

1401 INFORMATION SERVICES

Public Information: The school board through the Superintendent will supply a continuous flow of factual information to keep the public informed as to the needs and activities of the schools.

All news releases to the public concerning the schools shall be released through the Superintendent's office.

Special publications by the Woodbridge School District public schools may be issued for information of parents and the public from time to time.

A district wide monthly calendar will be made available on the District website.

School personnel shall be encouraged to meet with organizations and groups in the community to explain the school program and to seek community views and opinions.

The school board will appoint a Public Relations Advisory Committee representing the community and local district in order to share information.

Advisory Groups: The school board will appoint advisory committees to collaborate with the school board on school-community problems as specific needs arise. The school board recognizes the value of association between school personnel and the public, and encourages parent participation in school life through such organizations as parent-teacher groups and study groups.

Expressions of Opinions: The school board will hear at its convenience individuals, groups, and organizations in the community who wish to express their opinions concerning school matters.

All school board meetings are open to the public.

1402 SMOKING ON DISTRICT PREMISES BY STAFF MEMBERS

Current research indicates that tobacco use is hazardous to individuals and that the smoking of tobacco is not only hazardous to individuals who smoke, but is potentially hazardous to other individuals as well.

The Woodbridge Board of Education believes that it has a responsibility to maintain a healthy environment for its employees. In addition, the Board believes that it is important for Woodbridge School District employees to be positive role models for students. It shall be the policy to prohibit employees from smoking and/or using tobacco in the offices, in the schools and other District buildings, and on District premises at any time during the school and/or workday. This prohibition includes the use of smokeless tobacco and eCigarettes. The District will provide rehabilitative services for interested employee seeking to quit smoking.

1403 USE OF COPYRIGHTED MATERIALS

The use of copyrighted materials at Woodbridge School District shall be in accordance with state and Federal laws.

Woodbridge School District

1404 Freedom of Information Act (FOIA) Policy

FOIA Coordinator

Nina Colegrove is the District's FOIA Coordinator. The FOIA Coordinator's address and phone number are: 16359 Sussex Highway, Bridgeville, DE 19933 – (302) 337-7990, ext. 211. Her email address is nina.colegrove@wsd.k12.de.us. The FOIA Coordinator may designate other employees to assist. The FOIA Coordinator shall maintain a document tracking all FOIA requests, including the Requesting Party's contact information; the date the request is received; the District's response deadline; the date of the response, including the reasons for any extension; the names, contact information and dates of correspondence with individuals contacted in connection with each request; the dates of review by the District employee, and the names of employees conducting reviews; whether documents were made available; the amount of copying and/or administrative fees assessed; and the date of final disposition. References to the FOIA Coordinator include the FOIA Coordinator's designee.

Web Portal

The District shall develop and maintain a web portal for access to this policy; the FOIA Request Form promulgated by the Office of the Attorney General; the name and contact information of the FOIA Coordinator; and the receipt of FOIA requests via the internet.

Requests

1. All FOIA requests shall be in writing and delivered in person, by U.S. mail, by email, by fax, or through the internet to the District's web portal. The request shall be as specific as possible, and shall describe the records sought in sufficient detail to enable the District to locate the records with reasonable effort.

2. The FOIA Coordinator may request that the citizen seeking public records provide additional information to assist in locating records such as the types of records, parties to correspondence, and subject matter of the requested records. The FOIA Coordinator shall make every reasonable effort to assist in identifying the records sought.

3. FOIA does not require the District to create records, or prepare summaries or compilations of records.

4. If the request seeks records in the possession of, and under the control of, another public body, the FOIA Coordinator will promptly forward the request to this public body and notify the Requesting Party that the request has been forwarded. If, on the other hand, the records sought are controlled by the District, but are not within the District's possession, the District will provide an itemized written estimate of the cost of retrieving the records. The Requesting Party will then decide whether to proceed with, cancel, or modify the request.

5. The District will respond to a FOIA request as soon as possible, but in all events within 15 business days of receipt of the request. The response shall provide access to the records; deny access to all or part of the records, and state the reasons for the denial; or advise that additional time is needed because the request is for voluminous records, legal advice is required, or a record is in storage or archived.

