

Delavan Junior High School

Student Handbook 2020-2021



Our Mission

Delavan CUSD #703 will be student-focused, well-managed, and innovative. We will hold ourselves accountable for preparing all children to achieve academic excellence and strength of character so that they have the opportunity to succeed in all aspects of life.

Adopted by the
Delavan Board of Education
July 23, 2020

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Welcome to the 2019-2020 school year at Delavan Junior High School. This handbook has been prepared as a guide to our policies and procedures and may be modified by the administration as situations arise. The provisions of this handbook are not to be considered irrevocable contractual commitments between the school and the student. Furthermore, this handbook is not considered the only resource for all District policies, procedures, or regulations. In the event of a discrepancy or conflict between this Student Handbook and any Board Policy for Delavan CUSD #703, the Board Policy for Delavan CUSD #703 shall govern. The Delavan Board of Education Policy Manual and the Illinois School Code are available in the Delavan CUSD #703 district office.

Daily Schedules

Regular Dismissal	
Doors Open	7:50 a.m.
1 st Hour	8:00-8:40
2 nd Hour	8:45-9:25
3 rd Hour	9:30-10:10
4 th Hour	10:15-10:55
5 th Hour	11:00-11:40
Lunch	11:45-12:25
6 th Hour	12:30-1:10
7 th Hour	1:15-1:55

School Song

DHS our hats are off to you!
 Panthers, Panthers,
 Fighting through and through!
 We'll cheer for every man,
 We'll root from every stand,
 That's made for the DHS!!
 Rah! Rah! Rah!
 Watch our teams go
 Tearing down the floor,
 Men of iron, strength forever more,
 Hail, Hail!
 Hail, Hail!
 Hail to the DHS!
 Rah!
 D-D-Del A-A-VAN
 D-E-L-A-V-A-N
 DELAVAN, DELAVAN, LET'S WIN!

Absences

When a student is absent, a parent/guardian contact is required on the day of the absence to inform the school of the reason for the absence. If a parent/guardian has not contacted the office by 9:00 a.m. the morning of an absence, the absence may be considered unexcused at the discretion of administration. Each day of absence must be confirmed. **Students must be fever free for 72 hours without the use of medication before having them return to school.**

Attendance office hours: 7:30 a.m. to 3:45 p.m.

Attendance office phones: 244-8285 (24 hour, 7 day answering machine)

Due to the COVID-19 pandemic, the district reserves the right to investigate any student absence individually. Requirement of a doctor's note will be more frequent, and the district may reject an explanation of any absence if not properly reported and documented. Student excused/unexcused absences will be evaluated on a case by case basis.

Excessive Absence Policy: The district reserves the right to investigate any student absence and reject an explanation of any absence.

- In situations of excessive absence, administration has the discretion to report the student and parents/guardians to the Truancy Officer of our Regional Office of Education.
- A doctor's note will be requested for serious illnesses lasting three (3) or more days to ensure the safety and welfare of all students.
- Illinois School Code states the following regarding unexcused absences: 105 ILCS 5/26-2a states: "A chronic or habitual truant is a child subject to compulsory attendance laws who is absent without valid cause from school for 5 percent or more of the previous 180 regular attendance days." Students who are in violation of this school law, will be classified as truant and reported to the State.
- If a student has missed seven (7) days per semester, administration will determine if the student is eligible to attend any trips, including class field trips that are considered vital to the curriculum.

Excused Absences: Each semester, students will be allowed seven (7) days of excused absences. An excused absence is valid and authorized by the school in conjunction with a parent/guardian and/or medical personnel. Administration may use discretion on a case by case basis for days over the seven (7) day limit.

Absences that do not count toward the student's (7) days limit per semester:

- Attendance at funeral services
- Court appearances
- Disciplinary suspensions
- School-related activities - field trip, job shadow, and/or leaving for a required athletic/co-curricular (extra-curricular) event

Absences beyond the seven (7) days per semester limit will require a doctor/physician's excuse—per each event—verifying the need for the student's absence or the absence will be classified as "unexcused." The district interprets a physician excuse to include, but not limited to, dental, vision, physical therapy, and mental health. Parents/Guardians may petition the administration in a timely manner via writing or electronic communication to review the attendance limit for their child for situations related to atypical circumstances or for a specifically diagnosed condition.

