

**DURAND ELEMENTARY SCHOOL
DURAND COMMUNITY UNIT SCHOOL DISTRICT 322**

MISSION STATEMENT

The mission of the Durand Community Unit School District #322 is to provide a school system committed to excellence in teaching and learning. The District shares this responsibility with the community allowing all students an opportunity to learn the necessary skills to become lifelong learners and contributing members of society.

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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.O. 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.O. 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 for morning preschool is from 8:15 a.m. to 10:45 a.m. and for afternoon preschool from 12:45 p.m. to 3:15 p.m. Information about preschool enrollment may be obtained from the office. Enrollment in preschool is limited.

The school day for students in full-day kindergarten through sixth grade is from 8:25 a.m. to 3:15 p.m. Half-day kindergarten is from 8:25 a.m. to 12:15 p.m.

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. MORNING BELL SCHEDULE FOR ELEMENTARY SCHOOL

The morning bell schedule is as follows:

8:10 a.m.	Students line up
8:15 a.m.	First bell. Students to enter the building
8:25 a.m.	Students should be in their classrooms ready to begin

Students should not arrive to school earlier than 8:10 a.m. The school playground is unsupervised before 8:05 a.m. Students will not be allowed to enter the school building until 8:15 a.m. except in inclement weather. In inclement weather students will be allowed to enter the school building at students' arrival to wait for the 8:15 a.m. bell.

D. DEPARTURE

Starting at 3:10 a.m., students are dismissed as follows:

1. Students riding the school bus.
2. Students with after-school activities.
3. Students who walk home.

Students walking home from school are expected to cross the streets at the crosswalks and are not to remain in or return to the school. Students engaged in special after school activities are to report to those activity areas immediately after dismissal.

All students who are leaving school early are to be picked up in the elementary office unless other arrangements are made with the elementary office.

E. 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.

F. 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 and T.V. stations will be notified of school closings:

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

Rockford T.V. stations are also notified of closings.

Durand Schools also utilizes the Automated Messenger Service that will contact you by phone when a closing takes place.

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.

G. 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 kindergarten students is \$40 and registration fee for first through sixth grade students is \$45. The registration fee includes the cost of textbooks, workbooks, weekly reader, testing materials, art supplies, and lab materials. Kindergarten students also have a kindergarten rest mat fee of \$17.

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.

H. 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.

I. LUNCH PROGRAM

The District operates a Type A school hot lunch program. See also section VI.G., Free and Reduced Price Lunch Services.

Students may bring a sack lunch from home or purchase a hot lunch. Students who bring sack lunches may purchase milk separately. Parents/guardians of kindergarten students may purchase milk or juice for their student to drink during snack time at a cost of \$25 per semester.

Hot lunches are \$1.75 a day. Menus will be published monthly. 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.

Lunch money may also be sent to school in an envelope stating the student's name (full name), grade, and teacher's name.. Students' weekly or monthly lunch money must be turned in with the morning lunch envelopes and will not be accepted at the register. Contact the Food Service Director at 815/248-2171 ext. 121 for any questions regarding the lunch program.

Lunchbox and E-Funds

The Lunchbox Program allows you to view your student's balance and transaction history. To access Lunchbox, visit the Durand School Website at www.durandbulldogs.com. Once there, you can navigate to the Lunchbox link on the left hand side of the page. By clicking this link you will be directed to a page with instructions on setting up and maintaining an account.

The EFunds program allows you to make payments directly to your student's lunch account. These payments will go directly into the Lunchbox program and can be viewed there as well. To access EFunds, visit the Durand School Website at www.durandbulldogs.com. Once there, you can navigate to the Lunchbox link on the left hand side of the page. By clicking this link you will be directed to a page with instructions on setting up and maintaining an EFunds account.

Please contact the Technology Department at 815-248-2171 or email webmaster@cusd322.org with any questions.

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.

J. STUDENT INSURANCE COVERAGE

The District does not carry accident insurance coverage on students. Insurance coverage may be purchased at registration from a private company for a fee. Additional information is available through the office.

K. SCHOOL PICTURES

Each year a professional photographer comes to the school to photograph the students. Parents/guardians have the option of purchasing the pictures. Prices for the pictures will vary depending on the package selected.

