

Introduction

This handbook is designed to enable you to become an enlightened school citizen. Its main purpose is to provide you with a copy of the policies and the rules and regulations of our school. Therefore, you are urged to read it and keep it for reference.

We believe that a good school is one in which students, parents, and faculty learn to know each other well and work cooperatively together. To this end we urge that each parent read this handbook and become familiar with its policies, rules, and regulations, which serve as a guide for your daughter or son.

Certain rules and regulations are essential in order to maintain the social and academic standards of our school and to provide guides for good citizenship.

It is sincerely hoped that your days at our school may be meaningful, full of achievement and happiness, and that the DeLand-Weldon "Eagles" will be known everywhere for their high standards, good sportsmanship, good manners, enthusiasm, friendliness, and kindness!

Mission Statement

"To prepare students to become productive citizens by facilitating a positive self-esteem, by teaching the skills necessary for work or college, and by providing opportunities to develop appropriate decision-making skills while encouraging increased parental support and emphasizing an efficient use of funds."

DELAND-WELDON DISTRICT POLICIES FOR K-12

Accidents

All accidents should be reported immediately to the teacher in charge. If a claim is to be filed under school insurance, it is the responsibility of the student and parent to obtain the necessary forms from the office and submit the claim.

Activities

The Middle and High School sports program is designed so that students interested in athletics may participate in one or more of the sports available to them. The boy's program includes football (HS only) baseball, basketball, scholastic bowl, cheerleading, and track. Girls have the opportunity to participate in softball (HS only) volleyball, basketball, scholastic bowl, cheerleading, and track. DeLand-Weldon is a member of the Illinois Elementary School Association, Illinois High School Association and participates in sanctioned games and meets. DeLand-Weldon Middle School is a member of the Little East Central Illinois Conference (ECIC), the High School is a member of East Central Illinois Conference (ECIC) and abides by the rules of the conference, in conjunction with the rules of the IESA and IHSA.

Members of the cheerleading squad will be selected at a predetermined tryout date by 3 judges. Judges will be selected by the coach and must be independent of the cheerleading squads. All participants are required to attend the selection tryouts. Members of the squad will be determined by participants at the tryouts who score 70 % of the judging points.

In middle school basketball, scholastic bowl, and volleyball we play 8th grade and 7th grade games and compete in the state tournament series at the end of the season.

Eighth grade teams are made up of students of normal age for eighth grade or younger.

In general, the eighth grade team will be made up of eighth grade students but, as with most varsity teams, younger students may be played if necessary.

Seventh grade teams are made up of students of normal age or younger. Some fifth or sixth graders may be played on the seventh grade team if they are ready for interscholastic competition.

In high school volleyball, scholastic bowl, and basketball junior varsity and varsity teams compete in conference and non-conference contests as well as invitational tournaments. Both sport conclude their season by competing in the state tournament series.

Football, baseball and softball are sports that DeLand-Weldon has a cooperative agreement with Cerro Gordo High School. Cerro Gordo is recognized by the IHSA as the host school therefore, DeLand-Weldon participants are responsible for following the policies of both schools.

Each spring, the High School honors its athletes with an awards banquet. Middle school coaches will hold end of year banquets/events for each individual sport to honor their participants.

Athletic Conduct Code Policy 7:240 AP-1

An athlete representing DeLand-Weldon Middle and High Schools should have high morals and good citizenship both in school and out in the community.

In order to preserve the ideals of good sportsmanship and respect for rules and authority; in order to establish leadership, team pride, teamwork, and team discipline; in order to eliminate disruptive influences in the locker room, on the training field, on the playing field, in the classroom or school buildings; in order to provide conditions which promote health and safety for the individual team unit and opponents, the following principles are established:

Principle I: **Grooming** - Hair length should conform with the Illinois High School Association regulations and not impair the performance of the athlete.

Principle II: **Curfew** - The state curfew hours will be observed by every athlete during the sport season (Sunday through Thursday - 11:00 p.m., and Friday and Saturday - 12:00 midnight). The only exceptions being if the athlete is with parents or at a school-sponsored activity.

Principle III: **Alcoholic Beverages** - Consumption, possession, and/or sale of alcoholic beverages of any kind by an athlete is prohibited.

Principle IV: **Tobacco, Drugs, and Look-Alike Drugs** - Use of tobacco, and the use, possession, and/or sale of illegal drugs and/or illegal look-alike drugs, or intoxicating compounds of any kind by an athlete is prohibited.

Principle V: **Other Criminal Offenses** - Any violation of the Illinois Compiled Statutes of a class B misdemeanor or greater that results in arrest, conviction, and/or adjudication by an athlete is prohibited.

A verifiable code violation is deemed to have occurred when:

A District #57 employee or law enforcement agency, or representative thereof, personally confirms the student's possession or consumption of alcoholic beverages, tobacco, drugs, performance enhancing drugs, illegal substances or the use of intoxicating compounds.

A District #57 employee or law enforcement agency, or representative thereof, personally confirms the student's involvement in a class B misdemeanor or greater that results in arrest, conviction, and/or adjudication.

The Athletic Code of Conduct applies to a student from the first day of fifth grade to the final day of participation for the student's last sport in twelfth grade. Athletic Code of Conduct carries over from sport to sport and middle school to high school. The Athletic Code of Conduct applies to violations that occur when school is not in session (weekends, holidays, non-attendance days and summer break).

Penalties for Noncompliance

Principles III, IV and V: Alcohol/Tobacco/Drugs and Look-alike Drugs/Criminal Offenses

1st Offense - Three (3) game suspension

2nd Offense - Suspension for 100% of an activity season (Percentage of season of played deducted to next sport/activity. Ex: 20 game season; student participates in 5 games/ ¼ of activity; commits 2nd offense; is suspended for ¾ /remainder of activity; student will still be obligated to serve a suspension during the next activity that student participates in for ¼ of that season.)

3rd Offense - Suspension from all activities for one (1) calendar year from date of third offense.

Decisions on discipline for violations of the Athletic Code of Conduct will be made by the Athletic Discipline Committee consisting of the principal, athletic director, and coach (not of that sport).

Athletic/Extracurricular Participation & Eligibility Requirements Policy 7:300

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board policy on school sponsored extracurricular activities.

Student eligibility will be determined weekly and in accordance with IHSA and

IESA procedures and stipulations. To view the current school year's key provision regarding IHSA rules please visit the IHSA website at www.IHSA.org.

2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.

Extra-curricular activities for DeLand-Weldon Schools will not be scheduled for Sundays.

The Board of Education does recognize Wednesday evenings as traditionally designated for church functions; therefore, if extracurricular activities are scheduled for Wednesday evening, attendance by students will be optional, without penalty.

The Superintendent or a designee shall maintain the necessary records to ensure student compliance with this policy.

This policy will not limit participation of any student in any school-sponsored or school-related event open to all members of the general student body or public.

Students must be in attendance of school prior to 11:27 a.m. to be eligible to participate in an extracurricular event after school. Students that leave school ill will not be eligible to participate in after school activities. Students that miss school for approved reasons (i.e. doctor appointments, funeral, college day, etc.) will be eligible to participate in after school activities.