For home or hospital instructional services, a parent/guardian and a doctor/physician must fill out the required form for these services, which includes providing a student's diagnosis, any type of restrictions that the illness/medical condition places on the student, and the anticipated duration of those restrictions. Homebound students are not allowed to attend or participate directly in school activities (sports, co-curricular, dances, assemblies, clubs, etc.) until released from the doctor's office.

For monitoring the seven (7) days per semester limit for students, the office will send an absence notification letter to the parent before his/her student reaches the limit. A follow up contact will be made after the seven (7) days per semester limit in an effort to notify parents that unexcused absences will now be issued for future absences for the semester.

Afternoon Absences: If a student is absent from school for any part of the afternoon session because of sickness or truancy, the student is ineligible to participate or attend any school sponsored activities that fall on the evening of the same day.

Excused Absences Make-Up Assignments

- Students are given two (2) days for the first day absent and one day for each subsequent day to make up work.
- The maximum allowable amount of days to turn in make-up work is ten (10) school days from the day of the student's return from an extended absence (regardless of the number of days missed). When this occurs within the last two weeks of the grading period, the make-up work from those two weeks needs to be turned in to the teacher by ten school days after the end of the quarter. This includes the end of the school year as well (ten weekdays after the last day of school). Any work not turned in within these ten days will receive a zero.
- Parents may request assignments by using our district's website to access teachers' email addresses or by contacting the office at (244-8285) for students who have been ill and are unable to contact their teachers personally. While emailing our teachers is the most efficient manner for acquiring information related to what is missed, phone call requests for homework are accepted by the office in the morning and may be picked up in the office at 3:30 p.m. on that same day. When requesting homework, please specify all dates of absence.
- If an assignment and/or test has been assigned prior to a student's absence, the student will still be responsible for turning in the assignment or taking the test on the assigned day. The teacher and/or administration will use their discretion when considering unusual circumstances. For example, if a teacher feels the student has missed valuable review days, or if the student has missed many days and did not have access to study materials, an extension may be granted. It is the student's responsibility to discuss this with the teacher.
- Assignments made previous to a student's absence for a field trip, job shadowing, and/or other school-related activity will be due at the teacher's discretion.

Tardy Policy: A student is tardy if he/she is not in their classroom when the bell rings. A tardy attendance record will be kept by the office. Consequences for tardies include, but are not limited to, detention, in-school suspension or attendance contract.

Unexcused Absences: An unexcused absence is an invalid or unauthorized absence from school. Administration reserves the right to review all absences to determine if they are excused or unexcused. If a student's absence has wrongly been assigned as unexcused, that student has 2 school days after returning to school for the unexcused absence to be changed to an excused absence. Listed below are some examples of unexcused absences

Examples, but not limited to:

- Baby-sitting
- Beauty shop or barber appointments
- Leaving class or school grounds without permission
- Missing a ride or the school bus
- Non-participants going to athletic contests
- Oversleeping
- Shopping
- Suspension (as authorized by school)
- Working at home on school projects
- Working on the job
- Working as a volunteer

Unexcused Absences Disciplinary Consequences: Students who miss school for reasons classified as unexcused may be subject to further consequences beyond zeroes for daily work and quizzes missed including, but not limited to detention, in-school suspension, attendance contracts, and withdrawn from class with a failing grade. For the 5th offense for an unexcused absence for any class period in a semester, students are withdrawn with a failing grade for the specific class. For junior high students, the students are withdrawn for the class and issued a failing grade for the quarter's course. For students with an IEP, determinations will be made on a case by case basis.

Unexcused Absences Make-Up Assignments: This policy is for all unexcused absences except Out-of-School Suspension Days. A student will receive zeroes for daily work and quizzes missed during an unexcused absence. A student may receive no more than 50% on missed tests during an unexcused absence. Grades for long-term homework projects due during an unexcused absence will be ruled on by administration with the advisement from the teacher(s) involved.

Accidents and School Insurance

School insurance is available for all students who wish to avail themselves of this service. All accidents on school grounds (unless you have 24 hour coverage) must be reported to the school office. It is the student's responsibility to report any accident and obtain a claim form from the office.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property out of their owner's vehicle, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by administration in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) student will not be exposed to a dangerous animal or an unhealthy environment.

Asbestos Containing Building Materials Management Plan

This is to notify you that Delavan CUSD #703 has submitted its management plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) for the Delavan CUSD facilities. Copies of the management plan are available in the administrative office of the school district and in the administrative office of the school building. These plans are available for inspection during normal business hours and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact: Delavan Schools at (309)244-8285.