L. PHYSICAL EDUCATION AND OUTDOOR RECESS

All District students must take physical education ("P.E.") except for those with temporary or permanent physical disabilities. Such students must have written certification from a licensed physician on file with the school nurse. Students must wear gym shoes in P.E. class. Students should leave a pair of gym shoes at school for use in P.E. class.

When weather permits, students are required to go outdoors for 10 or 15 minutes after eating lunch. Students may also be required to go outside for P.E. class. During the winter, a wind chill factor of zero degrees Fahrenheit or below requires all students to stay inside for recess and P.E. class.

Children who have been absent from school due to illness and those needing special medical consideration may be excused for up to three days from recess or from P.E. class upon written parent/guardian request. After three days, a doctor's note is required.

In winter, students should wear proper outdoor clothing (coats, hats, gloves, boots, etc.) in anticipation of outdoor recess and P.E. class time.

M. GIFTED/TALENTED PROGRAM

Students identified through achievement tests scores and teacher assessments as exhibiting special talents in the area of mathematics and language arts may participate in a program offering educational opportunities at an accelerated rate. The school offers this program for students in first through sixth grade.

N. MEDIA CENTER

The Elementary School has an extensive Media Center equipped with over 13,000 books, magazines, DVDs and videos, as well as an adjoining computer lab. All classes spend approximately 45 minutes weekly in the Media Center. Parents may check out items from the Center both before and after school. Both District libraries are members of the Northern Illinois Library System.

Books may be checked out for a two week period. Overdue books are charged at the rate of \$.05 per school day. Repeated abuse of Learning Center privilege will result in exclusion from its use.

A student's report card may be held if a student has lost a library book or has an unpaid fine. The report card will be released when the fine is paid or the book is returned. Also, students with unpaid fines or lost books may not be allowed to participate in the Spring Field Day.

O. MUSIC PROGRAM

Both instrumental and vocal music are offered to students. Vocal music is required for all kindergarten through sixth grade students. Band, including individual and group lessons, is available to fifth and sixth grade students. Chorus is available to sixth grade students.

P. PARENT TEACHER ORGANIZATION

The Parent Teacher Organization ("P.T.O.") is a volunteer group that sponsors programs for parents and assistance to students at school. Among other programs, the P.T.O. sponsors Market Day, a monthly fundraising food co-op offering the community an opportunity to purchase a variety of food items in bulk. Proceeds from Market Day are used to purchase items needed by the school.

Q. CLASSROOM ASSIGNMENT

Assignment of students to classrooms will be made on the basis of the student's learning style, the teacher's teaching style, recommendation of the previous teacher and recommendation of the future teacher. Requests for a student to be assigned to a particular classroom must be submitted to the Principal by June 1. Submitting a request does not ensure that the student will be placed in a particular classroom. The final decision about classroom assignment is at the discretion of the Principal.

R. 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.

S. INSTRUCTIONAL MATERIALS

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

T. 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.

U. NOTIFICATION OF PESTICIDES

The District periodically applies pesticides to maintain a pest-free school environment. If anyone wishes to be notified in advance of when pesticides will be applied, please inform the Superintendent's office at 815/248-2171.

II. ELIGIBILITY TO ATTEND DURAND ELEMENTARY SCHOOL

A. ADMISSION REQUIREMENTS

Preschool screenings are held each spring for three and four year olds. The screenings include vision, hearing, speech, and developmental tests. Enrollment in preschool is limited.

Kindergarten registration is held each spring for children in the District who will be five years old by September 1st of the school year. All families whose students are currently enrolled in the District must use the mail-in registration process to register for the school year. Students must meet residency requirements established by the District. Additional information about residency requirements may be obtained in the Principal's office.

Registration paperwork and fees are due in July of each year. If a family needs additional time to pay the registration fees, call the school bookkeeper to make arrangements. To inquire about waivers of fees due to inability to pay, please contact the Principal. See section I.H., Waiver of School Fees for additional information.

All students entering preschool, kindergarten, and sixth grade, as well as new students to the District must undergo a complete physical examination prior to entering school. See section VIII.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. TRANSFER STUDENTS

To be admitted, a transferring student must produce proof of residence and a completed Student Transfer Form from the student's previous Illinois public school district, including information about whether or not the student is in good standing and his or her medical records are up to date and complete. A transfer student who has been suspended or expelled from any public or private school previously attended will not be allowed to attend class until the suspension or expulsion has been completely served. Upon recommendation from the Superintendent, the School Board may allow the student to be considered for placement in an alternative school for the duration of the suspension or expulsion.

