

DURAND COMMUNITY UNIT SCHOOL DISTRICT 322

Mission Statement

The mission of the Durand Community Unit School District #322 is to provide a school system that is committed to excellence in teaching and learning. We share this responsibility with the community allowing the opportunity for each student to learn the necessary skills to become lifelong learners and contributing members of society.

WELCOME TO DURAND ELEMENTARY SCHOOL!

It is a new school year at Durand. All of us here at Durand Elementary School are looking forward to the 2008-2009 school year and hope that it will be a successful and rewarding year. Our goal is to provide opportunities for all students to develop physically, emotionally, and educationally.

We are proud of the quality of education Durand students receive and realize that success is in large part due to the support of the parents and the community. The school recognizes its position in the partnership it enjoys with the families it serves. All learning does not take place within the confines of the schoolhouse doors. Indeed, the school stands second to home as the place exercising the greatest influence on what kind of person the child is now and will become. Therefore, it is through the demonstration of mutual respect, understanding, and cooperation between the school and home that our children can effectively learn and grow.

The intent of this handbook is to give you a chance to learn about our school and its policies and programs. While it may not answer all of your questions, it is hoped that some of your basic questions will find answers here. If additional information is needed, please do not hesitate to contact me at 248-2171 ext.122 or e-mail me at kalberst@kidsroe.org. I look forward to seeing you soon!

Kurt Alberstett
Principal

DURAND COMMUNITY UNIT SCHOOL DISTRICT #322
200 West South Street
Durand, IL 61024

Telephone: 815-248-2171

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Elementary Teaching Personnel

Cindy Adams..... Kindergarten
Mychael Agrippa.....Sixth Grade
Gwen Babler.....Third Grade
Katie Beal.....Resource
Jareth Berg.....Kindergarten
Dee Bernath.....Media Center Aide
Virginia Borth.....Gifted Program
Jennifer Brittain.....Early Childhood
Thomasetta Chilton.....Third Grade
Amy Damon.....First Grade
Mary Ann Drago.....Resource
Natalie Dolan.....Kindergarten
Nancy Eisenbise.....Elementary Art
Judith Emma.....First Grade
Karen Flanagan.....Vocal Music
Becky Greene.....Title I Reading
Tim Schmidt.....Band
Caryn Hernandez.....Fifth Grade
Jamie Horstmeier.....Second Grade
Jodi Kinney..... First Grade
Matt Kinney.....Sixth Grade
Carrie MeinertNurse
Desiree McCallips.....Second Grade
Linda Medley.....Computer Aide
Dawn Meier.....Fifth Grade
Patty Meissen..... Second Grade, Gifted Program
Lynn Meyers.....Physical Education
Cindy Palombi.....Fourth Grade
Amanda Pohl.....Chorus
Anita Rockey.....Fifth Grade
Jennifer Robertson.....Fourth Grade
Peter Robertson.....Activities Director
Sabine Slocum.....Sixth Grade
Sue Szymanski..... Kindergarten
Deb Walsh.....Title I

Special Education Co-operative Personnel

Tracey Gemmel.....Speech and Language
Shanna Rufener.....Speech and Language
Jon Bruner.....Vision Itinerant
Amy PeilSocial Worker
Brenda Ramsby.....Psychologist

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OVERVIEW OF THE SCHOOL AND ITS PROGRAMS

Durand Elementary School serves approximately three hundred sixty students enrolled in preschool through sixth grade. Each grade level has at least two sections of classes, each under the guidance of a certified teacher. The children's education is guided by an established curriculum that is modified to provide for the particular needs of groups and individuals. A variety of instructional techniques, materials, and learning experiences are offered to motivate and insure a good, well-rounded, basic education.

Board of Education

The Durand Board of Education consists of seven members who are elected by the community. The major duties of the school board are to adopt and enforce all policies, to provide the revenue necessary to maintain the schools, to appoint personnel and fix salaries, and to provide direction to the superintendent.

The Board of Education meets regularly on the 2nd Monday of each month at 7:00 p.m. Following is a list of these dates.

July 14, 2008	January 12, 2009
August 11, 2008	February 9, 2009
September 15, 2008 (3 rd Monday)	March 9, 2009
October 14, 2008 (Tuesday)	April 14, 2009
November 10, 2008	May 11, 2009
December 8, 2008	June 8, 2009

Closed Campus

Durand Schools operate under a Closed Campus Policy. This means that students are to be on campus in the 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 or with written permission from their parent/guardian and the building principal. Permission forms must be signed in the presence of the principal or his/her designee. Signing in and out at the office is also mandatory. Any student leaving the designated areas of the campus during the school day will be subject to the district discipline procedures.

Drug Free Concept

The district endorses and supports the concept of drug free schools. As such, periodic examination may be made of the school grounds, hallways, and classrooms by the canine squad to detect any evidence of illegal drugs.

Title I Program

During the school year, federal funds are received through a grant to provide additional services to students who would benefit from supplemental, concentrated, reading instruction and study skills. This program is diagnostic in nature and focuses on specific, individual student goals. The program is staffed by two reading specialists.