Assemblies

Assemblies will be called to present informational, dramatic, musical, athletic, inspirations, and pep programs of educational value and/or interest. Students are to remain seated and continue to conduct themselves properly through the completion of the program. Students are required to attend all assemblies scheduled within the time they normally attend school. Students are also responsible to attend their full class schedule on those days when time periods are changed for a special occasion. If a student is absent from an assembly program without a valid reason, or not in the proper seat, he or she will be considered unexcused.

Bullying Policy/Relational Aggression

Relational Aggression (RA), also commonly known as "Bullying" is defined as, "emotional violence and bullying behaviors focused on damaging an individual's social connections within the peer group." RA may be displayed in many different ways such as emotional, verbal, or physical intimidation including, but not limited to, verbal or written harassment, writings, or gestures. Bullying is any type of repeated behavior (including cyber bullying) that is determined to be intimidating, hostile and offensive to another person including intentional conduct that has the effect of humiliation, embarrassment, or discomfort to the victim. If a student is subject to this type of behavior they need to report the behavior to a school official. Disciplinary action will be determined based on the seriousness of the incident.

Cell Phone Policy

Students are allowed to use their cell phones/smart watches before school, during their lunch hour, and after school. **Cell phones/smart watches are to remain in the student's book bag or locker (when we go back to using them) and must be set to silent during the school day.** Students are not to take any photos or videos of any kind during the school day. At no point may a student make or receive a phone call on their cell phone/smart watch during the school day. *Usage of cell phones/smart watches or having cell phones/smart watches visible during non-sanctioned times will be handled as Gross Misconduct/School Misconduct.*

Chromebooks

Delavan Junior High School is a 1:1 Chromebook school, whereby each student (having read and agreed to the District's Chromebook and Electronic Acceptable Use policies) will be issued a Chromebook for use at school. Chromebooks are to be utilized only in accordance with the signed student agreement and inappropriate use will be subject to discipline.

Computer/Chromebook/Internet/Personal Electronic Device Usage Agreement

Consequences for Unauthorized/Unacceptable Use: All violations of the terms and conditions of this Agreement will be considered Gross Misconduct, along with potential removal and denial of computer/internet/personal electronic device privileges. See "Discipline" section for possible consequences.

Contract: Your initials on the Program Participation Form for computer/ chromebook/internet/personal device use indicates that you have carefully read and understand the terms and conditions of this Computer/Chromebook/ Internet/Personal Electronic Device Usage Agreement and policies set forth in this Agreement. If a Delavan District #703 user violates any of the above provisions, his/her access or use may be terminated and future access and/or use could be denied, as determined by administration. All users must initial and sign the Program Participation Form before being permitted to use the district's facilities or equipment for access to the internet.

Delavan CUSD #703 Handbook(s): Users of computers/ chromebooks/internet/personal devices are further subject to the rules and regulations set forth in the applicable Delavan CUSD #703 handbooks. Violations of the terms and conditions of this policy that warrant disciplinary action, as determined by administration, will be handled according to the corresponding handbook.

District's Network/Limitations: Delavan CUSD #703 makes no warranties of any kind, whether expressed or implied, for the service it is providing through any district device or internet access. The district will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by the server's own negligence or student errors or omissions. Use of any information obtained via the internet is at your own risk. Delavan CUSD #703 specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Educational Purpose: The purpose of allowing the use of computers/ chromebooks/internet/personal devices is to support research and education by providing access to unique resources and the opportunity for collaborative work. Such use is for limited educational purposes and/or classroom activities, career development, and high-quality self-discovery activities. Such use and access by students and staff must be in support of and consistent with the educational objectives of Delavan CUSD #703. Use of other organization networks or computing resources must comply with the rules appropriate for that network in addition to the rules of Delavan CUSD #703. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material by trade secret. Use for commercial activities is not acceptable except in very limited circumstances with administrative approval. Students may not offer, provide, or purchase products or services through the use of the Delavan CUSD #703 network server without approval of administration. Use for product advertisement or political lobbying is also prohibited.

Etiquette for District Network / Use of Personal Electronic Devices (as applicable): The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear or use vulgarities.
- Do not use rude or disrespectful language.
- Do not reveal your personal address or phone numbers to anyone.
- Do not use the network in such a way that you would damage or disrupt the use of the network by other users.
- Do not engage in illegal activities.
- 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 authorities.