Any incoming student from a non-public school must provide proof of residence and information about prior school courses of instruction and grades received, as District personnel may require.

Placement will be based upon the student's performance on any necessary preadmission achievement tests and any other factors which may appropriately be considered.

III. ATTENDANCE

A. ATTENDANCE POLICY

The District believes it is the shared responsibility of the school and the home to assist students to develop 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 or sends a note to the school no later than 9:00 a.m. on the day of the absence. Parents/guardians may leave a message on the school's voicemail if the call is made prior to 8:00 a.m. If there is no parent/guardian contact by 9:00 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.

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.

A student returning to school after an absence may report directly to class if the parent/guardian has called the school explaining the absence. If the parent/guardian has not called the school then the student must report to the office before first hour with a note from the parent/guardian explaining the absence.

B. 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 III.C., Make-up Work. The determination of valid excuse for absence is at the discretion of school administration, subject to Board Review.

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

C. MAKE-UP WORK

Planned Excused Absences

A parent/guardian must send a note to the Principal two days prior to any planned absence. Assignments must be turned in within one school day for each day absent.

Teachers are not required to provide work prior to a planned vacation.

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.

D. LATE ARRIVAL

Students who arrive late to school must report to the office to obtain a pass and to sign in for the day. Students with unexcused absences and tardies are subject to District discipline measures. See section VII., Student Discipline for additional information.

E. LEAVING THE BUILDING

The parent/guardian must send a note to the teacher or call the school office if his/her student must leave during the school day. Parents/guardians sign out and pick-up the student in the office.

F. ATTENDANCE AT SCHOOL ACTIVITIES

Students who are absent during the school day may not attend school extracurricular activities on that day as either spectators or participants, except with permission of the Principal. Students younger than fifth grade must be accompanied by a parent/guardian to attend an after school activity.

Students are to abide by all District rules and regulations at school sponsored events both at home and away from the school.

IV. TRANSPORTATION

A. ELIGIBILITY FOR FREE TRANSPORTATION

Students living one and one-half miles or more from the school are eligible for free transportation. Students living closer than this distance may be transported if special conditions are present which pose a safety hazard for the student. A student's parent/guardian may file a petition with the District requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Homeless students are transported in accordance with the McKinney-Vento Homeless Assistance Act.

District employees are not allowed to transport students in school or private vehicles unless authorized by the administration.

B. SCHOOL BUS PROCEDURES

Transportation is a privilege, not a right. The objective of the District is to provide safe bus transportation for students eligible to ride the school bus. Transportation service is a privilege that is granted to the student contingent upon violating proper behavior. The school may suspend or revoke a student's eligibility to ride the school bus for violating school bus safety or conduct policies, or for violating any law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not considered an expulsion or suspension from school. The parent/guardian of a student suspended from transportation must ensure that the student continues to attend school and travels safely to and from school.

While on the school bus all students must adhere to school bus procedures. School bus procedures apply to behavior on the bus, at school bus loading or unloading areas at the school, and at bus pick-up and drop-off locations.

Parents/guardians of transported students will be responsible for their students until the student boards the school bus in the morning and until after the student leaves the bus at the end of the school day.

Parents may take their child home from a field trip that they attend provided that they give the school written notification prior to the field trip and sign their child out on the school bus roster before they leave with their child.

C. BUS PASSES

Requests for daily bus passes will not be permitted. In the event of a family emergency situation requiring a change in a student's normally scheduled transportation, school administration will make every effort to accommodate the needs of the family. Transportation requests will be handled on a case-by-case basis and will require the use of a Special Transportation Form, which can be picked up at the office. All special circumstance transportation requests must be submitted at least 48 hours before the requested transportation.

D. SCHOOL BUS RULES

In order to ride the school bus, students must have either permission or assignment from the transportation director. There are no exceptions to this rule. A student assigned to ride a specific bus may not ride the bus of another route without prior approval of the transportation director. A student cannot switch buses or ride another route unless approved by the transportation director. Buses will not travel private lanes.