Special Education Services

A learning disabilities program is offered to serve our students. Children having a learning disability are not intellectually inferior, but rather they are children of average or above average intelligence who have a particular learning disability that prevents them from fully benefitting from conventional classroom instruction. For this reason, the school offers the services of full-time certified learning disabilities instructors. Placement in the Learning Disabilities Program is made only with and after parental approval.

A part-time speech clinician is also available to students who experience various speech disorders. Instruction is given individually or in small groups, depending on individual student needs.

The Durand School District is a member school in the Winnebago County Special Education Co-operative. Through this co-operative, services for hearing impaired, social work, psychological evaluation, and placement in special preschool or other special education programs are available. If more information is needed regarding these, contact the school.

English Proficiency Classes

Durand Schools provides ESL support to students in accordance to the needs of the student.

Preschool Screening and Kindergarten Registration

Preschool screening and kindergarten registration are held each spring to provide early information of potential learning problems and to register eligible students for kindergarten classes. Vision, hearing, speech, and developmental tests are administered to preschool children.

Children who will be five years old by September 1st of the year are eligible for kindergarten attendance. However, educational research strongly suggests that children evidencing immaturity be kept at home.

As a result of the preschool screening, some students will be recommended to participate in our preschool programs. These programs are for three and four year olds who would benefit from extra social, language, and/or experiential activities before entering kindergarten.

Our preschool classes meet daily with one session from 8:25 a.m. to 10:45 a.m. and one from 12:45 p.m. to 3:15 p.m. They are instructed by a specially trained, certified teacher. Enrollment is limited.

Gifted/Talented Program

Students who exhibit special talents in the area of mathematics and language arts are challenged through special enrichment activities and learning skills at an accelerated rate. These students are identified using achievement test scores and teacher judgement. Our present program works with students in grades 1-6.

Media Center

Our school has one of the finest media centers in northern Illinois. It is equipped with many magazines, over 13,000 books, DVD's and videos, and an adjoining computer lab. Each kindergarten through sixth grade class spends approximately 45 minutes weekly in the Learning Center. The Learning Center is open before and after school if parents wish to check out items. Both Durand School libraries are members of the Northern Illinois Library System (NILS).

Students are allowed to check out books for a period of two weeks. Overdue books are charged at the rate of five cents per school day. Repeated abuse of Learning Center privileges is reason for exclusion from its use.

In the event that a student has lost a library book or has an unpaid fine, his/her report card may be held in the office until the fine is paid or the book is returned. Also, students with unpaid fines or lost books may not be allowed to participate in the Spring Field Day.

Music Program

Both instrumental and vocal music are offered as part of the school program. Vocal music is required for all kindergarten through sixth grade students. Band, with individual and group lessons is available to interested fifth and sixth graders. Chorus is also available to sixth graders.

Band and chorus concerts and the Holiday program are entertaining events that are well attended.

Physical Education

Physical education classes are offered to all students to provide them with the opportunity to learn muscle coordination and development, experience various team and individual sports, practice sportsmanship, and develop healthful habits for physical maintenance. This program is directed by a full-time instructor. Gym shoes are required for participation. Parents should provide gym shoes to be left at the school for physical education use.

Students may be excused from participation in physical education classes for short periods of time due to health reasons upon submitting an excuse in writing from a doctor or parent. See page 7 for further explanation of policy.

AUXILIARY SERVICES

Health Service

A full-time nurse is on duty daily to treat emergencies and provide certain health care services. Vision and hearing screenings are a regular part of the school health program as is instruction on health and safety concerns.

The nurse is not meant to take the place of a family doctor and should not be used as such. Please take time to read the health policy beginning on page 9 of this handbook.

The nurse coordinates health education classes that include information about growth and development and sexual abuse. Parents who do not wish their child to participate should write a note to that effect.

Lunch Program

Students may bring a sack lunch from home or buy a hot lunch at school. The school sponsors a Type A Hot Lunch providing a nourishing meal that includes milk. Milk may also be purchased separately by students who bring sack lunches. The cost of a Hot Lunch meal is \$1.75 with milk costing .35 cents. It is .50 cents for extra meat and .40 cents for extra fruit.

Parents of Kindergarten students may choose to purchase milk or juice for snack times. They may pay \$25.00 per semester. The first semester payment is due the first day of school while the second semester payment is due in February.

Some families may qualify for Free or Reduced Lunches. Anyone feeling they may qualify for participation in the federally funded free lunch program should contact the school Food Service Director or pick up a form from the District Office.

When you send in any lunch money, please put your **child's name, grade and teacher's name and what days they will be eating**. No weekly or monthly lunch money will be accepted at the register. Elementary students' money may be turned in with the morning lunch envelopes.

There is **NO CHARGING OF LUNCHES**. Menus will be sent home monthly. In case of absence, parents are responsible for noting and claiming milk and lunch credits to be used when the student returns

If your student is absent – it is up to you, the parent to let Food Service know they have a credit before the day they eat. If you have any questions regarding the lunch program, please contact the Food Service Director at 1-815-248-2171 EXT. 121.