- All communications and information accessible via the network should be assumed to be private property of the source or sources.
- Blogs are a learning tool that is considered an extension of the classroom. Students should not write anything on a blog that they would not say or write in the classroom. Please note that student "speech" is limited within the school and thus "limited" within any blog that is written in conjunction with any Delavan School classroom or program. Therefore, any speech that is considered inappropriate in the classroom would also be considered inappropriate for blogs. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; or personal attacks. Teachers may remove individual blogs from students who violate this policy, any other District rules or policy, or classroom expectations. Further, students may be subject to disciplinary action which includes, but is not limited to, grade reduction and formal disciplinary action.

Security: On any computer system, security is high priority. If you feel you can identify a security problem on the Internet, you must notify a District Administrator(s) or Technology Coordinator(s). Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Unacceptable Use of District Network and Personal Electronic Devices (as applicable): The user is responsible for his/her actions and activities involving the network and personal electronic devices. Some examples of unacceptable use include, but are not limited to, the following:

- Using the network for illegal activity, including violation of copyright law or other contracts, transmitting any material in violation of any U.S. or state regulation, and unauthorized disclosure of student records information
- Unauthorized installing or downloading of software regardless of whether it is copyrighted or devirused

- Downloading copyrighted material for other than personal use
- Using the network for private financial or commercial gain without District Administrator(s) approval
- Gaining unauthorized access to resources or entities; hacking
- Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph
- Using another user's account or password
- Posting material authorized or created by another without his/her consent
- Posting anonymous messages
- Using the network for commercial or private advertising
- Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- Enter chat rooms without permission and supervision
 - Student setting up e-mail accounts, checking e-mail, or e-mailing someone without administrative or teacher approval; notification will be given to parents of students when e-mail addresses are issued for classroom educational uses
- Using the network while access privileges are suspended or revoked
- Using the network to engage in on-line, non-staff approved games
- Cyber bullying, cyber stalking, or cyber harassing, which includes harassing, threatening, embarrassing, or targeting others
- Connecting other electronic devices to the District's networks without authorization from the Technology Department, including but not limited to cellular telecommunications devices such as cellular phones, personal communication devices, pagers of any kind, laptops, net books, PCs that are not District owned, etc.

Use is a Privilege: The use of computers/ chromebooks/internet/personal devices is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and may lead to disciplinary action. The District Administrator(s) or Technology Coordinator(s) may deny access to or use by any user at any time. Note: Electronic communications and downloaded material on the District network or on District computers or related equipment, including files deleted from a user's account, may be monitored, reviewed, or read by school officials.

Vandalism and Compensation: Any vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creating computer viruses. Further, upon any violation, access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. Any damages or costs incurred because of malicious misuse, or charges incurred while using another system, must be paid by the person or persons causing said damages.

Discipline

Delavan Schools' discipline policy should reflect the interest and needs of the students, teachers, and parents/guardians. This policy should strive to protect the learning environment, allow a constructive atmosphere for those who teach, and offer a positive learning process that parents/guardians provide through their support of education. Our discipline policy is established to maintain a fair and consistent learning experience. Our intent is to establish guidelines that will develop citizenship, respect for self and authority, and develop good character and behavior while offering rights and responsibilities to those who accept the process of self-discipline. We further understand that a discipline policy must have rules and consequences that will promote effective behavior, allow for appropriate decision-making, and help ensure a good social environment so that maximum educational benefits will result for all students. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent(s)/guardian(s) to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary action may be taken against any student guilty of gross misconduct/school misconduct, whenever and wherever a student's conduct is reasonably related to school or school activities, including, but not limited to: on school grounds before, during, or after school hours and at any other time when the school is being used by a school group or for a school event; off school grounds at a school activity, function or event; traveling to or from school/school activity, function, or event; and/or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or a student, an interference with school purposes or an educational function, or any conduct that may reasonably carry-over into the school setting. Classroom teachers establish expectations for their educational environment. Teachers use classroom management techniques to deal with individual student behavior, and may also use the discipline referral system to refer a student to administration for disciplinary action.

