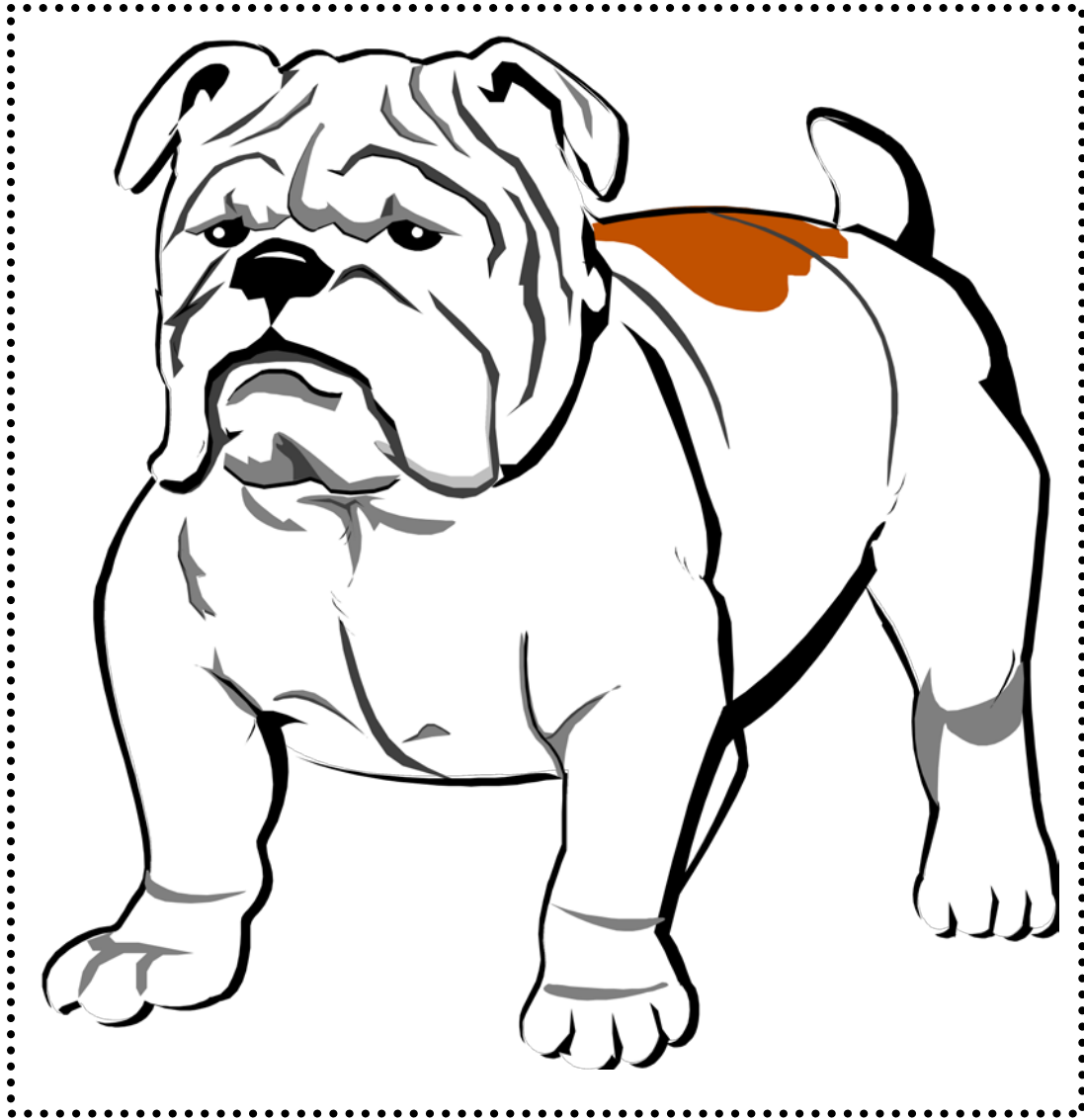


DALLAS CITY ELEMENTARY SCHOOL

STUDENT HANDBOOK



2016-2017

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STUDENT HANDBOOK
2016-2017

BOARD OF EDUCATION

Brent Sparrow – President Bob Castillo – Vice President Betty Blaesing – Secretary
Beth Webster, Natalie Lionberger, Shasta Heidbreder, Chris Greenhalge

SCHOOL OFFICE

Superintendent	Olson, Ryan, Dr.	852-3204	
Principal	Alissa Tucker	852-3201	
Elementary Secretary	Sly, Sheila	852-3201	1001
District Secretary	Stevens, Chris	852-3204	1007
District Bookkeeper	Bowman, Connie	852-3204	1005
Lunch Clerk	Wibbell, Andrea	852-3201	1002
Activity Director	Wiegiers-Samson, Amanda	852-3201	1038
Transportation Director	Stevens, Chris	852-3204	1007
School Web Page	www.dcbulldogs.com		

CERTIFIED STAFF
2016-2017

<u>TEACHER</u>	<u>GRADE LEVEL</u>	<u>EXTENSION NUMBER</u>
	Pre-K	1010
Norvell, Mary	K	1013
	1	1012
Hartrick, Deanna	2	1019
Ryner, Amy	3	1020
Walker, Rebecca	4	1021
Moran, Becky	5	1023
Allen, Alicia	Reading Recovery	1016
Wright, Marsha	Mathematics & Science	1029
Fisher, Leslie	Reading	1018
Stevens, Mona	Reading/LA	1034
Gunning, Raylene	Pre-K – 8 Physical Education/Health	1043
Finch, Laura	Social Studies & Reading	1033
	Middle School Resource/Inclusion	1035
Hoyt-Brown, Jan	Middle School Resource/Self Contained	1036
Shoemaker, Cassandra	Elementary Resource	1022
Scheetz, Carrie	Pre-K-8 Art/Technology	1009
Wiegiers-Samson, Amanda	Pre-K – 8 Instrumental/Vocal Music & A.D.	1038
Lanning, Gina	School Social Worker	1015
Siegworth, Mary Ann	Speech and Language Pathologist	1017

NON-CERTIFIED STAFF
2016-2017

<u>STAFF MEMBER</u>	<u>POSITION</u>	<u>EXTENSION NUMBER</u>
Krow, Tena – Head Cook		1040
Mehaffy, Debra – Cook		1040
Coleman, Julie - Kitchen Assistant		1040
Norman, Kristin – Pre-K Paraprofessional		1010
Garrison, Julie – Resource Paraprofessional		1013
– Library Aide		1028
May, Randy –Resource Paraprofessional		1035
Nudd, Julie – Resource Paraprofessional		1023
Henderson, Angie –Resource Paraprofessional		1022
Little, Julie –Resource Paraprofessional		1023
Shoemate, John – District Maintenance		1041
Mowen, Dalene – Custodian		1041

<u>Bus Drivers</u>	<u>Sub-Bus Drivers</u>	<u>Special Transportation</u>
Gittings, Lila	Lionberger, Doris	Walker, Debra
May, Ellen	Yager, Jody	
Six, Sally		

THE STUDENTS OF DALLAS ELEMENTARY SCHOOL

Dallas Elementary School Mission

A compassionate community of leaders and learners; expecting, supporting and achieving a pyramid of success.

Dallas Elementary School Vision

- We are unique, valuable individuals working together on a team, bringing diverse approaches and opinions to the classroom, and sharing mutual respect for each other
- We provide a learning environment rich in parental/community involvement
- We have a curriculum that meets or exceeds the Illinois State Learning Standards as well as addressing individual learning modalities
- We are a positive, professional learning force with respect from and for our community
- Our school and community work in partnership to promote a positive learning environment to ensure school and community growth
- Dallas Elementary School is a safe, respectful, motivating community of learners modeled by all staff and students, supporting and challenging each member of the community

This student handbook has been prepared to help students succeed at Dallas City Elementary School. This handbook was developed with input of administrators, teachers, staff, students and families. Students and families should be aware of the contents of this handbook. The guidelines of this handbook are not to be considered as irrevocable. Rather, the provisions reflect the status of the rules, practices and procedures as currently practiced. Also, this handbook may be amended during the year. The entire staff is here to assist you. Come and share in our vision of excellence in education.

Rating of Dallas Elementary School

The grade school is fully accredited by the State Board of Education of the State of Illinois. The general control of the elementary school is vested by law in the Board of Education consisting of seven members elected by the people of the school district. The administration of the school is vested by the Board of Education in the District Superintendent of Schools and Principal. The Principal is the administrative head of the school and is responsible for all action taken.

