



**PARENT-STUDENT HANDBOOK
2011-2012**

DISCLAIMER

This student handbook serves only as a guidance document. It contains a summary of Durand Community Unity School District 322 Board of Education ("School Board") policies governing the District. Complete School Board policies are available to the public at the District administrative offices.

Please note that this handbook may be amended at any time during the year without notice.

All policies are communicated to persons expected to execute and comply with them.

The Mission of the Dolan Education Center is to address each student's behavioral and academic needs in a pro-active manner so that students, regardless of their functioning level, grade placement, age, or behavior will be able to have a reasonable opportunity for success in the least restrictive environment. The Dolan Education Center will provide an educational setting that is committed to helping all students develop a positive self-image and a positive attitude towards school and learning.

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I. GENERAL INFORMATION / SERVICES

A. EQUAL EDUCATIONAL OPPORTUNITIES

Equal education and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual origin, ethnicity, ancestry, age, language barrier, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Any student may file a discrimination grievance by using the Uniform Grievance Procedure, which can be found in section VI.M. of this Handbook.

Sex Equity

No student shall, on the basis of sex or sexual orientation, 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 student may file a sex equity complaint by using the Uniform Grievance Procedure, which can be found in section VI.M. of this Handbook. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Accommodating Individuals With Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

B. SCHOOL CALENDAR AND SCHOOL DAY

A complete school calendar is maintained in the Principal's office.

The school day begins at 8:30 a.m. and ends at 3:20 p.m. The school day on Friday is from 8:30 a.m. to 2:10 p.m. Students may enter the building through the main entrance beginning at 8:20 a.m. Any student who is not in his/her 1st block class by the 8:30 a.m. bell will be considered tardy.

Students wishing to see a teacher before the start of school must have a pass from that teacher. Any student in the building prior to the start of the school day due to a school activity must stay with that activity group until the first morning bell rings.

C. SCHEDULE

Monday-Thursday	
8:20	Doors Open
8:30-8:33	Homeroom
8:33-9:42	1 st Block
9:44-10:53	2 nd Block
10:55-11:34	3 rd Block/Lunch
11:36-12:15	4 th Block/Lunch
12:17-12:56	5 th Block/Lunch
12:58-1:37	6 th Block
1:39-2:48	7 th Block
2:50-3:20	Privilege Time

Friday	
8:20	Doors Open
8:30-8:33	Homeroom
8:33-9:20	1 st Block
9:22-10:09	2 nd Block
10:11-10:58	6 th Block
11:00-11:39	3 rd Block/Lunch
11:41-12:20	4 th Block/Lunch
12:22-1:01	5 th Block/Lunch
1:03-1:42	7 th Block
1:44-2:10	Privilege Time

D. CLOSED CAMPUS

The District has a closed campus. Students are to be on campus in designated areas from the time of arrival on campus until the end of the school day. Students are not allowed to leave the campus during the school day except in the case of an emergency or with permission from their parent/guardian and the building administration.

Any student leaving campus during the school day without permission will be subject to discipline.

E. EMERGENCY SCHOOL CLOSINGS AND EARLY DISMISSALS

Occasionally, it may be necessary to cancel or dismiss school early due to inclement weather and other unforeseen situations. The following radio stations will be notified of school closings:

- WXRX 104.9 FM
- WFRL 1570 AM
- WROK 1440 AM
- WEKZ 1260 AM

Morning Closures

If the decision to close school is made prior to the beginning of the school day, the closure notice will be recorded on the school closing hotline at 815/248-2171 Ext. 927. The information will also be reported to the radio stations listed above.

Midday Closures

If school must be closed during the day when students are already in the building, school officials will call radio stations, seek reports concerning road conditions from appropriate authorities, and notify bus drivers. Families are encouraged to make a plan in the case of an emergency school closing. As part of that plan, parents/guardians should fill out an Emergency Situations Form for their student during registration.

All practices and meetings for extracurricular activities will be canceled on days when school is dismissed early or is not in session due to inclement weather.

F. SCHOOL FEES

Unless otherwise noted in the local newspapers, the fees for the school year will be as listed below.

Registration Fee

Registration fee for each student will be \$35.00 This includes the cost of textbooks, lockers, locks, lab fees and many consumable items. The District participates in the Illinois Secular Textbook Loan Program and consequently, some textbooks are loaned to students at no charge.

Damaged or Lost Materials Fee

Students will be responsible for the cost of replacing any material or property that is lost or damaged through negligence. Replacement costs for damaged or lost textbooks will vary.

G. WAIVER OF SCHOOL FEES

A student may be eligible for a waiver of student fees if his or her family receives public aid; has gross income below that set out in the federal guidelines for free or reduced-price lunches; or is otherwise able to establish that the student or family cannot afford to pay fees. Applications requesting waiver of fees should be submitted to the Principal. Forms for submitting fee waiver requests are available in the Principal's office. Providing false information to obtain a fee waiver is a felony under Illinois law. Any inquiries about the fee waivers should be directed to the Principal.

H. LUNCH PROGRAM

Durand operates a hot lunch program. See also section VI.F., Free and Reduced Price Lunch Services.

The lunch period is 30 minutes long. Students may bring a sack lunch from home or buy a hot lunch. Students who bring sack lunches may also purchase milk separately.

Hot lunches may be purchased by the month, week, or day. All hot lunches must be paid for on or before the day the student eats. **Student charging of food and/or beverage will not be allowed.** Students need to bring their money to the front office in the morning before school. Menus will be published monthly and can also be found on the Durand website (www.bulldogs.com). In case of absence, parents are responsible for noting and claiming milk and lunch credits to be used when the student returns.

If a student does not qualify for a free or reduced-priced meal and does not have money for a meal, the school food authority is not required to provide a meal to that student.

Students who consistently do not bring lunch money will be fed only three times in one school year.

I. SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act (“SVRA”) permits employed parents who are unable to meet educators due to a work conflict the right to time off from work during the school year to attend necessary educational or behavioral conferences at the school their student attends. Parent/guardian SVRA rights include the following:

1. Upon advance written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their student’s classroom activities or school conferences which cannot be scheduled during non-work hours.
2. The District will make time available for regularly scheduled, non-emergency school conferences during both regular school hours and evening hours.
3. The District will document the time and date of each school visit for a parent/guardian to provide his/her employer, if requested.

J. INSTRUCTIONAL MATERIALS

Parents/guardians have the right to inspect instructional materials, on request made to the Principal’s office.

K. QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

The District will provide information to a parent or guardian upon request regarding the professional qualifications of their student’s classroom teachers, including the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the assigned teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. Whether the student is provided services by paraprofessionals and, if so, the qualifications of the paraprofessionals.

II. ATTENDANCE AT DOLAN EDUCATION CENTER

A. HEALTH AND BIRTH CERTIFICATE REQUIREMENTS

All sixth graders, ninth graders and transfer students must undergo a complete physical examination prior to entering school. See section V.B., Health Services and Requirements for additional information.

Additionally, parents/guardians of students enrolling in the District for the first time must present a certified copy of the student's birth certificate. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

B. ATTENDANCE

The District believes it is the shared responsibility of the school and the home to assist students in developing desirable habits of punctuality and attendance. Any adult who has custody or control of a student between the ages of seven and 17 years old must cause that child to attend public school in the district in which the child resides, unless the child attends a non-public school which meets the requirements of state law. Students are required to attend each day school is in session. The Principal will handle cases of chronic or habitual truancy in accordance with provisions of state law, including reporting such cases to the Regional Superintendent for possible prosecution and penalties.

A student may have a total of seven days of absence each semester. These absences may be for any reason as long as a parent/guardian calls in to 815/599-3975 or sends a note to the school no later than 9:00 a.m. on the day of the absence. If there is no parent/guardian contact by 10:00 a.m. on the day of the absence, the time away from school will be unexcused. Students may not use one of these absences during testing and finals.

Absences over seven days will be considered unexcused unless the student has a doctor's excuse or an excuse from the school nurse. Extenuating circumstances that require a student to be absent more than seven days must be discussed with the Principal.

C. EXCUSED ABSENCES

Excused absences are absences that are either planned or unplanned with parent/guardian permission and/or prior administrative approval. Students will be given a full opportunity to make-up work missed due to an excused absence. See II.E., Make-up Work.

Examples of excused absences include but are not limited to:

1. Illness
2. Death in family
3. School activities
4. Observance of a religious holiday
5. Court appearances
6. Emergencies beyond the control of the student as determined by the Principal
7. Family work emergencies
8. Family trips (with parents, grandparents, aunts/uncles or a post-college age sibling)
9. Other unavoidable family-related absences
10. College visits - see II.H., below for additional information.

D. UNEXCUSED ABSENCES

A student will be considered to be unexcused from school if the student:

1. Leaves the school building without permission
2. Leaves a specific class without permission
3. Is absent in the morning or afternoon because of behavioral problems
4. Is absent all day because of behavioral problems
5. Is on run
6. Is in detention or jail
7. Is serving a detention with the Dean of Students
8. Is serving an out of school suspension

E. MAKE-UP WORK

Planned Excused Absences

A parent/guardian must send a note to the Principal two days prior to any planned absence. Also, a Request for Absence form must be filled out and returned to the office at least two days prior to a planned absence. The student must obtain assignments from teachers prior to the day of the planned absence, and must turn in assignments no later than one day after returning to school.

Appointments

A student who has an appointment during the school day must be signed out by a parent/guardian in the main office before leaving for the appointment. When the student returns to school from an appointment the student must be signed back in by the parent/guardian in the main office.

Unplanned Excused Absences

The work missed during an unplanned excused absence must be made up within two school days for each day absent. This work must be turned in on the morning of the third day. Exceptions will be reviewed by the teacher and administration. The student is responsible for obtaining his/her assignments on the first day back to school.

Unexcused Absences

Students will not be given the opportunity to make up work missed due to an unexcused absence, and disciplinary action may be taken. Students who are serving a detention with the Dean of Students will be given make up work and can earn credit on any completed work.

F. LATE ARRIVAL

If a student is going to be late for school, the parent/guardian must call 815/599-3975 to inform school personnel. Students who arrive late to school must report to the Dean of Students to sign in for the day. If school personnel detain or delay a student, the student must obtain a pass before going to his/her next class, or the student will receive an unexcused tardy. Students with unexcused absences and tardies are subject to District discipline measures. See section VII., Student Discipline for additional information.

The student lunch count must be in my 9:00 a.m. each morning. If a student will be arriving late to school but before lunch and intends to eat hot lunch, the student must be called in prior to 9:00 am to be included in the day's hot lunch count. If a student is not called in by 9:00 a.m. and will be arriving to school prior to the lunch hour, the student must bring his/her own lunch.

G. LEAVING THE BUILDING

Students who need to leave the building during the school day for any reason, including going to one's car, must have a note signed by his/her parent/guardian and must sign out in the office. Upon their return, the student must sign back in. The Principal will decide on the acceptability and validity of all reasons to leave the building.

Students who do not follow this procedure will be unexcused for the absence and subject to District discipline measures. See section VII., Student Discipline for additional information.

H. COLLEGE VISITS

Juniors and seniors are allowed two absences on school days to visit colleges or universities. Prior permission from the Principal or his designee is required and must be obtained at least five school days before the visit. Students are to visit schools with their parents/guardians whenever possible, and are required to bring back a certificate from the college or university verifying that they did visit the school when school is in session. If additional days are needed, permission must be obtained from the Principal. A Request for Absence form must be completed before any college visit. Students who do not follow these procedures will be unexcused for their absence.

It is suggested that students try to visit universities or colleges on days when Durand is not in session, such as school holidays or institute days.

III. Transportation

A. STUDENT DRIVING AND PARKING

A student who has a valid driver's license is **not** permitted to drive vehicles to school unless authorized by the Principal. A student's parent/guardian must contact the Principal at least two days in advance to request authorization for a student to drive to school. Authorization is at the Principal's discretion and is not guaranteed. The privilege of parking at school is conditioned on consent to vehicle search by school personnel.