Bullying, Intimidation, and Harassment: Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to education. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military services, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protections status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics is prohibited in each of the following situations:

- During any school sponsored education program or activity
- While in school, on school property, on school buses, or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities
- Through the transmission of information from a school computer, a school computer network, or other similar school equipment
- Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school

Bullying is a physical or verbal act/conduct or written/electronic communication (cyberbullying) that is directed toward another student that can be reasonably predicted to have the effect of at least one of the following:

- Placing the student in reasonable fear of harm
- Causing a substantially detrimental effect on the student's mental or physical health
- Substantially interfering with the student's academic performance
- Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with who the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Manager

Dean of Students
907 Locust St.
Delavan, IL 61734
244-8285

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Corporal Punishment: Corporal punishment is discouraged. However, faculty and staff may use reasonable force, as needed, to maintain safety for other students and themselves and may remove a student from the classroom for disruptive behavior.

Detention, Before or After School: For teacher issued detentions, the detention will be served with the teacher who issues it on the day that the teacher assigns the detention. After school detentions that are assigned by administration will be scheduled during the district-wide detention which will be held on Tuesdays and/or Thursdays from 3:15-4:30 p.m. Students will need to bring a book, or assignments for their time spent in detention. Parents/guardians will be notified in writing or by a phone call as to when their child is to serve their detention. Failure to serve a detention will result in an additional detention. Failure to serve a make-up detention will result in in-school suspension.

Detention, Saturday: Detentions that are scheduled on Saturday will require a student to report to the school for a specific time and time length between 7 a.m. and 11 a.m. (up to four hours). The length of the detention is determined by the severity of the infraction. Students should bring books, appropriate reading materials, and/or assignments for their time spent in detention. Employment, personal plans, family or school activities are not sufficient reasons for the postponement or dropping of a detention. Students who arrive late to detention may not be allowed in and subject to further disciplinary action for missing detention. The student is responsible for his/her own transportation to or from the Saturday morning detention session. Failure to attend the assigned Saturday morning detention will result in further consequences to be determined by administration.

Due Process: In all disciplinary proceedings, a student will be afforded due process. Students have the right to be told of the offense they are being accused of and shall be given an opportunity to respond to the charges. In all disciplinary proceedings involving an administrative detention, suspension (in-school or out-of-school), or expulsion, students will receive written notification of the offense they are accused of and the punishment for that offense will be listed as well. Written notification may take the form of a detention notice or letter from administration. A student has the right to appeal a disciplinary decision.

Expulsion: If a student has committed a very serious action or has continually had repeated suspensions for behavioral problems, he/she may be recommended to the Board of Education for expulsion from school. Expulsion is most grave since the student can no longer gain the educational benefits available at Delavan CUSD #703. The Board of Education will hold a mandatory expulsion hearing for all students recommended for expulsion, typically within 10 days of the occurrence of the offense. Written notification regarding the time of the Board's closed session meeting will be provided to the student and his/her parent/guardian. The administration will provide any student who is recommended for expulsion the specific reasons regarding why removing the student is in the best interest of the school. Also, the administration will provide a rationale for the duration of the recommended expulsion.

Gross Misconduct/School Misconduct Consequences: In the case of gross misconduct/school misconduct, administration will assign one or more of the following disciplinary actions or alternatives:

- Behavioral management plan
- Conference with parent/guardians (either by phone or in person)
- Conference with student
- Detention
- Expulsion (Invoked by the Board of Education)
- Financial Restitution
- In-School Suspension
- Notification of unacceptable behavior
- Out-of-School Suspension
- Referral to proper authority/agency
- Suspension from bus privileges
- Temporary removal from the classroom
- Warning – written or verbal
- Withdrawal of privileges, including participation in extracurricular activities and/or school activities or functions

Gross Misconduct/School Misconduct Examples: Definition: acts of disobedience, disrespect, or miscellaneous serious misconduct or endangerment of others. The terms gross misconduct and school misconduct are interchangeable.

Some examples of gross misconduct/school misconduct are, but not limited to the following:

- Arson, setting off/possession of any type of explosives or incendiaries
- Assault and battery
- Bomb/Bomb Threat
- Bullying
- Cheating
- Disrupting the classroom and/or school functions
- Disrespect
- Failure to serve Saturday morning detention
- Fighting
- Gang activities
- Gross insubordination
- Hazing
- Improper or inappropriate use of electronic devices, cameras, cell phones, or laser pointers
- Lying, deceit
- Sexual harassment, sexting
- Smoking
- Theft
- Threat, intimidation, personal and/or property damage towards any school employee on or off school grounds
- Unauthorized presence on school property
- Unexcused absence from school
- Use or possession of dangerous substances
- Vandalism
- Verbal or written disrespect or obscene gestures toward any school employee on or off school grounds
- Violation of districts internet/computer policy

- Vulgar language
- Weapons

Sexual Harassment: The school board believes that each student has the right to be free from sexual harassment and the harm resulting from such antisocial acts or conducts while the student is attending school or engaged in school activities. Furthermore, the School Board will neither condone nor tolerate sexual harassment of any student of the district.