6. The District will provide emails if it is able to do so with reasonable effort. If the assistance of District information and technology personnel is necessary in order to provide emails, the District will provide the Requesting Party an itemized written estimate of the charges incurred in retrieving such records. The Requesting Party shall then decide whether to proceed with, cancel, or modify the request.

7. Access for reviewing records shall be provided during the District's regular business hours.

Copying Fees

1. The cost of providing copies of paper records shall be:

(a) No charge for the first 20 pages of standard sized (i.e. 8.5" x 11"; 8.5" x 14"; and 11" x 17"), black and white copies, and \$0.10 per page for each copy in excess of 20 copies (\$.20 for two sided).

(b) The charge for copying 18" x 22" shall be \$2.00 per page; 24" x 36" shall be "\$3.00 per page; and larger than 24" x 36" shall be \$1.00 per square foot.

(c) Color copies/printouts shall cost an additional \$1.00 per page for standard sized copies, and an additional \$1.50 per page for larger copies.

Microfilm and Microfiche Printouts

There is no charge for the first 20 pages of standard sized, black and white copies from microfilm or microfiche. The charge for each page of such printouts over 20 pages is \$0.15 per page.

Electronically Generated Records

The cost of copying records maintained in electronic format will be equal to the material costs in generating the records (i.e. the DVD, CD, or other electronic storage costs).

Payment

One-half of the estimated fees shall be paid before any service is performed, and the balance is payable upon completion of the service, and prior to receipt of the requested records.

Administrative Fees

1. There will be no charge for one hour or less of staff time to process a request for records (i.e. identifying records; monitoring review of records; and generating computer records in electronic or print-out form). Administrative fees shall not include legal consultation to determine whether records are exempt from disclosure.
2. Administrative fees shall be billed to the Requesting Party per quarter hour at the hourly rate of the lowest paid District employee capable of performing the service. Every reasonable effort shall be made to minimize administrative fees.
3. Prior to fulfilling any request requiring a Requesting Party to incur administrative fees, the District will provide an itemized written estimate of the administrative fees. The Requesting Party will decide whether to proceed with, cancel, or modify the request.
4. When a Requesting Party submits multiple FOIA requests, the District will attempt to avoid, or minimize, administrative fees by aggregating staff time to process such requests.

First Reading:	4/7/09
Second Reading and Board Approval:	4/23/09
First Reading:	8/14/12
Second Reading and Board Approval:	8/21/12
First Reading:	12/18/12
Second Reading and Board Approval:	12/18/12
First Reading:	8/20/14
Second Reading and Board Approval:	9/24/14
First Reading:	4/22/15
Second Reading and Board Approval:	5/6/15

1405 ALTERNATIVE SCHOOL EXTRA CURRICULAR POLICY

Students attending the Sussex County Opportunity Program in Education cannot participate in any Woodbridge School District functions and/or activities, including co- and/or extra-curricular activities.

1406 DISPOSTION OF SURPLUS PROPERTY

When items of personal property are no longer of beneficial use to the District, and have been declared surplus by the State Division of Facilities Management, the Superintendent or his designee shall dispose of the items as follows:

The Superintendent shall cause a public notice to be published in a newspaper of general circulation in two separate issues offering the items for public sale and soliciting sealed bids to be filed with the District by any member of the public on or before the bid closing date. The items shall be sold to the person submitting the highest bid provided the bid is submitted in compliance with the terms of sale and provided full payment of the bid amount is made to the District within the ten days following the bid opening and provided that the articles are removed from School District property within the ten day time period. If they are of no value due to poor condition, then the Superintendent shall direct the Supervisor of Administrative Services to dispose of the items in a manner that is least costly to the district (take to landfill or give items to anyone willing to haul the items away.) A record of all disposed items shall be retained by the Supervisor of Administrative Services office.

1407 POLICY FOR STUDENT AWARDS

In recognition of superior achievement by athletic, band, or other academic team or group of the Woodbridge High School, the District will provide an award. Superior achievement is defined as a team equaling or surpassing its best accumulative record of at least a .700 winning percentage or reaching the semifinals in any state tournament. An academic group or the band will receive a similar award for superior state level achievement or the equivalent, with the concurrence of the building principal.

