

# Student Handbook 2011-2012

## Board of Education

Brent Sparrow – President   Kristin Kaminski – Vice President   Betty Blaesing - Secretary  
Richard Douglas, Jim French, Darren Smith, Dana Tucker

## School Office

Superintendent	Campbell, Dr. Jo R.	852-3204	
Principal	Bilbrey, Lori A.	852-3201	
Elementary Secretary	Sly, Sheila	852-3201	1001
District Secretary	Northup, Chris	852-3204	1007
District Bookkeeper	Bowman, Connie	852-3204	1005
Lunch Clerk	Wibbell, Andrea	852-3201	1002
Activity Director	Hall, Dianne	852-3201	1043
School Web Page	<a href="http://www.dcbulldogs.com">www.dcbulldogs.com</a>		

## CERTIFIED STAFF 2011-2012

<u>TEACHER</u>	<u>GRADE LEVEL</u>	<u>EXTENSION NUMBER</u>
Housewright, Linda	Pre-K	1010
Logan, Stacia	EC Special Education	1011
Norvell, Mary	K	1013
Olson, Jayne	1	1012
Hartrick, Deanna	2	1019
Ryner, Amy	3	1020
DeSotel, Susan	4	1021
Hagaman, Matthew	Science and Social Studies	1029
Walker, Rebecca	Mathematics and Social Studies	1036
Haskins, Leslie	Reading/LA and Social Studies	1035
Stevens, Mona	Reading/LA,	1034
Hagaman, Matthew	Technology Coordinator	1031
Hall, Dianne	Physical Education	1043
Leenerts, Meghan	Title I	1018
Finch, Laura	RtI Teacher	1014
Brys, Arlene	Middle School Resource/ Social Studies	1030
Talley, Sarah	Elementary Resource	1022
Scheetz, Carrie	K-8 Art	1009
Draughan, Shaila	School Psychologist	1015
Olson, Nancy	District Teacher	1014
Hansen, Lisa	School Social Worker	1045
Wiegers, Amanda	Instrumental/Vocal Music	1038
Siegworth, Mary Ann	Speech	1016

**NON-CERTIFIED STAFF**  
**2011-2012**

<b>Gibb, Becky – Head Cook</b>	<b>1040</b>
<b>Krow, Tena – Cook</b>	<b>1040</b>
<b>Mehaffy, Debra – Cook</b>	<b>1040</b>
<b>Luder, Sally – Cafeteria Personnel</b>	<b>1040</b>
<b>Robey, Sharon – Cafeteria Personnel</b>	<b>1040</b>
<b>Morck, Kelly – Pre-K Paraprofessional</b>	<b>1010</b>
<b>Garrison, Julie – Title I Paraprofessional</b>	<b>1018</b>
<b>Ryan, Monika – Library Aide and 21<sup>st</sup> Century Coordinator</b>	<b>1028</b>
<b>May, Randy – Middle School Resource Paraprofessional</b>	<b>1030</b>
<b>Nudd, Julie – Resource Paraprofessional</b>	<b>1013</b>
<b>Henderson, Angie –Resource Paraprofessional</b>	<b>1030</b>
<b>Little, Julie –Resource Paraprofessional</b>	<b>1030</b>
<b>Norman, Kristin –Resource Paraprofessional</b>	<b>1011</b>
<b>Bryant, Theresa – Resource Paraprofessional</b>	<b>1011</b>
<b>Shoemate, John – District Maintenance</b>	<b>1041</b>
<b>Hogan, Sandy – Custodian</b>	<b>1041</b>
<b>Garrison, Wayne – Night custodian</b>	<b>1041</b>

**Bus Drivers**

**Altgilbers, Cris**  
**Gittings, Lila**  
**May, Ellen**  
**Wasielewski, Nikolas**  
**Wilhelm, Matt**  
**Walker, Larry**  
**Walker, Deb**

**Sub-Bus Drivers**

**Lionberger, Doris**  
**Schleich, Jody**

## **THE STUDENTS OF DALLAS ELEMENTARY SCHOOL**

This student handbook has been prepared to help you succeed at Dallas City Elementary School. Please take a few minutes to read the 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 without notice. 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.

### Dallas Elementary School Mission

Dallas City: 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

### Smoking Prohibited

According to Federal and State Law, it is illegal to smoke on school-owned grounds and school-owned property.

### Parents Right to Know Qualifications of Educators

This is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

Whether or not the teacher has met state certification requirements;

Whether or not the teacher is teaching under emergency or provisional status;

The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and

Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

All Dallas Elementary teachers are well qualified.

### Residency Requirements

Only students who are residents of the district may attend the Dallas Elementary School without a 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.

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.

### School Closing

During the course of the day, weather conditions may change forcing school to be dismissed early. As soon as a decision is made to send students home early, announcements will be broadcast on the radio and TV stations listed below.

Occasional weather conditions will prevent school from starting. School closing will be announced at approximately 6 a.m. on the radio and TV stations listed below.

When possible they will be announced at 10 p.m. the night before. We will also be using our automated phone system to notify students in our district. Please make sure your phone numbers and email are current.

Carthage	WCAZ	990 AM
Keokuk	KOKX	1310 AM
Quincy	WGEM	1140 AM
Quincy	WTAD	930 AM
Quincy	KGRC	92.9 FM
Quincy	KHQA	Channel 7
Macomb	WJEQ	102.7 FM
Burlington	KBKB	1360 AM
Burlington	KBUR	1490 AM
Burlington	KGRS	107.3 FM
Burlington	KKMI	93.5 FM
Burlington	KCPS	1150 AM
Macomb	WIU	91.3 FM
Macomb	WKAI	100.1 FM
Quincy	WGEM	Channel 10
Quad Cities	WQAD	Channel 8

### School Day and Visitation

1. Dallas Elementary is a closed campus.
2. The School Day is 8:00 a.m. 3:05 p.m. The After-School Program will run from 3:05-5:30 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 them in before the child can be admitted into class.
3. When it is necessary to pick up a child at school before 3:05 p.m., the parent/guardian or designee must sign the student out at the office.
4. Parents are encouraged to visit school at any time. Please contact the office to let us know you would like to visit.
5. Parents/guardians will be expected to sign in at the office before going to classrooms so that a visitor's pass can be issued to you. When leaving, parents will need to sign out.
6. Non-district students are not allowed to visit.