Book Fines and Damages

Students are expected to return their textbooks in nearly the same condition as they were issued, realizing some wear by normal use will occur. If a book is damaged beyond normal, or lost, a fine will be assessed. Upon satisfactory return of all books and the P.E. lock, a refund will be made.

Bullying/Harassment (Aggressive Behavior) Policy 7:20

No person, including a District employee or agent, or student, shall habitually harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate habitual harassing or 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. Examples of prohibited conduct include habitual name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of habitual harassment or intimidation are handled according to the provisions of Administrative Procedures for Threats of Violence. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate habitual harassment, such as by including this policy in the appropriate handbooks.

Administrative Procedure for Threats of Violence
Policy 7:190 AP-6

If after investigation a threat of violence is founded these steps will be followed:

1. The student responsible for making the threat will be suspended from school for 10 days.
2. During the duration of the 10 day suspension the student will be required to meet with a councilor from Piatt County Mental Health. If the student/parents fail to cooperate with, or refuse to see the councilor, the principal may recommend, to the DeLand-Weldon Board of Education punishment beyond the 10 day suspension.
3. After evaluation from the councilor a recommendation will be made jointly by the councilor and the Principal to the DeLand-Weldon School Board as to allowing the student back to school immediately, at the end of the 10 day suspension, if more counseling is necessary or if further punishment is necessary.
4. Punishment may range from the time served from the suspension to expulsion for a period not to exceed the legal limit as set by the Illinois School Code.

The Board of Education has determined that a safe school environment facilitates learning. Accordingly, it is the policy of this Board of Education that aggressive behavior of students of the District shall not be permitted.

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group

status.

Aggressive behavior/bullying is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created, with the bully being stronger (or perceived to be stronger) than the victim and causes a disruption to the learning environment. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. This also includes the encouragement or prodding of other students to engage in these types of aggressive behaviors.

Bullying usually has three common features:

- it is deliberate, hurtful behavior
- it is repeated often over a period of time
- it is difficult for those being bullied to defend themselves

The main types of aggressive behaviors are:

- Physical (hitting, kicking, grabbing, spitting, etc.)
- Verbal (name calling, racist remarks, put downs, extortion, etc.)
- Indirect (spreading rumors; wearing or possessing items depicting or implying hatred or prejudice; taking, hiding or destroying others' papers or possessions)
- Written (threatening e-mails, notes and/or graffiti, etc.)

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including, but not limited to:

- On school grounds before, during, or after school hours or at any other time when the school is being used by a school group.
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school.
- Traveling to or from school or a school activity, function, or event.
- Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

Students who are the victims of aggressive behavior, as stated in this policy, at anytime by anyone are encouraged to notify any school district employee who in turn, reports the alleged incident to a building Administrator.

When there is substantial evidence of violation of this policy, the administration and/or Board shall take appropriate action that may include expulsion, suspension, detention, police contact and report, warning, and/or such other disciplinary action as may be warranted.

Care of School Property

Students are expected to treat school property with the same respect they treat their own. Causing or attempting to cause damage to, or stealing or attempting to steal, school property is prohibited. Violation of this policy will result in disciplinary action.

Under present state laws, parents and/or students will be held liable for the costs of any school property damaged by students intentionally or damaged as a result of misbehavior.

Cheating on Tests

Policy 7:190

Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores. Students caught cheating on exams will receive no credit for the test and/or may be subject to suspension.

Classroom Exclusion

1. Teachers will make concerted efforts to resolve student disciplinary problems within the classroom in order to protect the student's right to learn.
2. When it is necessary to send a student to the office for disciplinary purposes, the teacher will file in the office a written explanation of the problem and reasons for the exclusion by the end of that school day, a copy of which will be sent to the parents/guardians.
3. Before a student may return to class, he or she must have conferences with both the principal/administrator and the teacher involved to discuss the problem. It is the student's responsibility to arrange the conference with the teacher. This conference must occur before the student has missed a class two times or the student will receive zeros for the classes missed. The day of exclusion is the first day.
4. If a teacher finds it necessary to send a student out of class for disciplinary reasons a second time, the teacher will schedule a conference with the parents/guardians concerning the problem(s) with the student.
5. If a student is sent out of class three times or more, he or she will be subject to suspension from school.

This policy will not limit the right of the Superintendent and/or Principal to suspend or otherwise discipline a student upon the first or second offense.

Co-Curricular Bus Riding Rules

1. Students participating in an event must ride the bus to the event.
2. Parents desiring to bring sons/daughters home from an event with them must personally inform the coach, sponsor, or chaperon in charge of students.
3. Parents wishing to make other transportation arrangements for their sons/daughters must contact the principal prior to the event.

Computer and Internet Usage

Policy 7:145

DeLand-Weldon Community School District #57 is pleased to offer students and teachers access to a computer network for electronic mail and the Internet. The district's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the authorization form. Should a parent prefer that a student not have e-mail and/or Internet access, use of the computers is still possible for more traditional purposes such as word processing.

What is possible?

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. The school has in place an Internet Content Filter that should deny students access to web sites that are deemed unacceptable under the Children's Internet Protection Act of 2000. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or

teachers to see. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, suspend, and/or cancel access at any time; his/her decision is final.

The District computer system was established to comprise part of the school curriculum, and is intended by this Board to function in support of that curriculum and of students' mastery of the curriculum through improved communication between the school and students' parents or guardians. The District computer system does not constitute a public forum. The District reserves and retains the right to regulate the content of and links to the District computer system. The District also has the right to and does monitor use of its computer system. Except as provided by federal and state statutes protecting the confidentiality of students' education records, no user of a District computer system has an expectation of privacy in connection with such use. This system, including all information and documentation contained therein is the property of the District except as otherwise provided by law.

What are the rules of network etiquette?

- Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
- Privacy -- Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity to insure that students are using the system responsibly. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received or stored on the District's electronic mail system.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Storage capacity -- Users are expected to remain within allocated disk space and delete e-mail or other material (MP3s or image files) which take up excessive storage space.
- **Illegal copying -- Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.**
- Inappropriate materials or language -- No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Individual teachers and/or certified staff members may post additional rules for computer use for their assigned responsibilities.

What are unacceptable uses?

- BE PREPARED to be held accountable for your actions and activities involving the network. Some examples of unacceptable uses are:

- Using a computer to harm other people or their work.
- Damaging computers or the network in any way.
- Interfering with the operation of the network by installing software, shareware, or freeware.
- Downloading software, shareware, or freeware without authorization, regardless of whether it is copyrighted or devirused.
- Gaining unauthorized access to resources or entities.
- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
- Violating copyright laws by downloading copyrighted material for any reason other than intended educational and/or research purposes or by posting material authorized or created by another without his/her consent.
- Accessing, submitting, posting, publishing, viewing, sending, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Sharing your password with another person.
- Using or disclosing another user's account or password.
- Wasting limited resources such as disk space or printing capacity.
- Trespassing in others folders, work, or files or invading the privacy of individuals.
- Giving out information over the World Wide Web that would jeopardized student safety.
- Posting anonymous messages or chain letters or sending unnecessary messages to a large number of people.
- Using the network for commercial or private advertising or for private financial or commercial gain.
- Using the network while access privileges are suspended and/or canceled.
- Harassing, threatening, intimidating or demeaning and individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
- Disrupting the educational process including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
- Forging or improperly altering electronic mail messages.
- Concealing or misrepresenting the users' identity while using the system.
- Posting material on the District web site without the authorization of the appropriate District administrator.