IV. ACADEMICS (For Durand Students Only)

A. REQUIREMENTS FOR GRADUATION

Students must earn 28 credits to graduate, including the following course requirements:

COURSE	SEMESTERS REQUIRED	CREDITS
Science	4	2
Math	6	3
English	8	4
Speech	1	.5
World History	2	1
U.S. History	2	1
Foundations & Gov't	2	1
Careers	½	.25
Physical Education	7	3.5
Health	1	.5
Driver's Education	1	.5
Consumer Economics	½	.25
Keyboarding	1(or pass prof. Exam)	.5(or pass prof. Exam)
Computer Literacy	1	.5
Music, Art, Foreign Language, OR Vocational	2	1
TOTAL CREDITS		8.5(electives) + 19.5(required)

In order to graduate, a student must pass the Constitution Test as required by the School Code.

B. CREDITS NEEDED FOR PROMOTION TO THE NEXT GRADE FOR HIGH SCHOOL STUDENTS

From: Freshman year 5 credits
Sophomore year 12 credits
Junior year 20 credits

C. PROGRESS REPORTS / GRADES

The progress of each student is a central concern of the school. Therefore, progress is formally reported four times each school term through report cards and scheduled conferences with teachers. In addition, parents/guardians are notified at approximately the midpoint of each grading period of their student's progress. Notification at this time allows the child an opportunity to raise the evaluation before grades are issued. The semester grade is cumulative through the semester.

D. PARENT/TEACHER CONFERENCES

Parents are strongly encouraged to attend conferences regardless of the child's progress. Communication at these times is valuable to both the school and home and therefore to the child's success.

Additional conferences may also be scheduled upon request by the school or home. If an additional conference with a teacher is desired, please call the school to arrange a time that is mutually convenient.

E. GRADING SCALE

Dolan Education Center uses the following letter grading scale:

A+ = 99-100%	B+ = 88-89%	C+ = 78-79%	D+ = 68-69%
A = 93-98%	B = 83-87%	C = 73-77%	D = 63-67%
A- = 90-92%	B- = 80-82%	C- = 70-72%	D- = 60-62%

Failing = 59% and below

In calculating the grade point average (GPA) for students, the following scale is used per credit:

A+ = 4.33	B+ = 3.33	C+ = 2.33	D+ = 1.33
A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = .67

F. AWARDS ASSEMBLIES / HONOR ROLL

The honor roll at Dolan Education Center is an A, B honor roll. To earn honor roll a student must achieve all A's and B's for each quarter. Any student earning a C or worse in any subject will not earn the distinction of being on the honor roll.

An awards assembly is scheduled after all four quarters. Parents/guardians are encouraged to attend the awards assemblies and support students.

G. CREDITS FROM OTHER INSTITUTIONS

Transfer students

Students who transfer to the District from another school that is certified and recognized by the Illinois State Board of Education will be allowed to transfer the credits earned at that school. The student's transcript must show that credit was awarded by that school. The course work will be evaluated by the counselor and administration to correspond with District credit and graduation requirements.

Any student who has been suspended or expelled from the school he/she previously attended will not be permitted to enroll in the District until the term of the suspension or expulsion is completed.

Correspondence Courses

Correspondence courses are not approved towards graduation requirements unless they are to make up a deficit in credits that cannot be obtained by regular scheduling or are enrichment courses not offered at Dolan Education Center. Students attending school in the District may, with prior approval of the Principal, apply six credits earned through correspondence courses towards graduation. In special cases where a student is temporarily a non-resident of the district, the Principal has the discretion to determine how many correspondence course credits will be accepted towards graduation. Enrollment materials for correspondence courses may be obtained in the Guidance Office at Durand Senior High School. The student must have the courses and the institution approved by the Principal before course work is started. The institution must be recognized by the Illinois State Board of Education. If courses were not pre-approved, the Principal has the discretion whether to allow the student to apply the credit toward graduation based on the material covered, testing procedure, and the length of time spent on course work.

H. STUDENT WITHDRAWAL

When a student is being dropped from enrollment at Dolan Education Center, either as a transfer student or as a result of the student's choosing, the student must complete the proper form located in the main office. No credit will be given if a student fails to complete a given semester. Students who withdraw from the program, regardless of the reason, are not guaranteed that there will be an opening at Dolan for a student to re-enter.

I. PROGRAMS FOR STUDENTS AT RISK OF ACADEMIC FAILURE AND/OR DROPPING OUT OF SCHOOL; GRADUATION INCENTIVES PROGRAM

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program

Any student below age 20 is eligible to enroll in a graduation incentives program if he/she:

- Is considered a dropout according to State law;
- Has been suspended or expelled;
- Is pregnant or is a parent;
- Has been assessed as chemically dependent; or
- Is enrolled in a bilingual education or limited English proficiency program.

J. ENGLISH LANGUAGE LEARNERS

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all students are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by their parents/guardians.
2. Appropriately identify students with limited English-speaking ability.
3. Comply with State law regarding the Transitional Bilingual Educational Program and Transitional Program of Instruction.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.

5. Determine the appropriate instructional program and environment for English Language Learners.
6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Language Learners in the District's student assessment program to measure their achievement in reading/language arts and mathematics, to the extent required by State and federal law.
8. Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their student's identification as such, (2) their student's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their student's needs, (5) specific exit requirements of the program, (6) how the program will meet their student's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their student's progress and their involvement will be encouraged.

Parent Involvement

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their student's placement in and information about, the District's English Language Learners programs.

V. PUPIL PERSONNEL SERVICES

A. HEALTH EDUCATION

In accordance with the Critical Health Problems and Comprehensive Health Education Act, the District provides students with classes designed to provide a variety of learning experiences based upon scientific knowledge of the human organism as it functions within its environment. Health education classes established under this Act shall include, but is not be limited to, the following educational areas:

- Human ecology, health, growth and development;
- The emotional, psychological, physiological, hygienic and social responsibilities of family life, including sexual abstinence until marriage;
- Prevention and control of disease, including instruction in 6th grade on the prevention, transmission and spread of AIDS;
- Public, environmental and consumer health;
- Safety education and disaster survival;
- Mental health and illness;
- Recognizing and avoiding sexual abuse; and
- Personal health habits including drug, alcohol, and tobacco use.