BUS TRANSPORTATION

Eligibility

Students living one and one-half miles or more from the school are eligible for transportation. Students living closer than this distance may be transported if special conditions are present which pose a safety hazard for the student. Buses will not travel private lanes.

Regulations and Procedures

The transportation of students in a safe and efficient manner is of central importance to the school. Therefore, the Board of Education has adopted the following policy regarding student conduct.

(Policy #5131.1) In view of the fact that a bus is an extension of the classroom, the Board of Education shall require pupils to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct him/herself properly on a bus, the bus driver brings such instances to the attention of the building principal. The building principal will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Students may be suspended from riding the bus for up to 10 days by the administration or suspended for the balance of the school term by the Board of Education for misconduct on the bus.

Bus Passes

No daily bus passes will be issued. Administration will accommodate students if a family emergency occurs. A Special Circumstance Transportation Form may be used and reviewed by the administration if a special need arises (such as parent leaves on a business trip). The Special Transportation Form must be submitted a minimum of 48 hours before the requested transportation.

Evacuation Drills

Bus evacuation drills will be conducted at least once annually to familiarize students with proper techniques of bus evacuation. The students are also taught a bus safety curriculum once a year.

SCHOOL CLOSINGS

Occasionally, weather or other unforeseen situations may cause school to close in the interest of student safety. The following radio stations will be notified of school closings:

WXRX - 104.9 FM	WGFB - 103.1 FM
WROK - 1440 AM	WKMQ - 95.3 FM
WXXQ - 98.5 FM	WZOK - 97.5 FM

Rockford television stations are also contacted.

Morning

The roads are traveled at 5:00 a.m. to check their conditions for the buses. If school is to be closed, school personnel are notified as are the radio stations listed above.

Midday

If school must be closed during the day when children are already in the building, radio stations are called, reports concerning road conditions are sought from authorities, and bus drivers are notified. This is usually a case where time and telephone services are sorely needed, so **PLEASE DO NOT CALL THE SCHOOL** as our lines are tied up making necessary arrangements for returning your children home safely. Working parents should make arrangements with friends or neighbors to cover such emergency situations and keep the school notified of any changes.

THE SCHOOL DAY

Length

The school day for preschool students is from 8:15 a.m. to 10:45 a.m. The afternoon classes meet from 12:45 p.m. to 3:15 p.m. The school day for children in grades kindergarten through six is from 8:25 a.m. to 3:15 p.m. with at least five clock hours of instruction daily. Kindergarten students who choose the half-day option will be dismissed at 12:15 p.m. with a starting time of 8:25 a.m.

Bell Schedule

The morning bell schedule is as follows:

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

Arrival

To reduce difficulties and accidents, students who walk to school are strongly urged to time their departure from home so they will arrive at school between 8:10 a.m. and 8:15 a.m. Since the playground is unsupervised before 8:05 a.m., parents who have children walking to school can help greatly by regulating their departure time. Students will not enter the building until 8:15 a.m. unless the weather is inclement. In this case, students will be allowed to wait inside until the 8:15 a.m. bell sounds. On these occasions, students must exhibit their best behavior as horseplay will not be allowed.

Departure

Students are dismissed in an orderly fashion starting at 3:10 with bus students. Students who have after school activities are then dismissed followed by walkers.

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

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

Outdoor Noon-Time Recess and Physical Education Class

When weather permits, students are required to go outdoors for 10 or 15 minutes after eating lunch. During the winter, a wind chill factor of zero degrees or below requires all students to stay inside. Students are also required to participate in Physical Education classes on a daily basis.

Children who have been absent from school due to illness and those needing special medical consideration may be excused from going outdoors or Physical Education Class for three consecutive days upon written parental request. After the three-day period, a doctor's note would be necessary. If a child is well enough to be at school, s/he is generally well enough to participate in the entire school routine including Physical Education and recess. **Proper winter dress during the cold season (hats, gloves, boots, etc.) will help prevent unnecessary illness and will make the brief time outdoors enjoyable.**

ATTENDANCE AND ABSENCE POLICY

The Board of Education believes it is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance.

Overview Of The Policy

A student may have a total of (7) days of absences each semester. These absences can be for any reason as long as a parent/guardian calls in or sends a note by 9:00 A.M. The work missed must be made up within 2 school days for each day absent. This work must be turned in on the morning of the third day (exceptions to be reviewed by the teacher and administration). The student is responsible for getting his/her assignments on his/her first day back from school. If there is no parent contact by 9:00 A.M. on the day of the absence, the school will make a reasonable attempt to contact the parents. Family vacations, funerals, college visits, court appearances, illness, family emergencies, and religious holidays or celebrations are to be used in the seven days. 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 will be taken under administrative advisement.

Students who display attendance problems will receive one letter from the school as a warning. If a second letter becomes necessary, the Regional Attendance Cooperative will be notified.