Web Sites

Unless otherwise allowed by law, District web sites shall not display information about or photographs or works of students without written parental permission. Any web site created by a student using the system must be part of a District sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the system must receive prior approval by the classroom teacher or an appropriate District administrator. All contents of a web site created by a student using the system must conform with this acceptable use policy. The District may discipline a student or employee whose personal web site causes, or can be reasonably expected to cause, a substantial disruption of the school

environment without regard to whether the web site was created using the District system.

What are the terms?

- **Warranties**

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information. The District is not responsible for any users intentional or unintentional access of material on the internet which may be obscene, indecent or of an inappropriate nature.

- **Indemnification**

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

- **Security**

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log on to the network or the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

- **Vandalism**

Vandalism can result in the suspension and/or cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

- **Network Charges**

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per minute surcharges, and/or equipment or line costs.

- **Authorization for Internet Access**

Before being granted use, each teacher or staff member, board member, volunteer or other who elects to use the school district's network and Internet access, must sign the Acceptable Use Policy User Agreement Authorization Form once while they are employed by the school district.

The failure of any student or volunteer to follow the terms of the DeLand-Weldon Community Unit District #57 Acceptable Use Policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Misuse of the system by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and a student may be subject to discipline pursuant to the Student Discipline Policy #7:190.

Directory Information

The following information is designated as directory information and shall be released to the general public, unless the parent requests in writing, delivered to the building principal by October 1 of current school year or within 30 days of initial enrollment, that any or all such information not be released:

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

(Applicable only at the high school level:) As required by federal law, the District will, upon military recruiters' request, provide recruiters with access to student names, addresses, and telephone numbers, unless the parent requests in writing that such information not be so disclosed without prior written consent. Such a request must be delivered to the building principal by October 1 of the current school year or within 30 days of initial enrollment.

Dismissal Procedure/Bus Change

If a student is to go some place after school other than home or a regular sitter, please send a note or call the office by 2:45 p.m. requesting a change in the normal dismissal procedure. Neither the teacher nor the bus driver may accept a child's word on the requested change.

Dress Code Policy 7:160 AP

Students are expected to dress in a clean, neat and appropriate manner. Clothing that creates a health problem, safety hazard, or is disruptive to the learning process will not be permitted. This includes clothing that is excessively revealing, displays profanity, advertises alcoholic beverages and/or tobacco products, advertises the use of illegal substances, or is overtly vulgar. There may be disciplinary action taken in the event of multiple dress code violations. Administration shall deem what is appropriate and what is not.

The following dress guidelines are offered but not limited to:

1. Girls shall not wear halter-tops or shorts that are too revealing, shoulder straps on tank tops must be at least one inch in width. Tops/shirts shall cover the pants/skirt. No bare midriffs.
2. Boys and girls shall not wear sunglasses, bandannas, hats, caps. Sleeveless shirts shall not droop significantly under the arms.
3. Clothing advertising alcohol, drugs or a derogatory message stated or implied is not permitted.
4. Properly fitting clothes are to be worn. Pants and shorts must be worn at the waistline; "sagging" is prohibited. Holes/tears in pants must be below the tips of your fingers, with your arms relaxed at your sides.
5. Undergarments shall not be worn as outer garments. All undergarments shall be covered while students are stretching and bending.
6. Dorm pants/lounge wear shall be of heavy fabric and shall not fit tightly. House slippers belong at home not at school, and should not be worn.

Students dressed improperly shall be given the choice of correcting the problem or being sent home to change. If the student needs to have clothes brought to school, then they shall wait in the office until the clothing is acceptable. All time missed from class shall be an unexcused absence.

Drug Abuse Policy

Policy 7:190

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - Any anabolic steroid not administered under a physician's care and supervision.
 - Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's

instructions.

- “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student’s presence at school may reasonably be considered to create an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Removal from classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an

alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Electronic Devices Policy 7:190 AP-5

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

Cell Phones and Other Electronic Devices

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

1. They must be kept in the students locker.
2. They must be turned off during the regular school day unless a supervising teacher grants permission if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

Penalties for Noncompliance

Use of Cell Phones:

- 1st Offense – 1 Day out of school suspension
- 2nd Offense – 3 Day out of school suspension
- 3rd Offense – 5 Day out of school suspension
- 4th Offense – Discipline to be determined by Administration and Board of Education

Other Electronic Devices and cell phones on:

- 1st Offense – Warning, device or cell phone will be turned into the office to be picked up after school.
- 2nd Offense – 1 Day in school suspension, device or cell phone will be turned into the office to be picked up after school.
- 3rd Offense – 3 Day in school suspension, device or cell phone will be turned into the office to be picked up by a parent/guardian.

4th Offense – Refer to Use of Cell Phone procedures, device or cell phone will be turned into the office to be picked up by a parent/guardian.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

Examples of electronic devices that are used as study aids include tape recorders, palm pilots, and laptop computers.

Examples of electronic devices that are not used as study aids include: hand-held electronic games (e.g., GameBoy), CD players, MP3 players, AM/FM radios, and cellular telephones.

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

Emergency Closings

In case of emergency closing of school, notice will be given to the following stations as early as possible: WSOY 1340, WDWS 1400, WJBC-WBNQ 1230, WAND-TV and WCIA-TV.

Equal Education Opportunities

Policy 7:10

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure.

A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Food and Lunch Hour

All students will eat their lunches in the cafeteria. Students serving noon detention will be served in the detention room.

No food or beverages are permitted in the classrooms unless prior approval is given by the building principal.

Students are to refrain from eating between classes.

During the lunch period students will be permitted in those areas of the building or grounds where a faculty member is supervising. These will vary according to the time of year.

Grading Policy Policy 7:410

Courses with weighted numerical value at DeLand-Weldon H.S. are:

- | | |
|------------------------|-----------------|
| 1. Accounting | 7. Physics |
| 2. Advanced Accounting | 8. Chemistry |
| 3. Biology I | 9. Pre-Calculus |
| 4. Biology II | 10. Calculus |
| 5. Spanish III | 11. English III |
| 6. Spanish IV | 12. English IV |

All other courses will be considered standard for grade point values.

COMPUTATIONAL VALUE

Grades		Numerical Value	Standard Point Value	Weighted
A	Excellent	93-100	4.00	4.50
A-		90-92	3.67	4.17
B+		87-89	3.33	3.83
B	Good	83-86	3.00	3.50
B-		80-82	2.67	3.17
C+		77-79	2.33	2.83
C	Fair/Average	73-76	2.00	2.50
C-		70-72	1.67	2.17
D+		67-69	1.33	1.83
D	Poor/Pass	63-66	1.00	1.50
D-		60-62	0.67	1.17
F	Failure	Below 60	0.00	0.00

Grading scale revised 12/19/11. Effective 01/03/12.