The District will provide up to \$75.00 per student for the award. Awards will be determined by a recommendation of the head coach or sponsor after gaining a consensus from the students on the team or group. The student or the representing booster group will pay amounts spent above \$75.00. Any award must have the approval of the Superintendent.

In addition, the District will initiate a "Wall of Fame" to recognize each team so awarded and any team members who receive all state recognition. An academic "Wall of Fame" will be established to recognize all students who attain the all "A" honor roll or who receive state level academic recognition.

1408 ANONYMOUS COMPLAINTS

The Woodbridge School District does not acknowledge anonymous complaints, either written or verbal.

1409 WOODBRIDGE SCHOOL DISTRICT PARENT INVOLVEMENT PLAN
PART I. GENERAL EXPECTATIONS

The Woodbridge School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this Local Education Agency (LEA) parental involvement plan into its Local Education Agency LEA plan developed under section 1112 and section 1118 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

- The school district will be governed by the following statutory definition of parental involvement, and expects its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) parents play an integral role in assisting their child's learning;

(B) parents are encouraged to be actively involved in their child's education at school;

(C) parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

(D) The carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED LEA PARENTAL INVOLVEMENT PLAN COMPONENTS

1. The Woodbridge School District will take the following actions to involve parents in the joint development of its LEA parental involvement policy/plan under section 1112 and 1118 of the ESEA:
 - Reserve not less than 1% of its total Title I, Part A allocation to implement its Parent Involvement plan.
 - Consult with and encourage parents/guardians to participate in school improvement planning teams and other school level committees as well as in district committees as may be appointed from time to time by the Board of Education for specific purpose.
 - Convene at least 1 annual meeting (at a convenient time) to which all parents of participating children shall be invited to attend, to inform parents of their school's participation in Title 1 and explain the requirements of Title 1 and their right to be involved.
 - Help parents/guardians to understand the educational process and the important role they have in promoting it with their children and the community.
2. The Woodbridge School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - Inform parents/guardians of options relative to school improvement status.
 - Inform parents/ guardians of written complaint procedures for resolving issues in school.

- Inform parents/guardians of the status of the schools in the district in terms of school accountability ratings.
 - Inform parents/guardians of the highly qualified status of teachers.
 - Inform parents/guardians of Supplemental Educational Services related to school improvement status, and how they can be involved in their child's education and be active participants in their learning.
3. The Woodbridge School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
- The Title I/School Improvement advisory committee will meet a minimum of once a year. They will have the opportunity to review and make recommendations for improvements to the plan.
 - The Title I/School Improvement advisory committee and The Woodbridge School District will provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
4. The Woodbridge School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:
- Head Start
 - Migrant education
 - Consumer and Technical Education Advisory Groups
 - School Improvement Teams
 - Parent Teacher Organization (PTO)
 - Even Start Family Literacy
5. The Woodbridge School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy/plan in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement plan and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

Each school's school improvement team (which includes parent participants) will be responsible for conducting an evaluation of their local parental involvement plan within

their school improvement plans. This will include identifying barriers to increase participation by parents in activities authorized by law, particularly by parents whose children:

- Are economically disadvantaged
- Have disabilities
- Have limited English proficiency
- Have limited literacy
- Are of any racial or ethnic minority background
- Meet the criteria for migrant students
- Are homeless

The Director of Curriculum- Instruction (with assistance from the Supervisor of Student Services), will use individual school improvement plan end of year summaries as the district's evaluation of the Parent Involvement Policy.

The Director of Student Services will use a summarization of the evaluations done by the individual schools as the district's evaluation of the Parent Involvement Policy.

6. The Woodbridge School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- *the State's academic content standards,*
- *the State's student academic achievement standards,*
- *the State and local academic assessments including alternate assessments,*
- *the requirements of Part A,*
- *how to monitor their child's progress, and*
- *how to work with educators:*

Woodbridge School District will:

- Provide school profile information to parents.
- Hold curriculum specific parent information nights.
- Provide student report cards on a quarterly (or more) basis.