Equal Opportunity Statement

Dallas ESD #327 insures equal educational opportunities to students regardless of race, color, national origin, age, sex, religion, or handicap. Questions in reference to educational opportunities should be directed to the superintendent's office.

Smoking/Drug & Alcohol Free

According to Federal and State Law it is illegal to smoke or use e-cigs on school-owned grounds and school-owned property. The school grounds are also alcohol and drug free.

Chain of Command

These steps should be followed when encountering a school concern.

Step one – Begin by talking with the teacher or person in charge

Step two – If you are not satisfied, make an appointment with the principal

Step three – If there are further questions make an appointment with the Superintendent

Step four – Finally, communicate the problem with the school board

See Page 34 for uniform grievance procedure.

Parents Right to Know Qualifications of Educators

A parent has the right to request information regarding the professional qualifications of any teacher that is instructing his/her child. A parent may request information regarding the following:

- State certification requirements
- Emergency or provisional status
- Bachelor's degree major, other certification or degrees and subject areas of the certification or degrees
- Qualifications of teacher aides/paraprofessionals serving his/her child

All Dallas Elementary teachers are highly qualified as designated by the State of Illinois.

Residency Requirements

Only students who are residents of the district may attend the Dallas Elementary School without tuition charge, except as otherwise provided for in State law. A student's residence is the same as that of the person who has legal custody of the student.

Provisions for attendance provided by State Law are:

A person asserting legal custody over a student who is not the child's natural or adoptive parent shall complete a signed statement, stating: a) that he/she has assumed and exercises legal responsibility for the child, b) the reason the child lives with him/her, other than to receive an education in the district, and c) that he/she exercises full control over the child regarding daily educational and medical decisions in case of emergency.

The child's natural or adoptive parent if available, shall complete a signed statement or Power of Attorney stating: a) the role and responsibility of the person with whom their child is living, and b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the district during the school year will be permitted to attend school for the remainder of the year without payment of tuition. Parent will provide transportation.

Homelessness

Any homeless child shall be immediately admitted even if the child or child's parent/guardian is unable to produce records normally required to establish residency.

PROCEDURES

Arrival Procedure

Students should not arrive to campus prior to 7:30 a.m. as there is no supervision until this time. When arriving to school, students will report to the cafeteria for breakfast or to the gym. Students will attend the 7-Habits morning meeting in the gym. School begins at **8:00 a.m.** Students who arrive after this time will be marked tardy.

Dismissal Procedure

Students being picked up will be dismissed at 3:05. Should your child have a change in routine, the office must be contacted (preferably by 2:00 p.m.) or your child will follow his/her normal routine. Parent pick-up follows bus transportation. Students may also be picked up in the foyer.

Parent drop off & pick up

Students may be dropped off and picked up at the front door. After school, students who are picked up will be dismissed after bus students. Please travel in a northerly pattern in the drive. Cell phone use is not allowed in school zones. Cars may not pass busses parked in front of the school.

Bus Procedures

Students riding the bus will be dismissed at 2:55. Students who ride the bus should ride only their assigned bus. Students should arrive at the bus stop five minutes prior to pickup. Parents/guardians are responsible to see that a child is at the scheduled bus stop in time to board the school bus to go to school and be at the bus stop upon the child's return at the end of the school day. See transportation section on page 23-24 for more details.

Reporting an absence (Illinois School Code 26-2A)

Parents/guardians must contact the office at 217-852-3201 by 8:00 a.m. if their child is absent. Failure to notify the office within 24 hours may result in the absence being unexcused. Parents/guardians will be contacted by phone each day concerning their child's absence if the office has not been notified. More information about attendance is provided on pages 6 and 7.

School Closing & Cancellation

During the course of the day weather conditions may change or an emergency situation may arise forcing school to be dismissed early. As soon as a decision is made to close school announcements will be broadcast on the local radio and TV stations. In the event that school is cancelled the cancellation will be announced at approximately 6 a.m. on local radio and TV stations. When possible it will be announced at 10 p.m. the night before. Parents will be notified by phone or email via the automated messaging system.

School Closing & Cancellation Plan

Please be sure your family has a plan should a school closing arise. Please be sure your phone number(s) and email contact(s) are up to date with the office.

School Day Visitation

1. Parents are encouraged to visit school at any time. Please contact the office to let us know you would like to visit.
2. Dallas Elementary is a closed campus.
3. The school day is 8:00 a.m. 3:05 p.m. Students entering the building after 8:00 a.m. must be accompanied into the building by a parent/guardian or designee who signs him/her in before the child can be admitted into class.

4. A child must be signed out at the office when leaving prior to dismissal.
5. All visitors must sign in at the office. When leaving visitors need to sign out.
6. Non-district students are allowed to visit with special permission from the office.

Recess Procedures

Students will be taken outdoors for recess when the weather permits. (20 degrees F or warmer with wind chill). Any child who must remain indoors because of illness must bring a written note from home. If there continues to be a need for the child to stay inside a doctor's statement will be required. If a child cannot participate in physical education due to an injury or illness he/she will not be allowed to participate in recess activities. Students should be prepared for recess with appropriate shoes and outerwear.

Parent/Teacher Conferences

We value parent input and encourage families to attend conferences. Parent/Teacher conferences will be scheduled at the end of first quarter and the end of third quarter. Dates can be found on our school calendar. Our schedule includes daytime and evening slots in attempt to fit family schedules. Please do not hesitate to contact your child's teacher at **any time** you have a concern.

Open House/Back to School Night

An open house/back to school night will be held at the beginning of the year. Families are encouraged to come meet teachers.

ATTENDANCE/ABSENCE/TRUANCY/MAKE UP WORK

Attendance/Compulsory School Attendance in Illinois

Regular school attendance is vital to a student's success in school and is one of the most important habits a student can develop. Unfortunately, there are times when a student cannot attend class. Each student should be aware that there is no way the actual classroom experience can be recreated. The student must assume the responsibility for seeking out and completing his/her assignments.

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in sessions. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirements for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Attendance Guidelines

- Students should not come on the campus for any reason on a day that they are reported as ill or serving out of school suspension unless they have made arrangements with the principal.
- Students must be in attendance by 10:30 a.m. to participate in any extracurricular activities or field trips for that day unless pre-arranged with the principal.

- Weekend activities are governed by Friday's attendance. Exceptions will be made for extenuating circumstances which need to be cleared through building principal.
- Students who are ineligible may not leave school early to attend games, contests, or events.
- Students who serve In School Suspension (ISS)/Alternative Education Placement (AEP) or Out of School Suspension (OSS) may not attend any school function. The student is expected to leave the building after the school day and is not allowed on school grounds after the school day.
- Students may be excused for absence up to nine days per year by parental note or phone call to the school office.

Absences (Illinois School Code 26-2A)

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. Students may be excused for absence up to nine days per year by parental note or phone call to the school office.

If an absence has not been reported to the school by 9:00 a.m. on the day of a student's absence a school official will call the home to inquire why the student is not at school. Upon request of the parent or guardian the reason for an absence will be kept confidential.

Medical Appointments

Any student who has a dental or doctor appointment needs to bring medical verification upon his/her return to school to avoid an unexcused absence.

Half-Day Absence

Students must be in attendance 150 instructional minutes (2-8 grade)/120 instructional minutes (K-1 grade) during a day to be counted present for a half day.

Pre-Arranged Absences

If a student plans to be absent from school for any reason other than illness he/she needs to:

- Obtain and complete a pre-arranged absence form from the office. The principal must sign the form before it is submitted to the teachers for assignments. This must be done at least 48 hours in advance, of the scheduled absence unless it is an emergency.
- Students are responsible for securing assignments from teachers for work to be covered during their absence and to turn in work on date set by teacher.
- Arrangements for any extended absence (three or more days) must be approved by the principal a week in advance and all teachers must be notified.

Truancy

The Hancock County Truant Officer will visit schools on a regular basis to make pro-attendance lectures, lead discussions, counsel, visit homes and generally advocate school attendance for those students who are chronically absent from school. Students who exceed the 9 days for the year will be reported to the Hancock County Truancy Officer. The officer can be reached at (309) 575-3226, 130 S. Lafayette, Suite 200, Macomb, IL 61455.

Tardy

Any student who is not in his/her classroom by 8:00 a.m. will be counted as tardy. Junior High students must report to each class before the bell rings or will be marked tardy. If a student is detained by a staff member, a pass will be provided. See page 19 for discipline guidelines regarding tardies.