Gum Chewing

Gum chewing is not permitted in school.

Hall Conduct

Students should display courtesy and tact and interact with others appropriately while passing in the hallways. Inappropriate behavior in hallways is not acceptable. Hallway cameras will be used to monitor student behavior and as evidence if discipline is necessary.

Hall Passes

1. Students are not excused from assigned classes without prior approval from building administrator.
2. Passes will only be issued to students for the purpose of receiving instruction or working on assigned projects.
3. The teacher issuing the pass will be present and directly supervising the students during the entire time of pass.
4. Before issuing a pass to a student, the teacher will evaluate that student's need for the study hall.
5. Passes must be obtained prior to study hall and if the student is tardy to study hall, the pass will not be honored.
6. No student will be out of his assigned class without a valid pass.
7. Students will only report back to study hall if sent by the teacher writing the pass.
8. All passes will be written by the issuing teacher.
9. Only one name per pass will be permitted.
10. Each pass must be issued directly to the student with that student presenting the pass to the study hall teacher.
11. Teachers will record all information on passes.

Hazing or Initiation Policy 7:190 AP-1

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any

organization, club, or athletic team whose members are or include other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions:

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

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

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

Head Lice

DeLand-Weldon CUSD #57 has, according to Board Policy 7:250 AP-1, a nit free policy regarding the communicable condition of head lice. This policy requires that all students that have this condition will not be allowed to attend school until it is determined that the student is nit free.

Homeless Students

Policy 6:140

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. The Superintendent shall appoint a Liaison for Homeless Children.

A “homeless child” is defined as provided in the McKinney Homeless Assistance Act.

Honor Roll

Students with an average of 3.00 to 3.32 will be listed as honors. Students whose average is 3.33 or above are high honors. Any student earning a D or F will be automatically dropped from the honor roll even if their grade point average is 3.0 or greater. At the high school level band and chorus will not count toward the honor roll and GPA. At the middle school level band, chorus, art, computers, home economics and Spanish courses will not count toward the honor roll. (board policy 7:410).

Students maintaining an average of 3.00 or above for three out of four grading periods will be eligible to attend the honor reception.

Incompletes

If a student receives an incomplete grade for the nine weeks or the semester, the work must be made up within two (2) weeks from the end of the grading period or the grade becomes an “F.” Unusual circumstances may warrant additional time. This may be done upon approval of the instructor and the principal.

Lockers

All students are provided lockers for their belongings. It is the responsibility of the student to keep his or her locker clean and orderly.

Any student found abusing the locker rights of another student will be punished. School lockers are the property of DeLand-Weldon schools and may be opened for inspection as necessary. No personal locks should be on school lockers.

DeLand-Weldon is not responsible for any items found missing from lockers.

Lunch & Lunch Money

Prices for lunch, breakfast, and milk will be provided each year at registration. School menus for the upcoming month are mailed in the monthly newsletter.

Orange drink may be substituted in place of the milk provided in a hot lunch only if a consent form is completed by a physician and filed in the office.

Free and reduced lunches and breakfasts are available to children whose parents qualify using State and Federal guidelines. Forms are available in the office.

On the first day of each week, please send your child's lunch money for preferably two weeks. Enclose a check payable to D-W Schools for the amount of lunch/breakfast/milk money in a sealed envelope with your child's name. Please indicate the number of lunches, breakfasts and milks you are purchasing. You may also pay for meals online using the Food Service Solutions website. Instructions for use are located on the district website www.dwschools.org. There will be no credit issued on meals.

Make-up Work

See Student Absence Policy.

Medication, Administering of Policy 7:270

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form/**Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form**" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." **A student may possess medication prescribed for a life threatening food allergy for immediate use provided the student's parent(s)/guardian(s) and physician have completed and signed a "Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form."** The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Parental Concerns

When parents have questions or concerns regarding their children, they should **first** contact the child's teacher. If the issue is not satisfactorily resolved, it should then be brought to the attention of the building principal. If there is still dissatisfaction, the superintendent should become involved in the discussion and, finally, the Board of Education.

Pest Control Management Program

DeLand-Weldon District 57 has adopted a Pest Control Management Program. This is a requirement for schools. The Illinois State Board of Education administers the program. The purpose of the program is to make sure every school district in the state of Illinois has a written plan that meets guidelines and explains what procedure are being followed in local school districts to control small pests. A copy of the school district's Pest Control Management Plan is available in the Superintendent's office.

As part of our district's plan, parents can request to be notified by the school district when chemicals are going to be sprayed in the district's buildings for the purpose of controlling pests. Our district Pest Control Management Plan seldom involves the use of chemical sprays. Routine spraying of buildings was discontinued several years ago in most school districts. Any parent who believes their child/children may be at a health risk around chemical sprays may request advance notification of any planned spraying from the district by contacting the Superintendent's office before October 1 of the current school year or within 30 days of initial enrollment.

Public Display of Affection

No public display of affection will be allowed in the school building. A strict hands off policy will be followed.

Residence Policy 7:760

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. Student residency is pursuant to Board Policy 7:760.

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.

Requests for Non-Resident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request pursuant to Board Policy 7:760.

Homeless Children

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. Board policy governs the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

School Bus Regulations

Policy 7:220

All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.

6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Additional bus safety rules that students are expected to follow. Failure to follow these rules could result in disciplinary action at school. Repeated offences could lead to suspension from riding the school bus.

1. Be on time so that the bus can keep on schedule.
2. Riders shall remain seated while the bus is in motion.
3. Keep all parts of the body inside the bus.
4. Do not throw anything from bus windows.
5. Be absolutely quiet when approaching railroad crossings.
6. Keep aisles free of books, lunches, and other objects.
7. Students will not be let off the bus other than at their regular stop without a letter from the child's parents and signed by the principal.

The bus driver has the authority to assign seats to students either individually or collectively. Students who do not adhere to bus regulations will be reported by the bus driver to the principal.

Discipline Procedure

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

DeLand-Weldon School Song

*DeLand-Weldon Eagles are we,
And our aim is for victory.
Maroon and gray, here's what we say;
Come on boys and really show us you can do it.
DeLand-Weldon we're all for you,
So make those baskets count.
We'll just remind you we're all behind you,
So fight boys and win this game.*

Sexual Abuse, Notification on Classes Teaching About

Parent(s)/guardian(s) of students in grades kindergarten through 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. No student shall be required to take or participate in any class or course on AIDS, family life

instruction, sex abuse, or organ/tissue transplantation, if his or her parent(s)/guardian(s) submit a written objection to the Building Principal. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty. Alternative assignments will be issued in place of this material. Parent(s)/guardian(s) shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

Sexual Harassment Policy 7:20

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
3. Substantially interfering with a student's educational environment;
4. Creating an intimidating, hostile, or offensive educational environment;
5. Depriving a student of educational aid, benefits, services, or treatment; or
6. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions 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 sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal or Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be

referred to the Building Principal for appropriate action.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student 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 person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Student Absence Policy Policy 7:70 AP 1-4

1. The school board believes that attendance is a key factor in student achievement and success in education. The board also recognizes that the responsibility for regular student attendance is the responsibility of the parent/guardian and the student. The school cannot teach pupils who are not present.