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

Every pupil must attend school punctually. Continued tardiness without sufficient cause is punishable by suspension.

Principals are authorized to require satisfactory explanation from the parent or guardian for the absence of a pupil for all or part of the day.

Procedure for Reporting Absences and Tardies

Parents of students who will be absent are required to notify the school prior to 9:00 a.m. There are occasions when it is necessary to call a parent at his/her place of employment in order to confirm a child's absence. This can be prevented by making sure a note is sent to school or the school called before 9:00 a.m. to inform us of the absence.

Parent may leave a message on voice mail if they need to call before 8:00 a.m. If a student is noted as being absent and the school has not received notice of the absence from the parent/guardian, the school will make reasonable efforts to call the parents within two hours of the start of the school day.

When a student returns to school after an absence, s/he may report directly to class if his/her parent/guardian has called the school explaining the absence. If no contact has been made, the student must report to the office before first hour with a note from his/her parent/guardian explaining the absence. Students whose parent/guardian has not contacted the school concerning the absence will be unexcused for the absence. Principals are authorized to require satisfactory explanation from the parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing. The determination of valid excuse for absence shall rest in the sole discretion of the administration, subject to board review.

If a parent needs to have their child excused during the school day they should send a note to their child's teacher to inform them, or call the elementary office. Students are to be picked up and signed out at the elementary office.

Attendance at School Activities

Students who have not been in school during the day of a school activity may not attend the evening event, except by permission of the principal. Students are reminded that they are to abide by all Durand School rules and regulations at school sponsored events both at home and away from the school.

Students younger than fifth grade must be accompanied by a parent to attend an after school hour activity.

HEALTH POLICY

General Guidelines

1. Physical exams are required by Illinois law for students entering early childhood, pre-kindergarten, kindergarten, and sixth grade. Dental exams are required for students entering kindergarten, second and sixth grades. They are also required for any new students entering from out-of-state who have not had these exams. **Students who have not turned in the completed physical exam form (or a signed appointment card from the doctor) by the first day of school will be excluded from school.** Dental cavities are one of the biggest health problems in school-age children, so getting dental work done is very important.
2. Please inform the nurse at the beginning of each school year about any health problems your child may have such as allergies or asthma, hyperactivity, diabetes, or epilepsy. This may also be discussed with the principal and teacher, but it is essential for the nurse to know.
3. Do not send your child to school with a rash to have the nurse check it. If the child has a communicable disease, s/he has exposed all of the children on the bus and in his/her classroom before s/he sees the nurse.
4. Do not send your child to school if s/he has a fever of 100 degrees or higher or has vomited in the previous 24 hours.
5. Please inform the nurse if your child is ill with chicken pox, strep throat, an unknown rash, or has head lice.
6. When your child returns to school after an absence of several days and especially after having a communicable disease, s/he must report to the nurse for a health check before entering the classroom. Also, a note from parents explaining the absence would be very helpful.
7. Parents will be called at home or work if their child is ill. Please be sure we have up-to-date information on phone numbers and someone to call if you cannot be reached. An older child who is ill will not be taken home unless his/her parents give consent. If a parent can't be reached, the child will have to stay in school.
8. Students in kindergarten, second, and sixth grade are required to have a dental exam by May 1.

Guidelines for Administering Medication

Legislation passed in 1991 brought about some changes in the requirements for schools relating to administering medication to students at school. As a general rule, medications (including Tylenol and aspirin) will not be administered at school by district employees. Parents are urged to make provisions for administering medication at home rather than at school.

If your child must take medicine at school for 3-5 days, please send a note stating at what time the medicine should be given and for what reason it is being taken. The medicine should be sent to school in the original bottle. If it has to be sent in a bottle other than the original prescription bottle, it must be labeled with the child's name and the name of the medication. All medicine will be kept in a locked cabinet in the nurse's office and will be administered by her. A permission slip will be sent home for parent/guardian signature.

If your child is on regular, long-term medication that must be administered at school, the guidelines below must be followed.

1. Written orders are to be provided by a physician and must include the following:
 - a. The name of the medication
 - b. The dosage and time interval regarding consumption
 - c. The necessity for the medication, particularly during school hours
 - d. The disease or illness being treated
 - e. Any and all possible side effects
 - f. The emergency phone number where the physician can be reached
2. The above orders must be accompanied by a letter of request from the parent/guardian of the child granting permission for administration of the medication during school hours.
3. Both the written orders from the physician and the letter of request from the parent/guardian must be on file with the nurse or the medication will not be administered.

The school will not become involved in the dispensing of unprescribed or over-the-counter medications unless the guidelines above are followed.

The orders and requests regarding medications to be administered must be renewed periodically and the district retains the discretion to reject requests for administration of medication during school hours.

PROGRESS REPORTS

The progress of each student is a central concern of the school. Therefore, progress is formally reported four times each school term through report cards and at least one scheduled conference with the teacher.

In addition, parents will be notified at about the midpoint in a grading period if a student is failing or is doing work that is substantially inferior to work done the previous grading period. Notification at this time allows the child an opportunity to remediate and raise the evaluation before grades are issued.