No student is required to take or participate in the health education classes if his or her parent/guardian submits a written objection to the Superintendent.

B. HEALTH SERVICES AND REQUIREMENTS

Physical Examinations, Immunizations, and Exclusion of Students

Physical exams are required for students entering sixth grade, ninth grade, and for all out-of-state transfer students. The physical exam must occur within the previous year. Students who have not turned in the completed physical exam form by October 15th will not be allowed to attend school.

All public school students must be immunized against measles, rubella, polio, diphtheria, pertussis, tetanus and other communicable diseases. No student will be permitted to enroll without proof of immunizations.

Eye Examinations

Any student enrolling for the first time in a public, private or parochial school must have an eye examination, to be recorded on forms prescribed by the Illinois Department of Public Health and the State Board of Education. Proof of having been examined by a physician licensed to practice medicine in all of its branches or by a licensed optometrist within the previous year must be presented before October 15. A parent/guardian who shows an undue burden or a lack of access to a physician/optometrist may seek a waiver by contacting the District office.

Dental Examinations

Dental exams are required for students entering sixth grade. Students must present proof of having been examined by a dentist before May 15th of the school year. If a student in sixth grade fails to present proof by May 15th, the school may hold the student's report card until the student present proof of completed dental exam or the student present proof that a dental exam will take place within 60 days after May 15th.

Exemptions

Parents/guardians who object to any of the above health examinations and immunizations on religious grounds must provide the District with a signed statement detailing the grounds for their objection(s).

Exempting a student from health or eye examination does not exempt the student from participating in P.E. classes.

Vision and Hearing Screenings

Vision and hearing screening are conducted annually. Referral forms will be sent home for students who fail vision or hearing screenings. Please follow up with the referrals as the screenings are not a substitute for a complete hearing and vision evaluation by a doctor.

General Health Guidelines

1. A full-time nurse is available to assist students. The nurse is not meant to take the place of a family doctor and should not be used as such.
2. Parents/guardians should inform the nurse at the beginning of each school year about any health problems their child may have including but not limited to allergies, asthma, hyperactivity, diabetes, and epilepsy.
3. Do not send your student to school if he/she has a fever or has had a temperature over 100 degrees or has vomited within the past 24 hours.
4. When your student returns to school after an absence of several days and especially after having a communicable disease, he/she must report to the nurse for a health check with a note from the parent/guardian explaining the absence for a health check before entering the classroom.
5. Parents/guardians will be called at home or work if their child is ill. Please be sure we have up-to-date contact information and someone to call if you cannot be reached. Students will not be allowed to go home sick unless parent/guardian verbal consent is secured.
6. Do not bring a student to school directly from a hospital stay or dental procedure.

C. GUIDELINES FOR ADMINISTERING MEDICATION

A student should not take medication during school hours or at school-related activities unless necessary for the student's health and well-being. Parents/guardians are urged to make provisions for administering medication at home rather than at school. When a student's licensed health care provider and parent/guardian believe it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the student and otherwise follow the District's procedures on dispensing medication.

Prescription and non-prescription medication will not be administered to any student, and school personnel will not 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.

The 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 but not limited to an epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian or a student 18 years of age or older must indemnify and hold harmless the 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 epinephrine auto-injector or other medication, or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

A monthly-prescribed medication report is sent to Peoria Public Schools Medicaid fee for service.

The School Medication Authorization Form must be filled out at the beginning of each academic year. Contact the school nurse with any health or medication questions.

D. STUDENT RECORDS

Notification of Rights of Parents and Students

Rules concerning student records at the District are based on requirements of the federal Family Educational Rights and Privacy Act ("FERPA"), the Illinois School Student Records Act ("ISSRA"), and on the School Board's Student Records Policy.

The Student Records Policy may be reviewed in District administrative offices. Questions concerning the policy, the information provided below, or particular student records should be directed to the Dean of Students or Principal.

Permanent and Temporary Records

A student's permanent record consists of:

1. Basic identifying information, including the student's and parents' names and addresses, student birth date and place, and gender.
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance exams.
3. Attendance record.
4. Accident reports and health record.
5. Record of release of permanent record information.

All permanent student records will be destroyed 60 years after the student graduates or permanently withdraws from school.

A student's temporary record consists of:

1. Family background information.
2. Intelligence test scores and aptitude test scores.
3. Reports of psychological evaluations, including information obtained through test administration, observation or interviews.
4. Elementary and secondary achievement level test results.
5. Teacher anecdotal records.
6. Disciplinary information.
7. Honors and awards received, and participation in co-curricular and extracurricular activities.
8. Special education files including the report of the multidisciplinary staffing on which placement (or non-placement) was based, and all records and tape recordings relating to special education placement hearings and appeals.

9. Any verified reports or information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the student.
10. Record of release of temporary record information.

Student temporary records will be destroyed five years after a student graduates or permanently withdraws from school.

Directory Information

The following information is designated as directory information and shall be released to the general public, unless the parent requests in writing, delivered to the Principal by October 1, 2011 or within 30 days of initial enrollment, that any or all such information not be released:

1. Identifying information, including the student's name, address, telephone listing, photograph, grade level, birth date and place, and parents' names and addresses.
2. Academic awards, degree and honors.
3. Information in relation to school-sponsored activities, organizations, and athletics.
4. Period of attendance in the school.