### Arrival on Campus

When arriving at school students are to go either to breakfast (7:30 a.m.) or report to the gym. All students will remain in the gym or cafeteria until dismissed to their class by the morning supervisors.

## **ATTENDANCE**

### Philosophy

Regular school attendance is critical to learning and is important to a student's success in school. It is also a mark of a mature sense of responsibility. 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.

### Attendance Guidelines

- Students should not come on the campus for any reason on a day that they were reported as ill 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 needs to be cleared through building principal.
- Students who are ineligible may not leave school early to attend games, contests, or events.
- Students who are suspended 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. The student is not allowed on school grounds after the school day.

### Attendance

Children are required to attend school 174 days a year. Parents/guardians need to contact the office between 7:30 a.m. and 10:00 a.m. if their child is absent. Failure to notify the office within 24 hours might result in the absence being unexcused. Parents/guardians will be contacted by phone each day concerning their son's/daughter's absence if the office has not been notified. A note must accompany the child to school the following day if phone notification has not occurred.

### **Any student who has a dental or doctor appointment needs to bring medical verification upon their return to school for the absence not to be counted in the overall days missed.**

Students may be excused for absence up to ten days per year by parental note or phone call to the school office.

### Absences that count toward the cumulative number allowed (Excused or Unexcused)

- Personal or family illness
- Professional appointments that could not be scheduled at any other time
- Other serious personal or family problems
- Vacation with parents (can only be excused if student doesn't exceed the ten days allowed for the year.)
- Pre-arranged absences (can only be excused if student doesn't exceed the ten days allowed for the year.)
- Students that exceed the ten allowed days for the year will be reported to the Hancock County Truant Officer – Phone 309-837-4821 Address – 130 S. Lafayette, Suite 200, Macomb, Illinois 61455

The following reasons for absence will not count toward the cumulative allowed:

- Approved school field trips
- Necessary extra-curricular activities

### Valid Causes of Absenteeism

Dallas Elementary School in keeping with Section 26-2A of the Illinois School Code considers the following circumstances to be valid causes for a student's absence:

- Illness
- Observance of religious holidays
- Death in the immediate family
- Other reasons approved by DES administration (i.e. family emergency, circumstances that cause reasonable concern to the parent/guardian)

### Half-Day Absence

Students who are absent 150 minutes (2 ½ hours) or more during a morning or afternoon will be counted as absent for a half day.

### Make-Up Work

Unless arrangements are made with the teacher, a student will have the number of days, plus one, to turn in the missed work following an excused absence.

- It is not the teacher's responsibility to see that the child is given the work. 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-4 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 with the request.

### Types of Absences

- **EXCUSED:** An absence for personal or family illness or death in the family.
- **UNEXCUSED:** An absence from school with parental knowledge and/or approval but deemed unacceptable to the school administration (i.e. going shopping, car trouble).
- **CONDITIONAL/PRE-ARRANGED:** An absence that is approved by the school administration prior to the absence.

### 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 clear pre-arranged absence forms before submitted to the teachers for assignments. This must be done at least 48 hours (2 days) in advance, before the scheduled absence unless it is an emergency.
- Students are responsible for securing assignments from instructors for work to be covered during their absence and to turn in on date set by instructor.
- Arrangements for any extended absence (three or more days) must be approved by the principal a week in advance and with all teachers being notified.

### Tardy

Any student who is not in his/her classroom by 8:00 a.m. and at the beginning of each class period before the bell rings will be counted as tardy. Students who were not detained by a teacher will automatically receive an unexcused tardy. If a student is detained by a staff member, the student must present a pass from that staff member.

4<sup>th</sup>-8<sup>th</sup> grade tardies:

1<sup>st</sup> tardy – Conference with the teacher or principal

2<sup>nd</sup> tardy – 30 minute lunch detention

3<sup>rd</sup> tardy – 30 minute lunch detention and parent conference

4<sup>th</sup> tardy – Saturday detention 9a.m. – 12:00 p.m.

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

## **HEALTH AND SAFETY**

### Physical Exams

Illinois law requires every student entering school for the first time (Pre-K or Kindergarten) and 6<sup>th</sup> grade to have a physical examination and have current immunizations. This information needs to be on file by October 15<sup>th</sup> 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, 2<sup>nd</sup>, and 6<sup>th</sup> must have dental examination and proof of such an examination must be submitted.

### 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.

## **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 immunity against:

1. Diphtheria/Pertussis/Tetanus – 4 or more doses
2. Poliomyelitis – 3 or more doses
3. Measles/Mumps/Rubella – 2 doses
4. Haemophilus influenza type b (Any child 5 years or older shall not be required to provide proof of immunization with Hib vaccine.
5. Hepatitis B – 3 doses
6. Varicella (Chicken Pox) must show proof of immunization or date of disease (month/day/year)
7. Documented proof of Lead Screening
8. Documented proof of Diabetes Screening

### Illness and Medication Policy

The Board of Education of Dallas ESD #327 discourages the carrying or taking of medication during the school hours. Unit #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 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 signed by parent/guardian. Form is available at office.
- 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 shall be taken care of in a designated area in the school office. We ask that parents 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 of any type to students.
- If inhalers need to be kept with the student, the parent/guardian needs to notify the office in writing that the student needs the inhaler with them at all times. K-3 students need to leave their inhaler with their teacher.

#### 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 to pick up their child at school. 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 back into school until a staffing can be held to plan an appropriate re-entry.

Juvenile authorities will be notified whenever students threaten 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.

#### Illness

In case of illness at school, a student needs to let their 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.

#### 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. This applies to band instruments, technology games, phones, clothing, or anything a student possesses which is not owned by the school.