- Provide information to parents about the Delaware student testing program, including formative and summative curriculum based assessments and specific testing for English Language Learners (ELL).
 - Include in the district or school newsletters, links to state content standards and student achievement standards, as well as informational items regarding how to work with educators.
 - Provide online Home Access to parents for viewing student grades and attendance.
- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
- Providing materials for schools to distribute at local parent meetings.
 - Organizing parent meetings for special populations (ELL, Migrant etc.).
 - Providing funding for parent involvement activities.
- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- Having professional development activities for staff regarding school improvement activities including parental involvement at the building level.
 - Holding a Principal/Administrator summer retreat.
- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- Working within established Memorandum(s) of Understanding regarding parent involvement activities with various agencies and programs.
- E. The school district will take the following actions to ensure information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- Have materials translated to a language parents can understand.

PART IV. ADOPTION

This LEA Parental Involvement plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by meeting minutes and agenda for Title 1 Parent Advisory.

This plan was adopted / approved by the Woodbridge School District on May 20, 2015 and will be in effect as part of board policy until otherwise amended or deleted. The school district will distribute this policy/plan to all parents of participating Title I, Part A children on or before September 15 of each school year.

(Signature of Authorized Official)

(Date)

FIRST READING:	5/4/10
SECOND READING AND BOARD APPROVAL:	6/8/10
FIRST READING:	4/22/15
SECOND READING AND BOARD APPROVAL:	5/6/15



Woodbridge Athletics

**1410 CROWD CONTROL POLICY
MANUAL**

WOODBRIIDGE ATHLETICS

CROWD CONTROL PROCEDURES FOR ATHLETIC EVENTS

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SECTION 1 - PROCEDURES BEFORE THE GAME – AS NEEDED

1. Contact the visiting school as early as possible to arrange for a meeting or telephone conversation to discuss the game, including prior and existing school/community control problems.
2. Discuss any situations peculiar to the stadium/gymnasium and send a map of the stadium/gymnasium to the visiting school.
3. Provide directions and instructions for all visiting personnel regarding safest routes, parking, seating and dismissal from bleachers, and loading and unloading buses and automobiles as needed.
4. Have parking areas well lit. Arrange for on-site parking of visitors' autos and buses. Arrange for bus parking so that the buses do not create a hiding place for loiterers. Police should periodically patrol the bus parking area.
5. Have stadium or gym secure and all gates locked prior to the scheduled opening time.
6. Arrange for supervision to continue until after all visitors, including the team bus, have left the area.
7. Prepare a supervision chart and inform assigned personnel of their duties before the game. (Persons on duty from both schools should have some type of identification—shirts, jackets, armbands, badges, etc.).
8. Staff representatives should be informed of any court orders or other restrictions placed on specific individuals limiting their presence at school events or school property by school officials.
9. All faculty members or other personnel helping supervise should be identifiable. This can be done by special T-shirts, armbands, caps, or name badges, etc. Easily recognized apparel that will let people know that these individuals are on duty is highly recommended.
10. Game supervisors should make sure they monitor the visiting side. In this regard, always designate specific seating for students, bands, adults, and visitors. Student bodies and the respective spectator sections should be kept separated at all times if at possible.
11. Make arrangements with local police departments in order that adequate police protection will be available to control the spectators during and at the conclusion of the contest. Develop a plan of action in cooperation with the police for measures to be taken in the event of trouble. Review prior and existing school/community control problems.