For the purposes of this policy, the term sexual harassment is defined as follows:

- Verbal or physical conduct of a sexual nature, imposed on the basis of sex, by a student, or employee or agent of the District that denies, limits, differentiates, or conditions the provision of aid, benefits, services, or treatment in violation of the protection under Title IX.

The school board interprets the definition of sexual harassment to include, but will not be limited to, the following behavior:

- Unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking student's movement, pulling at clothes, attempted rape, rape
- Purposely limiting or denying a student's access to educational materials, tools, or programs on the basis of gender
- A student in a predominantly single-sex class or extracurricular activity subjected to sexual remarks by teachers, coaches, or other district employees, who regard the comments as "joking" and part of the normal atmosphere of the class or activity environment
- Impeding a female student's progress in classes, such as industrial tech, by questioning her ability to handle the work; hiding materials or tools; or suggesting she is somehow "abnormal" for enrolling in such a class
- Teasing a male student about his enrollment in a class such as home economics
- Purposely limiting extracurricular activity participation on the basis of gender

Sexual harassment perpetrated by one student against another will not be condoned nor tolerated. Allegations by one student against another shall be handled by the administrator. The administrator shall proceed with the investigation immediately, adhering to the District's procedures and notifying the Superintendent. Complaints and investigations will be handled with appropriate confidentiality. Title IX concerns shall be submitted to administration.

Students are encouraged to immediately report sexual harassment. A report may be made orally or in writing to the district complaint manager or any staff member who the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened sexual harassment is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Manager

Dean of Students
 907 Locust St.
 Delavan, IL 61734
 244-8285

A reprisal or retaliation against any person who reports an act of sexual harassment is prohibited. A student will not be punished for reporting sexual harassment or supplying information, even if the school's investigation concludes that no sexual harassment occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as sexual harassment for purposes of determining any consequences or other appropriate remedial actions.

Special Education Student Disciplinary Procedures: Special Education students who violate the student disciplinary rules and regulations will be disciplined in accordance with the district's general education students' disciplinary policies and the special education student's Individual Education Plan (IEP). Parents/guardians of special education students should refer to the Notice of Procedural Safeguards for parents/guardians which are on the district's website.

Suspensions: Suspension protects the right of the other students to an education uninterrupted by those who tend or wish to ignore or invade that right. Suspension may reduce tensions momentarily or it may provide more time to investigate possible alternatives. Suspension immediately separates a student from the school community whose very presence might endanger the proper functioning of the school or the safety or well-being of the student or others. Students who are suspended will meet with the

Guidance Counselor or Social Worker upon return to help the student successfully reengage. The length of suspension may vary according to the individual situation. All suspension notices will include a rationale for the duration of the suspension.

In-School Suspension: In-school suspension may be used as a disciplinary consequence given the severity of the infraction by the student. This program provides an isolated school setting away from the regular classroom. In-school suspension time may vary. The length of the suspension will be determined by the severity of the infraction and/or the frequency of the infraction. Students will not participate in or attend school-sponsored extra-curricular activities the day of the assigned in-school suspension. After school activities that generate a classroom grade will be allowed.

Appeal Process for In-School Suspensions: If a student and/or his/her parent/guardian wishes to appeal an in-school suspension, the student must submit in writing to the district superintendent the reason the student is appealing the disciplinary action and provide facts or evidence he/she has regarding the situation within 48 hours of the issuance of the punishment. The superintendent will review the appeal letter and evidence collected by the administration. A written decision will be provided by the superintendent. The superintendent's decision in all in-school suspension appeals is final.

Out-of-School Suspension: Out-of-school suspensions may vary from ½ day - 10 days and are considered Unexcused Absences. Suspension of a student from school is a serious action on the part of the school. Suspension from school means that a student is not permitted to attend classes or be on school property and cannot participate in activities (curricular and/or extra-curricular) or benefits related to the school in any way or at any time for the duration of the suspension. It is the student's responsibility to contact their teachers regarding any missed work including, but not limited to, assignments, projects, tests, or quizzes. Any missed work must be made up or turned in by the end of the second school day the student returns in order to receive full credit. After the end of the second school day the student returns, the student is subject to each of their individual teacher's late-work policy, which could include, but is not limited to, losing full, half, or partial credit.