Excused Absences

2. Student absenteeism should be kept to the minimum, however, the school board recognizes that some absences are unavoidable and classified “authorized absences.” The following are considered authorized absences.
 - 2.1 Personal illness.
 - 2.2 Bereavement
 - 2.3 Quarantine
 - 2.4 Family emergencies
 - 2.5 Observance of religious holiday
 - 2.6 Required court appearances
 - 2.7 Doctor and dental appointments
 - 2.8 Written request approved in advance by administration (college day, parent trips, etc.).

Appointments for doctor and/or dentist visits will require written proof of attendance from the doctor/dentist office. This may be a copy of the bill from the day of the visit or a written statement on their letterhead.

3. DeLand-Weldon students are expected to be in attendance daily. If a student has an unauthorized absence he/she will receive a zero for all work missed that day.
4. A note or a phone call shall be required from the parent or guardian indicating the reason for the absence upon student’s return. A written note or phone call shall

be required before a student is allowed to make up work.

5. Students with authorized absences are expected to make up the work that was missed. The make-up time allowance is equal to the number of days absent (more time may be allowed at the teachers' discretion). Students who fail to make up work within that time limit will be given zeros, which could lower the grades sufficiently to cause failure in the course. It is the responsibility of the student to seek out the teacher and establish what has been missed.
6. Work assigned prior to the student's absence is due upon the student's return to school. Tests and/or quizzes announced prior to the student's absence are to be made up on the day of the student's return. Teachers may grant extra time for due assignments and previously-announced tests/quizzes in special circumstances.
7. Admit slips are required when returning to class after an absence and shall be initialed by the teacher.

Student Vacation Policy

8. Since regular attendance at school is considered important to the learning process, the following requirements regarding vacations during the school term must be followed:
 - 8.1 A request for absence from school for a vacation must be made by the parent/guardian to the building principal at least one week prior to the first day of absence for vacation.
 - 8.2 To receive an "excused" absence for missed work, the absence must have been approved by the principal.
 - 8.3 No vacations will be excused during semester examinations.
 - 8.4 All work missed during a vacation must be made up within one week following the student's return to school. It is the responsibility of the student to contact the teacher(s) to ascertain what work needs to be made up.

Student Records Policy Policy 7:340

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept

in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s).

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a records custodian who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

Suspension and Expulsion Procedures

Suspension Procedures Policy 7:200

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a

notice shall be given to the School Board.

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

In-School Suspension Procedures

Misconduct delineated in Article I. A. 7. which is determined by the building principal not to be serious enough to amount to a suspendable offense may warrant an in-school suspension.

1. An in-school suspension will be subject to the procedures of Article V. A.
2. As soon as possible after the imposition of an in-school suspension, the Principal will notify the student's parents/guardians of the suspension, stating the reasons for the discipline and the length of the suspension.
3. In-school suspensions will not exceed five (5) days.
4. During an in-school suspension, the following rules will apply:
 - a. Students will report to the assigned area when school begins.
 - b. Students will be completely isolated during the suspension.
 - c. A short break will be permitted in the morning and in the afternoon while other students are in class. This break allows students to use the restroom and get a drink and then return immediately to the assigned area.
 - d. A written assignment will be completed for each class during all suspension days, and will be due at the end of each day.
 - e. Lunch will be eaten in the suspension area, and either a hot lunch or sack lunch is permitted.
 - f. No co-curricular activities permitted while on suspension.
 - g. Eating, drinking or sleeping will not be acceptable while in suspension area except at lunch time.

- h. If all written assignments are complete, the student may read only school materials. Reading personal magazines will not be acceptable.
- l. Failure to cooperate and follow established procedures may result in out-of-school suspension.
- j. There will be no penalty on students' grades during in-school suspensions. All work during the suspension will be due at the assigned times and will be given full credit.

Out-of-School Suspension Procedures

Misconduct delineated in Board Policy 7:190 which is determined by the building principal to be serious enough to amount to a suspendable offense may warrant an out-of-school suspension.

1. An out-of-school suspension will be subject to the procedures of Board Policy 7:200.
2. As soon as possible after the imposition of an out-of-school suspension, the Principal will notify the student's parents/guardians of the suspension, stating the reasons for the discipline and the length of the suspension.
3. Out-of-school suspensions will not exceed ten (10) days.
4. During an out-of-school suspension, the following rules will apply:
 - a. Students will not be allowed on school grounds during the duration of the out-of-school suspension.
 - b. No co-curricular activities permitted while on suspension.
 - c. There will be a penalty on students' grades during out-of-school suspensions. Students will receive no credit for all assignments, tests, quizzes, etc. for the duration of the out-of-school suspension.
 - d. Failure to cooperate and follow established procedures may result in further disciplinary action which may include expulsion and/or criminal charges.

Expulsion Procedures Policy 7:210

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written

notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. The Superintendent may be appointed at the boards discretion.

2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

By Illinois School Code, the School Board has the authority to expel a student for up to two (2) calendar years.

Teachers' Workroom

Students will not be permitted in the teachers' workroom. If a student wishes to see a teacher during one of the teacher's work periods, the student should come to the office and request that the teacher be paged. The teacher will then arrange an appropriate place to meet with the student.

Tobacco Use on School Property Policy 7:190

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.

This policy includes but is not limited to, all interscholastic or extracurricular athletic, academic, or other events sponsored by the School Board or in which pupils of the District participate.

Tobacco Discipline Procedure

1. If the building principal determines beyond a reasonable doubt that a student was using, possessing, distributing, purchasing, or selling tobacco materials, the following punishment will result:
 - a. 1st Offense - Three (3) day in-school suspension
 - b. 2nd Offense - Five (5) day out-of-school suspension
 - c. 3rd Offense - Ten (10) day out-of-school suspension

Waiver of Student Fees

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).
3. The student is considered homeless as verified by the homeless liaison.

Additional consideration will be considered where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

Weapons Policy Policy 7:190

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 "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Procedure:

1. The 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 suspended from school for 10 days.
2. During the duration of the 10 day suspension, the student may be required to meet with a councilor from Piatt County Mental Health. If the student/parents fail to cooperate with, or refuse to see the councilor, the principal may recommend, to the DeLand-Weldon Board of Education punishment beyond the 10 day suspension.

3. Punishment may range from the time served from the suspension, to expulsion for a period not to exceed the legal limit as set by the Illinois School Code. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis.

DELAND-WELDON HIGH/MIDDLE SCHOOL

Changing and Dropping Courses

Students wishing to drop or add a course must do so during the first 5 days of a semester.

Each request will be considered by the counselor. The counselor's decision on the request is final unless overruled by the principal.

Dropping a class after the deadline will result in an "F" for the semester unless the teacher and the principal feel an exception should be made for valid reasons. Such student will automatically become ineligible for extra extracurricular activities (see policy 7:300).