Danger Zone

Students who cross the street to board the bus must wait for the signal from the bus driver and must walk 10 feet out from the bumper of the school bus. Doing so places the student outside the danger zone surrounding the school bus.

Rules for Behavior While Riding the School Bus

School bus rules are strictly enforced and include, but are not limited to the following:

1. Obey the school bus driver at all times.
2. Bus drivers may assign seats to some or all passengers.
3. No saving seats for another student(s).
4. No lowering windows unless directed to do so by the bus driver.
5. No shouting.
6. No leaving your seat while the bus is in motion.
7. No marking or damaging the bus.
8. No throwing of any object in the bus or out of the bus.
9. No eating or drinking on the bus.
10. No smoking or use of any tobacco product.
11. No use of lighters, matches or combustibles on the bus.
12. Possession of concealed weapons (guns, knives, etc.) or anything dangerous to the safety of the students will result in suspension of riding privileges as well as possible suspension from school. Law enforcement will be notified.

13. Possession of illegal drugs will result in loss of riding privileges as well as possible suspension from school. Law enforcement will be notified.
14. Threatening behavior or bodily injury on the bus or at school bus loading areas may be reported to the law enforcement agency. This may result in loss of riding privileges as well as possible suspension from school.

Rules for the Loading and Unloading of Students

1. School bus drivers are not required to wait when a student is not at the loading zone at the scheduled time.
2. A driver need not wait for passengers more than five minutes after school dismissal time.
3. Enter the bus in an orderly manner. Students should go directly to their seat and remain seated while the bus is in motion.
4. Students must not run into the street to meet the bus. They are to wait until the bus comes to a complete stop and follow safe loading procedures.
5. The emergency door is not to be used except in a real emergency.
6. All students should be received and discharged from the right front entrance of each school bus. Students who must cross the highway are required to cross 10 feet in front of the bus, look in both directions, and proceed to cross the highway only on a signal from the bus driver.
7. Riders who wish to exit or enter the bus other than at their regular pick up or drop off point must have a signed statement from their parent/guardian and must give it to the bus driver.
8. In emergency situations, the driver will honor requests to ride only when so directed by the Principal. The Principal will approve only after reviewing emergency situations with the parent/guardian. Parents/guardians should make such requests only in emergency situations.

E. BUS MISCONDUCT

All students must follow School Bus Procedures. The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in the Student Code. See section VII., Student Discipline, included in this handbook.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

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

10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. See section VII.C., Disciplinary Measures for additional information.

F. ELECTRONIC RECORDINGS ON SCHOOL BUSES

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

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

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

V. ACADEMICS

A. 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 at least one scheduled conferences with teachers. In addition, parents/guardians are notified at approximately the midpoint of each grading period if their student is failing or doing work that is substantially inferior to the work done the previous grading period. Notification at this time allows the student an opportunity to raise the evaluation before grades are issued.

PARENT-TEACHER CONNECT, an internet based program, allows parents/guardians of students third through sixth grade to check on the student's grades on a weekly basis. Contact the school with questions regarding PARENT-TEACHER CONNECT.

B. GRADING SCALE

The District 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%

F = 59% and below

C. AWARDS ASSEMBLIES

Following the end of each grading quarter, fifth and sixth grade students are recognized for academic achievements. Students who have achieved superior honors for all four quarters of both their fifth and sixth grade school years are given the "Principal's Award".

Honorable Mention	B average	Silver Certificate
Outstanding	B+ to A- average	Blue Certificate
Superior	A to A+ average	Gold Certificate

Any student receiving an F or a D will be disqualified from the Honor Roll.

D. PARENT / TEACHER CONFERENCES

Parents/guardians are strongly encouraged to attend conferences regardless of the student's progress. Communication between parents/guardians and teachers is valuable to the student's success.