Parents are strongly encouraged to attend conferences regardless of the child's progress. Parent participation has been good in the past and communication at these times is valuable to both the school and home and therefore to the child.

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

Parents of students in grades 3-6 may check their child's progress using Parent-Teacher Connect. Please contact the school Technology Director if you have not received information on Parent-Teacher Connect. Parent-Teacher Connect allows you to view your child's progress using the Internet.

The district grading scale is as follows:

A+ = 99-100%	B+ = 88-89%	C+ = 78-79%	D+ = 68-69%
A = 93-98%	B = 83-87%	C = 73-77%	D = 63-67%
A- = 90-92%	B- = 80-82%	C- = 70-72%	D- = 60-62%
Failing = 59% and below			

5th and 6th Grade Homework Policy

Fifth and Sixth grade homework policy for daily work.

- a. 1-day late- 10% off assignment grade.
- b. 2 days late- 20% off assignment grade.
- c. After 2 days- a zero will be given for a grade.
- d. If a student receives 2 zeros, a parent contact will be made.
- e. A 3rd zero within a quarter would result in a Principal's Detention.

Social Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Tests, the Iowa Test of Basic Skills, or other testing. A student shall not be promoted based upon age or any

other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

AWARDS ASSEMBLIES

Following the end of the first three quarters, fifth and sixth grade students are recognized for their academic achievements. Students who have achieved superior honors for all four quarters are given special recognition as "Scholars of the Year".

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

MISCELLANEOUS ITEMS

Classroom Assignment

Assignment of students to classrooms will be made on the basis of the student's learning style, the teacher's teaching style, recommendation of the previous teacher and recommendation of the future teacher. Parents who feel it necessary to request their child or children be assigned to a particular classroom must submit such in writing to the building principal by June 1. Submitting a request does not assure desired placement. The final decision lies with building principal.

Locks At School

Only combination locks are to be used for elementary lockers.

Money at School

It is not a good idea for students to bring large amounts of money to school. When money is brought to school for any purpose, it is wise to put it in an envelope labeled with the child's name and its intended use. Checks are a preferred method of payment.

Electronic Devices and Toys

It is recommended that students do not bring electronic devices to school such as disc mans, electronic games, or MP3 players that are valuable. Please make sure your child's name is on any materials that are of value. The elementary school does not have locks on the lockers and the school is not responsible for lost or stolen items. This includes game cards as well.

Telephone Use

Cell phones are not to be used during school hours and are to be turned off. Students who violate these rules will have their phone confiscated and it will only be returned to the child's parent or guardian.

Students are not permitted to receive calls during the school day except for emergency situations. Under certain circumstances, students may use the school phones to make necessary local calls on a limited basis. **Students will not be permitted to use the school phones to make after school plans.**

Visitors

Parents are always welcome to visit their child's classes. There are special times during the school year when activities are offered for visiting parents. Visitors to the elementary must first sign in at the Main Office and then report to the elementary office for further direction.

As a general rule, the school does not permit students to bring their friends to visit. During the first week of school and during the final two weeks of school, **absolutely no visitors will be permitted,** as these are very busy times for students and their teachers.

Animals at School

Animals may be brought into the classrooms for educational purposes provided permission is given by both the supervising teacher and the Building Principal. Anyone wishing to bring an animal to school must fill out the Application Form (available at the school) and have it approved by the Building Principal before the animal may be brought to school.

Lost and Found

Lost and found items will be displayed in the hall. Students who are missing items are encouraged to look for them there. **Please remember that labeled items are likely to be found and returned.**

Field Trips

Learning through direct experiences is of value. Class trips are planned and supervised by classroom teachers and interested adults. In order for a student to participate in a field trip, his/her parent must sign a form giving written consent. This form is good for the entire school year. Students without this consent form on file will not be allowed to participate. If a parent chooses not to send a child on a field trip, the child is still expected to come to school where alternate and parallel work will be assigned.

Safety Drills

The school will hold various safety drills at various times during the year to prepare students for possible disasters. These are in addition to the bus evacuation drills previously discussed.

Parent Teacher Organization (P.T.O.)

An enthusiastic P.T.O. offers programs of interest to parents and assists the students at school. This volunteer group sponsors Market Day, a monthly fundraising food co-op, where anyone in the community may purchase a variety of food items in bulk. Proceeds from Market Day are used to help supplement a variety of needed items at the school.

In the past, there have been many times when the school has utilized parent volunteers to help with school activities. This community has been generous with its time and interest in our school. Because of this, the students benefit. We hope that parental interest and involvement continues throughout this school year.