Classification of Students

High School: Students must have earned the following academic credits to be considered a member of that class both socially and scholastically:

Sophomore - 6 credits

Junior - 12 credits

Senior - 18 credits

Middle School: Promotion and retention shall be based on the academic progress of the student. To be considered for promotion, a student must pass at least four of five major academic subjects (math, social studies, science grammar & literature). After taking all factors (attendance, performance based on Illinois Goals and Assessment Program tests, the STS score, or other testing) into consideration, the building principal shall make a final decision regarding promotion or retention on that which is judged to be in the best interest of the student. Social promotion is not longer accepted by State code.

Promotional certificates will be issued to the eighth grade student instead of diplomas.

College Day Guidelines

1. Obtain a college day form from the guidance office.
2. Fill it out and have all parties sign. This includes parents and teachers. All schoolwork needs to be made up and submitted **IN ADVANCE**.

3. Return the form to the office or guidance office **at least two days prior** to the requested day.
4. The principal shall approve all college days prior to the day the students wishes to be gone.
5. Only two (2) students will be allowed to request a College Day on any given day.
6. When you return to school you must provide the office with a statement on the letterhead of the educational program admissions office, the training program coordinator, or military recruiter, indicating that you visited and investigated opportunities for education, training, or employment.
7. A parent or guardian must call in and state you are taking a college day prior to 2:00 p.m. the day before you plan to be gone.
8. Apply early if you wish to reserve a certain date.
9. Not following the above will result in an unexcused absence.
10. Seniors will be allowed up to two (2) college days in accordance with the following:
 - a. Two visits to a four-year institution. Can be for the entire day if required due to extended travel and/or personnel contacts that must be made. If the travel time is excessive, weekend travel time usage may be required.
 - b. One visit to a junior college/community college to examine the school and one more visit for testing if required. These visits should be half-day in nature and students are expected to be in attendance when not at the college.
11. Juniors will be allowed one (1) college day in accordance with the following:
 - a. One visit to either a two or four year college subject to the above limitations for the respective schools.

These days are a courtesy extended to students and are not to be interpreted or construed to be a right or entitlement. Approval may be denied and unexcused absences will be given for non-attendance at school.

Dances (High School Prom & Homecoming)

It is the belief of the Board of Education of District 57 that High School Prom and Homecoming dances should adhere to the following guidelines:

1. No one under the class status of freshman will be admitted to Prom and Homecoming dances. Jr. High and younger students will not be admitted.
2. The upper age limit for all guests (except adult supervision) shall be age 20.

All students that do not attend our schools shall fill out a proper permission form and have it signed by their school principal. If they do not attend school, they must include a photo-copy of their driver's license as proof of age.

Detentions

Detentions will be assigned one day in advance by teachers and/or administrators. Noon detentions will be from 12:11-12:46 and after school detentions from 3:15-4:00. Detentions will be served in the library. Students serving noon detention will be served in the detention room. Lunch options will be limited to menu items 1, 2, or 3 (no salads).

Disaster Protection

We never know when an emergency may arise making it necessary to take action in a quick, orderly manner. Therefore, in the event of a disaster, it is imperative that the appropriate procedures are in place. DeLand-Weldon has early warning emergency weather radio systems as well as arrangements with state and local agencies for early notification of any kind of emergency. Building evacuation plans, and severe weather plans are posted in each room. Teachers are required to instruct the students on the proper procedures for each situation. District wide drills are scheduled and executed each year. School lock down procedures are also in place if needed.

Early Graduation Requests

Policy 7:450

1. Students wishing to graduate early are required to have 16 credits prior to the beginning of the school year in which they wish to graduate.
2. Early graduation requests should be submitted by a student's parent/guardian in writing to the administration and Board of Education prior to or by October 1 of that year. Request will be acted upon by the Board thirty (30) days after acknowledged receipt of request by Board of Education.
3. Permission for early graduation may be granted only by the Board of Education after verification with the Guidance Counselor and Superintendent that the student will meet all state and board graduation requirements by the requested graduation date.

4. The Board of Education will take academic achievement into consideration in determining if the best interest of the student is served by early graduation.
5. Once a student has been granted permission to graduate early, the student's graduation ends their right to participate as a student in school sponsored events.
6. Every student completing state and Board of Education's graduation requirements should be permitted to participate in graduation ceremonies with the graduating class.
7. If a student has met the requirements to graduate at the end of their junior year, the DeLand-Weldon CUSD #57 may grant that student a graduation diploma.
8. A junior wishing to graduate at the end of their junior year, none of the benefits which attach to a senior class member would attach to this student, except for the fact that they earned a diploma. Purely social aspects of the senior class which include such activities as: senior prom king or queen, homecoming court, class officers or student council representative will be allowed to those students who are on track to complete eight semesters at DeLand-Weldon High School.
9. For the purposes of DAR/SAR and valedictorian/salutatorian, these are honorary positions and not proprietary. Therefore, DeLand-Weldon CUSD #57 will make these positions available to students who have acquired eight semesters of attendance.

Fighting

Fighting will not be tolerated. Students involved in fighting will be suspended from school. In most cases it is very difficult to determine the aggressor. However, if it is clear that only one student is the aggressor, he/she will then be suspended (see Policy 7:190).

- 1st Offense – 3 Day out of school suspension
- 2nd Offense – 5 Day out of school suspension
- 3rd Offense – 10 Day out of school suspension, further discipline to be determined by Administration and Board of Education.

It is to be noted that the administration has the right to make the punishment more or less severe if the circumstances warrant it.

Graduation Requirements Policy 7:420

1. Twenty-four credits as a minimum number to meet graduation requirements.
2. Due to an increase in graduation requirements set forth by the State of Illinois, the following requirements are listed by grade:

2008-2009 Freshmen (Class of 2012) are required to meet the following:

English - 4 credits

- a. Successful completion of English I and English II

Writing Intensive - 2 credits

- a. 1 year must be an English course, 1 year may be provided as part of any course

Math - 3 credits

- a. 1 credit in Algebra I
- b. 1 additional credit must include Geometry content

Science - 2 credits

Social Studies - 2 credits

- a. State mandated course in U.S. History
- b. District required course in American Problems.

Physical Education - 4 credits - ½ credit per semester

Health - ½ credit

Elective - 1 elective credit from music, foreign language or vocational education

2009-2010 & 2010-2011 Freshmen (Class of 2013 & 2014) are required to meet the following:

English - 4 credits

- a. Successful completion of English I and English II

Writing Intensive - 2 credits

- a. 1 year must be an English course, 1 year may be provided as part of any course

Math - 3 credits

- a. 1 credit in Algebra I
- b. 1 additional credit must include Geometry content

Science - 3 credits

- a. 1 year must be a lab science

Social Studies - 2 credits

- a. State mandated course in U.S. History
- b. District required course in American Problems.

Physical Education - 4 credits - ½ credit per semester

Health - ½ credit

Elective - 1 elective credit from music, foreign language or vocational education

3. Any other state and/or district requirements must be met to be eligible for graduation from DeLand-Weldon High School.

Each student must take a minimum of four (4) academic courses per year and one (1) course of physical education. Additionally, no student can have more than two (2) study halls any given semester.