Make-Up Work/Homework Requests

Following an excused absence, a student will have the number of days, plus one, to turn in the missed work (example: 3 days out = 4 days to make up work). Exceptions can be made in extenuating circumstances. Please contact the teacher or the principal if an exception is necessary.

- It is the student's responsibility to gather missed work, complete and turn in. Special arrangements with the teacher may be necessary based on the nature of the assignment(s).
- If the make-up work is not turned in by the allotted time, the student may receive an appropriate reduction of his/her overall grade.
- If a student K-5 is absent, a parent may request homework for that day by calling the school and leaving a message on the teacher's voice mail. For middle school students parents need only to notify the office before 10:00 a.m. with the request.
- When homework is gathered for a student parents are asked to make arrangements with the office to pick up the homework or send with another student.

HEALTH AND SAFETY

Physical Exams

Illinois law requires every student entering school for the first time (Pre-K or Kindergarten) and 6th grade to have a physical examination and have current immunizations. This information needs to be on file by October 15th or student will be excluded from school. The fee for this examination is a family expense. Students transferring from another state are also required to have a new physical with current immunization. This must include lead and diabetes screening.

Dental Exams

Students entering K, 2nd, and 6th must have dental examination and proof of such an examination must be submitted. The deadline for dental exams is May 15th of the current school year.

Vision Exams

Students entering K or an Illinois school for the first time will present proof of an eye examination. The fee for this examination is a family expense. The deadline for vision exams is October 15th.

IMMUNIZATION REQUIREMENTS TO START SCHOOL

Every child, prior to enrolling in any public, private/independent or parochial school (includes nursery schools, pre-school programs, early childhood programs, Head Start, or other pre-kindergarten child care programs offered or operated by a school or school district) in Illinois shall present to that school proof of immunizations.

New Pre-K Students

Physical exam and required immunizations including Pneumococcal, lead screen, diabetes screening by October 15th

Certified copy of birth certificate by October 15th

Kindergarten Students

Physical exam and required immunizations including proof of 2 doses Varicella vaccine , proof of 2 doses of MMR vaccine, lead screening, diabetes screening by October 15th

Certified copy of birth certificate (if not on file) by October 15th

Vision exam by an optometrist or ophthalmologist by October 15th

Dental exam

2nd Grade Students

Dental exam

Proof of 2 doses Varicella vaccine, proof of 2 doses MMR vaccine.

6th Grade Students

Physical exam and required immunizations including one dose of Tdap vaccine, proof of 3 doses Hep B, proof of 2 doses of Varicella vaccine, proof of 2 doses of MMR vaccine, MCV4 vaccine and diabetes screening by October 15th

Dental exam

ALL students entering, advancing, or transferring into grades K - 12TH grades will be required to show proof of receipt of two doses of MMR vaccine and two doses of Varicella vaccine.

Failure to comply with the requirements of the health/immunization exam by October 15th will result in the student's exclusion from school until the required health forms are presented to the school.

Please call the elementary school at 217-852-3201 for further information or questions.

Medication Policy Dallas E.S.D. #327

Dallas E.S.D. #327 will not assume any liability or responsibility for any consequences that may occur from carrying or taking medicine during school hours. Dallas ESD #327 recommends that medicine that must be taken three (3) times a day be taken before school, after school and before bedtime. If medication must be taken at school, the following procedure must be used:

- Medication Permission Form must be completed by parent/guardian. Form is available at office.
- All medications will be used for their intended purpose.
- A physician's order must be on file for long term medication and this order will include the name of the medication, the dosage method, and times of administration.
- Prescription medications must be in the original container with a complete pharmacist's label fully visible. (The prescription needs to be dispensed into two labeled containers by the pharmacist, one for home and one for school.)
- If medication must be measured it will be necessary to send a proper measuring instrument.
- The administration, storage, and management of medicine will take place in a designated area in the office. **Parents shall bring medication to school for their young child instead of sending it with the child.**
- A parent/guardian or designee may come to school to personally administer medication.
- Students will be responsible for taking their medication at the proper time. They must secure a pre-arranged pass from the office at the beginning of the school year or as it becomes needed.
- Dallas ESD #327 employees will **not** provide aspirin or non-prescription medication to students.

- If inhalers are prescribed to be available to a student at any time parent/guardian needs to notify the office in writing of this. All inhalers must be labeled with the student's name. A student who has a medically prescribed inhaler should keep his/her inhaler with him/her. Younger students may keep inhalers in teachers' care.

Illness

In case of illness at school a student needs to let his/her classroom teacher know that he/she is ill. The teacher will notify the office that the student is being sent to the office because of illness. Parents will be contacted as necessary.

Infectious Pest Policy

Lice checks will occur once a quarter for Pre-K-8 starting at the beginning of the school year.

Teachers may also request an individual student be checked at any time, if a student is suspected of being infested. Students found with lice and/or nits (eggs) will be separated from their classmates and a parent(s)/guardian(s) will be called to pick up the student from school.

- All siblings of an infested student will be checked and if lice or nits are found they will be sent home.
- Parent(s)/guardian(s) are required to notify the school one-day prior to returning the student. If lice or nits are found a parent/guardian will be required to take the child home until all lice or nits have been removed.
- If parent(s)/guardian(s) find their child to be infested they should notify the school so proper precautions can be taken.
- Parent(s)/guardian(s) must provide proof of treatment and the child must be completely free of any infestation before the student is allowed to return to class.
- Upon returning parent(s)/guardian(s) need to bring their child to school by 8:00 a.m.
Students may not be sent to school on the bus. After their child is checked if no lice or nits are found the student may return to class.

Students Who Are a Danger to Self or Others

Students who indicate that they are planning to hurt themselves will not be sent home on a bus. Parents/guardians will be contacted. If there is eminent danger to the child emergency personnel will be contacted. In case the parent/guardian cannot be contacted by the time school is over for the day, authorities will be contacted, and the child transported to the nearest medical facility. The child will not be re-admitted into school until a meeting can be arranged.

Juvenile authorities will be notified when a student threatens the life or lives of others. Parents/guardians will be contacted about the nature of the threat. The child will not be admitted back into school until a meeting can be arranged with the parent, child, and principal.

Insurance

Each student, upon entering school, may purchase school insurance. This insurance plan covers all injuries and accidents that occur in connection with school activities during the school day. Additional twenty-four hour coverage can be purchased which will insure the child at all times. All communications should be directly between the parent and the insurance company. The school does not provide insurance coverage for personal property of students.

Safety Drills

Illinois School Code requires all schools in Illinois to conduct periodic safety drills throughout the school year. These safety drills include: Fire (3), severe weather drill (1), bus evacuation drill (1) and a law enforcement drill (1). All students and staff are to follow instructions provided by school personnel. Specific instructions are available in classrooms.

Homeland Security – Terrorist or Chemical Danger

In times of national security crisis students will be kept at school until it is safe to return the child home or until the parent/guardian can make arrangements to pick up his/her child.

General Rules for Playground

- Take turns on equipment
- Slide feet first on the slide
- No tag on equipment
- Do not climb up the slide
- Swing straight, sit on the seat, do not twist or jump
- No hanging on the trees in playground area
- No running on the cement pad
- No toy guns or/ finger to represent a gun
- Catch must be played in open area beyond the playground equipment
- Jump ropes and balls may not be used on equipment
- No contact games
- Walk to line up

Line-Up

Students must line up in an orderly fashion before entering the building. Teachers will allow each class to clear the hallway before the next class enters.

STUDENT RULES AND REGULATIONS

7-Habits and PBIS

Students, faculty and staff utilize the 7-Habits to help achieve a safe and productive learning environment: Be Proactive, Begin with the End in Mind, Put First Things First, Think Win/Win, Seek First to Understand and then to be Understood, Synergize and Sharpen the Saw.

PBIS means Positive Behavioral Interventions and Supports. Teachers and staff are working to reward students for positive behaviors. Please see the PBIS handbook for details.

The Dallas Elementary School believes that the maintenance of good discipline is essential to the proper advancement of the educational program. Students are expected to be courteous, diligent, honest, and respectful and to abide by the rules and regulations of the school district. Appropriate behavior is expected in class and during school related events.

Student Behavior

All students shall conduct themselves in an orderly and appropriate manner while at school and while participating in or attending school-related events. Disruptive behavior or any violation of the rules of student conduct at a school-sponsored activity shall subject a student to the same punishment as if the misconduct occurred during school hours. This may include denial of privileges to attend school-sponsored activities.

