

DURAND JUNIOR HIGH SCHOOL STUDENT HANDBOOK 2009-2010

Durand Community Unit School District 322
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DISCLAIMER

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

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

**DURAND JUNIOR HIGH 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.M. of this Handbook.

Sex Equity

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure, which can be found in section VI.M. of this Handbook. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Accommodating Individuals With Disabilities

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

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

B. SCHOOL CALENDAR AND SCHOOL DAY

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

The school day begins at 8:15 a.m. and ends at 3:20 p.m. Students should enter the building through the northeast entrance. In inclement weather (rain or temperatures of 0 degrees or lower) students may go directly to the hallway area until the 8:10 a.m. bell rings. At the end of the school day, students are expected to be out of the building by 3:45 p.m. unless they are involved in a supervised activity that is meeting immediately after school.

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

C. SCHEDULE FOR JUNIOR HIGH SCHOOL

| | |
|----------------------|----------------------|
| 8:10 | First Bell |
| EXPLORATORIES | |
| 8:15 – 8:55 | 1st Period |
| 9:00 – 9:40 | 2nd Period |
| CORE CLASSES | |
| 9:45 – 10:27 | 3rd Period |
| 10:31 – 11:13 | 4th Period |
| 11:17 – 11:59 | 5th Period |
| 11:59 – 12:34 | 6th Period /Lunch |
| 12:39 – 1:21 | 7th Period |
| 1:25 – 2:07 | 8th Period |
| 2:11 - 2:53 | 9th Period |
| 2:57 – 3:20 | 10th Period/Homeroom |

D. CLOSED CAMPUS

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

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

E. EMERGENCY SCHOOL CLOSINGS AND EARLY DISMISSALS

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

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

Rockford television stations are also contacted.

Parents may also register to be notified by the automated messenger system. Parents can register phone numbers and email accounts to receive school related notifications. Registration forms for school messenger were included in the registration packet.

Morning Closures

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

Midday Closures

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

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

F. SCHOOL FEES

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

Registration Fee

Registration fee for each Junior High School student will be \$75. This includes the cost of textbooks, lockers, locks, lab fees and many consumable items. The District participates in the Illinois Secular Textbook Loan Program and consequently, some textbooks are loaned to students at no charge.

Library Fines

Fines for overdue books will be \$.10 cents per school day. Students must pay all library fines before they will be permitted to take part in field days, class trips, class picnics, etc.

Damaged or Lost Materials Fee

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

G. WAIVER OF SCHOOL FEES

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

H. LUNCH PROGRAM

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

The lunch period is 35 minutes long. Students may bring a sack lunch from home, purchase their lunch from a variety of items available on the ala carte menu, or buy a hot lunch. Students who bring sack lunches may also purchase milk separately.

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

If a student does not qualify for a free or reduced-priced meal and does not have money for a meal, the school food authority is not required to provide a meal to that student. Students who consistently do not bring lunch money will be fed only three times in one school year.

I. VENDING MACHINES

Pop, juice, and candy machines are located in the commons. Students may purchase pop, juice, and candy after the buses have left school when the last bell has rung. Students **may not** make purchases between classes. **Food and drink are not permitted in classrooms.**

There is a container by the pop machine for the collection of empty aluminum cans. Abuse of the vending machines, improper disposal of cans or wrappers, or spills may result in the shutting down these machines for a period of time or the removal of these machines. Pop, juice and candy are not allowed in the gym or on the stage during the school day.

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. This purchased insurance will cover all sports except football. Football insurance is offered separately. 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. 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.

M. INSTRUCTIONAL MATERIALS

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

N. 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.

O. 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 JUNIOR HIGH SCHOOL

A. ADMISSION REQUIREMENTS

All families with students currently in the District must use the mail-in registration process to register for the school year. Students must meet residence requirements established by the District. Additional information may be obtained from 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.G., Waiver of School Fees for additional information.

All transfer students must undergo a complete physical examination prior to entering school. See section VIII.C., 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 10:00 a.m. on the day of the absence. If there is no parent/guardian contact by 10:00 a.m. on the day of the absence, the time away from school will be unexcused. Students may not use one of these absences during testing and finals.

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

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.

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. Also, a Request for Absence form must be filled out and returned to the Principal's Office at least two days prior to a planned absence. The student must obtain assignments from teachers prior to the day of the planned absence, and must turn in assignments no later than one day after returning to school.

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 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. If school personnel detain or delay a student, the student must obtain a pass before going to his/her next class, or the student will receive an unexcused tardy. Students with unexcused absences and tardies are subject to District discipline measures. See section VII., Student Discipline for additional information.