STUDENTS' RIGHTS AND RESPONSIBILITIES*

Students attending Durand Schools have the right to a good education within an atmosphere conducive to the teaching and learning process. With this right, students also have the following responsibilities:

1. To become informed of and adhere to reasonable rules and regulations established by the school to insure safety and learning.
2. To respect the rights and individuality of other students and members.
3. To refrain from disrespectful remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health and safety.
5. To be punctual and present in the school program to the best of one's ability.
6. To refrain from gross disobedience or misconduct or behavior that materially or substantially disrupts the educational process.
7. To maintain the highest level possible of individual academic achievement.
8. To respect the reasonable exercise of authority by school administration and teachers in maintaining discipline in the school and at school sponsored activities.
9. To refrain from damaging, destroying, or recklessly using school property.

* "Students' and Schools' Rights and Responsibilities",

COMPLAINT PROCEDURE

Occasionally misunderstandings between the home and school may occur. This may be the result of impartial or faulty communication. Because it is in our mutual best interests to resolve such misunderstandings, the following procedures are offered:

1. Please maintain a calm and respectful manner when contacting the school as sarcasm, belligerence, or hostility only creates greater barriers to understanding.
2. Students or their parents/guardians should discuss the matter with the person(s) directly involved. Please call the school so a meeting can be arranged.
3. If the problem is not resolved in this meeting, it should be directed to the building principal and then to the superintendent.
4. If the matter still remains unresolved, parents/guardians may request the permission of the school board president to address the board of education at its next regularly scheduled meeting.

SCHOOL FEES/COSTS

Unless otherwise noted in the local newspapers, the fees for the 2008-2009 school year will be as listed below.

Registration

This fee is charged to all students and helps pay for texts, workbooks, weekly reader, testing materials, duplicating costs and paper, art supplies, and lab materials.

Many families have participated in the Illinois Secular Textbook Loan Program sponsored by the state. When our school's request is honored, participants will receive credit against book rental charges. This program covers only non-consumable texts and not instructional materials.

Fees are to be paid as close to the start of school as possible, preferably during registration. If you need additional time to pay the registration fees, you are encouraged to call the school bookkeeper to make arrangements. Also, anyone who feels they will be unable to pay should contact the superintendent. Families qualifying for free or reduced lunches may ask for a fee waiver or reduction.

Kindergarten Rest Mat	\$17
Kindergarten	\$40
First - Sixth Grades	\$45

School Pictures (Optional)

Each fall a professional photographer comes to the school to photograph the students and their classes. These pictures are made available to parents who may wish to purchase them. Notices will be sent home at the beginning of the year telling when the pictures will be taken. Prices for the pictures will vary depending on the package selected. Spring pictures are also offered.

Student Accident Insurance Coverage (Optional)

Student accident insurance coverage is available through the school at a nominal charge. Notices regarding student insurance are distributed at registration. Thereafter, information will be available through the school office. The school does not carry accident insurance coverage on students, so coverage comes from a plan like this or from your own private insurance.

Book Fair/Book Clubs (Optional)

Each year, the school hosts a book fair so that students may purchase books of their own choosing. Also, classroom teachers will sometimes offer students an opportunity to purchase books from clubs.

Damaged or Lost Material/Textbooks

Students will be responsible for the cost of replacing any material or property that is lost or damaged through negligence. The costs for damaged or lost textbooks will vary and report cards may be held until the books are paid for.

Incidental Fees

Incidental fees are uncommon and will probably affect only a few students. An example of such a fee would be to cover entrance fees to a place or an event or to defray the cost for a special field trip.

TITLE IX - SEX DISCRIMINATION

Admission/Exclusion Because of Sex

No student shall be refused admission into or be excluded from any course of instruction offered in the common schools by reason of that person's sex. No student shall, solely by reason of that person's sex, be denied equal access to physical education and inter-scholastic athletic programs or comparable programs supported from school district funds and comparable programs will be defined in guidelines promulgated by the State Board of Education in consultation with the Illinois High School Association.

Students Rights Procedure

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and, (5) proceed without harassment and/or retaliation.

More detailed information is available in the offices of: the Superintendent, building principal, dean(s), coordinator(s) for equal opportunity, department chairpersons and in the learning resource center. Time limits refer to days when school is in session.

STEP I

The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

STEP II

If the problem is not resolved, the grievance should be referred informally to the elementary principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

STEP III

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to: The Superintendent of Schools. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

STEP IV

If the issue is not satisfactorily resolved on Step III, the grievant(s) may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

CONFIDENTIALITY OF RECORDS

Students'/Parents' Rights

All school records pertaining to students are considered confidential. This is for the sole protection of the students and/or their parents and can, therefore, be waived only by the students and/or their parents or guardians.

All certified and non-certified employees of the school must honor the trust of the person who provides information during systematic data collection or other forms of communication, on the assumption the information will be used confidentially. Students and parents must be informed of confidential limitations regarding dissemination practices and their rights to challenge the content of the records.