Preventing Bullying, Intimidation and Sexual Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Dress Code & Hygiene

Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress which is considered disruptive to the educational process is not permitted. Good hygiene is expected. We ask parents and students to become involved in supporting a "level of dress" and personal hygiene that helps promote a productive learning atmosphere.

- Appropriate shoes must be worn while students are on school grounds or involved in school activities.
- Clothing shall not be of a style to cause **overexposure** that would disrupt the educational process.
- No under garments can be showing.
- Shorts and skirts may be worn to school as long as they are at least mid-thigh in length (approximately fingertip length).
- Clothing shall not contain words or depictions that create a clear and present likelihood to cause disruption of school or school activities. Inappropriate, obscene or vulgar messages, messages advertising or supporting the use of alcoholic beverages, illegal or prescription drugs or tobacco products shall not be visible on the clothing worn by students.
- Visible body piercing that might cause a disruption to the educational process must be covered or removed.
- No hats, bandanas or scarves may be worn as a head covering in the building.
- Any accessories that pose a disruption to the educational process will be removed.

Dress Code Violation

Students who wear clothing in violation of the dress code may be required to change clothes or may be sent home for the remainder of the school day. Such students also will be subject to regular disciplinary process. An absence as a result of violation of this dress code will be counted as an unexcused absence from any class period missed.

BEHAVIOR AROUND THE BUILDING

Cafeteria Guidelines

- Students will enter the cafeteria in a quiet manner, be polite and use good manners.
- Students must line up in single file to pass through the serving line.
- Students are not allowed to cut in front of others or to save places for their friends
- All food must be consumed in the cafeteria.
- Pop cannot be purchased at school or brought from home to be consumed with lunch.
- Snack machines may not be used during breakfast and lunchtime.
- Students are not to share their food.

Students who are not in compliance with cafeteria expectations will be removed from the cafeteria to eat lunch or breakfast.

LIBRARY

Check out – Books

- Students are responsible for books they check out.
- Students in Pre-K through 4th grade may check out books for 1 week (limit of three books).
- Students in grades 5-8 may check out books for 2 weeks (limit of three books). Magazines and newspapers are also available.
- Some resource materials are available for use only in the library.
- Each class will have an assigned library day.
- The librarian, teacher or assigned aide will check out materials in the library.

Overdue /Lost or Damaged Books

- Notice will be given to the student the day after the book is due. A letter will be sent to the parent/guardian if the book is more than one week overdue.
- Fine – 5 cents per day per book – Students will not be able to check out materials until overdue book(s) is/are returned.
- Fine for lost or damaged book
 - Replacement cost paperback (\$5.00-\$10.00/ vary per book)
 - Replacement cost hardback (\$15.00-\$20.00/vary per book)
- Students will not be able to check out materials until the lost or damaged book issue is resolved. However, students may still have access to materials to be used only in the library.

Computers in the Library

Students may use the computers in the library with adult supervision.

Computer and Computer Network

Use of the computer network is a privilege that all students must respect. Each student will be assigned a password that must not be shared with others. Disciplinary action as specified in the disciplinary section of the handbook for violations of the computer network or abuse of computer hardware or software will be enforced. Students must sign the “Computer and Internet Policy” before they can utilize school technology.

- Supervision will be provided in computer labs.
- Food and drink are prohibited in computer labs and near all computers.

DISCIPLINE

Classroom Management Plans

Each teacher will develop a Classroom Management Plan for his/her classroom that will be approved by the building principal. It will outline the types of disciplinary actions that will be applied to inappropriate behavior. Teachers may use the following disciplinary actions: verbal reprimands, behavior contract, classroom detention, counseling, withdrawal of privileges, conference with the student, conference with the parents/guardians and/or other options as determined by the teacher. If a student’s behavior is so disruptive as to require removal from the classroom the teacher may make an immediate office referral.

Before a teacher or staff member writes an office referral for a student except in cases of “gross misconduct” the teacher or staff member will use all of the following steps:

- Verbal warning telling the student to quit the behavior
- Talking with the student in private about the behavior that must stop
- Talking with parent/guardian
- Issuing a class detention

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).

- b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
 5. Using or possessing an electronic paging device.
 6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and kept in students' assigned hallway locker during the regular school day unless: (a) the principal grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 8. Disobeying rules of student conduct or directives from staff members or school officials.
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
 11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 12. Being absent without a recognized excuse.
 13. Being involved with any public school fraternity, sorority, or secret society.
 14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student. The student is still responsible for his/her behavior.

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference
2. Withholding of privileges
3. Seizure of contraband
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
5. Suspension of bus riding privileges

6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years/an expelled student is prohibited from being on school grounds
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal activity, drugs (controlled substances), “look-alikes,” alcohol, or weapons
8. Notifying parents/guardians
9. Temporary removal from the classroom
10. In-school detention for a period not to exceed 5 school days
11. After-school study or Saturday study provided the student’s parent/guardian has been notified

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

- (1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Due Process Regulations

When notified of a discipline infraction, a student will be given the opportunity to state his/her version of the incident. The teacher and the principal will determine the consequences for the behavior. Parents/guardians may discuss disciplinary action taken in connection with their child with the principal and the teacher.

A student who is temporarily removed by a teacher from the classroom because of disruptive behavior that is in violation of this handbook shall be given a conference with the principal. The student shall be informed orally of the reason for the temporary removal and shall be given the opportunity to reply to the reason at that time. In each instance that it is necessary for a student to be removed from the classroom for an office referral, the classroom teacher shall notify by phone or in writing the child's parents/guardians. Students instructed to leave the classroom for disciplinary reasons must report directly to the principal's office.

Disciplinary Action Plan

The following framework for disciplinary actions in the school is provided to give students and parents/guardians an understanding of the sort of response that can be expected to a certain type of misbehavior. Discretion will be left to the teacher, principal and superintendent. The offending student's past history of behavior, the seriousness of the offense, and the effect of the student's behavior on others will be considered. Consideration will be given to what might be best for the particular student to learn to develop responsibility for his/her actions.

Minor Behaviors

Minor behaviors will be handled by the classroom teacher. Repeated minor behaviors may result in consequences similar to similar to consequences for major behaviors. Minor behaviors may include but are not limited to: not following classroom rules, hallway disturbances, dress code violations, throwing objects, inappropriate behavior in cafeteria and tardies.

Major Behaviors

Major behaviors will result in consequences. Major behaviors may include but are not limited to: disrespect directed at a staff member, possession of tobacco products, use of drugs/alcohol, bullying/harassment, fighting/hands on another with intent to harm, cheating and destruction of property.

Tardy Consequences

6th-8th grade tardies (Per Semester):

1st tardy – Conference with the teacher

2nd tardy – 30 minute lunch detention

3rd tardy – Parent Contact & 30 minute lunch detention

4th tardy – 1 hour after school detention

5th tardy – Saturday detention 9:00 a.m. –12:00 p.m.

A student can erase accumulative detentions if he/she goes 30 days without a tardy. Any additional tardies will require a Saturday detention.

Bus Discipline Referral

Students who are guilty of gross disobedience or misconduct while on a school bus may be suspended from riding the bus to school or to any school sponsored activity. For misbehavior on the bus, the bus driver will talk with student and/or parent/guardian and assign appropriate behavior management for the safety of all students. If the behavior is not corrected, it will be treated as gross misconduct and reported to the principal.

For gross bus misconduct by a student, the bus driver shall notify the principal and recommend that the student be suspended from riding the bus

- a) 1st offense – one to three day bus suspension with parent contact
- b) 2nd offense – three to five day bus suspension with parent contact

- c) 3rd offense – five to ten day bus suspension and requires conference with parents, bus driver, principal and superintendent to show cause why the student should not be permanently prohibited from riding the bus for the balance of the school year

Discipline Detention

Any member of the staff or administration may assign a student detention. Students are assigned a detention for thirty minutes, an hour or longer if deemed necessary by the teacher or principal. Students are to meet at the time and place designated by the teacher or principal. At least one-day parental notice will be given. **It is the student's responsibility to inform his/her parent/guardian of the detention.** This will be done by means of a form given to the student by the teacher or principal that the student must take home. The detention slip includes the name of the student, the name of the staff member issuing the detention, date, nature of the infraction, and the date the detention will be served. Parent/guardian will be responsible for transportation home.

If the student cannot serve the detention on the date assigned he/she must make arrangements for changing the date with the principal or teacher. Detention time can be scheduled before or after school or during lunch. Failure to re-arrange the detention will result in doubling the detention time.