A student who misses a class more than 18 times during the school year without valid cause will fail the class and may be required to attend summer school in order to meet promotion requirements.

E. LEAVING THE BUILDING

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

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

F. ATTENDANCE AT SCHOOL ACTIVITIES

Students who have an unexcused absence for any part of the day will lose the opportunity to attend school extracurricular activities on that day as either spectators or participants.

Students who attend extracurricular activities must stay within the building throughout the event. If students leave the building, they must leave for the remainder of the evening. Students are to abide by all District rules and regulations at school sponsored events both at home and away from the school.

Students are not allowed to stay after school to wait for a school activity scheduled to begin later in the day or in the evenings. All students are to be out of the building by 3:45 p.m. unless they are involved in an activity at that time.

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. Buses will not travel private lanes.

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 the 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 student 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.

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 must 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.

G. SPECTATOR / ACTIVITY BUSES

Students who ride spectator buses or any other school sponsored activity buses to any school activities are expected to ride the bus on the return trip. The only exception is when a parent/guardian is at the school activity and wishes to take his/her child home. The parent/guardian must personally notify the coach/chaperone that he/she is providing transportation for his/her child. Students who do not follow this rule will not be permitted to ride the activity bus for the remainder of the school year.

V. ACADEMICS

A. PASSING JUNIOR HIGH SCHOOL

Students in 7th and 8th grade must pass all five academic courses in order to be considered having passed the grade. The academic classes include, but are not limited to, the following: English, language arts, social studies, science and math.

Teachers will convene in April to recommend promotion or retention. Junior High students who fail one or two academic classes may be promoted if they pass the classes during Summer School, at the discretion of the teacher and administration. Junior High students who fail three or more academic classes will not be promoted. Any student missing 18 sessions of any class without valid cause will fail that class and be subject to summer school for promotion.

B. PROGRESS REPORTS/GRADES

The progress of each student is a central concern of the school. Therefore, progress is formally reported four times each school term through report cards and scheduled conferences with teachers. In addition, parents/guardians are notified at approximately the midpoint of each grading period of their student's progress. Notification at this time allows the child an opportunity to raise the evaluation before grades are issued. PARENT-TEACHER CONNECT, an internet based program, allows parents/guardians to check on student's grades on a weekly basis. Contact the school with questions regarding PARENT-TEACHER CONNECT.

First and second quarter grades are cumulative from the first day of school to the end of the semester. The third and fourth quarter grades are also cumulative for the second semester. The two semester grades are then averaged (by points) to compute the year grade for each subject.

C. 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.

D. ACADEMIC DETENTION

Students in grades 7-10 who have failed to complete homework assignments are assigned an after school academic detention. The teacher will inform the student in writing and parent/guardian by phone that the student has not completed an assignment and he/she has received an academic detention. Academic detentions should be scheduled on the first available day following notification of the parent/guardian. During academic detention the student will have the opportunity to complete the late assignment and receive 75% of the points earned on that assignment. Late assignments must be turned in at the beginning of the next class meeting following the academic detention or the student will receive a zero on the assignment. Academic detention meets from 3:25 p.m. until 4:00 p.m. Monday through Thursday. Academic detention will not be held on Friday. Parents are responsible for their student's transportation home from academic detention.

If the student does not report for the academic detention, he/she will be given an office referral and receive two regular detentions and a zero on the assignment.

E. 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 |

In calculating the grade point average (G.P.A.) for students, the following scale is used per credit:

| | | | |
|-----------|-----------|-----------|-----------|
| A+ = 4.33 | B+ = 3.33 | C+ = 2.33 | D+ = 1.33 |
| A = 4.00 | B = 3.00 | C = 2.00 | D = 1.00 |
| A- = 3.67 | B- = 2.67 | C- = 1.67 | D- = .67 |
| | | | F = 0 |

F. HONOR ROLL

The junior high honor roll students are recognized after the end of each semester.

Honor Roll = (B to A-) 83% - 92% average

High Honor Roll = (A to A+) 93% - 100% average

G. SCHEDULE CHANGES

Students have six school days at the start of each semester to drop a class with permission of a parent/guardian. If a student drops a class or is removed from a class after the six-day period, he/she will receive a failing semester grade for the class.

Administration or the counselor has the right to remove a student from a class without a failing semester grade because of inappropriate placement in the class.