### Fire Drill

- Students must leave the building in an orderly manner. Leave all books and school items behind.
- The fire alarm is an intermittent buzzing or ringing of the fire alarm. When the fire alarm has sounded, students will move immediately out of the building following the evacuation plan posted in each room.
- Each teacher should instruct the person closest to the door the way he/she should leave the room. The teacher should also appoint two or three students to make sure all windows are closed in the room. All lights must be turned off. Teachers should be the last to exit the room.
- Students should stay away from the building after exiting. Watch for the “all clear” signal to re-enter the building after the drill.

### Tornado Drill

- Alarm – Long continuous siren.
- Students are to move to the hallways and line up against the lockers and inside walls.
- Students will kneel facing the wall or lockers with hands placed over the neck area. Students may also face forward with head down and hands placed over the neck area.
- No one should be near any windows or doorways.
- Students in the gym should move to the locker room.
- Step away from all exterior doors and windows.
- Students should remain quiet.
- Aisles are to be kept clear at all times.

### 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 their child.

### Bus Evacuation

All students will practice a bus evacuation drill once during the school year.

All K-8 students will participate in a bus safety protection program.

### PreK-4 Elementary Playground Rules and Recess Procedures

At recess and noon hour children will be sent outdoors whenever the weather permits. This play period is supervised. 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 need to wear appropriate shoes. Shoes need to have a back or a strap that secures the shoe to the foot to prevent injury.)

Children need to be kind and thoughtful and treat others on the playground, as they would want to be treated.

### Slide

- Take turns going down the slide
- Only one person can come down the slide at a time
- Must go down the slide feet first on your bottom (no other way is permitted).
- No playing tag on the slide
- No climbing up the slide (red part)

### Swing

- Only one person in a swing at a time
- No twisting or swinging from side to side
- No jumping from the swing
- Sit properly in the swing
- No under dogs

### General Rules for Playground

- No playing inside of dome area as children may drop on you
- No hanging on the trees in playground area
- No running on the cement pad
- No playing with toy guns or using a finger to represent a gun
- No playing tag around equipment
- When playing dodge ball, hits must be below the waist
- Catch must be played in open area beyond the playground equipment.
- Jump ropes may be used for jumping only on the cement
- No contact games
- Walk to line up

### Line-Up

Students must line up in an orderly fashion before entering the building to use the restroom, or get a drink. Teachers will allow for each class to clear the hallway before the next class enters.

## **STUDENT RULES AND REGULATIONS**

### Student-Teacher Expectations

Teachers are responsible for the success of their classes. To produce good conduct in their classes, teachers have the authority to make rules that are deemed necessary. The teachers expect an attitude of respect from the students. The students also have the right to be treated with respect. Visible displays of anger have no place in solving problems between teachers and students. Ask the teacher to schedule a time for you to meet to discuss your concerns. If a problem cannot be solved through friendly discussion with your teacher and a misunderstanding still exists, share your concern with the Principal.

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.

Dallas ESD #327 believes each child and teacher needs to be allowed time to pursue learning and the tasks associated with learning without interruption.

Discipline in the school is not intended to merely serve as punishment. Rather, it is more importantly intended to be a means of maintaining order and a healthy learning environment in the school. Whenever possible, disciplinary actions are designed to provide a constructive learning experience, emphasizing the importance of each student's responsibility to respect and preserve the rights and welfare of others.

#### 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 can include denial of privileges to attend school-sponsored activities.

#### Dress Code – the Elementary Building is Air-Conditioned.

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.

Both research and experience have shown that student conduct, identification with the school purposes and activities, personal pride and self-respect and even the level of learning responses of students are all definitely related to personal appearance and mode of dress. Students should dress neatly but simply for school, rejecting extreme fads concerning hairstyles, make up or clothing.

In addition to dress, cleanliness is of utmost importance. Since the physical well being for all in an institution is at stake, the building administration may at any time take disciplinary action upon any student if the administrator feels that the student's clothing or physical cleanliness is unsafe or interferes with the educational process.

We ask parent and students to become involved in supporting a "level of dress" that helps to promote a good atmosphere for learning.

- Shoes must be worn while students are on school grounds or involved in school activities. Shoes need to be of a type that can be secured to the foot by a back or a strap so that the possibility of injury is lessened (flip flops, platform shoes, slings and skate shoes pose a possible hazard).
- Clothing shall not be of a style to cause exposure that would disrupt the educational process (e.g. no midriff will be exposed; no muscle shirts or deep V armholes shirts, halter tops, tube tops or spaghetti straps will be allowed).
- No underwear garments can be showing.
- Shorts and short 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 clothing that could lead to a student's injury is prohibited. Pants must be worn snug at the waist. Pants can touch the ground but cannot drag because of the danger of tripping.
- Any accessories that pose a disruption to the educational process will be removed.

### 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. If a student's behavior is so disruptive as to require removal from the classroom, the teacher may make an immediate office referral. 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
- Other options as determined by the teacher

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

### 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 student with the principal.

Students 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 the application of 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. As in many aspects of life, discretion needs to be left to the professional educators in deciding what disciplinary action should be taken. 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 that could result in referrals

- Not following classroom rules
- Inappropriate language or profanity
- Hallway disturbances
- Being in an unauthorized area
- Being in hallways without a pass
- Running in the building
- Public display of affection (PDA)
- Not following dress code
- Inappropriate behavior in the cafeteria
- Students marking on themselves or others with markers, pens, etc.
- No gum during the school day
- Possession of any item for personal entertainment that might cause an interruption of the educational process; radios, cell phones, laser pointers, and other electronics not necessary (Game Boys, Pokemon Cards)
- Tardies
- Not following directions
- Skipped detention – detention is doubled
- Throwing objects at each other
- Not dressing for PE

### Major Behaviors that will result in consequences

- Disrespect directed at a staff member or another student
- Gross disobedience
- Possession or use of tobacco products on school grounds (possession of tobacco product for the 1<sup>st</sup> offense is a 1 day suspension)
- Fighting, pushing, or putting hands or feet on someone with intent to harm (1<sup>st</sup> offense is always a suspension)
- Use or possession of drugs, alcohol, or paraphernalia or look-alike substances (possession or use of drugs is a 10 day suspension)
- Misuse of the Internet or other technology in the building (1<sup>st</sup> offense is a 6 week suspension from computer use at school. E-mail accounts will be established for educational purposes and set up by school personnel)
- Bullying or harassment of any kind - intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating hostile, or offensive educational environment.