Parent and Student Rights Regarding Student Records

Parents/guardians, or students who attain the age of 18 ("eligible students"), have the right to:

1. Inspect and copy the student's education records within 15 days of the date the District receives a request that identifies the records which the parent or eligible student wishes to inspect. The Principal will make arrangements for access and will notify the parent or student of the time and place where the records may be inspected. There will be a charge of \$.35 cents per page for copies.
2. Request the amendment of student records that the parent or eligible student believes are inaccurate or misleading, by writing to the school principal. The written request should clearly identify the part of the record sought to be changed, and specify why it is inaccurate or misleading. If the District determines not to make the requested changes, the District will so notify the parent or student of its decision, of the right to a hearing regarding the request for amendment, and of the procedures for such a hearing.
3. Receive, upon request, copies of records proposed to be destroyed. The school will notify parents/guardians and students of the records destruction schedule.

4. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that disclosure without consent is authorized by state or federal statute.
 - a. Among the types of disclosure without consent allowed by statute is disclosure to a school official with legitimate educational interests, meaning a person who needs to review an education record in order to fulfill his or her professional responsibilities. The term "school official" may for these purposes include an administrator, certified or support staff member (including health or medical staff and law enforcement unit personnel), school board member, or person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or diagnostician), or a parent or student serving on a school-established disciplinary or grievance committee.
 - b. The District will disclose a student's education records without consent to a school in which the student seeks or intends to enroll, upon request by that school, subject to the right of the parents (or student, as applicable) upon notice of the proposed transfer to inspect and copy the records and to seek amendment of their contents using the procedure described above.
5. File a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements the FERPA. The address of the agency that administers the Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Limitation on Right of Access Where Court Order of Protection Exists

No person who is prohibited by a court order of protection from inspecting or obtaining school records of a student shall have any right of access to the school records of that student, if the school's principal or the principal's designee has been provided a copy of such order.

Other Protections

A parent/guardian or student may not be forced by any person or agency to release information from the student's temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

E. PROTECTION OF PUPIL RIGHTS ACT

The Protection of Pupil Rights Amendment (“PPRA”) affords parents/guardians certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following areas, if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents/guardians to a student who is 18 years old or an emancipated minor under State law.

Parents/guardians who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

VI. POLICIES AND PROCEDURES

A. BULLYING/HARASSMENT

Bullying and harassment are detrimental to students and the educational process. Bullying/harassment includes any behavior that does physical, emotional, or psychological harm to someone else and/or the urging of others to engage in such conduct. Prohibited behavior may include, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, name-calling, hazing or other comparable conduct.

B. CRIMINAL OFFENDER NOTIFICATION

The Principal or his designees shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. See the Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., as amended by P.A. 94-994, eff. 1/1/07.

Parents/guardians may also seek information regarding criminal offenders via the Statewide Sex Offender Database (a/k/a Sex Offender Registry), at www.isp.state.il.us/sor, and the Statewide Child Murderer and Violent Offender Against Youth Database, at www.isp.state.il.us/cmvo/.

Requests for additional information shall be referred to local law enforcement officials.

C. EDUCATION OF HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth have equal access to the same free appropriate public education as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed, or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not

currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, in accordance with State law, conduct a review as to whether such hardship continues to exist.

D. EDUCATION OF STUDENTS WITH DISABILITIES

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and federal and state implementing regulations, provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy means children between ages 3 and 21 (inclusive) for whom it is determined that special education services are needed, in accordance with procedures described in the Illinois State Board of Education’s Special Education rules.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

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

The District is a member school of the Winnebago County Special Education Co-operative. The District may maintain membership in other cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District’s students with disabilities. If necessary, students may also be placed in nonpublic special education programs or education facilities.

E. FOOD AND BEVERAGES

Food and beverages are not allowed in the classroom unless prior authorization has been granted by the Principal. Students are allowed to have a water bottle in class that contains water only.

F. FREE AND REDUCED PRICE LUNCH SERVICES

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines and family-size income standards set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, the District shall by letter notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide a copy of them by mail to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

G. HARASSMENT

No person, including a District employee, agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, national origin, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Prohibited conduct includes but is not limited to name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students who observe or experience harassment or intimidation should report it to the Principal and/or school counselor. An investigation will be conducted followed by appropriate discipline action. Such disciplinary action may include counseling, detention, suspension or expulsion. Law enforcement authorities may be notified.

Sexual Harassment

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

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

Students who observe or experience such conduct should report it to the Principal and/or school counselor. An investigation will be conducted followed by appropriate discipline action. Such disciplinary action may include counseling, detention, suspension or expulsion. Law enforcement authorities may be notified.

H. LOCKERS

The District owns and maintains all lockers used by students in the District and provides them as a convenience to students. School administrators may search a locker at any time. See section VI.L., Search and Seizure for additional information.

Students are not to share their lockers or switch lockers with another student. The school is not responsible for personal items in lockers. Lockers should be kept orderly and locked. Stickers are not allowed on the inside or outside of lockers. Any displays or decorations on the inside or outside of lockers must not be obscene, profane, vulgar, or otherwise in violation of school rules or they will be removed.

The only items to be kept in lockers are articles of clothing, schoolbooks, supplies needed for school use or school activities, and sack lunches. No open containers of food or beverages are allowed in lockers.

The school will not be responsible for items taken from lockers. Locks are provided for students who desire one. Only locks provided by the school are allowed.

I. PASSES

Students must have a pass from a teacher to be in halls during scheduled class time. All students who need to leave the classroom during class time will be escorted by a staff member. Students who demonstrate responsibility and trustworthiness can earn their way off of the escort list. The escort list will be reviewed by the administration at the end of each quarter.

J. RECIPROCAL REPORTING PROCEDURES

To promote the safety and security of District staff, students, and school property, the School Board has authorized intergovernmental agreements with the following jurisdictions for reciprocal reporting between the District and the respective local law enforcement authorities regarding criminal offenses committed by students:

Winnebago County Sherriff's Department

K. SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other District property and equipment owned or controlled by the school, without notice to or the consent of the student, and without a search warrant when there is a reasonable suspicion that the search will produce evidence of violation of the law or District rules.

School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other District property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

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 are reasonable grounds to suspect that the search will produce evidence that the student has violated or is violating either the law or the District's student conduct rules. If a search is made and illegal items are found in a student's locker, vehicle or personal effects, the student must take full responsibility for possession of those items.