H. CREDITS FROM OTHER INSTITUTIONS

Transfer students

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

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

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

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

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

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

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

J. ENGLISH LANGUAGE LEARNERS

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

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by their parents/guardians.
2. Appropriately identify students with limited English-speaking ability.

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

Parent Involvement

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

VI. POLICIES AND PROCEDURES

A. BULLYING/HARASSMENT

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

B. CRIMINAL OFFENDER NOTIFICATION

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

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

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

C. DANCE REGULATIONS

1. Dances must start and end at times set by the Principal.
2. There must be at least two teachers and four parents of students to chaperone. Any other adults must be approved by the Principal. The list of chaperones must be given to the Principal at least three days before the dance.
3. The Superintendent's office must be notified at least two days in advance to make up a cash box. Money must be placed in the deposit slot next to the pay phone after the dance.
4. Only chaperones may collect money at the dance. At least one chaperone must be in the front hallway at all times. Other chaperones are to be in the gym/cafeteria area and are to circulate throughout the halls.
5. Students not enrolled in the District must have a pass from the Principal to enter a closed dance. These passes must be picked up before 3:15 p.m. on the last school day before the dance. The District student is responsible for the behavior of the guest. If a guest's behavior is inappropriate, he/she may be removed from the dance and the District student may lose school dance privileges.
6. Junior high school students are not allowed at Senior High School dances and vice versa.
7. Exit lights must not be covered for any reason.
8. Students are to enter the dance via the northwest door of the large gym or doors from the commons for dances in the cafeteria and must stay in the area designated for the dance.

9. Students under the influence of any illegal substance will not be allowed at the dance. An attempt to detain the students and notify their parents will be made and the police will be notified.
10. Discipline problems are to be turned over to the administration on the next school day.
11. Students who leave the building during the dance will not be readmitted.
12. Students must leave the building after the dance and chaperones are to notify the custodians that all students have left.
13. A facility use form needs to be completed for all dances in the building.

D. 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.

E. 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 parents/guardians to examine relevant records, an impartial hearing with opportunity for participation by the student’s parents/guardians, 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.

F. FREE AND REDUCED PRICE LUNCH SERVICES

Eligibility Criteria and Selection of Children

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

Notification

At the beginning of each school year, the District shall by letter notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide

the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

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

Appeal

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

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

G. HARASSMENT

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

Sexual Harassment

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

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

- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

H. LOCKERS

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

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

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

The school will not be responsible for items taken from lockers. Lockers are either equipped with a combination lock or the student is issued a master lock. If an item has been taken, the student has likely done one of the following: shared the combination with another student, "set" the lock to open automatically (rather than spin the dial to lock it), or failed to use the lock.

I. 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. 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.

J. RECIPROCAL REPORTING PROCEDURES

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

Durand Police Department

K. SEARCH AND SEIZURE

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

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

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds to suspect that the search will produce evidence that the student has violated or is violating either the law or the District's student conduct rules. If a search is made and illegal items are found in a student's locker, vehicle or personal effects, the student must take full responsibility for possession of those items.

L. TELEPHONE USE

A pay phone is located in the front hallway for student use. The cost for a local call is \$.50 and students should bring change from home to use the phone. Students should make necessary calls before school, during lunchtime, or after school. Students late to class because of telephone conversations will receive an unexcused tardy.

M. 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:

Jeffrey P. Pinker
200 W. South Street
Durand, IL 61024
815/248-2171 Ext. 113

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.

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. FORGERY

Forgery of another person's signature or of school related material:

First Offense - Parent notification and One Day Out of School Suspension

Subsequent Offenses - Consequences determined by administrator

2. CHEATING / PLAGIARISM

Plagiarism is a form of cheating.

Consequences are to concern all parties involved.

First Offense - Parent notification and zero on assignment/test

Second Offense - Parent notification and zero on assignment/test and a Detention

Third Offense - Parent notification, zero on assignment/test and a Saturday School

3. MISREPRESENTATION OF THE TRUTH

Disciplinary action will be at the discretion of the teacher/administrator. The inconvenience caused, time invested, and personal suffering to other parties involved will be considered when assigning discipline.

MISREPRESENTATION OF THE TRUTH / FALSE ACCUSATIONS DIRECTED AT SCHOOL STAFF

First Offense -Minimum of five with up to ten days Out of School suspension with possible recommendation for expulsion, police notification, Board of Education to convene and issue a directive.

Subsequent Offenses - Appropriate interventions at the discretion of the administration, police notification, Board of Education to convene issue a directive.