Detention Guidelines

- Students are required to bring schoolwork or approved reading materials to detention
- The detention supervisor can also assign work to be done during detention
- No food, drink, or games allowed
- If misbehavior occurs while serving the detention the detention will be doubled
- If a student is late for a detention minutes may be added to the detention
- If a student fails to show up for a detention another detention may be added

GUIDELINES FOR DISCIPLINE CONSEQUENCES

- Any behavior not mentioned in this handbook that is deemed unacceptable by the administration, faculty or staff will result in discipline consequences.
- Corporal punishment is not administered at Dallas Elementary School.
- The juvenile authorities or other law enforcement will be notified when any student commits a criminal act at school.
- If a student strikes a staff member whether intentional or unintentional he/she will be suspended for a maximum of ten (10) days and subject to a Board hearing.
- These guidelines and the discretion of teachers, principal and superintendent may supersede this list.
- Our PBIS Handbook and guidelines are designed to support this student handbook. Guidance set forth in this handbook and the PBIS Handbook will be followed to support disciplinary measures.

Disciplinary consequences may include: Breakfast/lunch detention, before/after school detention, Saturday detention, restriction from activity, class or schedule change, 1-10 days alternate education placement/in-school suspension, 1-10 days out of school suspension, student and parent conference with the principal, and/or expulsion. Multiple referrals may result in compounding of disciplinary measures. An excessive number of referrals may result in the student and the parent(s) meeting with the Board of Education to determine discipline action to be taken.

The PBIS/RTI Team will work with the student, the classroom teacher and the principal to develop a plan to remediate continuous inappropriate behavior.

Students have an opportunity to have infractions removed by having no office referrals for 30 days.

Restitution

Students are responsible for payment of the cost of damages to school property when that damage is caused by negligence, irresponsible or intentional misbehavior.

General Guidelines for Student offenses for drugs/alcohol

- Self-help – Students using a controlled substance, alcohol or tobacco, may request help from school authorities prior to discovery by the school without penalty. Services by the school staff and/or referral to outside agencies are always available.
- After a first violation of the policy, students will not have the opportunity for early intervention, regardless of whether the infraction occurs during the same school term or subsequent terms.
- A student and family may elect to have a drug/alcohol assessment. A student may be allowed to enroll in an early intervention or other school-approved counseling program for the first offense to reduce the suspension to five days. If the student elects to enroll in the program, the student will be allowed to return to school after the Principal has reviewed the suspension and as long as he/she continues in the early intervention program.
- Any student found guilty of one of the above offenses will be subject to suspension or removal from athletic teams, cheerleading squad, student council, or any other organization of which a membership is held.

Student Hazing

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:

- Removal from the extra-curricular activity and conference with parent/guardian
- Referral to appropriate law enforcement agency

Students engaging in hazing may also be subject to:

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

DEFINITION OF ALTERNATIVE EDUCATION PLACEMENT, SUSPENSION, EXPULSION AND SEARCH AND SEIZURE

Alternative Educational Placement (AEP)/In School Suspension (ISS)

An assignment to the (AEP)/(ISS) room results in a student spending a portion of or one or more complete school days in a room separate from the regular classroom. Students are responsible for securing all assignments at the beginning of the school day. Credit will be given for assignments due and completed on the day in AEP as deemed appropriate by the teacher. No credit will be given for labs or other non-repeatable activities. However, students will not be given a zero and equivalent assignments may be given in their place. Assignments not completed on time on AEP days will result in a zero grade. Misbehavior in AEP can result in an out-of-school suspension.

Suspension

A suspension is defined as any denial of regular school attendance for a period of up to ten school days. A student will be suspended from all school activities. He/she must not be on school property at any time during the days of suspension unless the principal gives approval. The superintendent and principal are authorized to suspend students guilty of gross disobedience or misconduct as defined above for periods not to exceed ten school days. Prior to the suspension, the student will be given an opportunity to provide any explanation of the events giving rise to the suspension.

All classroom assignments during the period of a suspension must be completed when returning to school from the suspension. Students suspended from school are counted as absent.

Parents will be notified of suspensions and will have a right to have such decisions reviewed by the Board of Education by contacting the superintendent within ten days of receipt of notification.

Upon a suspension from riding the bus, or a suspension from school, a written notice shall be sent to the parent(s)/guardian(s). The notice shall include a full statement of the reasons for the suspension and notice of the parent(s)/guardian(s) right to ask the Board of Education to review the action. A copy of the notice will be provided to the Board of Education.

Upon request of the parent/guardian, the Board of Education, or hearing officer appointed by the Board of Education shall review the action. At such a review, the parent/guardian may appear and discuss the suspension with the Board of Education or hearing officer. If a hearing officer is appointed, he/she shall report to the Board of Education by providing a written summary of the evidence heard at the review. The Board of Education shall take such action, as it deems appropriate, if any, after the review and receipt of the hearing officer's report.

Expulsion

An expulsion is defined as a denial of school attendance for a period in excess of ten school days but not to exceed two school years. Expulsion shall include a prohibition from being present at all school activities or on school property. The Board of Education may expel students guilty of gross disobedience or misconduct as defined above in the Student Discipline Policy of the Board of Education. Expulsion shall be a removal from school attendance, school activities and services and presence on school grounds for a definite period of time in excess of ten days and not to exceed two school years, as determined by the Board of Education on a case-by-case basis. A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event, which bears a reasonable relationship to school, shall be expelled for a period of not

less than one school year. The Board of Education may modify the period of expulsion on a case-by-case basis.

Before a student may be expelled, the student shall be given a written notice of the charges and the time and place of a hearing on the expulsion as described in this policy. A written notice to the student's parent(s)/guardian(s) shall be mailed by registered or certified mail and shall state the charges, the time, place and purpose of the hearing, a request for the parent(s)/guardian(s) to appear at the hearing and a copy of this policy.

The expulsion hearing shall be before the Board of Education or a hearing officer appointed by the Board. The student, the student's parent(s)/guardian(s) and legal counsel for the student may be present and may participate. At the beginning of the hearing, the charges against the student and the recommended date the expulsion is to become effective shall be read. The hearing shall proceed with the school's representative presenting evidence of the acts charged and the appropriateness of the disciplinary action recommended. The testimony of the witnesses and the presentation of exhibits and physical evidence may be presented. The student or the student's representative may cross-examine witnesses presented by the school. After the school has presented its evidence, the student may present any witnesses, exhibits, or physical evidence, to contradict the charges or to show that the penalty is not appropriate. The school's representative may cross-examine witnesses presented on the student's behalf. Strict rules of evidence shall not apply. At any time, the hearing officer or members of the Board may ask questions of witnesses or ask for further explanation of an exhibit. The Board of Education, in making its decision, shall determine whether the student is guilty of the charge. If the student is found guilty length of the expulsion will be set. If the Board of Education has appointed a hearing officer, the officer shall report to the Board of Education with a written summary of the evidence heard. The Board of Education may take such action, as it finds appropriate, based upon the evidence presented.

Out-of-school suspensions of longer than 3 days, expulsions, and disciplinary removals to alternative schools will be used only if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community or (ii) substantially disrupt, impede, or interfere with the operation of the school. School officials will make all reasonable efforts to address such disruptions to the greatest extent practicable.

Search and Seizures

To maintain order and security in the school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. 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 school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or of materials, including searches conducted through the use of specially trained dogs.

If a search conducted in accordance with this section produces evidence that the student has violated or is violating the law, local ordinance, or the school's policies or rules, such evidence may be seized

by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities. In the event that a student is using a medication, which might alter his/her behavior or attention level, it is the parent's responsibility to notify the school office.

BUSING/TRANSPORTATION

Parent Guidelines for Transporting Your Child to School

Please do not leave a vehicle unattended in the fire and loading zone. If entering the building you must pull into a designated parking spot.

Parent Guidelines for Picking Up Your Child from School

Cars are not to pass buses while they are loading or unloading. When picking your child up after school, wait in line behind buses, pull up after buses leave and your child will be brought out to you.

Transportation Provided

Dallas ESD #327 asks that all students use buses provided as transportation to the building or be transported by car. Please contact the district office if you have questions on bus transportation.

As designated by the Illinois State Board of Education, the district will not allow students to walk or ride bikes to or from school due to the lack of sidewalks and the extreme danger of highway traffic.

Bus Rider

Your child's safety is our first priority; therefore, a note or phone call must be made if after school arrangements have changed. If there is no note or phone call, the student will be sent home on the bus as required by law.

