community High School eligibility guidelines for athletics. Students must be passing all classes to be on the court and they must maintain this eligibility to stay on the court.
- o Students must sign a code of conduct to be on the court.
- o Code of Conduct:
 - a. No using, possessing, distributing, purchasing any item listed under "Prohibited Student Conduct" section of the student handbook while a student is on Homecoming Court.
 - b. No using, possessing, controlling, or transferring a weapon on school grounds.
 - c. No using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct.

- d. Causing or attempting to cause damage to, or attempting to steal, school property or another person's personal property.
- e. No violations of the student Academic Dishonesty Code.
- f. Students must have no suspensions that calendar school year.
- g. Students must have 6 absences or less. The only exception would be for a student under medical care and the case would be determined by the administration.

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

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

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

RETURNING TO SCHOOL AFTER ATHLETIC EVENTS:

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

RULES & REGULATIONS FOR EXTRA-CURRICULAR ACTIVITIES:

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

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

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

2. Attendance at practices: All athletes must be in attendance at all practice sessions. A player must be sick or a member of the immediate family should be ill before being allowed to miss practice. If not in attendance for any other reason, your parents must confirm your

reasons for being absent. Penalty for the first unexcused absence will be sitting out the next athletic contest. Penalties for additional unexcused absences will be outlined and distributed by individual coaches at the beginning of each season.

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

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

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

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

7. Students are allowed to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences.

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

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

BUS INFORMATION

BUS CONDUCT - RIGHTS AND RESPONSIBILITIES

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

Denial of the privilege of riding the bus may be made only by authority of the Superintendent or Building Principal, and only with advance notification of the parents. In extreme instances, where a long-term or permanent suspension is being considered, the procedure outline in Section 10-22.6 of The School Code of Illinois shall be followed. Students

violating the school disciplinary code while riding the school bus may also be subject to all available disciplinary consequences, including but not limited to, suspension and/or expulsion from school.

BUS GUIDELINES

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

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

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

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

1. Only students with acceptable attendance (10 or fewer days absent) the previous year and are on track to receive the proper number of credits to graduate high school.

2. Seniors in a second year of a two-year program or in the 1st year of a one-year program.
3. Seniors taking a second year of AVC.
4. Juniors beginning a two-year program.
5. Seniors taking their first year of AVC.
6. Juniors not beginning a two-year program.

AVC GUIDELINES

1. Students will register for AVC by the end of the last day of school preceding the year they are to take AVC at Mt. Vernon High School. Each AVC student will be charged \$100 with \$50 to be paid by the first day of class and \$50 to be paid by the beginning of the second semester.
2. Students and their parents who enroll in AVC will sign and abide by an AVC agreement.
3. Students enrolled in AVC are expected to go directly from Woodlawn High School to Mt. Vernon High School and return to Woodlawn High School each day.
4. If sufficient numbers of students are enrolled in AVC, Woodlawn High School will provide round trip transportation. If round trip transportation is provided, all AVC students will be required to utilize this transportation. Students who do not ride the provided transportation will be dropped from AVC.
5. Excessive tardiness or absenteeism to AVC will result in a student being dropped from AVC for the remainder of the school year. (Excessive absenteeism is defined as more than 10 days absent, 3 tardies equal 1 day absent.)
6. Students who successfully complete a full year of AVC will receive two credits toward graduation.
7. If no school transportation is provided, all students driving personal vehicles must have a signed parent permission form.
8. AVC participation will be limited to twenty (20) students. Selection will be based upon the Board approved criteria.
9. Students are responsible for all AVC lab fees.
10. Students who enroll in AVC as either a sophomore or junior must pass both semesters if they wish to enroll in AVC for a second year.

Handbook Verification

Print name: _____

I have received a Woodlawn High School handbook for the current school year. I have had an opportunity to read and understand the handbook.

Student signature

Date