4. STUDENT IN AN UNASSIGNED AREA OF THE SCHOOL (with a pass)

First Offense - Written warning, detention, Saturday School or appropriate disciplinary action will be taken at the discretion of the administration.

Second Offense - Minimum of detention, Saturday School or appropriate disciplinary action will be taken at the discretion of the administration.

Third Offense - Minimum of a Saturday School or appropriate disciplinary action will be taken at the discretion of the administration.

Subsequent Offenses - Appropriate interventions at the discretion of the administration.

5. FAILURE TO ATTEND AN ASSIGNED DETENTION

If a student fails to serve a detention, two detentions will be assigned. If the student fails to serve either of the reassigned detentions, (without valid, documented cause) this action will result in a Saturday School.

6. VIOLATING CLOSED CAMPUS

Durand Schools operate under a Closed Campus Policy. This means that students are to be on campus in designated areas from the time of arrival by bus or car until the end of the school day. Students are not allowed to leave the campus at any time during the school day except in the case of an emergency with written or verbal permission from their building principal or in the company of their parent or guardian after signing out

with the office personnel. Students may be released for an appointment after prior consultation between parent and principal. The student shall provide proof of attendance at said appointment to be readmitted to the school building.

DESIGNATED AREAS FOR STUDENTS DURING NOON HOUR:

- Cafeteria

| | |
|----------------------------|---|
| <u>First Offense</u> | In School Suspension |
| <u>Second Offense</u> | Saturday School |
| <u>Subsequent Offenses</u> | One-day Out-of-School suspension for each violation |

7. TARDIES AND UNEXCUSED ABSENCES

TARDIES

A student is tardy when he/she arrives to school after 8:15am or is not through the door of the classroom when the bell stops ringing. Students must report to the office for a pass to be admitted to class. Students arriving after 8:15 from an appointment shall provide proof of attendance at an appointment to be admitted as excused.

Three, Four & Five Tardies - 30 minutes of detention.

Six, Seven, Eight & Nine Tardies - Saturday School

Ten, Eleven, Twelve, Thirteen & Fourteen Tardies Accumulated in One Semester - Three 30 minute detentions and two days of In School Suspension.

Fifteen, Sixteen, Seventeen, Eighteen & Nineteen Tardies Accumulated in One Semester – Three 30 minute detentions, a Saturday School and two days of In School Suspension.

Twenty Tardies Accumulated in One Semester - Three 30 minute detentions, two Saturday Schools and three days of In School Suspension

Greater than Twenty Tardies in One Semester – Consequences determined by administrator.

UNEXCUSED ABSENCES

Unexcused absences occur when a student cuts a class or is unaccounted for during the school day. Work for unexcused absences cannot be made up.

One or Two Periods Unexcused Absence - Three 30 minute detentions and two days of In School Suspension.

Three or Four Periods Unexcused Absence - Three 30 minute detentions, Saturday School and two days In School Suspension.

Five to Eight Periods Unexcused Absence - Three 30 minute detentions, two Saturday Schools and three days of In School Suspension.

Nine Periods Unexcused Absence - Consequences determined by administrator.

Ten Unexcused Absences from a class in a semester – Will result in student failing that class.

8. VIOLATING STUDY HALL AND HOMEROOM RULES

Violations of study hall rules in this handbook will be dealt with in the following manner. Offenses will accumulate. Depending on the nature of the offense, the assistance of the administration may be sought. The following disciplinary responses are possible:

Warning, detention, sent to office with a Discipline Referral Form.

STUDY HALL/HOMEROOM RULES

1. Students are to have enough homework (or a book to read) to last the entire period.
2. No talking or studying together without teacher permission.
3. No gum, food, or beverages allowed.
4. Students are not allowed to use the computers or CD-ROMS without teacher permission.
5. Students must report to study hall/homeroom and have a pass/passport signed before leaving study hall. Students attending announced activities would be allowed to leave without a pass if the activity has been listed in the announcements and/or a list has been given to the teachers. All students will sign out and in and note departure and arrival times.
6. During the study hall period, students who fail to report to their assigned destination(s) in a timely manner may be restricted to study hall for a period of time as determined by the study hall teacher.

9. 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. Skirts, skorts or shorts with an inseam less than 7" long.

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.

All high school students are required to wear official school Physical Education ("P.E.") uniforms. These uniforms are not to be worn outside the P.E. classes or athletic practices without administrative approval. Extracurricular related clothing may only be worn during practices and events unless approved by the administration.