Appeal Process for Out-of-School Suspensions: If a student and/or his /her parent/guardian wish to appeal an out-of-school suspension, the student must submit in writing to the district superintendent the reason the student is appealing the disciplinary action and provide facts or evidence he/she has regarding the situation within 48 hours of the issuance of the punishment. The superintendent will review the appeal letter and evidence collected by the administration. A written decision will be provided by the superintendent. If a student or parent/guardian is not satisfied with the written decision provided by the superintendent, the student and/or parent/guardian may request a suspension review hearing in front of the board of education pursuant to Section 10-22.6 of the Illinois School Code (105 ILCS 5/10-22.6). The student and/or the parent/guardian must make this request in writing to the superintendent within 10 days of the suspension.

Vandalism and Theft: A student who intentionally causes or attempts to cause damage to private or school property shall be guilty of vandalism. A student who intentionally steals or attempts to steal private or school property shall be guilty of theft. A student who is in possession of stolen property shall be guilty of theft. Willful or deliberate damage to student, teacher, or school property is a most serious act. All damages associated with the act shall be assumed by the student and disciplinary consequences will apply.

Weapons: A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school may be expelled for a period of not less than one year, except that the expulsion period may be modified by the board on a case-by-case basis. For the purpose of this Section, the term "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, weapon (as defined by Section 921 of Title 18, United States Code), or firearm as defined in Section 1.1 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, or bill clubs, or (3) a look-alike of any weapon as defined in this Section. Expulsion shall be construed in a manner consistent with the Individuals with Disabilities in Education Act. A student who is subject to suspension or expulsion as provided in the Section may be eligible for a transfer to an alternative school program in accordance with Article 13A of the School Code. Furthermore, the district has an obligation to notify the juvenile delinquency authorities or criminal justice system when this type of offense is committed on school grounds or school conveyances. Examples of weapons include, but are not limited to:

- Ammunition of any kind
- Chemical sprays/irritants
- Guns (B.B. included)
- Knives (Pocket included)
- “Look-alikes” of guns and knives
- Toy weapons

Dress Code and Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories and face masks) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories and face masks) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, hoods, coats, bandannas, and sunglasses may not be worn in the building during the school day (unless for approved school spirit days).
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing and face masks with holes/rips/tears in inappropriate areas, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Strapless tops/dresses may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- Face masks are required to be worn at all times, by the State of Illinois. Masks will be required on buses, while entering and exiting the school buildings, while picking up food in the cafeteria, in classrooms, and during passing periods.

If there is any doubt about dress and appearance, administration will make the final decision. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.

Drug Related Problems: Rules and Regulations

The use of illicit drugs and the unlawful possession and use of alcohol is wrong, harmful, and illegal. Students who are using drugs outside of school and request assistance will be given the full services of the school’s personnel and outside agencies. The possession, selling and/or use of all dangerous substances (drugs and alcohol) will be referred to the local and state police as required by law. Students who are in violation of drug related issues may also have a district consequence.

Drugs: A drug as defined in this policy is any chemical that modifies the function of living tissues, resulting in psychological or behavioral change. Specifically, this includes alcohol, hashish, marijuana, inhalants, hallucinates, stimulants, depressants, and opiates, as well as any illegal drugs and the misuse of prescription drugs or over-the-counter drugs.

Paraphernalia: Paraphernalia is defined as objects associated with the use of drugs. Suspected paraphernalia will be confiscated. Paraphernalia with residue present will then fall under the policy regarding possession.

Selling: Students who are encouraging, giving or selling drugs, dangerous chemicals, or marijuana to other students in school, on the school bus, or on the school grounds, will adhere to district consequences and may be suspended for 10 days or recommended for expulsion from school. The parents/guardians and police will be immediately notified, and the student will be referred for counseling. Possession may be considered on the person or in or on his/her property.

Smoking: Smoking materials including but not limited to lighters/matches, e-cigarettes, and/or tobacco products are not allowed on school property any time.

Suspected Use or Possession: If a student is exhibiting substandard or bizarre behavior for the individual in question, the parents/guardians will be notified immediately and the student will be released to the custody of the parent/guardian. Possession may be considered on the person or in or on his/her property. For a first time offense, the student may be suspended from school for up to 10 school days. Additional offenses may result in more serious disciplinary action, including expulsion from school. If necessary, the student will be referred to outside facilities for counseling.