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

E. HOMEWORK POLICY FOR FOURTH, FIFTH AND SIXTH GRADE STUDENTS

1. 5th and 6th Grade Homework Rule for daily work.
 - a. First late assignment per quarter: 1- day late- 20% off assignment grade.
 - b. 2-days late- zero on assignment and a detention.
 - c. If a student receives 3 detentions in a quarter, they will receive an In School Suspension.
 - d. Second late assignment per quarter: 1-day late-25% off assignment grade then follows b and c.
 - e. Third late assignment and all thereafter per quarter: 1-day late 30% off and an academic detention will be issued.
 - f. A homework late slip will be sent home with the child after the first and second late homework assignment. This slip must be returned to the teacher signed by a parent. Failure to do so will result in a detention for the student.
 - g. Parents will be contacted directly by the teacher when and if a detention is issued.
2. 4th Grade Homework Rule for daily work.
 - a. Rule will be implemented at the mid-term of the first quarter.
 - b. First late assignment- 10% off grade earned, late slip sent home that shall be returned signed by a parent.
 - c. Second late assignment- Direct parent notification and 10% off grade earned.

d. Third late assignment- Direct parent notification, academic detention issued, and 10% off grade earned.

F. 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.

G. 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 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.

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.

A bullying reporting letter will be sent to the parents/guardians of students who engage in bullying and/or harassing. Parents/guardians of victims of bullying and/or harassment may also be contacted by school administration.

B. CELL PHONES AND OTHER PORTABLE ELECTRONIC DEVICES

Students should not bring any electronic device to school. The Elementary School does not have locks on the lockers and the District is not responsible for any lost, stolen or damaged electronic device.

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:

1. They must be turned **off** during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
2. They must be kept out of sight in an inconspicuous location, such as a backpack, purse, or locker.
3. They must not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

Students who violate these rules will have their cell phone or other electronic device confiscated and it will be returned only to the student's parent/guardian. The District is not responsible for the damage, loss, or theft of any electronic device brought to school.

C. 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.

D. DRESS CODE

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 and faculty.

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, satanic or occult signs/symbols.
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:

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.
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. Shorts may be worn when the weather is appropriate but must be fingertip length.
12. Backpacks, book bags and purses larger than 8 ½ by 11 ½ are not allowed in class. All purses allowed in class must be kept under the desk at all times.

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 removed from the student body and placed in an In School Suspension for the remainder 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.

E. 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.

F. 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.

G. 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.

H. 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.

I. ACCESS TO ELECTRONIC NETWORKS

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District is not responsible for any information that may be lost, damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. The District's electronic network is not a public forum.

Terms and Conditions of Use

1. Access to the District's Internet account must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. The use of the District's Internet account is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this authorization and may revoke or suspend access at any time; his or her decision is final.

3. Students are responsible for their actions and activities involving the Internet. Examples of unacceptable uses include, but are not limited to:
 - a. Instant messaging.
 - b. Playing of games on the District's computers, at any time.
 - c. Using the Internet for any illegal activity, including violation of copyright or other contracts, or transmitting any materials in violation of any federal or State law or regulation.
 - d. Emailing for any purpose not school related.
 - e. Unauthorized downloading of software.
 - f. Downloading any type of program onto a District computer.
 - g. Downloading copyrighted materials for other than personal use.
 - h. Using the Internet for private financial or commercial gain.
 - i. Gaining unauthorized access to resources or entities.
 - j. Invading the privacy of individuals.
 - k. Using another's account password.
 - l. Posting material authored or created by another without his or her consent.
 - m. Posting anonymous messages.
 - n. Using the Internet for commercial or private advertising.
 - o. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually orientated, threatening, racially offensive, harassing, or illegal material.
 - p. Using the Internet while access privileges are suspended or revoked.
4. Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Do not swear or use inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or District employees.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by others.
5. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruption caused by negligence, errors or omissions. Use of any information obtained via the Internet is at students' own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. The user agrees to indemnify the District for any losses, costs or damages including reasonable attorney fees incurred by the District relating to, or arising out of, any breach in the District's terms and conditions of use.
7. Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Superintendent. Do not demonstrate the problem to others. Keep your account and password confidential. Do not use another individual's account without written permission. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges and other disciplinary action.
9. The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, per minute surcharges, and/or equipment or line costs.

J. 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.M., 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. Only combination locks may be used on elementary lockers and the combination must be turned into the elementary office. 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.