These records include the following:

1. Student Permanent Record
 - a. Basic identifying information including students' and parents' names and addresses, dates and places of birth, and gender;
 - b. Academic transcript including grades, class rank, graduation date, grade level achieved, and scores on college entrance exams;

- c. Attendance record;
 - d. Accident reports and health record;
 - e. Record of release of permanent record information;
 - f. Honors and awards received;
 - g. Information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organizations.
2. Student Temporary Record
- a. Family background information;
 - b. Intelligence test scores, group and individual;
 - c. Aptitude test scores;
 - d. Reports of psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews;
 - e. Elementary and secondary achievement level test results;
 - f. Participation in extracurricular activities including any offices held in school sponsored organizations;
 - g. Honors and awards received;
 - h. Teacher anecdoted records;
 - i. Disciplinary information;
 - j. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;
 - k. Any verified reports or information from non-educational persons, agencies or organizations;
 - l. Other verified information of clear relevance to the education of the student;

- m. Record of release of temporary record information.

3. Directory Information

- a. Identifying information including name, address, gender, grade level, date and place of birth, parents' names and addresses;
- b. Academic awards and honors;
- c. Information in relation to school sponsored activities, organizations, and athletics;
- d. Period of attendance in school.

Permanent records will be made available for inspection by students and/or their parents upon request. Temporary records may not be inspected by students and/or their parents without the assistance of appropriately trained professional personnel capable of assuring accurate interpretation of temporary data.

Upon graduation, students may choose to destroy their own temporary records. If not, these records will be maintained for five years and then destroyed. Permanent records are kept on file for 60 years.

Dissemination of Student Record Information

The school officials shall be governed by the Illinois School Student Records Act in releasing any information contained in any of the student's records.

The records of a student shall be transferred by this school to the records custodian of any school in which the student has enrolled in or intends to enroll in upon the written request of the records custodian of the other school or the student. Such a request shall be accompanied by a release of confidential records signed by the parent or guardian of the student and the parent must have been informed of the nature and substance of the information to be transferred and the opportunity to inspect, copy, and challenge such information.

The school shall grant access to information contained in school records to persons authorized or required by state or federal law to gain such access, provided that:

- 1. Such person shall provide the school with appropriate identification and a copy of the statute authorizing such access; and

2. The parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy, and/or challenge such information.

The school shall grant access to, or release information from school student records without parental consent or notification:

1. To an employee or official of the school or the State Board of Education, provided such employee or official of the State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest;
2. To any person for the purpose of research statistical reporting, or planning, provided that:
 - a. Such person has the permission of the State Superintendent of Education; and
 - b. No student or parent can be identified from the information released;
3. Pursuant to a court order, provided that the procedures of the Illinois Revised Statutes, 1975, Chapter 122, Article 50-6 (a), (5) are observed.
4. Any release of information other than specified previously requires the prior specific, dated, written consent of the parent designating the person to whom such records may be released, the reason for the release, and the specific records to be released. At the time such consent is requested or obtained, the school shall inform the parent of the following rights:
 - a. To inspect and copy such records;
 - b. To challenge the contents of such records; and,
 - c. To limit any such consent to designated records or designated portions of information within the records.

Exhibit – Notification to Parents of Family Privacy Rights

The School Board has a policy concerning privacy and parental access to information. A complete copy of the policy 7:15, *Student and Family Privacy Rights*, is available upon your request from the general administration office. Please read the policy for a more thorough explanation of these rights.

Please note that a student's parent(s)/guardian(s) may inspect certain documents and/or refuse to allow their child or ward to participate in specific activities. The school will not penalize any student whose parent(s)/guardian(s) exercises this option.

SCHOOL TRADITIONS

School Colors

Royal Blue and White

Mascot

Bulldog

School Song

LOYALTY

We're loyal to you, Durand High!
We'll ever be true, Durand High!
We'll beg you to stand against the best in the land,
For we know you can stand, Durand High, High, High!
We're all in the fight, Durand High,
So show them your might, Durand High.
Our team is the fame protector,
On team, for we expect a victory from you Durand High.

Chee-cha-cha-ha-ha! Win Bulldogs, win!
Chee-cha-cha-ha-ha! Win Bulldogs, win!
Durand High, Durand High, Durand High!

We've got the dear old flag of white and blue
We've got the sons and daughters fighting for you
Like men of olden giants placing reliance,
Shouting defiance--ON YOU BULLDOGS!
Amid the broad green plains that nourish our land,
For honest labor and for learning we stand,
And unto thee we pledge our heart and hands,
Dear Alma Mater, Durand High!

Rah, rah, rah! Rah, rah, rah! Rah, yea, Durand!

DISCIPLINE

We are proud of the excellent behavior exhibited by our student body. It is expected that all students cooperate with and exhibit attitudes of respect and courtesy toward other students, teachers, and any other school personnel at all times. Proper care of school and personal property is expected.