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

First Offense - Detention

Second Offense - Two Detentions

Subsequent Offenses - Saturday School

10. BACKPACKS, BOOK BAGS AND/OR LARGE CARRYING BAGS (LARGE PURSES)

Backpacks, book bags and /or large carrying bags (large purses) **limited to 8 ½ by 11 ½** will not be allowed in the classroom. **All bags must be kept under the desk during class. Teachers can require bags to be stored in a specific area of their classroom.** Exceptions to be reviewed by the administration. Durand CUSD #322 is not responsible for lost or stolen items.

11. ALCOHOL, DRUGS, and TOBACCO

A student in possession of alcohol, tobacco, and/or drugs, using alcohol, tobacco, and/or drugs, under the influence of alcohol and/or a drug, selling or attempting to sell alcohol, tobacco, and/or a drug or a look-alike, distributing drugs including prescription or over the counter medication, or in the possession of drug paraphernalia at school or a school related activity are subject to the following consequences:

First Offense - Minimum of three days with up to ten days Out-of-School suspension, police notification, parent conference before being readmitted.

Second Offense - Minimum of five days with up to ten days Out-of-School suspension, police notification, Board of Education to convene and issue a directive.

Subsequent Offenses - Appropriate interventions at the discretion of the administration, Board of Education to convene and issue a directive.

Students who agree to attend a school approved alcohol, tobacco, and/or drug rehabilitation program may have part of the Out-of-School suspension removed.

MEDICATION

A student using or in possession of over the counter non-prescription medication or prescription medication labeled with the students name, who is in violation of the Guidelines for Administering Medication will be subject to the following consequences.

First Offense – Saturday School

Second Offense – 2 days of Saturday School

Third Offense - Minimum of three days with up to ten days Out-of-School suspension and parent conference before being readmitted.

12. WEAPONS

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

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

13. PHYSICAL VIOLENCE

Fighting (aggressive physical behavior leading to hostile bodily contact) by any student involved in a fight, regardless of the cause, will be given the minimum of a one day In School Suspension. The police will be notified if deemed necessary by the administration, and counseling may be required by a school approved independent professional.

First Offense - Minimum of a one day In School Suspension with possible one to ten days Out-of-School suspension or expulsion based on the severity of the incident and the student's past behavior.

Second Offense - Up to ten days Out-of-School suspension with possible expulsion based on the severity of the incident and the student's past behavior.

Subsequent Offenses - Appropriate intervention at the discretion of the administration, Board of Education to convene and issue a directive.

14. GROUP VIOLENCE

More than one student on a side engaging in physical contact to inflict harm or inciting others to do so.

First Offense - Minimum of five days with up to ten days Out-of-School suspension with possible recommendation for expulsion, police notification.

Subsequent Offenses - Ten days Out-of-School suspension with recommendation for expulsion, police notification, Board of Education to convene and issue a directive.

15. DISRESPECT, DISOBEDIENCE, OR OPEN DEFIANCE OF SCHOOL PERSONNEL

Failure to follow rules or directions of school personnel and/or talking back to school personnel.

First Offense - Minimum of a one day Level I Alternate Education Program with possible Out-of-School suspension for up to ten days or recommendation for expulsion.

Second Offense - Minimum of a Saturday School with possible Out-of-School suspension for up to ten days or recommendation for expulsion.

Subsequent Offenses - Appropriate interventions at the discretion of the administration.

16. STRIKING, PHYSICAL CONTACT, OR THREATENING SCHOOL PERSONNEL

Student will be immediately removed from the student body population.

First Offense -Minimum of three with up to ten days Out-of-School suspension with possible recommendation for expulsion, police notification, Board of Education to convene and issue a directive.

Subsequent Offenses - Appropriate interventions at the discretion of the administration, police notification, Board of Education to convene issue a directive.

17. ABUSIVE OR PROFANE LANGUAGE TO SCHOOL PERSONNEL

Use of abusive or profane language either verbally, in writing or by a gesture. Student will be immediately removed from student body population.

First Offense - Minimum of one day with up to ten days Out-of-School suspension depending on the type of language or gesture used.

Subsequent Offenses - Consequences determined by the administration.

18. ABUSIVE OR PROFANE LANGUAGE

Use of abusive or profane language, verbally, in writing or by a gesture.

First Offense - Detention, In School Suspension with Probation depending on the type of language used.

Second Offense - In School Suspension with Probation depending on the type of language used.

Subsequent Offenses - Appropriate interventions at the discretion of the administration.