Students transferring into high school at the beginning of the second semester may transfer credits not meeting district requirements. Second semester courses will suffice for graduation.

Inappropriate Language

Inappropriate language will not be tolerated at DeLand-Weldon. Students that use inappropriate language or **slang language to take the place of profanity** at school will fall under the following administrative procedure.

Use of inappropriate language in school:

- 1st Offense – 1 Day in school suspension
- 2nd Offense – 3 Day in school suspension
- 3rd Offense – 5 Day in school suspension
- 4th Offense - discipline to be determined by Administration and/or Board of Education.

Use of inappropriate language toward a staff member:

- 1st Offense – 1 Day out of school suspension
- 2nd Offense – 3 Day out of school suspension
- 3rd Offense – 5 Day out of school suspension
- 4th Offense - discipline to be determined by Administration and/or Board of Education.

It is to be noted that the administration has the right to make the punishment more or less severe if the circumstances warrant it.

1. Independent study is to be considered enrichment; it is not a substitute for required courses or, indeed, any course offered in our curriculum.
2. It is independent study; the students guided by the supervising teacher, do the work on their own. The student and the supervising teacher are to meet once a week for guidance, evaluation, and so forth.
3. An independent study covers the period from October through April of one academic year. Successful completion of the study earns the student one-half ($\frac{1}{2}$) credit.
4. The students are responsible (with the help and concurrence of the supervising teacher) for submitting a proposal to the Curriculum Advisory Council. This proposal will include:
 - a. A reason for the request.
 - b. An outline for what is to be covered.
 - c. A methodology for mastering the material.
 - d. A method of evaluation and granting of credit.
5. The approval of an independent study proposal rests entirely with the Curriculum Advisory Council.
6. The supervising teacher must be a certified staff member.
7. Independent Study is a pass/fail class. P/F will not count towards GPA or honor roll.

Leaving and Returning to School Premises

Any student leaving the school premises must check out through the office. The absence will not be excused unless the office is notified and the sign-out sheet properly completed. Also, students must check in at the office if they arrive after school begins.

Students who leave school for reasons such as medicine, changing clothes, etc. will be required to make up the time missed. An after school detention will be issued to those students who fail to make up the time.

Students will not be allowed to leave school for forgotten homework, uniforms, etc.

National Honor Society

To be eligible for membership consideration a student must be a freshman, sophomore, junior or senior who has a cumulative grade point average of 3.0 or higher. Additionally, potential members must meet high standards of leadership, service, and character. Students who meet the academic requirements will be evaluated by a faculty committee to determine overall qualifications for induction into the National Honor Society.

The faculty committee will use the following guidelines in reviewing potential members: Leadership is based on the student's participation in community or school activities or election to office. To meet the service requirement the student must have been active in service projects in the school or community. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty.

Students who meet the above criteria must file an application with the high school office. Selection as a member does not guarantee continuing membership in the National Honor Society as a junior or senior. Students who do not maintain the academic GPA requirement will be dropped from the National Honor Society. Any student who does not meet the GPA requirements in any two consecutive semesters may reapply to join the National Honor Society.

Semester Examinations

Semester examinations shall count ten to twenty-five percent (10-25%), and examinations will be given in all academic subjects, including health, after an adequate review. Examinations shall be comprehensive of all work covered in the semester. Term papers, projects, etc., will be considered as part of a nine-week grade.

Students may not be excused from school during the days of examinations, under a act of the legislature, without loss of state aid. All students are expected to attend school on days of examinations.

Middle School teachers are not required to give semester examinations; however, if given, semester examinations will count ten to twenty-five percent. There will be an adequate review before any semester examinations and they will be comprehensive of all work covered in the semester. In any course where examinations are not given, the two nine-weeks average will determine the semester grade. Term papers, projects, etc., will be considered as part of a nine-week grade.

Student Driving Privileges

Students who have a valid drivers license will be permitted to drive to school. Only properly licensed and highway legal vehicles will be permitted on the school grounds.

Vehicles must be parked in the East lot, and not blocking other vehicles. Once arriving, students must leave the vehicle and enter the building. Returning to the vehicle is permitted only after receiving permission of a staff member or the principal.

Study Halls - Students

Study halls are provided for all students as a time to work on assignments with the assistance of a supervising teacher. As a matter of common courtesy and respect, your conduct in study halls should not interfere with the rights of other students to work in a good study atmosphere. To provide the proper atmosphere, all students will be required to observe the following study hall regulations:

1. Students will come to study halls with the materials needed to work on class assignments.
2. Students must be in their assigned seats when the bell rings to start the period.
3. Students will not talk without permission from the supervising teacher.
4. Students will not distract in any manner other students.
5. Students will stay in assigned seats unless given permission to leave their seat by the supervising teacher.
6. Students will not be excused from study hall to use the restroom except for illness.
7. Students will not be excused from study hall to go to their lockers or get drinks.
8. If there is a good reason for a student to leave the study hall, the supervising teacher must write him or her a pass.
9. Students will not be excused to another classroom without a pass issued prior to class commencing.
10. Students will not be allowed more than two study halls. Special circumstances may be granted by the High School Principal during a semester.
11. Students wishing to use a mobile lab computer during study hall must have a pass from the classroom teacher.

Tardiness and Unexcused Absences

1. A student is tardy if he or she is not in his or her seat when the tardy bell rings.
2. The office will be notified of any tardy students by the teacher at the end of each period of the day.
3. Beginning with the fourth unexcused tardy and up through the sixth tardy per nine weeks, the student will be assigned lunch detention.
4. Beginning with the seventh unexcused tardy per nine weeks, the student will be assigned one hour after school detention.
5. Chronic unexcused tardiness may result in an all-day in-school suspension or other appropriate discipline.
6. Students missing a first hour study will receive a tardy and an unexcused absence for that period.
7. Beginning with the third unexcused absence, the student will receive a 45 minute after school detention for each single period unexcused absence.
8. If a student receives a half-day unexcused absence, they will receive a half-day in-school suspension.
9. If a student receives a full day unexcused absence, they will receive a full day in-school suspension.

Telephone

The office telephones may be used only to contact parents in case of illness or emergency. No personal or business calls may be made. No long distance calls may be made.

Visitors

Visitors to school must report to the office immediately after entering the building to check in.

Visitors during the school day will be permitted during lunch time only if prior approval (at least 24 hours a head of time) of the building principal is obtained. All visitors will be required to follow all DeLand-Weldon rules and policies as established by the DeLand-Weldon Board of Education.

DELAND-WELDON ELEMENTARY SCHOOL

Disaster Drills

1. Disaster drills
 - a. Notification will be by a disaster alarm, the PA system or, in the event of power failure, by the individual teachers.
 - b. Students in the elementary building are to proceed quickly and quietly to the lower level of the building using prescribed routes. When going through the corridors, two lines should be formed and maintained all the way to the basement.
 - c. Those students in the high school building are to move immediately to shelter areas. These areas are posted in each room. They are away from outside walls, doors and windows.
 - d. When arriving in the appropriate shelter area, all persons are to assume a standing position in single file, facing the wall with hands locked over their heads.
2. Fire Drills
 - a. Signal for a fire drill is a long blast of the fire alarm system.
 - b. Each class should move out of the building in a single file. Once out of the building, the class should remain together as a group.
 - c. Teachers are to close the windows and doors of their classrooms as they leave and take their grade books with them.