A student may not ride a bus other than his/her regular route (to visit another student's home, to be transported to temporary baby-sitter's, meetings of organizations, and sports, etc.). Space is limited on buses during normal routes.

Students must use extreme caution around buses and other traffic; using sidewalks where provided.

Permanent Change

To receive a permanent change in designation of a bus stop a request must be made in writing to the Director of Transportation.

A student will be permitted to ride a route to a new permanent bus stop after approval of the Director of Transportation. This will become the bus stop at which the student will utilize for the entire year or the remainder thereof.

Bus Behavior

At all times when riding on school buses, students are expected to conform to all school and safety rules set out by the bus driver, chaperone, or staff member. Failure to comply with this policy may result in disciplinary action.

Snow Emergency Road Conditions

When hazardous road conditions are present, buses will run on solid roads that have been plowed and made safe. The bus driver will notify the school and the school will then contact the

parent(s)/guardian(s) of students they could not pick up. If conditions still persist at the end of the day, parents will need to pick their child up at school.

Procedures for Students Riding Buses

Only those students who are picked up on the regular bus routes may ride the bus. The bus driver is instructed not to permit non-riders to board the bus, except by written permission of the principal.

Parents/guardians are responsible to see that the child is at the scheduled bus stop in time to board the school bus to go to school and be at the bus stop upon the child's return at the end of the school day. A parent is responsible between the bus stop and the home.

- All students are to be picked up at their loading point in the morning and dropped off there after school, unless the driver has been notified otherwise in writing by the Principal.
- Students will be expected to be ready when the bus arrives. The driver is instructed not to wait for students, but must stop at each scheduled stop, unless notified in advance that a stop is not needed.
- Students will enter the bus in an orderly manner. Running or pushing to get a seat will not be permitted. Upon entering the bus, the student shall not be permitted to get off without the driver's permission. The bus will not move until all students are seated.
- While seated on the bus, students will face forward with back against the seat and keeping the inside seat boundary, not out in the aisle.
- All students must remain quiet when the bus comes to railroad crossings.
- Guns or any kind of weapons will not be allowed inside the bus.
- Eating or drinking shall not be permitted on the school bus on regular bus routes.
- Students are not permitted to lean out of the windows or extend their arms out the windows.
- Animals of any kind will not be transported.
- Students will remain seated at all times while the bus is in motion.
- Students are not to throw paper or other trash on the floor or out bus windows. Students are expected to demonstrate appropriate behavior on the bus and at the bus stop. See page 19 for potential consequences of poor bus behavior.

SCHOOL FEES

Enrollment and Registration

During registrations in August all students will receive class information and pay fees.

Fees & Costs

	Regular	Eligible for Reduced	Eligible for Free
K through 8 th Grade	\$65.00	\$45.00	No Fee

Textbooks

Students are responsible for textbooks issued to them. Students are responsible for any damage or loss of textbooks. Teachers may require students to use book covers to protect textbooks. Do not store papers or materials in textbooks. Writing or marking in textbooks is prohibited. A student will be assessed a fine for losing or damaging a textbook.

- New books – lost or unusable - full cost of text
- Damaged book - replacement cost or repair cost

BREAKFAST & LUNCH PROGRAM

Hot Breakfast & Lunch

A breakfast and lunch program is available to students of the district. A nutritious meal is provided each day with a variety of foods being served. The monthly menu is available on our webpage and in our school foyer.

Our District will participate in the Community Eligibility Program. This means all students will receive free breakfast and lunch.

The cost for extra milk is \$.30, an additional entrée may be purchased at a cost of \$1.25 and an adult meal is \$2.25.

Students eating cold lunch from home may purchase milk for \$0.30.

Breakfast is served beginning at 7:30 a.m. Lunch is served midday.

Classroom Treats

All treats/snacks supplied by a child must be store bought/pre-packaged with seal intact.

STUDENT SERVICES

Counseling Services/Social Work/School Psychologist

A counseling staff is available in our building two to three days per week. Our counseling staff consists of a social worker and school psychologist. Students who are experiencing particular academic difficulties are encouraged to visit the counselor as a channel of communication regarding study skills, contacts with teachers, or other concerns. Students may have scheduled time to meet with a counselor, unless it is an emergency.

Students are encouraged to visit with counselors regarding personal concerns before the concerns negatively affect the student's everyday living. The counselor can provide support, understanding, and an emotional outlet for students needing assistance. The counselor helps students develop problem-solving and decision-making skills. The counselor gives individual attention in a caring, non-judgmental, and confidential environment.

Our counseling staff provides individual, small group and whole group sessions on topics that affect students. Some of the topics covered are making appropriate/safe choices, bullying, suicide, divorce/death in the family and relationships.

Response to Intervention

Response to Intervention (RTI) is a system to identify and deliver service to students who are in need of behavior or academic remediation. RTI describes how a school provides supports (called interventions) for each child to be successful. RTI provides a decision making process to identify needs and provide appropriate instruction for students.

The basic principles of RTI (Response to Intervention):

1. Early Intervention – Schools use data to identify who may need additional support so that interventions can be put in place at the earliest sign of concern.
2. Flexible Model of Support – Schools allocate time for interventions and maximize the use of their staff to meet students' needs.

3. Evidence-Based Practices – Teachers use proven interventions and sound instructional practices based on student needs.
4. Data-Based Decision Making – Data is used to guide decisions about when to keep or change an intervention.
5. Problem-Solving Process – Staff continuously look at data in order to make improvements at the building, grade, classroom or individual student level.

Career Counseling

Career information will be a part of class curriculum. With the ever-growing cost of higher education it is essential that students be exposed to a vast number of careers so they are knowledgeable about the requirements and expectations of all career fields.

STUDENT ACTIVITIES

Dallas Elementary School believes that participation in school activities is an important part of the student's education. Student activities develop leadership, cooperation, initiative, competitive spirit, and social poise and confidence that will be reflected in students' academic performance. The goal of any extra-curricular program is to provide a well-rounded education for all students. Athletics and extra-curricular activities are thought of as "co-curricular" because of their close link to the district's educational process. Activities are designed to help students develop special interests, discover unknown talents, and learn to work with others. For details refer to the student activities handbook.

8th Grade Class Trip

Each year eighth grade students take a special class trip. Class members are expected to contribute with their share of time and effort to accomplish the goal to raise money to cover the expenses of the trip. The trip is a privilege.

A student cannot participate in the class trip if during his/her eighth grade year:

- Student has accumulated 6 or more combined AEP or OSS.
- Student has 2 or more days unexcused absences or is chronically truant.
- Student has outstanding school fees.
- Student is failing 1 or more classes for year.

Graduation Ceremony

Eighth graders will participate in a graduation ceremony. The ceremony will be held during the last week of school and will be scheduled for the evening. Family and friends are encouraged to join the celebration.

- Fees owed to the school must be paid before graduation in order for the student to be included in the ceremony.
- Caps and gowns are required attire for participation in the ceremony and are provided by parent/guardian.

Graduation honors will be accumulative from 6th grade. Enrichment classes are part of the academic credit for ranking. Art, Music and PE grades are part of academic credit for ranking.

Clubs and Activities

The following clubs and activities are available for junior high students of DCES: Student Council, Speech Team, Scholastic Bowl, Band and Chorus, and spring musical.

Awards Recognition

Awards are given out during the school year to celebrate students’ achievements.

CO-CURRICULAR ACTIVITIES

Dallas City Elementary participates in a cooperative sports program with LaHarpe Elementary School.

The following sports are offered to eligible DCES 5th – 8th grade students:

- Boys’ and Girls’ Basketball (Co-op)
- Boys’ Baseball (Co-op)
- Girls’ Volleyball (Co-op)
- Boys’ and Girls’ Track & Field (Co-op)
- Boys’ and Girls’ Cross Country (Co-op)

Admission fees to Sports Events (Subject to change)

Adults	\$3.00
Students	\$2.00
Senior Citizens (55 or older)	\$2.00

Guidelines for Co-Curricular Activities

- Students are expected to conduct themselves at extra-curricular activities and events in accordance with the same standards that apply in other school situations. Students shall be subject to the directions of school personnel while in attendance at extra-curricular activities. Failure to adhere to the directives or school rules governing student conduct at an extra-curricular event can subject the student to denial of attendance at other such events or, where warranted, suspension or expulsion as provided under these policies.
- The school must be provided with proof of insurance coverage on the participant before student can participate in the event or have a waiver in place.
- Students may not participate in evening or after-school activities on a full day of absence due to illness, out of school or in-school suspension.
- Students must be in attendance by 10:30 a.m. to participate in any extracurricular activities or field trips for that day, unless prearranged with the principal.
- Weekend activities are governed by Friday’s attendance. Exceptions need to be approved by the principal.
- Students who are ineligible cannot be excused early from school to attend a game, event, or contest.
- All athletes will follow guidelines of coaches, the Athletic Director and the Athletic Handbook.