- Misbehavior at school activities or any off campus activities where students are present
- Possession or use of a weapon or look-alike (1<sup>st</sup> offense is a 10 day out-of-school suspension)
- Verbally threatening violence (police will be notified). Suspension will be issued.
- Setting off a fire alarm or calling in a false alarm (1<sup>st</sup> offense is a 3-day out-of-school-suspension with charges filed with the Co. Sheriff's Office)
- Affiliation with an unapproved organization or gang
- Student hazing
- Lying – consequences are doubled
- Destruction to school property – restitution will be made
- Theft – notify authorities – consequences are determined by severity of the theft
- Cheating – “0” on the assignment, 1 day of AEP

#### Bus Discipline can be either a Minor or Major 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 misconduct by a student, the bus driver shall notify the principal and recommend that the student be suspended from riding the bus

- a) 1<sup>st</sup> offense – one to three day bus suspension with parent contact
- b) 2<sup>nd</sup> offense – three to five day bus suspension with parent contact
- c) 3<sup>rd</sup> 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 (not tardy detentions)

Any member of the staff or administration may assign a student detention. Students are assigned a detention for thirty minutes or an hour 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 night assigned he/she must make arrangements for changing the day with the principal or teacher. Detention time can be scheduled before or after school. Failure to re-arrange the detention will result in doubling the detention time.

### Detention Rules:

- 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 or fails to show, a detention is 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
- A zero tolerance policy is followed at Dallas Elementary. The authorities will be notified when any student commits a criminal act at school. There is a difference between school law and criminal law.
- If students strike a staff member whether intentional or unintentional they will be suspended for a maximum of ten (10) days and subject to a Board hearing.

The following steps will be used for Minor and Major office referrals for all students:

- First Referral – warning unless severity of incident warrants a detention.
- Second Referral – 30 minute after school detention; It is the student’s responsibility to inform his/her parent/guardian of the detention
- Third Referral – after school detention (1 hour, depending on offense) It is the student’s responsibility to inform his/her parent/guardian of the detention
- Fourth Referral – 1 day AEP Parent Notified.
- Fifth Referral – 2 day AEP Parent Notified.
- Sixth Referral – 3 day AEP Parent Notified.
- Seventh Referral – Saturday detention 9 a.m.-12 p.m. Parent will be notified and must conference with the principal before the student may reenter in class.
- Eighth Referral – 1 day OSS. Parent will be notified and must conference with the principal before the student may reenter in class.
- Ninth Referral – 2 day OSS. Parent will be notified and must conference with the principal before the student may reenter in class.
- Tenth Referral – 3 day OSS. Parent will be notified and must conference with the principal before the student may reenter in class.
- Eleventh Referral – The student and parent must meet with the Board of Education to determine discipline action to be taken.

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

## DISCIPLINE CONSEQUENCES

### 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.

### 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.

### Smoking Policy

The following regulations concerning smoking shall be observed:

- Smoking and the use of tobacco by students are not permitted on the school grounds, on the school bus, in private cars on school property, or in the building at any time.
- “On the School Grounds” refers to any time of the day or any type of activity such as night basketball games, play rehearsals, etc. This also applies when our students are at other schools. At no time are cigarettes or tobacco, in any form, to be in the student’s possession. The same is true for matches or lighters.

### Fighting

In the case of fighting at school, another school, or while a passenger on school transportation, all participants may be liable for the violation. Self-defense shall not be a justification unless the student can prove the following:

- That in the event of an unprovoked attack, the student first tried to seek the assistance of school personnel or attempted to avoid physical confrontation

Consequence for students who are engaged in a fight (physical contact with the intent to harm) will be a suspension out of school for 3 days for the first offense and 5 days for the second offense.

### Profanity or Inappropriate Language

Use of profanity or inappropriate language, obscene gestures, intimidating statements or acts, or other acts of disrespect directed toward students, staff, or other school personnel will be subject to disciplinary action.

Profanity that is directed at a staff member is an automatic three day in-school-suspension.

Profanity that is used in conversation may be a referral.

### Sexting

Sexting is sending or receiving nude photos or messages describing sexual acts. Any student, who knowingly takes such a picture, receives or sends one, or and willingly poses could face 10 days OSS.

### Unapproved Organizations/Gangs

No organization or group of students shall conduct meetings or assemblies on school premises without prior approval of the principal. No organization of students shall be approved that is determined by the principal to promote disorder, violence, or racial discord.

- No student shall be permitted to wear or to display any insignia or item of apparel or other evidence of membership in an unapproved organization or gang on school grounds where the principal has determined that such conduct may lead to disorder or violence among students. Students refusing to comply with this policy shall be subject to disciplinary action including suspension or expulsion in accordance with the policies of the district governing student conduct.

### False Alarms

Under the provision of the “Criminal Code of Illinois” Chapter 38, Section 26.1, it is deemed a Class A misdemeanor to transmit to another a false alarm, if the person knows that the statement is not true about a bomb, fire, or other explosive of any nature that is concealed in a place (including a school building) where it would endanger human life. Class A misdemeanors carry a maximum term of imprisonment up to one year and a maximum fine of \$1000. False alarms and false 911 emergencies carry the same penalty.

### Possession of a Weapon

Students are not permitted to be in possession of weapons at school or school activities at any time. For purpose of this section, the term “weapon” means possession, use, control or transfer of any object, which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 9921 of Title 18 US Code, firearm as defined in Section 1.1 of the Firearms Owners’ Identification Act, use of weapon as defined in Section 24-1 of the Criminal code, knives, guns, firearms, rifles, shotguns, brass knuckles, Billy clubs, or “look alike” thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. This also includes fireworks and ammunition.