K. LUNCHROOM CONDUCT

All students in the District must comply with the following lunchroom rules which are vigorously enforced:

1. Students are responsible for helping keep tables and the floors under the tables clean.

2. Use good table manners. No throwing food.
3. No loud, abusive, or argumentative language.
4. Damage done to trays, plates, silverware, or tables is not allowed. Students who damage these items of school property will be assessed fines for their replacement or repair and will lose lunch privileges for two weeks.
5. All personnel in the cafeteria are to be respected. A student who has a concern involving cafeteria staff should discuss that concern with the Food Service Director, Cafeteria Supervisor or the Principal.
6. No glass containers are allowed in the cafeteria.

All staff members are authorized to give consequences determined by the Principal when the above rules are not followed.

L. 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:

1. Winnebago County Special Education Cooperative
2. Durand Police Department
3. Winnebago County Sheriff's Department

M. 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.

N. TELEPHONE USE

Students may be allowed to use the school phones for emergency situations, at the discretion of the administration.

O. 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

The Superintendent shall appoint at least two Complaint Managers, one of each gender.

Complaint Managers:

Kurt A. Alberstett
200 W. South Street
Durand, IL 61024
815/248-2171 Ext. 122

Marilyn Stinnett
200 W. South Street
Durand, IL 61024
815/248-2171 Ext. 115

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. GROUNDS 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. This would also include lewd behavior.

B. PROHIBITED STUDENT CONDUCT

Disciplinary action will be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, or alcoholic beverages. Students who are under the influence of alcohol are not permitted to attend school or school functions, and are treated as though they had alcohol in their possession.

2. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-a-like drugs, drug paraphernalia. Prescription drugs or over-the-counter medication are also prohibited at school except as placed for safekeeping with the school nurse.
3. Using, possessing, or transferring a weapon in violation of section VII.D., Weapons, included in this Handbook.
4. Using or possessing electronic signaling and cellular radio-telecommunication devices (including pocket and all similar electronic paging devices) unless authorized by the Principal.
5. Disobeying directives from or displaying gross disrespect to staff members or school officials.
6. Using profanity, bullying, harassment, intimidation, violence, force, coercion or threats (either direct or indirect), or urging other students to engage in such conduct.
7. Fighting and physical altercations or contact, including play fighting, hitting, pushing, choking, slapping, or any other form of physical confrontation, throwing objects, food, snowballs, or other objects, or urging other students to engage in such conduct.
8. Forging or attempting to forge anyone's signature, tampering with or altering any official school document including District on-line assessments, misrepresenting the identity of completed student work or assignments, plagiarism or cheating.
9. Causing or attempting to cause damage to or to steal District property or a person's personal property.
10. Being a member of, or joining or promising to join, any secret society, or soliciting any other person to do so.
11. Involvement in gangs or gang-related activities, including display of gang symbols or paraphernalia recognized as such by local law enforcement and school officials.
12. Using or possessing a laser pointer or a shocking device of any kind, or toy guns or knives that are not "look-a-like" weapons. See section VII.D., Weapons, in this Handbook.
13. Engaging in gambling activities.
14. Tampering with firefighting equipment or emergency alarm systems.

15. Engaging in the sale of any item, whether for personal or charity benefit, except as approved in advance by the Superintendent.
16. Using or possessing any electronic devices such as cell phones, computerized games, MP3 players, tape players, CD players, radios, or any other items which interfere with the educational environment or learning process.
17. Arriving tardy to or cutting class, abusing hall passes, or being in unauthorized areas.
18. Engaging in any other activity that interferes with or disrupts the schools educational program.
19. Open disobedience or defiance of school personnel will result in a minimum of one day In School Suspension based on severity.
20. Striking or threatening school personnel will result in an immediate Out of School Suspension for a minimum of one day with possible recommendation for expulsion.
21. Abusive or profane language directed towards school personnel will result in a minimum of one day Out of School Suspension based on severity.
22. Offenses Not Listed
The administration reserves the right to determine when a student warrants disciplinary action for other types of misconduct not covered in the above guidelines. Appropriate disciplinary action will be taken when any student endangers the safety and/or welfare of another student or school personnel.

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. Loss of lunch recess.
5. Seizure of contraband, including cell phones and other portable electronic devices.
6. Suspension of bus riding privileges.