Eligibility - No Pass/No Play

In order to be determined eligible to participate in any extracurricular activity Dallas Elementary School students may not fail any classes. Passing work shall be checked Wednesday by 3:00 to govern eligibility for the following Monday through Saturday. (Eligibility is figured from Thursday through Thursday the following week.) Students reported ineligible at the time of an eligibility check can not become eligible during the Monday-Saturday period. The eligibility check shall be the same day each week unless school is not in session. Grades shall be cumulative for the quarter.

Student Behavior at Co-Curricular Activities

- Students younger than 4th grade must be accompanied by an adult (16 or older) to all activities. The student should remain with the adult at the activity.
- Once a student leaves a school activity he/she may not return and may not linger on school property. Students must stay in the building.
- Food and covered drink are allowed in the gym. Please respect the area by removing trash.
- Show good sportsmanship by remaining in gym/area to watch the game.
- Students and parents are expected to exercise good sportsmanship. For example: quiet when the other team shoots free throws, restraining from booing or making other derogatory noises or statements, and by congratulating the opposing team. This list is not all inclusive.
- No smoking on school property.

SCHOOL PROCEDURES

Cell Phones and Other Electronic Devices

Cell phones and other electronic device use is not allowed. Junior High students may keep a cell phone in their assigned locker during the school day. Students may not carry their phone during school hours. The principal may grant permission for students to carry a cell phone for special events or activities (i.e. field trip). Students may not access the open internet on a device.

Consequences for Misuse of Personal Electronic Device:

- 1st Device held in office until end of the school day.
- 2nd Device held in office until the end of the school day and parent notification.
- 3rd Device is held in office until parent picks up the device.
- 4th Device no longer allowed at school.

Hall & Gym Lockers

- A hall locker and a gym locker (each with a lock) will be assigned to each junior high student. Each student must use his/her locker as assigned.
- Locker combinations are to be kept confidential.
- Students are responsible for the locks issued to them. Students not returning locks at the end of the year will be billed \$10.00 for a lost lock.
- Locks not provided by the school may not be used and may be removed. No food or beverages are allowed in lockers.

Lost and Found

Any article found should be turned in at the office where the owner may obtain the articles upon proper identification. It is strongly recommended that students put their names in clothing such as coats, jackets, physical education clothes, etc.

Telephone Use by Students

Use of the pay phone during class time is not permitted. With permission from a staff member, the pay phone may be used before and after school and during the lunch hour. The telephone in the office is to be used for emergency calls. Only in cases of an emergency will a student be removed from the classroom to accept a telephone call. In non-emergency situations messages will be delivered to the student.

ACADEMICS

Curriculum Concerns

The curriculum may contain certain topics/activities that parent(s)/guardian(s) may find objectionable. If reasons are found to be valid the student shall not be required to study that portion of the course and an alternative assignment may be given. The parent(s)/guardian(s) must submit a written objection to the Principal. Areas of concern include, but may not be limited to the following:

- Recognizing and avoiding sexual abuse/including provisions of Erin's Law.
- Certain activities/courses based on religious beliefs
- Sex education/family life courses
- Books in the library that contains information that is objectionable to the parent

Restricted Lunch

Junior High students who do not hand in complete assignments will serve a restricted lunch. A restricted lunch is served in the cafeteria. A student will sit at a designated table and should bring homework or a book to read. Students will not be allowed to visit with friends, move about the cafeteria, or purchase extra snacks. A student who serves three restricted lunches in one week will be assigned an after school detention. If a student serves two detentions for restricted lunch in one quarter a parent conference will be held with teacher(s) and principal.

Physical Education/Health (All Grades)

All students are required to meet objectives set by the Illinois Learning Standards. These standards help shape the skills that must be taught in physical education.

Parents who want their child excused from physical education class must send a note to the physical education teacher. The student may be excused up to 3 days by parental/guardian request. A note from the doctor must verify any days beyond a three-day period. If a student is excused from physical education, he/she may not participate in recess or extra-curricular sports activities.

Physical Education/Health (6th-8th)

- Students will receive a daily grade based on 10 points unless some event happens that changes the dynamics of the class. In this case students will receive an "exempt" grade. Students in grades 6-8 are required to "dress out" in the school uniform (black shorts and red shirt), white socks and tennis shoes to be worn only for P.E. class. Shoes need to be clearly marked with the letters P.E. on the outside of shoe. Parents who want their child excused from physical education class must send a note to the physical education teacher. The student may be excused up to 3 days by parental/guardian request. A note from the doctor must verify any days beyond a three-day period. If a student is excused from physical education, he/she may not participate in recess or extra-curricular sports activities. Students will not be allowed to participate in class if not in required dress. Students receive 10 points for being dressed and prepared for class.
- Uniform shirt and shorts can be purchased from the school and worn for PE only.
- Locks and lockers will be issued. Lockers need to be kept locked at all times. It is the student's responsibility to secure his/her belongings each class period.
- Students will be charged a \$10.00 fee at the end of the school year if the lock is not returned.
- Personal hygiene is very important. Use of a deodorant is a necessity. No aerosol deodorants or colognes are allowed.
- No jewelry may be worn in class with the exception of post/stud earrings.

Physical Education/Health (Pre-K – 5th)

Elementary grade students will not dress in uniform for P.E. (girls must wear a pair of shorts under a dress or skirt).

Students need to wear tennis shoes to physical education class. The tennis shoes must be marked with the student’s name and the letters P.E. on them and can only be worn in the gymnasium for class.

TESTING, GRADING PROCEDURES AND PROMOTION

Testing Program

We administer several tests throughout the school year. Some are standardized tests and others are local assessments. The data is used to improve instruction and assist in determining if a student is in need of academic support.

- Students in grades K-8 will participate in MAP.
- Students in grades 3-8 grade students take the PARCC. This is the standardized test administered throughout the state of Illinois.
- AIMS, STAR Reading and STAR Math, and Fountas and Pinnel Benchmark are assessments used throughout the school year.

Grading Scale

The following grading scale is used to convert letter grades:

A = 95-100	B+ = 93	C+ = 83	D+ = 73	
A- = 94	B = 85-92	C = 75-82	D = 67-72	
	B- = 84	C- = 74	D- = 66	F = 0-65

Grade Point Scale

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	
A- = 3.7	B = 3.0	C = 2.0	D = 1	
	B- = 2.7	C- = 1.7	D- = .7	F = 0

Letter grades range from 4.00 for an “A” to zero (0) for an “F”. To be eligible for the honor roll students must have completed all courses taken during the quarter. D’s and F’s will exempt a student from the honor roll.

- Students whose grade point averages are 3.80-4.00 earn High Honors
- Students whose grade point averages are 3.50-3.79 earn Honors
- Students whose grade point averages are 3.00-3.49 earn Honorable Mention

Dropping Classes (Junior High)

Students are permitted to withdraw from Band or Chorus only during the first week of a semester. It is in the best interest of the group and individual to make a semester commitment to participation. Notice to withdraw must occur during the first week of the semester and must be written by the student’s parent(s)/guardian(s). Withdrawal at any other time will result in a failing grade for the remainder of the semester.

Retention Policy

Elementary

For K-5th grade students’ retention will be based on the student’s academic readiness to advance. Retention will be a decision based on 1) test scores, 2) classroom performance, 3) teacher

recommendation, 4) parental/guardian input, 5) summer school progress. Every effort will be made to assist in a student's remediation.

Junior High

Students failing any core subject at the end of the school year may be required to repeat that grade. Junior High students may be required to pass on-line courses through the district's distance learning center. Other means to recoup points may be determined in extenuating circumstances. The cost of the course may be charged to the family.

Summer School

If summer school is offered, students who need extra academic support will be recommended to attend. If it is the recommendation of the classroom teacher(s) that said student is not working at grade level in Reading or Math the student may be recommended for summer school. If the child does not attend summer school then the child could be retained in his/her current grade placement.