Students violating this policy may be subject to expulsion by the Board of Education for a period not to exceed two school calendar years. Any such expulsion shall be subject to the recommendation of the superintendent for a shorter period of suspension or expulsion or for such other punishment as may be lawful and appropriate. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. All expulsion hearing decisions will be determined on a case-by-case basis by the Board of Education. A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The superintendent may modify the expulsion period and the board may modify the superintendent’s determination, on a case-by-case basis. A firearm “weapon” means possession, use, control, or transfer of: any gun, rifle, or shotgun.

### Drugs/Alcohol, Controlled Substances, Drug Paraphernalia or Look Alike Drug Policy

Students found to be under the influence, in possession or in control of, selling or delivering any controlled substance (alcohol, drugs, drug paraphernalia, inhalant, look-alike drugs, marijuana) while on school property, or at any school-sponsored activity, or at another school, shall be subject to disciplinary action. School officials will cooperate fully with law enforcement agencies. To facilitate implementation of this policy, the following terms are defined.

- **Under the Influence:** Any student, who has consumed or used any amount of a controlled substance, marijuana, drugs, or intoxicants, including alcohol, will be considered to be under the influence.
- **Possession:** Any student who has possession or control of any alcoholic beverage, marijuana, any controlled substance other than as prescribed by a physician for that individual, any other inhalant substance, or any drug paraphernalia shall be subject to disciplinary action. A substance or item need not be in a student's immediate presence to be in his/her possession or control (e.g. vehicles, locker, book bag).
- **Delivery:** Any student who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, or any drug paraphernalia shall be subject to disciplinary action. Delivery includes but is not limited to, any gift, exchange, sale or other transfer with or without payment or other consideration.
- **Look-Alike:** A look-alike substance is a substance which by dosage unit, appearance including color, shape, size, container and/or packaging, markings or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or a controlled substance.
- **Drug Paraphernalia:** Drug paraphernalia means all equipment(s), products and materials of any kind that are peculiar to, marketed for, used in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician for a particular individual.

### Consequences for Drug/Alcohol, Controlled Substances, Drug Paraphernalia, and Look Alike materials Found at School

- **Selling Alcohol or Drugs** – Students determined by the Principal to be selling alcohol or drugs will be turned over to the appropriate law enforcement agency and will be suspended from school. Those students will not be given the opportunity for early intervention and will be required to appear before the Board of Education to discuss the student's possible expulsion from the total school program. Any person in possession of any amount of drugs that would be classified as a Class IV felony or more under the State of Illinois Revised Statutes, Chapter 56-5 would be considered a dealer or seller.
- **Under the influence or possession of alcohol, drugs:** First Offense: A student who is in possession of or has consumed any amount of alcohol or drugs will result in a ten-day suspension from school and may be requested to appear before the Board of Education. Second Offense – Automatically results in a ten-day suspension from school and an appearance before the Board of Education for possible expulsion from the total school program.

- Drug Paraphernalia: Drug paraphernalia in a student’s possession that has not been used carries a 6-day suspension. Drug paraphernalia that has been used carries a 10-day suspension.

General Guidelines for Students found guilty of the above 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.

Bullying/Harassment (Students)

The practice of harassment is contrary to law and the policy of the Dallas ESD #327. Harassment or sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature or the creation of an intimidating, hostile, or offensive environment constitutes harassment.

The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include inappropriate touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person’s alleged sexual activities.

Students who believe they are victims of harassment or sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Dr. Jo R. Campbell, Superintendent, or the Complaint Manager, Lori A. Bilbrey, Principal. 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. The investigation may include interviews, and hearings at which testimony is taken under oath.

Any student of the district who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any student making a knowingly false accusation will likewise be subject to suspension and expulsion. In regard to employees, disciplinary action or discharge may be used.

### 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
- Conference with parent/guardian
- Referral to appropriate law enforcement agency

Students engaging in hazing that endanger the mental or physical health or safety of another 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)

An assignment to the Alternative Education Room (AEP) results in a student spending one or more complete school days in a room separate from the regular classroom. Students in AEP are responsible for securing all assignments at the beginning of the school day for all classes in which the student is enrolled. 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. 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. Students 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(s) or guardian(s), the Board of Education, or hearing officer appointed by the Board of Education shall review the action. At such a review, the parent(s)/guardian(s) 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 may 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, the appropriateness and 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.

### Search and Seizures

To maintain order and security in the school, 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 either 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.

## **STUDENT CONDUCT AT SCHOOL AND EVENTS**

### Assembly Conduct and Seating

Throughout the year assemblies and meetings of various kinds will be held in the gymnasium. Mature conduct is expected. This means that any speaker or group of entertainers should be treated courteously and with respect. Students violating this principle will be subject to disciplinary action.

### After-School Hours

No student is allowed in the school building after normal school hours unless required by staff to be in attendance.

It is the responsibility of the teacher in charge of a school activity to give notice to the students involved concerning the termination time of the activity or when the activity is away from home, the approximate bus return time – to the best of his/her ability.

## **TRANSPORTATION**

### Parent Guidelines for Transporting Your Child to School

When dropping off your child, cars are not to be left unattended in the fire and loading zone.

### 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, park on the south end of the building and be sure to let the teacher and office know that you are picking up your child. You may also wait for your child at the main entrance.

### Walkers

Parents/guardians, please warn children about the dangers of the streets and running between buses. The sidewalk should be used wherever it exists.

### 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. Students who ride buses to the grade school may not walk home unless notified by parent.

The district will not allow students to walk or ride bikes to school due to the lack of sidewalks and the extreme danger of highway traffic. For this reason, the school provides no bike racks or security. The school assumes no responsibility for students injured while walking or riding bikes, or for damage or theft of bikes.

## **BUS GUIDELINES**

### 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.

### Temporary Change

Students may not ride buses other than their regular routes to stay overnight at other student's home, to be transported to temporary baby-sitters, meetings of organizations, and sports unless the principal has approved the request in advance. Space is limited on bus routes.