L. UNIFORM GRIEVANCE PROCEDURE

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the state or federal Constitution, state or federal statute, or School Board policy, or have a complaint arising under or relating to:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act;
5. Title VI of the Civil Rights Act;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act);
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or programs;
10. Victims' Economic Security and Safety Act;
11. Illinois Equal Pay Act of 2003;
12. Provision of services to homeless students; or
13. Illinois Whistleblower Act.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she

deems appropriate. As used in this policy, “school business days” means days on which the District’s main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student’s parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within five school business days after receiving the Complaint Manager’s report, the Superintendent shall mail his or her written decision to the Complainant and to the Complaint Manager by first class U.S. mail.

Within 10 school business days after receiving the Superintendent’s decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 30 school business days, the School Board shall affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information. Within five school business days of the School Board’s decision, the Superintendent shall inform the Complainant of the School Board’s action.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Complaint Managers:

Mark Parent
Dolan Education Center
10104 Farm School Road
Durand, IL 61024

Karen Swanson
Dolan Education Center
10104 Farm School Road
Durand, IL 61024

M. VISITORS

All visitors during the school day must enter through the main entrance. Visitors must sign in at the Dean of Students' Office.

VII. STUDENT DISCIPLINE

Good discipline and effective learning go hand-in-hand. Few areas within the school's domain are so essential to the effective operation of the school. Acts of gross disobedience and misconduct by a student while enrolled in the District shall be the basis for detention, suspension, expulsion or other disciplinary action. Such acts include but are not limited to physically or verbally abusing a teacher, administrator or another student; criminal acts against the faculty, students or the school in general; continual misbehavior in the classroom or school; gross disrespect or insubordination to teachers, administrators or staff.

A. GROUND FOR DISCIPLINARY ACTION

Grounds for disciplinary action apply whenever a student's misconduct is reasonably related to school or school activities, including but not limited to:

1. Misconduct on District property or visible from District property before, during or after school hours or any time when the school is being used by a group;
2. Misconduct off District property at any school-sponsored activity, or event, including any activity which bears a reasonable relationship to school;
3. Misconduct which occurs while traveling to or from school, a school activity, function or event; and
4. Any misconduct which may reasonably be considered a threat or attempted intimidation of a student, visitor, staff member, or which adversely affects educational functions or the school environment.

B. PROHIBITED STUDENT CONDUCT

Disciplinary action will be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the conduct referred to in this section, VII, Student Discipline.

C. DISCIPLINARY MEASURES

Students who engage in prohibited conduct are subject to disciplinary measures including but not limited to:

1. Removal from classroom.
2. Notification of parent/guardian.
3. Withholding of privileges.
4. Seizure of contraband, including cell phones and other portable electronic devices.
5. Suspension of bus riding privileges.
6. Detention with the Dean of Students (DWD). Students are removed from the regular school program and environment but are supervised within the school. Students are not permitted to participate in any school activities on the day of detention, and will be sent home with an unexcused absence if they do not cooperate with DWD procedures. In the case of a special education student, detention procedures shall be implemented consistent with the federal Individuals with Disabilities Education Act (IDEA).
7. OUT OF SCHOOL SUSPENSION (OSS). Students are removed from the regular school environment and all school activities for a period of time not to exceed 10 school days. Students on OSS are not to be on school grounds or attend any school activities. Students will be given a maximum of 50% credit for classroom assignments due during the OSS when turned in to the main office before the first bell on the day the student returns to school. Tests and/or quizzes that a student misses during an OSS must be made up on the first day of that class the student attends upon returning to school from the OSS. A student who is subject to OSS as provided in this section may be eligible for a transfer to an alternative school program. In the case of a special education student, suspension procedures shall be implemented consistent with the IDEA.
8. EXPULSION. Administrators may recommend to the School Board that a student be expelled from school for a definite period of time not to exceed two calendar years as determined on a case by case basis. In the case of a special education student, expulsion shall be administered in a manner consistent with the IDEA. A student who is subject to expulsion as provided in this section may be eligible for a transfer to an alternative school program.
9. Notification of juvenile authorities at the discretion of school officials and whenever the conduct involves illegal drugs (controlled substances), alcohol, or weapons, or look-alike weapons.

State law prohibits the use of corporal punishment by school authorities.

D. SCHOOL AUTHORITIES WHO MAY IMPOSE DISCIPLINE

Each teacher, and any other school employee when students are under his or her charge, is authorized to impose any disciplinary measure which is appropriate and consistent with Board policy and school rules, provided that suspensions and expulsions may only be imposed by administrators and authorized by the School Board. Teachers, other certificated educational employees and other persons providing a related service for 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 or Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school, including all school functions.

E. DISCIPLINARY PROCEDURES

Reporting of Aggressive Behavior

When a student engages in aggressive behavior, the school will so notify the student's parent/guardian by letter.

Suspension Procedures

Before a student is suspended, school authorities may meet with the student to inform the student of the misconduct of which he or she is accused and will give the student an opportunity to respond to the charges. A pre-suspension conference is not required and the student may be suspended immediately when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

Any suspension shall be reported promptly to the student's parent/guardian, who will receive a written notice of the suspension stating the reasons for the suspension, including any school rule that was violated, and a notice of their right to a review of the suspension. A copy of the notice shall be given to the School Board.

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

Expulsion Procedures (Durand Students)

If a student is recommended to be expelled, school administrators will send the student and his or her parent/guardian a written request to appear at a hearing on the student's proposed expulsion. The request shall be sent by registered or certified mail, return receipt requested, and shall state:

1. The reasons for and proposed expulsion including the specific conduct rule(s) the student is charged with violating.
2. The proposed period (duration) of the expulsion.
3. The time, date, and place for the hearing.
4. A short description of the procedures that will be followed.
5. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed two calendar years, as determined on a case by case basis.
6. A request that the student or parent/guardian inform the District if the student will be represented by an attorney and, if so, the attorney's name.

Unless the student and parent/guardian indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by the School Board. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the School Board shall take such final action as it finds appropriate.