7. DISCIPLINARY PROBATION. Students on disciplinary probation may only be involved in school activities during the school day. They will not be allowed to participate in or attend any extracurricular activities or field trips for the length of their probation.
8. DETENTION. Detentions require a student to remain at school for an additional period after the regular school day hours for one or more school days, during which period students must be working on homework. Detention periods will be from 3:30 to 4:00 p.m. on the assigned day.
9. SATURDAY SCHOOL. Saturday School is a detention that occurs on a Saturday. Saturday School runs from 8:30 a.m. to 11:30 a.m. Students who do not attend an assigned Saturday School will be assigned a three-day out-of-school suspension.

Saturday School rules include but are not limited to the following:

23. No talking.
24. No sleeping.
25. No food or gum allowed.
26. No going to your locker.
27. No disrespect to other students or to teachers.
28. No passing anything without permission.
29. Raise your hand when asking permission.
30. Restroom breaks will be determined by supervisor.
31. Remain in your seat facing forward at all times.
32. Students must work on something school related.

Violations of the above rules will result in a demerit for each violation. Disrespect will result in two demerits. A student that earns three or more demerits will receive another Saturday school.

10. IN SCHOOL SUSPENSION ("ISS"). 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 suspension, and will be sent home with an unexcused absence if they do not cooperate with ISS procedures. In the case of a special education student, suspension procedures shall be implemented consistent with the federal Individuals with Disabilities Education Act (IDEA).
11. 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.

11. 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.
12. 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. 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.

E. 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.

F. 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

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.

G. 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.

VIII. 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

Students are required to have a physical exam within one year prior to entering preschool, kindergarten, sixth grade and for any out-of-state transfer students. Students who do not submit proof of the physical exam by October 15 of the current school year 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 kindergarten student and any student enrolling for the first time 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 kindergarten, second grade, and sixth grade. Students must present proof of having been examined by a dentist before May 15th of the school year. If a child in second or sixth grade fails to present proof by May 15th, the school may hold the child'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 for all students in preschool through third grade in the District. All Special Education and transfer students are screened annually as well. These screenings are not a substitute for a complete hearing and vision evaluation by a doctor. See Eye Examinations requirement above.

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.
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.

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.

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 student's guidance counselor or to the 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, 2010 [Yes] 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 .50 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

IX. EXTRACURRICULAR CODE OF CONDUCT

The Extracurricular Code of Conduct (“Code”) establishes standards of conduct, expectations, and consequences for all District organization and teams. This Code supplements the standards of conduct generally applicable to District students set out in section VII. of this Handbook.

This Code applies to all students of extra-curricular activities in the District, with the exception of class activities. Rules of conduct for class activities are governed by their class constitution.

Extracurricular activities include athletic teams, academic teams, clubs, organizations, and music activities.

A. STUDENT ACTIVITIES

All District students are encouraged to participate in activities outside the classroom. As set out below, students are required to meet prescribed scholastic eligibility standards in order to participate. Student activities currently scheduled in Elementary School include:

Football
Plays/Musicals

Chess Club
Chorus

Basketball
Band

Class Activities

B. SCHOLASTIC ELIGIBILITY

Students must maintain academic eligibility throughout the season to participate in extracurricular activities. Students who are failing more than one class will be considered ineligible for extra-curricular activities. This includes art, music, and physical education class.

Student scholastic eligibility is submitted to the office on Thursday of each week. Students failing more than one class will not be eligible to participate in extracurricular activities for seven calendar days beginning the following Monday. Any student who is ineligible three times during the semester or the sport/activity season will not be allowed to participate.

C. SPECIFIC RULES, EXPECTATIONS AND OFFENSES

1. The Code is in effect on a year-round basis, including during the summer.
2. If a student violates any of the following rules or of any of the rules set by the individual coaches/advisors, the consequences will vary depending on a) the nature of the infraction, and b) the number of previous violations.
3. Individual coaches/advisors have the right to establish additional rules they believe are necessary for the success of their students.
4. Students must know and adhere to any training rules or standards of conduct established by their coach or advisor.
5. Students must adhere to the highest standards of sportsmanship as outlined below.
6. Students are to work co-operatively with the rest of the team/organization and coaches/advisors. Bad attitudes, anti-social behavior and other detrimental acts or actions will not be tolerated.
7. Students must conduct themselves at all times in a manner which is a credit to themselves, the team/organization, the school, and the community.
8. Students will be responsible for all equipment/material issued to them and respect the property of others. Students will be liable to pay for damage to or loss of equipment/material.
9. Students are to attend all practices/activity meetings and games unless ill or excused by the coach/advisor.
10. Students are to keep reasonable night hours with curfews to comply with local ordinances.
11. Students are to keep a neat and well-groomed appearance that is in compliance with the District's dress code, section VI.D. of this Handbook.
12. Students are to display proper respect for those in authority, whether at a home or an away event.