### Permanent Change

Students may be permitted to ride routes other than their own to destinations designated as their new permanent pick up point. This would be a point at which the student is picked up and delivered for the entire year or the remainder thereof.

To receive such a designation, a request must be made in writing to Ms. Chris Northup, Director of Transportation.

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. (See discipline section)

### 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. The position of the school is not to place students in harm's way by getting stuck in the snow.

### 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.

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 tardy 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. Bus drivers may ask exiting students to pick up trash in their area before exiting the bus.

## 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 <sup>th</sup> Grade	\$65.00	\$45.00	\$25.00

### Textbooks

As a student, you are responsible for any damage, other than normal wear, to the textbooks issued to you. Do not leave textbooks anywhere at school except designated areas. Teachers may require students to use book covers to protect textbooks. Do not store papers or materials in your textbooks. Writing or marking in textbooks is prohibited. You will be assessed a fine for losing or damaging a textbook.

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

## HOT LUNCH PROGRAM

### Lunches

A hot lunch program is available to students of the district. A nutritious meal is provided each day, with a variety of foods being served. Monday is usually the best day for students to bring money for lunch.

An application for free/reduced price meals and snack is available at the elementary office. We encourage anyone who may be eligible to apply, even if you don't plan to use it. The total number of free/reduced meals for a school district affects district funding for General State Aid and/or many other grants. Records of students who receive free/reduced meals are kept confidential.

### Hot Lunch

Pre-school through 4 <sup>th</sup> grade	\$1.40 per day	Extra Milk	\$ .25
Grades 5th-8	\$1.50 per day	Breakfast Program	\$1.05
Reduced Lunch Price	\$ .40 per day	Reduced Breakfast Price	\$ .30
Adults	\$1.90 per day		

Our lunch management system is computerized. Students are charged for a meal only when they are present and their card is entered in the computer. Student balances are on the Power School website for parent information or by contacting the school office.

Students may “charge” meals. When a student owes for eight meals the parent(s)/guardian(s) will be notified. After ten meals the student will be provided a peanut butter and jelly sandwich with milk. If there is a problem with payment, please contact the lunch clerk.

### 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 lunchroom expectations may be removed from the cafeteria to eat their lunch.

### **BREAKFAST PROGRAM**

Breakfast will be served in the cafeteria starting at 7:30 a.m. Cost per student is \$1.05 with the cost of reduced breakfast at \$.30. Research has proven that students who receive a nutritious breakfast do better in school academically, as well as behaviorally and socially.

### Classroom Treats

Snacks and Classroom Treats – All snacks supplied by a student must be store bought/prepackaged with seal intact.

### **LIBRARY**

#### Check out – Books

- Students in Pre-K through 4<sup>th</sup> grade may check out books for 1 week (no more than three books at a time).
- Students in grades 5-8 may check out books for 2 weeks (no more than three books at a time). They may check out magazines and newspapers.

The librarian, teacher or assigned aide will check out materials in the library. All cards, etc. that pertain to circulation of materials will remain in the library.

#### Overdue Books

- Fine – 5 cents per day per book – Students will not be able to check out materials until overdue book(s) is/are returned.
- Students may still have access to materials to be used only in the library.

#### Lost or Damaged Books

Replacement cost: Paperback \$5.00 - \$7.00 (depending on book)  
Hardback \$15.00 - \$20.00 (depending on the book)  
Accelerated Reader books – full price

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.

### Notice for Over-Due books

Notice will be given to the student the day after the book is due. A letter will be sent to the parent(s)/guardian(s) if the book is not returned in a week

### 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 work with computers.

- No student will be unsupervised in the computer labs.
- Food and drink is prohibited in both computer labs.

## **STUDENT SERVICES**

### Counseling Services

A counselor will be available two days a week for students to use. Parents/guardians, whose students are experiencing particular academic difficulties, are encouraged to use the counselor as a channel of communication regarding study skills, contacts with teachers, or other concerns. Students will have scheduled time to meet with a counselor, unless it is an emergency.

### Personal Counseling

Students are encouraged to talk over their personal concerns or issues with the counselor before they 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.

### Parent Conferences

1<sup>st</sup> Quarter Parent/Teacher Conferences are set for October 20 from 3:30-6:30 p.m. and October 21 from 8:00 a.m. – 12:00 p.m.

3<sup>rd</sup> Quarter Parent/Teacher Conferences are set for March 22 from 3:30-6:30 p.m. and March 23 from 8:00 a.m. -12:00 p.m.

### Open House

Open house is set for August 18 from 5:00 p.m. to 6:30 p.m.

### 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.

### Response to Intervention

Response to Intervention is a term used in the Dallas E.S.D. #327 to describe how schools provide supports, called interventions, for each child to be successful. Response to Intervention provides a decision making process to identify needs and provide appropriate instruction for students in both academic and social competencies.

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 student’s needs.
3. Evidence-Based Practices – Teachers use proven interventions and sound instructional practices based on student needs.
4. Data-Based Decision Making – Data are 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.

### Bee-A-Saver

Bee-A-Saver savings program is a program for Pre-K-5<sup>th</sup> grade. During the first week of school, representatives from the bank will visit the 5<sup>th</sup> grade classrooms and pass out applications to the students for those students interested in being bank tellers.

On banking days, staff from the Fort Madison Bank and Trust will be at school to assist the students in setting up the bank. As customers arrive the directors assist the students in filling out the deposit tickets. The students then take the deposit tickets to the tellers who update the passbook and perform the necessary paperwork required of a teller.

The bank personnel closely supervise transactions and assist in balancing the teller drawer. The bank personnel then bring the deposit to the bank where it is again proofed for accuracy.

### 21<sup>st</sup> Century After-School Program

Dallas City Elementary offers its After-School Program for academic improvement. Students must attend Monday - Thursday (Friday is optional) until 4:30 p.m. Snacks will be served. Parent(s)/Guardians will need to pick their child up by 5:30 p.m. Art and recreation activities will be offered after academic time.