19. INTIMIDATION, HARASSMENT and BULLYING

Appropriate disciplinary action will be taken by the administration for physical, verbal, or written harassment of school personnel or students during the school day or to and from school or at a school related activity.

First Offense – Detention(s), In School Suspension, Out-of-School suspension(s) with possible recommendation for expulsion, police notification based on the severity of the incident and the student’s past behavior.

Second Offense – In School Suspension, Out-of-School suspension(s) with possible recommendation for expulsion, police notification based on the severity of the incident and the student’s past behavior.

Subsequent Offenses - Appropriate interventions at the discretion of the administration.

20. GANG INDICIA

To wear, possess, distribute, display or sell jewelry, clothing, emblem, badge, symbol, sign, or symbol of a secret society or of a gang.

First Offense - One to three days Out-of-School suspension, parent notification, police notification.

Second Offense - Five to ten days Out-of-School suspension, parent notification, police notification.

Subsequent Offenses - Ten days Out-of-School suspension and possible recommendation for expulsion, police notification.

21. CELL PHONES AND OTHER PORTABLE ELECTRONIC DEVICES

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

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

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.

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

First Offense – Zero on assignment/test (if applicable). Object confiscated, returned to parent/guardian and a Saturday School.

Second Offense – Zero on assignment/test (if applicable). Object confiscated, returned to parent/guardian and three Saturday Schools.

Third Offense – Zero on assignment/test (if applicable). Object confiscated, returned to parent/guardian and five Saturday Schools.

Subsequent Offenses - Appropriate interventions at the discretion of the administration.

22. CARD PLAYING

Card playing is not allowed in the classroom, except for educational purposes. This includes study hall.

23. VANDALISM

Destruction or defacement of school or personal property.

First Offense - Repair or restitution and/or five days Out-of-School suspension, police notification if necessary.

Second Offenses - Five to ten days Out-of-School suspension, repair or restitution, police notification.

Subsequent Offenses - Ten days Out-of-School suspension and possible recommendation for expulsion, police notification.

24. VIOLATION OF LOCAL, STATE, OR FEDERAL LAW

INCLUDING BUT NOT LIMITED TO THEFT OF PERSONAL OR SCHOOL PROPERTY, FALSE FIRE ALARM, BOMB THREAT, SETTING FIRES (INCLUDING POSSESSION FIRECRACKERS AND OTHER INCENDIARY DEVICES), TAMPERING WITH SAFETY EQUIPMENT

First Offense –up to ten days Out-of-School suspension, counseling and police notification are possible. The administration's disciplinary response will be determined relative to the severity of the situation.

Subsequent Offenses - Ten days Out-of-School suspension with possible recommendation for expulsion, police notification.

25. GAMBLING

Students are not to gamble at school.

Appropriate disciplinary action will be taken at the discretion of the administration.

26. LEWD BEHAVIOR AND AFFECTIONATE PHYSICAL CONTACT BEYOND HOLDING HANDS

First Offense - Written warning, detention, Saturday School or appropriate disciplinary action will be taken at the discretion of the administration. If recommendation for expulsion, Board of Education to convene and issue a directive.

Second Offense - Minimum of detention or appropriate disciplinary action will be taken at the discretion of the administration. If recommendation for expulsion, Board of Education to convene and issue a directive.

Third Offense - Minimum Saturday School or appropriate disciplinary action will be taken at the discretion of the administration. If recommendation for expulsion, Board of Education to convene and issue a directive.

Subsequent Offenses - Appropriate interventions at the discretion of the administration.

27. COMPUTER LAB RULES

Both students and parents will be required to sign a computer/internet use contract before a student will be allowed to operate any school computer. See contract at end of handbook.

Violation of computer lab rules in this handbook will be dealt with in the following manner: Offenses will accumulate. Depending on the nature of the offense, the assistance of the administration may be sought. The following disciplinary responses include but are not limited to the following:

Warning, detention, Saturday School, In School Suspension, Out Of School Suspension and/or loss of computer lab usage.

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.

Report any screen or configuration changes to the teacher or supervisor in charge.

Students are not allowed to download programs of **ANY TYPE**. A \$25 fine will be assessed for their removal.

28. GUM IN SCHOOL

Chewing gum is not allowed in the school building during school hours.

Students should not have anything in their mouth without the prior knowledge and consent of the teacher. This includes anything given with the permission of parents and/or the school nurse. (cough drops, mints, etc.)

Previous approval from a teacher during one class period does not carry over to subsequent class periods.