Field Trips

Each year, educational field trips are scheduled for our elementary school students. K-6 field trips are planned by their classroom teachers and are normally in the spring. The site and activities are chosen to enhance the academic areas they have been studying during the school year.

All students who participate in school activities, such as a field trip, will be required to conform to all policies and procedures as outlined in the student handbook and DeLand-Weldon School Board policy. A field trip is considered an extension of the classroom activity and the above rules will be observed as stated in the previous sentence.

All students will be required to bring a signed parent/guardian permission slip to the

supervising teacher before being allowed to participate in the trip.

Grade Complaints

The teacher should discuss with the parents any complaints in that grade or course before bringing them to the attention of the principal.

Leaving the School Premises

Any student leaving the school premises must first obtain permission from the principal.

A written note or phone call from the parents is required. The absence will not be excused unless the office is notified and the sign-out sheet properly completed.

Likewise, students must check in at the office if they arrive after school begins. **Parents taking students out of school during the school day should pick them up in the grade school office.**

Library

The Library is to be used as a learning center for all elementary school students and teachers. It is a place that is provided with material for both the teachers and the students to use for research and to supplement texts and other classroom materials.

For effective work in the Library, quiet is essential. Books and magazines should be returned as soon as possible so that others may use them. The library materials are the property of the school and should be handled with care. The Librarian will be glad to help whenever her services are needed. These services should be acknowledged courteously.

Medical and Dental Appointments

Parents are encouraged to try to make all medical and dental appointments after school hours or on weekends. Realizing that this is not always possible, we suggest that you get the appointment either early in the morning or late in the afternoon so that your child may be in school as much as possible.

Physical Education

Every student is required to take part in physical education. Elementary students are required to wear P.E. shoes for P.E. classes.

Physical Examinations, Health Care & Birth Certificates

State law requires that all kindergarten and sixth grade students turn in completed physical form and all kindergarten, second, and sixth grade students turn in completed dental forms. Necessary immunizations shots must be documented on the health form.

Promotion & Retention of Students

Grades K-6: The purpose of education is for students to learn and master skills as set forth in the curriculum. Should a student, in the professional opinion of the educator, (based on successful completion of the curriculum, attendance, performance based on Illinois Goals and Assessment Program tests, the STS score, or other testing) not meet minimum standards or perform at the expected level for a particular grade, then that student may be considered for retention.

Room Parents

A fun and rewarding way to participate in your child's education is to become a room parent. There are several different ways you can contribute. You can help coordinate and supervise parties during the year, provide treats for parties, provide nutritional snacks during testing, assist teachers on field trips and help teachers in the classroom. Please consider being a room parent. Whichever way you choose to contribute will be greatly appreciated and your child will love you for it.

Rules

Cafeteria, Playground & Gym Rules

The rules set forth below are designed for the enjoyment of the day for students, teachers, and supervisors, as well as students themselves. The rules are simply a guide to maintain order, safety, and discipline. It is just as important to understand that the breaking of a rule has an **appropriate consequence**, such as a student who runs, must walk; a student who leaves a mess in the cafeteria will clean up the cafeteria; a student who does not show respect for other students will not be allowed to be with those students; etc.

Building Rules

1. Students will show respect for others by walking, talking quietly, and keeping hands to themselves.

2. Students will show respect for property by not writing or marring any school equipment, walls, or floors, using equipment safely and properly, and keeping their work area, room, and hallways neat.
3. Students will be in properly designated areas at all times.
4. Students will only have candy with their sack lunch and have no gum at any time.
5. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, **threats**, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.

Cafeteria Rules

1. Students will show respect for others by talking quietly, showing good table manners, and keeping hands and feet to themselves.
2. Students will show respect for property by keeping their eating area clean.
3. Students will visit quietly and remain seated until dismissed.
4. Students will only eat food that belongs to them and will not take any food from the cafeteria. (Candy may only be brought and eaten by students who have a sack lunch and is not to be shared).
5. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, **threats**, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.

Gym Rules

1. Students will show respect for others by not doing cart wheels or back bends, and keeping hands and feet to themselves. When throwing a ball, throw to someone, not at someone who is not looking, or do not take the ball away from someone.
2. Students will show respect for the property of others by staying out of the locker rooms and closets, not playing on middle school mats without permission.
3. Students will remain in designated areas and play in designated areas, not running all over the gym.
4. Students will use all equipment properly and safely. For a student's protection, each student must wear tennis shoes, no stocking feet.

5. Student will not leave the gym without permission.
6. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, **threats**, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.

Playground Rules

1. Students will show respect for others by playing properly with no fighting, rolling on the ground, tackle football, pushing or tripping, throwing rocks or snowballs, and pulling on each other's clothes. Students will also show sportsman-like behavior by taking turns, sharing equipment, and following all rules.
2. Students will show respect for the property of others by not pulling on each other's clothes and not taking things that are not theirs.
3. Students will show respect for others by using appropriate language at all times.
4. Students will dress appropriate for the weather, will keep on any clothing worn outside, and will not take purses or bags outside.
5. Students will follow these playground rules:
 - a. Play only safe games. No throwing rocks, or snowballs; no horseback rides or piggyback rides; no play fighting; and no tackle football.
 - b. No violence of any kind.
 - c. Do not climb the tetherball poles or sit on the ball.
 - d. Sit on the slides.
 - e. Stay off the gas pipes.
 - f. No hanging on the basketball goals or nets.
 - g. Touch football allowed only on the grass. Catch only allowed on the blacktop.
 - h. One in a swing at a time. You must sit in the swing; no sideways swinging or twisting; do not jump out; do not throw swings over the bars; no pushing other in the swing.

- i. Stay on the blacktop and grass area. Gravel driveway, concrete driveway and field over the fence are off limits. Keep off the stairs.
 - j. No play or real weapons.
6. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, **threats**, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.

Consequences

1st offense: Warning

2nd offense: 5 minute time out

3rd offense: Disciplinary referral and loss of remaining time at recess

4th offense: Disciplinary referral and loss of next days' recess

5th offense: Call to parents and noon detention

Principal, teachers or supervisors have the authority to award a more severe consequence as the offense warrants. Consequences for students that make threats of violence will fall under Policy 7:190 AP-6.

Telephone

The office telephone may be used only to contact parents in case of illness or emergency. Students will not be allowed to use the phone unless they bring a note from their teacher or have permission from the office staff. Students will not be called from classes to answer the phone except in cases of an emergency. Important messages may, however, be left with the secretary.

Visitation

The school encourages parents to visit their child's classroom. Please make arrangements with the office or your child's teacher as to when you would like to visit. The first month of school is usually not a good time, as the children are getting accustomed to a new routine and getting to know their classmates.

All parents/visitors are required to check into the office when entering the school.