During the expulsion hearing, the School Board or its appointed hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent/guardian may be represented by counsel at their expense, offer evidence, present witnesses, cross-examine witnesses who testify, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the School Board shall decide the issue of guilt and take such action as it finds appropriate.

F. DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with the provisions of the Individuals with Disabilities Education Act ("IDEA") when disciplining students who receive special education. No special education student shall be expelled if the student's particular act of gross

disobedience or misconduct is a manifestation of his/her disability. A student whose gross disobedience or misconduct is not a manifestation of his/her disability may be expelled from school, except that he or she shall continue to receive educational services as provided in the IDEA during the period of expulsion. A special education student may be suspended up to 10 days per school year, in the aggregate. During any additional period of suspension, the student shall continue to receive educational services in accordance with the IDEA.

A special education student who has exceeded or is expected to exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer, if the District demonstrates that maintaining the student in his/her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

G. DEMERIT SYSTEM

The demerit system at Dolan Education Center is a point system that is designed to address severe or chronic behavior that requires discipline outside of the daily behavioral system. Accumulation of points through the demerit system may lead to in-school detentions, suspensions, or additional discipline measures to address behavioral issues. Students may also reduce their demerit total by three points for every 30 calendar days without any infractions.

The administration reserves the right to issue additional demerits based on the severity and/or the chronic nature of offenses.

Demerit Scale

15 Demerits	1-2 day detention with the Dean of Students.
25 Demerits	3-5 day detention with the Dean of Students.
35 Demerits	1-3 day out of school suspension. A conference may be scheduled to discuss the appropriateness of placement.
45 Demerits	3-5 day out of school suspension. A conference may be scheduled to discuss the appropriateness of placement.
60 Demerits	Mandatory conference to discuss appropriateness of placement

Appropriate disciplinary actions will be taken on a case by

case basis. Disciplinary actions may include but are not limited to detention with the Dean of Students and out- of- school suspension.

61 or more Appropriate disciplinary actions will be taken on a case by case basis. Disciplinary actions may include but are not limited to Detention with the Dean of Students and out-of-school suspension. A conference may be scheduled to discuss the appropriateness of placement.

Level 1

The classroom staff deals with the behavior within the classroom directly. Students may be given choices, alternatives, time and space, consequences, etc. Staff may document the issue on either a student success sheet or an incident report based on the individual student's behavior system. **No demerits will be issued.**

Behaviors include, but are not limited to the following:

- Profanity
- Distracting others
- Not having materials
- Not working well with others
- Disrespect
- Being off task
- Not following instructions
- Not accepting consequences

Level 2

The classroom staff deals with the behavior within the classroom. The classroom staff provides a specific area for the student, and will continue to work on resolution of the problem within the classroom. Staff may document the issue on either a student success sheet or an incident report based on the individual student's behavior system. **No demerits will be issued.**

Behaviors include, but are not limited to the following:

- Profanity
- Distracting others
- Not having materials
- Not working well with others
- Disrespect
- Being off task
- Not following instructions
- Not accepting consequences

Level 3

The classroom staff will have the student go to the hallway area, either standing or sitting. The staff will continue to work with the student during the class period to resolve the situation. The classroom staff is responsible for closure. Staff may document the issue on either a student success sheet or an incident report based on the individual student's behavior system. **No demerits will be issued.**

Behaviors include, but are not limited to the following:

- Profanity
- Distracting others
- Not having materials
- Not working well with others
- Disrespect
- Being off task
- Not following instructions
- Not accepting consequences

Level 4

If a student is so disruptive or noncompliant within the classroom that the class work or activity cannot continue, the student will be given the choice to stop the inappropriate behavior and begin to participate appropriately or leave the classroom. If the student attempts/approximates the appropriate behavior the classroom staff will continue working with the student. If the student chooses noncompliance, the behavior coordinator will go to the classroom. The Dean of Students will have the responsibility to work through and resolve the situation. The Dean of Students will then make the determination as to when the student may return to classes. The incident will be documented on either a student success sheet or an incident report based on the individual student's behavior system. Based on the circumstances of the incident **0 to 5 demerits will be issued. Notice will be sent to the parent/guardian of any demerits issued.**

Behaviors include, but are not limited to the following:

- Profanity
- Distracting others
- Not having materials
- Not working well with others
- Disrespect
- Being off task
- Not following instructions
- Not accepting consequences

Level 5

These interventions are the responsibility of the administration with assistance from teachers, support staff, and parents. The police may be contacted as appropriate. Based on the circumstances of the incident **0 to 15 demerits will be issued. Notice will be sent to the parent and/or guardian of any demerits issued.**

Behaviors include, but are not limited to the following:

- Threatening
- Theft
- Leaving the building without permission
- Gross disobedience
- Gross insubordination
- Inappropriate display of affection

LEVEL 6

These interventions are the responsibility of the administration with assistance from teachers, support staff, and parents. The police may be contacted as appropriate. Based on the circumstances of the incident **0 to 35 demerits will be issued. Notice will be sent to the parent/guardian of any demerits issued.**

Behaviors include, but are not limited to the following:

- Battery on a student
- Creating an unsafe environment
- Destruction of property
- Physical aggression

LEVEL 7

These interventions are the responsibility of the administration with assistance from teachers, support staff, and parents. The police may be contacted as appropriate. Based on the circumstances of the incident **0 to 45 demerits will be issued. Notice will be sent to the parent and/or guardian of any demerits issued.**

Behaviors include, but are not limited to the following:

- Battery on school personnel
- Sexual harassment
- Alcohol, Drugs and Tobacco
- Weapons

H. TARDY POLICY

A student is tardy when he/she is not through the door of the classroom when the bell stops ringing.

All violations of the tardy policy will result in the student receiving two demerits.

I. HOMEWORK POLICY

Homework is the responsibility of each student and is to be turned in when due. Any student who does not complete and turn in homework when it is due will be issued a

consequence based on his/her behavior system. A student who has reached eight missing or incomplete homework assignments during the course of a quarter will automatically miss his/her privilege time each day she/he has a subsequent missing or incomplete homework assignment. A student who has reached 12 missing or incomplete homework assignments during the course of a quarter will earn three demerits for each subsequent missing or incomplete homework assignment.