12. School employees may tend to no longer feel responsible when uniformed police or other security personnel are present. This is incorrect. School officials have the ultimate responsibility.
13. Depending on local conditions, you may wish to advise ticket sellers to alert game supervisors of potential troublemakers and group agitators.
14. School personnel know and are known by potential troublemakers. The presence of a staff person in the right place at the right time may well avoid a potential problem. Staff members should know the limits of dealing with a situation personally and seek the assistance of a police officer in any doubtful circumstances.
15. Have all special seating areas roped off prior to opening the gates.
16. Provide reserved seats for bands. The amount of time they will have for halftime activities should be known to them and should be strictly observed.
17. Seating for home and visiting spectators should be adequate. Spectators should remain on their side of the field or gymnasium throughout the contest. Do not oversell the facility.
18. Check fire code for seating capacity and other recommendations.
19. Provide an escort to meet the visiting team when it arrives and to direct it to the dressing quarters. A good-sized room, a blackboard and chalk, a training table, benches, chairs, and drinking water should be provided when possible.
20. Provide security measures to protect visitors' clothing and valuables while the visitors are on the field or court. The playing field or court and the area immediately adjacent to it at all athletic contests shall be restricted to team members, coaches, managers, officials, and other parties necessary to conduct the game.
21. Provide reserved parking for doctor/medical personnel. Arrange for the game administrator to meet the medical personnel when they arrive.
22. Take care in the preparation, printing, and sale of athletic programs. Correct names and numbers, and statements concerning spectator behavior and the Woodbridge Sportsmanship Policy should be included.
23. Arrange for adequate concessions as a service to spectators. If possible, concession stands should be available on both sides of the stadium at football games.
24. Have a custodian check restrooms for sanitation and supplies before game time and between quarters.

25. Check game facilities: Conditions on the field or court and areas throughout the facilities being used by players and by spectators should be checked before the game for hazards, cleanliness, and proper markings. Special attention should be given to the position of fences and players' benches.
26. Athletic trainers, a Nurse or Doctor are required for all high school and middle football contests. It is further recommended that an athletic trainer, nurse or a physician be present at all other rugged-contact athletic contests. If possible, an ambulance should be available. It should be brought on the field only on request of the athletic trainer, nurse, or physician. The home team athletic trainer, nurse or physician may be made available to the visiting team if the visiting team does not bring its own trainer or physician to the contest.
27. Have properly trained adult scorers and timers for officials at games.
28. Post signs reminding spectators that the Woodbridge School District prohibits smoking on school property.

SECTION 2 – POLICE COVERAGE

Provide for adequate police supervision before, during, and after the game.

A Copy of this part should be given to Police prior to the time of the event.

1. Police/Security should arrive in sufficient time before game starting time and report to principal or his/her representative to request instructions, such as best locations for observation, nearest phone, etc.
2. Make sure there is police supervision both inside and outside at games if needed.
3. Police should be made aware of known likely trouble spots. Law enforcement supervisors should make sure that officers do not congregate at one place or become spectators.
4. At a set time after the game starts, police should "sweep" the area outside the stadium or gym. Everyone should be inside or off the premises.
5. During the game, officers should be requested to assist in controlling the following:
 - Non-students who may cause disturbances seated in student sections.
 - Any person appearing to be under the influence of alcohol and denied admission to the event.
 - Any suspicious gathering of individuals in restrooms, behind the stadium, in parking areas, or elsewhere.

- Loiterers should be asked to move on and crowds dispersed outside gym once game is sold out.
6. Provide escorts, preferably police, for game officials and visiting teams before, and particularly after, the event.
 7. Marked police vehicles at each vehicular access will serve as a deterrent and a uniformed officer at the gate sends a message as to expected behavior.
 8. Traffic control should be delegated to other than sworn-officers if possible.
 9. Work with local police in providing “no parking” signs around the stadium or gym, blocking off streets if needed and arranging for one-way traffic where necessary.
 10. Suggest a suitable location to detain anyone arrested by the police until that person(s) can be taken away with the least amount of confusion.
 11. All security personnel should be readily identifiable by the public. Prevention, not apprehension after trouble begins, should be emphasized.

SECTION 3 – DURING THE GAME

1. Have adequate police, faculty, and patrons distributed among the students and other spectators. Assign someone to help control spectator behavior in the vicinity of the players’ bench.
2. Spectators should not be allowed to leave and re-enter the site. This can result in the smuggling of weapons, drugs, alcohol, etc. into the facility.
3. Meet faculty supervisors from the visiting school and acquaint them with their areas.
4. Check on supervision each quarter in and around the field or the gym.
5. Keep lines of communication open to administrators/school representatives from the visiting school and the site manager.
6. Provide supervision during halftime. Whether or not there is halftime entertainment, supervision is necessary to help direct the crowd, keep spectators off the playing area, and keep the area under the stands cleared.
7. Provide an escort with a key to the locker room for officials during halftime if needed.
8. Maximum available lighting shall be utilized during any contest and shall not be restricted to the area of competition.