First, Second, Third Offense - detention

Fourth, Fifth, Sixth Offense - Saturday School

Beyond Six – consequences at the discretion of school administration

29. HAZING PROHIBITED

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extra-curricular activities
2. Conference with parent(s)/guardian(s)
3. Referral to appropriate law enforcement agency

Students engaging in hazing that endangers the mental or physical health or safety of another may also be subject to:

- Suspension for up to 10 days
- Expulsion for the remainder of the school term

30. STUDENT IDENTIFICATION

Students are required to properly display their student ID at all times while at school or a school sponsored activity during regular school hours. **Students who have lost, damaged, or forgot their student ID must report immediately to the office and receive a temporary ID before going to their locker or classes.** Students must have their original ID on the following day or pay the \$5 replacement cost for a new ID card. A temporary ID card will be required until the original ID is found or a replacement can be made. The student must return the temporary ID card upon receiving their new ID. Failure to return the temporary ID will result in a \$5 replacement fee.

Students who lose or forget their ID but follow the above guidelines for replacement are subject to the following consequences:

Replace ID Card if necessary

One or two times losing or forgetting your ID – No additional consequences

Three, Four & Five times in one semester - 30 minutes of detention.

Six, Seven, Eight & Nine times- Saturday School

Ten, eleven, twelve, thirteen and fourteen times accumulated in one semester - Three 30 minute detentions and two days of In-School Suspension.

Fifteen, sixteen, seventeen, eighteen and nineteen times accumulated in one semester- Three 30 minute detentions, Saturday School and two days of In-School Suspension.

Twenty times accumulated in one semester - Three 30 minute detentions, two Saturday Schools and three days of In-School Suspension.

Greater than twenty times in one semester - Consequences determined by administrator.

Student Identification cards are not to be altered in any way and must be displayed at all times while on campus during school hours. (ID will not be worn during PE class when dressed in PE uniform)

Students who fail to display their student ID or display an altered ID card will be subject to the following consequences:

Sent to the office to get replacement or temporary the ID if needed

First Offense – written warning

Second Offense – Detention

Third Offense – Saturday School

Subsequent Offenses – Appropriate Interventions at the discretion of the administration

31. OFFENSES NOT LISTED

The administration reserves the right to determine when a student warrants disciplinary action for other types of misconduct not covered under the above guidelines. Appropriate disciplinary action will be taken when any student endangers the safety and/or welfare of another student or school personnel.

32. REPEATED OFFENSES

Is defined when a student receives a total of four discipline referrals.

Appropriate disciplinary action may include Counseling, Detention, Alternate Education Program, Out-of-School suspension, and as a last result, Expulsion.

C. DISCIPLINARY MEASURES

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

1. Removal from classroom.
2. Notification of parent/guardian.
3. Withholding of privileges.
4. Seizure of contraband, including cell phones and other portable electronic devices.
5. Suspension of bus riding privileges.
6. 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.
7. 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.
8. 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, or who do not successfully complete it, will be assigned a three-day out-of-school suspension.

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

- No talking.
- No sleeping.
- No food or gum allowed.
- No going to your locker.
- No disrespect to other students or to teachers.
- No passing anything without permission.
- Raise your hand when asking permission.
- Restroom breaks will be determined by supervisor.
- Remain in your seat facing forward at all times.
- 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. After you have earned three demerits you have earned another Saturday school.

9. 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).
10. 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. SCHOOL AUTHORITIES WHO MAY IMPOSE DISCIPLINE

Each teacher, and any other school employee when students are under his or her charge, is authorized to impose any disciplinary measure which is appropriate and consistent with Board policy and school rules, provided that suspensions and expulsions may only be imposed by administrators and authorized by the School Board. Teachers, other certificated educational employees and other persons providing a related service for a student may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or

for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent or Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school, including all school functions.

E. DISCIPLINARY PROCEDURES

Reporting of Aggressive Behavior

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

Suspension Procedures

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

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

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

Expulsion Procedures

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

1. The reasons for and proposed expulsion including the specific conduct rule(s) the student is charged with violating.
2. The proposed period (duration) of the expulsion.

3. The time, date, and place for the hearing.
4. A short description of the procedures that will be followed.
5. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed two calendar years, as determined on a case by case basis.
6. A request that the student or parent/guardian inform the District if the student will be represented by an attorney and, if so, the attorney's name.

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

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

F. DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with the provisions of the Individuals with Disabilities Education Act ("IDEA") when disciplining students who receive special education. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his/her disability. A student whose gross disobedience or misconduct is not a manifestation of his/her disability may be expelled from school, except that he or she shall continue to receive educational services as provided in the IDEA during the period of expulsion. A special education student may be suspended up to 10 days per school year, in the aggregate. During any additional period of suspension, the student shall continue to receive educational services in accordance with the IDEA.