### Hancock Learning Center

The Learning Center's responsibility will be to provide an educational environment for students in Grades 6-12 who are chronically disruptive in school. The academic program will be individualized to accommodate students with diverse backgrounds. Dallas ESD #327 will use the following suggested guidelines in determining the student's eligibility:

- Gross misconduct.
- Arrested by the police and/or remanded to juvenile or criminal courts for acts related to school activities.
- Eligible for disciplinary reassignment pursuant to violation of school district "zero tolerance" plan.
- Involved in misconduct that can be demonstrated as serious, repetitive, and/or cumulative.
- Youth returning from juvenile correction facilities.

The purpose of this program is to give disruptive students the opportunity to change their inappropriate behaviors in a setting that does not allow them to interfere with the educational progress of other students, and continue their own educational progress toward promotion.

### **Hancock County Truant Officer – Phone 309-837-4821 Address – 130 S. Lafayette, Suite 200, Macomb, Illinois 61455**

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.

## **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.

### 8<sup>th</sup> Grade Class Trip

The 8<sup>th</sup> grade class trip is a privilege. All of the 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.

Student cannot participate in the class trip if:

- they accumulate 6 or more AEP or OSS.
- they have 2 or more days unexcused absents.

Also, all fees must be paid to the school in order to participate, and students must be passing all classes.

### Graduation Ceremony

Any 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 purchased by parents.

### Clubs and Activities

The following clubs and activities are available for students of DES:

- Student Council - Mrs. Julie Little
- Yearbook – ????????
- Speech Team – Miss Amanda Wieggers
- Scholastic Bowl – Mr. Matthew Hagaman
- Band and Chorus – Miss Amanda Wieggers

## CO-CURRICULAR ACTIVITIES

The following sports are offered to eligible DES students:

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

### Admission fees to Sports Events

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 in the same manner as in other school situations. Failure to adhere to the teacher's 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 the policies of the Board of Education and the Student Handbook.
- All contestants shall be in Grades 5-8 and shall not have passed 8th grade standing.
- 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
- 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.

### 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 Thursday by Noon to govern eligibility for the following Monday through Saturday. (Eligibility is figured from Noon on Thursday through Noon of 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

- For the safety of your 4<sup>th</sup> grade and under student: They must be accompanied to school events by an adult 16 years of age or older. They should not be left without parental supervision.

- Once a student leaves a school activity, he/she may not return (i.e. basketball games, plays, and dances). Students must stay in the building.
- Pop is not allowed in the gym area. Food that is taken in the gym should not be scattered all over the bleachers.
- Students are in attendance to watch the game. They should limit their trips out of the gym area to the time provided between quarters and games. Students should remain in the cafeteria and gym areas.
- Small children need to be accompanied by an adult when they go in and out of the gym. They are in danger if they travel the edge of the playing floor without an accompanying adult.
- Students and parents are expected to exercise good sportsmanship. They will remain quiet when the other team shoots free throws, etc. Students and parents should not “boo” or make other derogatory noises or statements during the game.
- No smoking on school property (state law).

## **SCHOOL PROCEDURES**

### Hall Lockers

A locker will be assigned to junior high students at the opening of school. Each student must use his/her locker as assigned. Locker combinations should be kept confidential. To avoid the possibility of theft, students are to keep hall and gym lockers locked at all times. Fifth through eighth grade students will be issued one padlock for their physical education locker and another for their hall lockers. Students are responsible for the padlock issued to them. Students not returning locks at the end of the year will be billed \$10.00 for a lost padlock. Locks other than those provided by the school must not be used to secure students' lockers and may be removed without student permission.

Students are responsible for any additional damages to lockers issued to them and will be billed for such damages. Students should report any non-working parts or damage to the locker they are issued. Open pop or beverages are prohibited in lockers.

Courts have provided sound legal basis for conducting searches on school grounds. In cases of emergency or necessary search of lockers, the office must know the lockers each student is assigned and be able to open each locker. Lockers are the property of the school and school authorities have the right to pursue evidence of rules violations or laws based on reasonable suspicion.

### Locker Clean Out

Students will clean out lockers on a rotating basis. Lockers should be kept clean, library books not checked out need to be returned to the library, extra textbooks, and teacher owned books need to be returned to the appropriate teacher.

### Lost and Found

Any article found by students should be turned in at the office where the owner may obtain the articles upon proper identification. Students are asked to 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.

### Cell Phones and other electronic devices

Cell phones and electronic devices are not to be used on school buses prior to school, or during the school day. All cell phones are expected to be turned off from the time a student gets on a school bus to the time that school is over in the afternoon. All cell phones are to be turned off and kept in backpacks, pockets or purses when on a school bus. Cell phones are to be left in lockers during the school day and turned off.

- Misuse of Cell Phones will follow the referral plan as stated in the handbook.

### 5-8 Expectations Learning Teams will set class procedures for all students

Each student shall:

- Bring paper, pen or pencil to class everyday.
- Bring textbook and daily assignments to class each day.
- Students must bring a calculator to math class and science class unless directed not to by the teacher.
- Complete and turn in assignments on time.

## ACADEMICS

### Curriculum Concerns

The curriculum may contain certain topics/activities that the parent(s)/guardian(s) may find objectionable. If reasons are found to be valid, the student shall not be required to take 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
- 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.

### Physical Education

Objectives: 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.

#### Physical Education/Health (5<sup>th</sup> - 8<sup>th</sup>)

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 5-8 are required to “dress out” for physical education.

Students (5<sup>th</sup> thru 8<sup>th</sup> grades) are required to wear 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. 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 \$5.00 fee at the end of the school year if the lock is not returned.

Personal hygiene is very important. Showers are available. Use of a Non-aerosol deodorant is a necessity. Please, No aerosol deodorants or colognes.

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

No jewelry will be worn in class with the exception of post/stud earrings.

Students will not be allowed to participate in class if not in required dress.

### Physical Education/Health (4<sup>th</sup>)

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.

Fourth grade girls must wear a pair of shorts under a dress or skirt. Shoes worn for class must be marked with the letters P.E. on the outside.