13. Students are to travel with the team/organization to and from contests. If a coach/advisor is personally notified and gives approval, the student may ride home with his/her parent. A student may ride home with another student's parent if the coach/advisor or an administrator is contacted in advance and the coach/advisor receives written permission from the student's parent/guardian.
14. Students suspended or expelled from school will be excluded from participating in any practice and/or activity situation while the suspension or expulsion is in effect.

D. SERIOUS MISCONDUCT

The following conduct will result in suspension or exclusion from extracurricular activities set forth below:

1. Possession, distribution, or use of tobacco or tobacco products.
2. Possession, distribution, or use of alcohol.
3. Possession, distribution, or use of controlled substances including drug paraphernalia and "look-a-like" drugs.
4. Participation in illegal activities, including but not limited to being present at a party or other gathering where illegal activities are occurring. A student will be considered to have violated this rule if he or she fails to leave the gathering once the student becomes aware of these activities.

The following disciplinary actions will apply to the above violations:

<u>First Offense</u>	Suspension from the activity for up to 20% of the contests in the activity. [Clarify: This penalty does not make sense as to activities which do not have "contests". We can discuss what penalty should be applied.]
<u>Second Offense</u>	Suspension for the activity for 50% of the contests for the activity. A professional evaluation from a school-approved facility will be required. [Clarify: This penalty does not make sense as to activities which do not have "contests". We can discuss what penalty should be applied.]
<u>Third Offense</u>	Suspension from the activity for one calendar year.
<u>Fourth Offense</u>	Suspension from all activities at Durand Elementary School.

In addition, the student forfeits all rights and privileges associated with being in the activity. If an activity is canceled during a suspension, it will not count toward completion of the suspension. The next scheduled activity will serve as the next event from which the student is suspended. Suspension will be served during post-season contests when necessary. During a

tournament, each tournament day counts as one contest. Students will be required to practice with the group during the suspension and must complete the season to the satisfaction of the coach/advisor.

Infractions that are not covered in this handbook will be reviewed and addressed by the extracurricular discipline committee.

E. PARENT/GUARDIAN GUIDELINES

Parents/guardians are asked to:

1. Be supportive of the team/organization, the students, and the coaches/advisors.
2. Help students follow and uphold their portion of the training rules and team/organization policies.
3. Learn the basic rules and strategies of the sport/activity to gain a better understanding of it.
4. Bring any questions or problems concerning activity philosophy and/or strategies to the attention of the responsible coach/advisor and to the activities director, so that such concerns can be handled by communicating through the proper channels.

F. SPORTSMANSHIP GUIDELINES

Appropriate Behavior

1. Applause during introduction of players, coaches and officials.
2. Acceptance of all decisions of officials.
3. Positive cheers.
4. Handshakes between student and coaches at the end of the contest, regardless of outcome.
5. Recognizing coaches and players for outstanding coaching or performance.
6. Concern for an injured player, regardless of team.
7. Encouragement of others to display only sportsmanlike conduct.
8. Recognition of the performance of players who foul out with applause.
9. Applause at the end of the contest for performances of all students.

Inappropriate Behavior

1. Yelling distracting comments.
2. Disrespectful or derogatory yells, chants, songs or gestures.
3. Booming or heckling a sports official's decision.
4. Criticizing officials in any way, displays of anger at a sports official's call.
5. Yells or comments intended to antagonize opponents.
6. Refusing to shake hands or give recognition for good performances.
7. Blaming loss of game on officials, coaches or students.

8. Attempts to distract an opponent through name calling, etc.
9. Profanity.
10. Starting cheers on own/failure to follow the lead of cheerleaders.

Fans who display inappropriate conduct will be removed from the activity. Repeat offenses may result in possible suspension from all school activities.