A special education student who has exceeded or is expected to exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State

of Illinois hearing officer, if the District demonstrates that maintaining the student in his/her current placement is substantially likely to result in injury to the student or others.

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

VIII. PUPIL PERSONNEL SERVICES

A. GUIDANCE COUNSELOR

Students are encouraged to seek the services of a guidance counselor. A student who wishes to see the guidance counselor should sign up at the counselor's window. The counselor will contact the student as soon as possible. Students will be allowed to see the counselor during academic class time, at the discretion of the teacher.

B. PHYSICAL AND HEALTH EDUCATION

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.

In accordance with the Critical Health Problems and Comprehensive Health Education Act, the District provides students with a program is designed to provide a variety of learning experiences based upon scientific knowledge of the human organism as it functions within its environment. The Health program 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 through 8th 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.

C. HEALTH SERVICES AND REQUIREMENTS

Physical Examinations, Immunizations, and Exclusion of Students

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

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

Eye Examinations

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

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 in the District. These screenings are not a substitute for a complete hearing and vision evaluation by a doctor. See Eye Examination 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 student 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.

D. 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.

E. 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, 2009 or within 30 days of initial enrollment, that any or all such information not be released:

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

Parent and Student Rights Regarding Student Records

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

1. Inspect and copy the student's education records within 15 days of the date the District receives a request that identifies the records which the parent or eligible student wishes to inspect. The Principal will make arrangements for access and will notify the parent or student of the time and place where the records may be inspected. There will be a charge of .35 cents per page for copies.
2. Request the amendment of student records that the parent or eligible student believes are inaccurate or misleading, by writing to the school principal. The written request should clearly identify the part of the record sought to be changed, and specify why it is inaccurate or misleading. If the District determines not to make the requested changes, the District will so notify the parent or student of its decision, of the right to a hearing regarding the request for amendment, and of the procedures for such a hearing.
3. Receive, upon request, copies of records proposed to be destroyed. The school will notify parents/guardians and students of the records destruction schedule.
4. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that disclosure without consent is authorized by state or federal statute.
 - a. Among the types of disclosure without consent allowed by statute is disclosure to a school official with legitimate educational interests, meaning a person who needs to review an education record in order to fulfill his or her professional responsibilities. The term "school official" may for these purposes include an administrator, certified or support staff member (including health or medical staff and law enforcement unit personnel), school board member, or person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or diagnostician), or a parent or student serving on a school-established disciplinary or grievance committee.
 - b. The District will disclose a student's education records without consent to a school in which the student seeks or intends to enroll, upon request by that school, subject to the right of the parents (or student, as applicable) upon notice of the proposed transfer to inspect and copy the records and to seek amendment of their contents using the procedure described above.
5. File a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements the FERPA. The address of the agency that administers the Act is:

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

Limitation on Right of Access Where Court Order of Protection Exists

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

Other Protections

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

F. 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. The Code of Conduct promotes positive citizenship among students. 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 the Junior High School include:

| | |
|------------------------------|------------------|
| Football | Chess Club |
| Volleyball | Plays/Musicals |
| Basketball- Boy’s and Girl’s | Chorus |
| Cheerleading | Students Council |
| Band | Class Activities |
| Wrestling | Science Club |

B. SCHOLASTIC ELIGIBILITY

Students must maintain academic eligibility throughout the season to participate in extracurricular activities. Junior High School students are required to have a minimum grade point average of 1.33 and to be passing seven out of eight classes on a weekly basis.

Students who are failing more than one class will be considered ineligible for extra-curricular activities. This includes Exploratories and physical education class.

Student scholastic eligibility is submitted to the office on Thursday of each week. Students not passing the seven out of eight classes 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 VII.B.9. 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:

The following disciplinary actions will apply to the above violations:

First Offense Suspension from the activity for up to 20% of the contests in the activity.
(Actions for activities that do not have contests i.e. Musicals will be determined by the extra-curricular discipline committee)

Second Offense Suspension for the activity for 50% of the contests for the activity.
(Actions for activities that do not have contests i.e. Musicals will be determined by the extra-curricular discipline committee)
A professional evaluation from a school-approved facility will be required.

Third Offense Suspension from the activity for one calendar year.

Fourth Offense Suspension from all activities at Durand Junior High 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.
10. 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. Booing 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.