SECTION 4 - AFTER THE GAME

1. Use public address system to give directions to students and spectators regarding exit from the stands.
2. Provide police and faculty supervision until all students and spectators are well dispersed. Permit no loitering.
3. Provide an escort with a key to a secure room for officials.
4. Check supervision of all areas; provide continuous security for locker room area.
5. Assign someone to assist police in dispersing hangers-on who wait for the team after the game.
6. Buses loaded with fans, band, and team should depart immediately after the game.
7. When deemed necessary, have police escort officials to their cars and team and spectators to buses and parking lot.
8. Letters of appreciation should be sent to the opposing school, coaches, officials, and newspapers, if appropriate.

SECTION 5 – PUBLIC ADDRESS ANNOUNCER

The public address announcers, because of the major contribution which he/she can make to set the tone for the game, match, or meet which will proceed in the spirit of fair competition and true sportsmanship.

1. Be organized and prepared. This item really speaks for itself, but the good PA announcer will have announcements and forms prepared ahead of time to facilitate his or her job.
2. Check that all equipment operates properly. There is more to be concerned with than just a properly working microphone. Do not forget about tape and cassette players, electronic message centers, and so forth.
3. Be professional and unbiased. High school or Middle school sport announcers should not imitate the styles and antics of some college and/or professional PA personnel who draw attention to themselves and away from the athletic contest.

4. Speak slowly, clearly, and distinctly always! Of these, “slowly” is most important. Not only does the announcer need to be heard, he or she also must be easily understood.
5. Say only what is necessary. Talking all the time and speaking constantly into the microphone—especially with unnecessary comments and/or endless promotion—turns people off and makes them not want to listen. People who “turn off” the announcer may miss out on important, valuable, or emergency announcements.
6. Do not rush and do not panic on public service announcements or emergency announcements.
7. Do not editorialize about or comment on any aspect of the game. The fastest and easiest way for an announcer to lose all respect and credibility with everyone at the contest (spectators, players, officials, coaches, and others) is to make a comment about or react to a game situation or outcome.
8. Be involved with the teams and the competition, not with yourself. Enjoy the competitive atmosphere of the game, meet or match and become excited about the young people who are performing.
9. The announcer is not the entertainment. The spectators came to watch the game and the players perform, to support the cheerleaders, to enjoy the band and its auxiliary units, to congratulate the homecoming courts, to see their neighbor’s kids, to observe special halftime activities—NOT TO LISTEN TO THE ANNOUNCER!
10. Give location of restrooms, concessions, and lost-and-found station.

SECTION 6 – BAND DIRECTOR

1. Encourage and stimulate good feeling by playing visitor’s school fight songs and other appropriate music.
2. Help in crowd control with music at the appropriate times.
3. Encourage band members to stay in small groups of at least three to five when they are not performing at athletic contests.
4. Host band officers should seek out and meet with the guest band officers sometime during the contest for the purpose of promoting goodwill.
5. Provide faculty supervision for all pep or marching bands at all athletic contests.

SECTION 7 - GUIDELINES FOR CHEERLEADERS

1. The host school cheerleaders should go to the visiting side and greet the visiting cheerleaders. Cheerleaders should lead a cheer for the visitors' section and follow with a cheer for the home section. Cheerleading coaches, coaching staffs, and other game management advisors should meet to discuss the importance of spectator and player sportsmanship.
2. Cheerleaders' functions are to make a positive contribution to good spectator reaction at an athletic contest and to create better relations between opposing supporters.
3. Cheers should be positive and not aimed at antagonizing an opponent. Care should be taken to make certain that words used in a cheer are not suggestive and do not have a connotation which would inflame an audience.
4. Cheerleaders should remain silent when the opponents' cheerleaders are cheering and during free throws at basketball games.
5. Cheerleaders are expected to lead the cheer group in a round of applause for an injured player leaving the game. Cheering is appropriate.
6. When "booing" occurs, the cheerleaders should attempt to stop it by immediately starting a popular sideline cheer. Immediate action is the key to the control of booing.
7. Cheerleaders, properly trained, can be as important to the spectator behavior as the coach is to his/her team.
8. Student bodies and teams will react as they are instructed, inspired, and led by neat and well-poised cheerleaders.