EXPECTATIONS OF STUDENT BEHAVIOR

ALL SETTINGS- DO YOUR BEST, BE KIND, HELP OTHERS.
HALLWAYS- USE NORMAL VOICE, WALK TO THE RIGHT, PICK UP LITTER.
PLAYGROUND- PLAY SAFELY, SHARE EQUIPMENT, INCLUDE OTHERS.
CAFETERIA- EAT YOUR FOOD, USE GOOD TABLE MANNERS, CLEAN UP YOUR AREA.
ASSEMBLY- SIT IN ONE SPOT, LISTEN, USE APPROPRIATE APPLAUSE.
BUS- LISTEN TO THE BUS DRIVER, SIT APPROPRIATELY, KEEP HANDS INSIDE THE BUS
BATHROOMS- NO HORESPLAY, PICK UP TRASH

A student may be disciplined for conduct, behavior or activity which causes, or may reasonably lead school officials to forecast substantial injury or disruption, material interference with school activities, or the rights of other students or school personnel. Please realize the importance of age appropriate discipline and that a first grader would not in some cases receive the same consequences as a sixth grader. Below are possible consequences that a student could receive. Note that a student could receive a combination of the following consequences.

1. **WARNING**
2. **LOSS OF LUNCH RECESS**
3. **AFTER SCHOOL DETENTION, PRINCIPAL'S DETENTIONS WILL BE HELD ONCE A WEEK FROM 3:30 TO 4:30**
4. **ALTERNATE EDUCATION- (IN SCHOOL SUSPENSION)**
5. **LOSS OF FIELD TRIPS OR SPECIAL EVENTS**
6. **OUT OF SCHOOL SUSPENSION**
7. **EXPULSION AND BOARD OF EDUCATION HEARING**

**** THE SEVERITY OF THE INFRACTION WILL BE USED TO DETERMINE THE NECESSARY CONSEQUENCES TO BE ADMINISTERED.**

BELOW ARE INAPPROPRIATE BEHAVIORS.

1. **Verbal misrepresentation of the truth**
 2. **Cheating**
 3. **Forgery**
 4. **Use of abusive or profane language**
 5. **Bullying, intimidation, harassment**
 6. **Theft**
 7. **Fighting of any kind or physical violence**
 8. **Vandalism, destruction or defacing of school property**
- **Any disrespect, disobedience, or open defiance of school personnel will result in a minimum of one-day in school suspension with a possible out of school suspension depending on the severity of the incident.**
 - **Striking, physical contact, or threatening school personnel will result in immediate suspension from school with possible recommendation for expulsion.**
 - **Abusive or profane language to school personnel whether done verbally, in writing, or by gesture will result in a minimum of one day out of school suspension.**
 - **A student found in possession of alcohol, tobacco, or drugs will receive a minimum of three days out of school**

- **Suspension with police notification.**
- **Students found to be in possession, use, control, or transfer of a weapon as defined by Section 24-1 of the criminal code may be expelled for a definite period of time not to exceed 2 years, but shall be expelled for a period of not less than one year except that the expulsion may be modified by the Board of Education on a case-by-case basis. This would include pocketknives.**
- **REPEATED OFFENSES OF CERTAIN BEHAVIORS WILL DEMAND THAT APPROPRIATE ACTION BE TAKEN WHICH COULD LEAD TO EXPULSION.**

BULLYING

A. Bullying at Durand Elementary School will not be tolerated. Bullying is any behavior that causes physical or psychological harm to someone else or encouraging other students to engage in such contact.

B. A bullying reporting letter will be sent to the parents of students who engage in bullying activities. Parents of bullying victims will also be contacted.

APPEAL OF DISCIPLINARY ACTION

Unless otherwise provided, following are the steps to be taken to appeal disciplinary actions resulting in a suspension and/or expulsion of a student. All disciplinary actions will stand during the process of appeal.

1. The student and/or parent/guardian should discuss the disciplinary action taken with the principal. This appeal must take place within five (5)

- school days from the student notification of the disciplinary action. (After this step, may be appealed to step 2.)
2. The student and/or parent/guardian have the right to appeal the disciplinary action taken with the superintendent. This appeal must take place within ten (10) school days from the student notification of the disciplinary action. (After this step, may be appealed to step 3.)
 3. The student and/or parent/guardian have the right to appeal the disciplinary action to the Board of Education. This appeal must take place within fifteen (15) school days from the student notification of the disciplinary action.

DRESS CODE

In school it is readily observed that there is a very close relationship between dress and attitude. Students should take pride in their appearance as proper dress can contribute to a successful learning experience. The following is Durand Elementary School's guidelines for proper dress.

- 1. No hats, caps or bandannas of any type are to be worn during school hours.**
- 2. No chains, including wallet chains are allowed.**
- 3. Shorts may be worn when the weather is appropriate but must be fingertip length.**
- 4. Shirts and all tops must cover the mid section.**
- 5. Shoulder straps should be at least two inches wide.**
- 6. Sunglasses are not to be worn in the school.**
- 7. Clothing or accessories with abusive or profane language, lewd symbols, and language regarding alcoholic beverages, tobacco or drug products, or drug related paraphernalia will not be allowed.**
- 8. Clothing that contains discriminatory messages or that contain a negative message about any aspect of race, religion, ethnicity, or gender will not be allowed.**
- 9. Coats and jackets may not be worn in class without the permission of the teacher.**
- 10. Grade School Administration will have discretion over what constitutes appropriate clothing at school.**