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 (PreK-3rd)

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.

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.

### Grading for Physical Education (4<sup>th</sup>-8<sup>th</sup>)

Students are graded as follows:

Daily points: 10 Points

A student earns 10 points if in required dress.

0 points will be given if any part of the required dress is missing. Students may not borrow another student’s clothing.

Fourth grade students are not required to “dress out” but must wear gym shoes designated for gym class only. Students are required to have shoes that are worn only for gym class and marked with the letters P.E. on them. Students who do change into gym shoes will not be allowed to participate in class and will receive a 0 for the day.

A student keeps the 10 points for demonstrating a positive attitude towards themselves, their classmates, their instructor and the planned activities. Points will be deducted for non-compliance.

Students also keep the 10 points by participating to the best of his/her ability. Points will be deducted for non-compliance.

A student loses 0-10 points from his/her daily grade if he/she chooses to break a rule found in the student handbook. (E.g. chewing gum in class) and physical education classroom rules.

A student can earn back 5 points for the day if receiving a 0 due to not meeting dress code by researching an activity or game that can be used in class. The information must be written on a word processor in the student’s own words. Reports that have been copied or pasted will not be accepted. Source of information must be included. The student will earn back 5 points for the day if the assignment is completed, handed in the next school day to the instructor and is not an activity already presented/recorded by this student.

Tests, reports and/or outside assignments may be given to help students obtain learning that is needed. This grade will be recorded separately from their daily grade.

#### Grading for Physical Education (Pre-K-3<sup>rd</sup>)

Students are required to have shoes that are worn only for gym class and marked with the letters P.E. on them. Students who do change into gym shoes will not be allowed to participate in class.

Students are graded as follows:

Ability- Student participates to his/her best ability working to develop new skills and strengths.

Attitude-Student demonstrates a positive attitude towards themselves, their classmates, instructor and the planned activities.

#### Attendance

Students who are not participating in physical education class because of a parental excuse or doctor's excuse are expected to maintain acceptable classroom behavior. Students will receive an "exempt" grade for the first 3 excused absences. Any absences beyond the first three students will receive points from 0-10 based on their classroom behavior. Students are expected to observe and/or participate in other activities that the teacher deems appropriate and helpful to the teacher and/or class.

Medical excuses that extend beyond a week: students will be expected to write a report each week on a subject mutually agreed upon by the student and instructor. The report must follow the rules of report writing and a rubric will be used to grade the report. The student will receive a maximum of 10 points per report. The points will be recorded as a part of the student's grade for that week.

## TESTING, GRADING PROCEDURES AND PROMOTION

### Testing Program

- Each year, students at 3-8 grade levels will take the ISAT test. This test shows how students as individuals and also as a class compare to other students and classes in the nation.
- Stanford 10 Achievement Tests are given in grades 2 – 8. Parents/guardian are encouraged to come in and discuss test results with the teacher.
- Local testing (assessment)

### Grading Scale for Honor Roll

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

The numerical values of the 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.
- Graduation honors will be accumulative since 6<sup>th</sup> grade. Enrichment classes are part of the academic credit for ranking. PE grades are part of academic credit for ranking.

### Awards Recognition

Awards are given out during the school year to celebrate the student’s achievement.

### Junior High Dropping Classes Procedure

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.

### Elementary and Middle School Retention Policy

Students failing any core subject at the end of the school year will be required to repeat that grade. Sixth - Eighth grade students may be required to pass on-line courses through the district’s distance learning center. (This is about 90 seat hours per course.)

In Kindergarten, First Grade, and Second Grade, retention will be based on the student’s academic readiness to advance.

A student’s attendance has a direct correlation on academic success.

### Summer School

If summer school is offered students who do not meet Adequate Yearly Progress on ISAT exams will be recommended to attend summer school. If it is the recommendation of the classroom teacher(s) that said student is not working at grade level in Reading or Math they may also be recommended to attend summer school. If the child does not attend summer school then the child could be retained in their current grade placement. Retention will be a decision based on 1) test scores, 2) classroom performance, 3) teacher recommendation, 4) parental/guardian input, 5) summer school progress.

### Special Education

Dallas ESD #327 is a member of the West Central Illinois Special Education Co-op and offers a free and appropriate education to all children between the ages of 3 and 21 residing in our school district. 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	

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 problem, 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 Co-op when needed. Copies of the rules and regulations that govern special education are on file in the Superintendent's office.

## **SCHOOL-COMMUNITY COMMUNIQUE`**

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.

- 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

### 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.

### Notification of Asbestos within the School District

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](http://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/>.

### Infectious Pest Policy

Lice checks will be done 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 the student up 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, student may return to class.
- A recheck will be done in three school days as a follow up to the child returning to school.
- Trash bags are provided as needed for storage of coats and personal belongings at school in grades K-3.

### 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.

### Chain of Command

There is a proper procedure to deal with school problems. The following steps should be followed:

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

### 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);

The 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. Jo R. Campbell  
Superintendent of Schools  
921 Creamery Hill Road  
Dallas City, Illinois 62330

COMPLAINT MANAGER

Lori A. Bilbrey  
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 quits attending Dallas ESD #327 he/she must pay all fees and school indebtedness owed.
- 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
- In addition, all exiting students must 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

- Transfer students will be required to have up-to-date immunizations and physicals. They have 30 calendar days from their day of enrollment to meet these requirements.
- Board of Education's Student Transfer Form with a "Good Standing" status
- If transferring from an Illinois school, evidence of proper grade placement from the previous district.
- Need proof of residency before they will be allowed to enroll.
- Students who are not in "Good Standing" from the school where they have transferred from will not be enrolled as students of Dallas Elementary until student once again meets good standing requirements as required by the school they transferred from. (This includes students coming to us from out of state.)

### 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
- Reports of psychological evaluations including information on intelligence, personality and academic information through test administration, observation, or interviews.
- Elementary and secondary achievement level test results.
- 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. They are:

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.

While the school limits access to school buildings by outside photographers, 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.