SECTION 8 – COACHES

1. Coaches influence not only the conduct of the players under their direction but also that of the student spectators, parents of squad members, and interested citizens who attend athletic contests. Since the coach is influential in setting the tone of conduct, he/she shall be a role model for self-restraint, fair play, and sportsmanlike behavior.
2. In dealing with the officials, the coach's approach must be professional at all times. The coach must exercise self control and realize that the official sees through impartial and unbiased eyes. Coaches must familiarize themselves with the proper procedure for requesting a conference with an official.
3. Coaches shall never seek out an official during halftime or at the conclusion of a contest.

4. The behavior of the coach must at all times be marked by dignity and self-control. He/she should not, at any time, use provocative language or engage in any unsportsmanlike actions or tactics. He/she must avoid any actions or remarks which would tend to incite the displeasure of the spectators or provoke disorderly behavior.
5. If the coach, as a professional educator, cannot exercise emotional control under stress, then such behavior cannot be expected from the young people on the team nor from the heterogeneous combination of spectators in the stands.
6. The coach will immediately discipline any player who intimidates an official or displays unsportsmanlike behavior.
7. Deliberate attempts to humiliate an opponent should not be tolerated by school officials, e.g., running up the score. Coaches are encouraged to substitute whenever possible especially when the outcome of the game has more or less been decided.
8. Opposing coaches **must** shake hands publicly and should ask players to shake hands with opponents before or after the game and behave with courtesy at all times.
9. Coaches must be sensitive to situations such as athletes losing control of themselves and must get potential troublemakers out of the game before difficulty begins. Head coaches are responsible for the conduct of their entire staff.
10. Coaches who repeatedly conduct themselves in an unsportsmanlike manner shall be subject to sanction by DIAA and the Woodbridge School District.

FIRST READING:	6/8/10
SECOND READING	
AND BOARD APPROVAL:	8/17/10
FIRST READING:	4/22/15
SECOND READING	
AND BOARD APPROVAL:	5/6/15

1411 – Policy on Visitors in the Woodbridge School District

The Woodbridge School District welcomes visitors to its schools; it recognizes the importance of parent involvement in their children’s education, and encourages parents, as well as others interested in fostering positive home, school and community relationships. We also take very seriously the safety of the children in our care, and feel a strong obligation to provide a safe, secure environment in the school buildings of the Woodbridge School District. For the purposes of this policy, the term “visitor” shall be defined as any individual who is not an employee or an individual or group providing contracted services to the Woodbridge School District.

The following procedures will be in effect in all school buildings in the District, and we ask your cooperation in following them. Together, we can promote a safe and welcoming school environment for all of our children, as well as an environment which fosters quality education.

- All visitors are required to report to the main office upon entering any school building. Visitors will be asked to register and will be issued a visitors badge. Visitors are required to wear the badge while in the school and to return it to the office as they leave the building.
- If a parent/guardian needs to deliver lunch, homework, or some other item a child forgot when leaving for school, it may be brought to the office. The office staff will make arrangements to get the item to the child.
- If a parent/guardian wishes to visit his/her child’s classroom as a volunteer, arrangements should be made with the child’s teacher and/or the school volunteer coordinator, who will indicate the best time for such activities.
- Parents/guardians are welcome to observe their children’s classes. However, in order to ensure the educational process is not interrupted, the District requests that parents make arrangements through the principal at least 48 hours in advance, unless otherwise agreed upon by the teacher/administration and parent. During such observation visit, a building or district administrator will also observe the class so a record is available in a visitor’s file, should the parent have any questions.
- Visits to classrooms, hallways, cafeteria, playgrounds, etc. must receive approval from the principal or his/her designee.
- District staff may ask for identification. Visitors are assured this safeguard is for the protection of all students.
- Failure to comply with the terms of this policy while visiting a school building within the Woodbridge School District can result in referral to the proper police department for trespassing. Future or continued problems could result in permanent removal from school or district grounds.

First Reading: 1/18/11
 Second Reading
 and Board Approval: 2/15/11

First Reading: 4/22/15
 Second Reading
 and Board Approval: 5/6/15