J. ALCOHOL, DRUGS and TOBACCO

A student in possession of alcohol, tobacco, and/or drugs, using alcohol, tobacco, and/or drugs, under the influence of alcohol and/or a drug, selling or attempting to sell alcohol, tobacco, and/or a drug or a look-alike, distributing drugs including prescription or over the counter medication, or in the possession of drug paraphernalia at school or a school related activity is subject to possible detention with the Dean of Students, suspension, removal from the program at Dolan Education Center and the Principal or designee may contact law enforcement authorities.

K. WEAPONS

A student, who uses, possesses, controls, or transfers a weapon, or any object that looks like or can reasonably be considered to look like a weapon, shall be expelled for at least one calendar year, but no more than two calendar years. However, the School Board may modify the expulsion period on a case-by-case basis. This provision applies to possession, use, control, or transfer of any object that may be used to cause bodily harm, including, but not limited to, firearms, knives, guns, rifles, shotguns, brass knuckles, billy clubs, steel picks, rat tail combs, or “look-a-likes” of these objects. Items such as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Principal or designee shall notify the law enforcement authorities of any student who brings a firearm or weapon to school.

Students found to be in possession, use, control or transfer of a weapon in violation of this policy may be expelled for a definite period of time not to exceed two calendar years, but shall be expelled for a period of not less than one year except that the expulsion period may be modified by the Board of Education on a case-by-case basis.

L. DRESS CODE

The Dolan Education Center is a school within the Durand Community Unit School District No. 322, and therefore dress requirements are according to District policy.

Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. All clothing should be clean, in good condition, and appropriate for the educational environment. This judgment will be at the discretion of the administration.

The school will make final judgments of what is considered questionable clothing. If a student is determined to be wearing clothing of an unacceptable nature, the student will be asked to call home and arrange for a parent/guardian to bring alternative clothing. If a parent/guardian or alternative clothing is unavailable, the student will be provided alternative clothing to wear while in school or the student will be assigned to the in school suspension room the rest of the day. If the student changes into the alternative clothing provided, all objectionable clothing will be confiscated and returned only to the parent/guardian.

All dress code violations will result in the student receiving three demerits.

Student attire and grooming shall not:

1. Be disruptive to the school environment.
2. Be offensive, obscene or vulgar.
3. Advertise or promote alcohol, tobacco, drugs or drug related paraphernalia
4. Contain or be suggestive of gangs.
5. Contain or be suggestive of sexual connotations or innuendo
6. Contain or be suggestive of ethnic or racial slurs.
7. Contain or be suggestive of abusive or profane language.

Appropriate clothing must cover students from shoulders to mid-thighs. The following attire is prohibited in school:

1. Visible undergarments.
2. Bare midriff shirts.
3. Spaghetti strap shirts.
4. Halter-tops.
5. Muscle shirts.
6. Chains, including wallet chains, for any other purpose besides jewelry.
7. Hats or bandannas of any type may not be worn, except on specially designated days determined by the administration.
8. Sunglasses and headphones.
9. Clothing with holes.
10. Jackets may not be worn in class without the permission of the classroom teacher. Permission may be granted based on the temperature in the room.
11. Fishnet clothing of any kind.

Hats, sunglasses, gloves, and headphones are to be worn outside the school building only and need to be removed when entering the school, and placed in lockers.

Appropriate shirts are to be worn at all times. Appropriate includes:

- Shirts having sleeves.
- Shirts long enough so that they could be tucked in pants.
- Shirts that are not torn nor have holes.

Appropriate pants are to be worn at all times. Shorts and skirts may be worn when weather is appropriate, but must be mid thigh length or longer and must be conducive to the normal educational process and not hinder the normal educational activity.

Appropriate includes:

- Pants or shorts that are not ripped or torn above the mid thigh.
- Pants or shorts that do not have writing on them.
- Pants or shorts must have appropriate fit. A belt is required for pants/shorts that need adjustment.
- Pajama pants are not allowed.

Shoes must be worn in the school building at all times and must comply with the following rules:

- Socks must be worn with shoes.
- Sandals may be worn without socks.
- Shoelaces must be of matching colors.
- Gym shoes **MUST** be worn and **TIED** in PE class.
- Closed toe shoes must be worn in shop class.

All jewelry must be conducive to the normal educational process and not hinder the normal educational activity. The appropriateness of all jewelry in school will be the decision of the Principal or his designee.

- All students are allowed to wear appropriate earrings.
- Necklaces may be worn in school; however large, dangling chains are not allowed.
- Tongue rings, and visible piercings other than earrings are not allowed.
- Students may be asked to remove jewelry during P.E. class, Shop class, and during privilege time for safety precautions.

M. CELL PHONES AND OTHER PORTABLE ELECTRONIC DEVICES

Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless the Principal specifically grants permission.

The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

Must not to be used in the school building during school hours.

Must be placed in lockers upon entering school.

Any electronic device observed by a staff member will be confiscated, and will only be returned to a parent/guardian.

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

N. GANG/MOB ACTIVITY

A “gang” as used in this policy is any group of two or more persons whose purpose includes the commission of illegal acts, intimidation, and/or coercive antisocial behavior. Therefore, the possession, display, or use of signs, symbols, colors or slogans of gangs or public school fraternities, sororities, or secret societies are prohibited on school premises or at school sponsored events. Such symbols representing these groups cause confrontations and disruptions to the educational atmosphere of the school setting. Since it is impractical to list each item, determination will rest with the Administration as to relatedness to gang or other prohibited organizations.

O. GROSS DISOBEDIENCE

Gross disobedience occurs when a student commits an act or is involved in an incident severe enough to warrant increased consequences.

P. GROSS INSUBORDINATION

Gross insubordination occurs when a student repeatedly fails to obey a directive or the severity of the incident warrants increased consequences.