EDUCATION OF STUDENTS WITH DISABILITIES

Special Education services are provided to students who are found to be eligible. Students receive service within their homerooms (inclusion/push-in) or within the special education classroom (pull-out) Individual plans are designed to meet individual needs. A multi-disciplinary team will determine the educational program for the child based on the needs of the child. This team consists of parents, teachers, school psychologist and others who can make decisions about the child. Dallas ESD #327 is a member of the West Central Illinois Special Education Cooperative (WCISEC) and offers a free and appropriate education to all children between the ages of 3 and 21 residing in our school district.

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 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Any student is eligible for services if he or she qualifies as:

Deaf	Deaf-Blind	Learning Disabled	Multi-Handicapped
Speech Impaired	Orthopedically Impaired	Emotionally/Handicapped	
Visually Handicapped	Educationally Mentally Handicapped	Autism Spectrum Disorder	

Referral to the district for preliminary evaluation may be made by school personnel, parent(s)/guardian(s), persons having primary care and custody, community service agencies, other professionals having knowledge of the student's need, the student, or the Illinois State Board of Education, when there is reason to believe that a child may require special education services.

When a student is eligible for special education, an Individual Education Program (IEP) is written which sets goals and recommends services specific to the child's needs. Parent/guardian consent is required prior to the evaluation. Parent(s)/guardian(s) participation is encouraged at every step. The following is a brief description of programs and services:

- Supportive Resource Services (SRS) – limited instruction for less than 50% of the school day
- Supportive Resource Classroom (SRC) – intensive instruction for more than 50% of the school day
- Early Childhood Program (ECP) – for children ages 3-5
- Community Based Education (CBE) – classes for students with severe and profound disabilities
- Behavioral Needs Program (BD) – self-contained classes and itinerant and consultative services for students whose behavior adversely affects school success
- Visually Handicapped Program
- Hearing Handicapped Program
- Speech/Language Program

Additional services may be provided through West Central Special Education Cooperative when needed. Copies of the rules and regulations that govern special education are on file in the Superintendent's office.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

SCHOOL-COMMUNITY NOTIFICATIONS

In an effort to better serve our community and provide the necessary information to concerned community members, the following plans/policies are on file and available in the Superintendent's office for public viewing during regular office hours.

- Emergency Action Plan
- Pest Control Notice
- School Asbestos Plan
- Blood Exposure Plan
- Infectious Pest Policy
- Americans with Disability Act
- Drug and Alcohol Policy (see discipline section)
- Residency Requirements
- Uniform Grievance Procedure
- Women's Health and Cancer Rights Act of 1998

Emergency Action Plan

The district maintains an emergency action plan and will follow the procedures that are in place should an emergency arise. A local safety team reviews and updates this plan on a regular basis.

Pest Control Notice

Cullen Pest Control will provide pest control services at the DES facility. They will not use Darsban. Cullen will use insect bait. They do not plan to use any sprays, but if a situation requires the use of a spray, notification will be given to all parents/guardians, who request prior notification, except for emergency spraying. For more information regarding chemicals Cullen Pest Control will be using, contact them at 1-888-818-7378 or 319-372-1060.

Please contact the office if your child has intolerance to any kind of pesticide or chemical substance. This information needs to be included in his/her temporary record.

Asbestos Notice

1. In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the district, notice is given to workers, building occupants and their legal guardians of activities related to asbestos-containing building materials in the schools.
2. Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building.
3. The district will continue its efforts to maintain all asbestos-containing materials remaining in an intact site and undamaged condition.
4. School maintenance and custodial personnel have received the required asbestos awareness training.

Blood Borne Pathogen Policy

The purpose of this plan is to protect employees and students against potentially infectious materials including blood. The plan provides for protective equipment such as rubber gloves, absorbent materials, plastic bags, germicidal soap, sharps and sharps containers. The plan also mandates Hepatitis B vaccinations for specific job classifications and makes it optional for all other school employees.

Sex Offender Registration

Parents may obtain information on the registered sex offenders living within the school district, such as the Illinois State Police website at www.isp.state.il.us. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Americans with Disability Act

The Americans with Disabilities Act (ADA) is a Civil Rights Act that requires all public agencies to provide accessibility to their programs, activities and services.

Uniform Grievance Procedure

Students, parent(s)/guardian(s), employees, or community members should notify the District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their constitutional rights, State or Federal Statutes, or Board of Education policies, or have any complaint regarding: Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Sexual Harassment Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education

Amendments of 1972. Misuse of funds received to improve opportunities for educationally disadvantaged or deprived children or curriculum, instructional materials, programs.

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 the 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.

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 the 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 sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. 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/her behalf. If the Complainant is a student, the Complaint Manager will notify his/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 or this policy, or 2) as necessary to fully investigate the complaint, or 3) as authorized by the Complainant. The Complaint Manager shall file a written report of his/her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

After receipt of the Complaint Manager's report the Superintendent shall render a written decision, which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision, which shall be provided to the Complainant. The grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

NONDISCRIMINATION COORDINATOR:

Dr. Ryan H. Olson
Superintendent of Schools
921 Creamery Hill Road
Dallas City, Illinois 62330

COMPLAINT MANAGER:

Alissa Tucker
Elementary Principal

STUDENT RECORDS

Students' records shall be accessible only to the professional staff, the students themselves, and their parent(s)/guardian(s). Data from the records shall be used only for the benefit or welfare of the student.

Transcripts

The school or institution to which a student is transferring must make requests for transcript of grades. Under no circumstances will an official transcript of grades be given to an individual or student. The policy of the school is to mail such requests directly to the school or institution requesting a transcript.

Transferring to Another School

When a student transfers to another school or ceases attending Dallas ESD #327 he/she must:

- Pay all fees and school debts
- Turn in all library books
- Turn in all textbooks to the classroom/homeroom teacher
- Student records will not be transferred until all of the above requirements are met
- Complete a withdrawal/transfer form required by the Illinois State Board of Education. This form can be obtained in the Principal's office.

Transferring from Another School

- Provide up-to-date immunizations and physicals. A student has 30 calendar days from their day of enrollment to meet these requirements
- Provide Illinois State Board of Education's Student Transfer Form with a "Good Standing" status
- If transferring from an Illinois school, provide evidence of proper grade placement from the previous district
- Provide proof of residency before he/she will be allowed to enroll

Student Permanent Record

Each student's permanent record will consist of:

- Basic identifying information, including student and parent(s)/guardian(s) names and addresses, birth date, place of birth and gender
- Academic transcript including grades, class rank, graduation date, and grade level achieved
- Attendance record
- Health records
- May also include: Honors and awards received, information concerning participation in school sponsored activities, and athletics or offices held in school-sponsored activities

No other information shall be placed in the student permanent record.

Student Temporary Record

Each student's temporary record will consist of:

- Family background information
- Intelligence test scores – group and individual
- Aptitude test scores

- Elementary and secondary achievement level test results
- Reports of psychological evaluations including information on intelligence, personality and academic information through test administration, observation or interviews
- Participation in extra-curricular activities including any offices held in school sponsored clubs and organizations
- Honors and awards received
- Special education files including the reports of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings related to special education placement hearings and appeals
- Other verified information of clear relevance to the education of the student

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Acts affords parent(s)/guardian(s) and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

1. The right to inspect and copy the student’s education records within 15 school days of the day the district receives a request for access. The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parent(s)/guardian(s) or students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The district charges \$.35 per page for copying but no one will be denied his/her right to copies of his/her records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).

2. The right to request the amendment of the student’s education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper. Parent(s)/guardian(s) or eligible students may ask the district to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records’ custodian, clearly identify the record they want changed, and specify the reason. If the district decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the district will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Neither the District nor any of its employees shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff

and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student, or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted. Student records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.
5. The right to prohibit the release of directory information concerning the parent/guardian's child. Throughout the school year, the district may release directory information regarding students, limited to: name, address, gender, grade level, birth date and place, parents'/guardians' names and addresses, academic awards, degrees, and honors. Information in relation to school-sponsored activities, organizations, and athletics, major field of study, and period of attendance in school.

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

A photograph of an unnamed student is not a school record because the student is not individually identified. The district shall obtain the consent of a student's parent(s)/guardian(s) before publishing a photograph or videotape of the student in which the student is identified.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under state law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202—4605

Using a Photograph or Videotape of a Student/Pictures of Unnamed Students.

Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the Principal. The school may use these pictures without identifying the student in various publications including the school yearbook and school newspaper. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Students' pictures whether students are named or not must have parental/guardian consent before picture can be put on the school's web page.

Pictures of Students Taken by Non-School Agencies

The school limits access to school buildings by outside photographers but it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.