Emergency Information

At least two (2) emergency contacts and phone numbers must be provided to the school for use in case of an illness or emergency involving your child. Please keep these contact phone numbers current. Without parent/guardian consent, students will be released only to those individuals who are specifically designated on the student's information form. By law, a new emergency form must be filled out each school year. Parents/Guardians have the right to prohibit the release of "directory information". Directory information includes the students' name, the parents/guardians' names, address, phone number, age, gender, and homeroom.

In case of an emergency, early dismissal, change in school hours, or school cancellation the district's messaging system will be used to notify parents/guardians.

Extra-Curricular Activities/Eligibility

Members of extra-curricular activities must attend school by 11:30 to qualify for practice or active participation in the event. Exceptions to this rule are: doctor or dental appointment, funeral, or administration's discretion. The office would like a doctor's note or appointment card in cases of dental or doctor appointments. Students attending all school-sponsored activities, clubs, organizations, etc., are expected to use good judgment in their behavior. All students attending extra-curricular activities on or off school property are subject to the same rules and regulations pertaining to student behavior as explained in the student handbook. Unexcused absences on Friday will disqualify any student from participating in weekend activities. See Athletic/Co-Curricular Handbook for more information regarding policies and guidelines for extra-curricular activities.

Fees

Fees will be collected upon student registration each school year. These fees are for books, workbooks, lab fees, and supplies. Damage in materials and textbooks may result in the student being charged the full replacement value of the item. Unpaid or delinquent fees may result in a student not being able to participate in extra-curricular activities, which may include such activities as field trips and promotion. As fees are collected, they will be allocated to the district in the following order: past due fees (including Aramark), current registration fees, athletic fees, other fees.

Field Trips

Permission forms filled out at the beginning of the school year cover walking trips and bus trips within Delavan. In order to participate in a school planned field trip outside of Delavan, students:

- must have a permission slip signed by their parent/guardian on file at the school
- must meet criteria (attendance, completed school work, classroom behavior, etc.) as determined by the classroom teacher/sponsor
- may be responsible for bringing a lunch or money for meals
- may be responsible for paying for their share of the trip

Individual students may also be limited from field trips by the administration due to attendance, behavior, and/or grade concerns. Classroom teachers/sponsors will invite an appropriate number of chaperones to accompany the students on the bus and during all field trip activities. Chaperones may be required to travel on the bus with the students and siblings will not be allowed on the trip.

8th Grade Trip: Students must be eligible for promotion as of May 1 to attend the 8th grade field trip. Students must also be eligible the week of the field trip.

Grades and Promotion

Report cards are distributed at the end of every nine weeks. Students and parents/guardians can access grades through the on-line grading system using a student/family specific username and password, which will be e-mailed to parents/guardians at the beginning of each school year. Please contact the office with any questions regarding access to grades. The following grading scale will be used

for all subjects including band, chorus and p.e.

Letter Grade	Percentage	G.P.A Value
A	100-93.5	4.0
A-	93.49-89.5	3.667
B+	89.49-86.5	3.333
B	86.49-82.5	3.0
B-	82.49-79.5	2.667
C+	79.49-76.5	2.333
C	76.49-72.5	2.0
C-	72.49-69.5	1.667
D+	69.49-66.5	1.333
D	66.49-62.5	1.0
D-	62.49-59.5	0.667
F	59.49 and below	0.0

- All retention/promotion shall be based on the final grades issued for a class. The final grade will be determined by an end of the year grade average. At the end of the fourth quarter, an average of the four quarters will be taken for each class. Each quarter will count for 25% of the final grade. If the average grade of any class is below a 59.5%, the student’s final grade for that class will be considered failing.
- Students that fail either one or two of the five core subjects will be required to attend summer school for those subjects that they failed. Upon successful completion of the summer school class(es), they will be promoted to the next grade level. There will be a fee assessed to students that must attend summer school.
- Any student who receives failing final grades in three or more of the core subjects will be retained.
- Any 8th grader that must attend summer school will not be allowed to participate in promotion activities.
- Students must pass more than 50% of their combined non-core classes for both 7th and 8th grade to participate in promotion exercises.
- The placement of students with an IEP will be decided at a multi-disciplinary meeting of teachers, special education personnel and parents.
- The top 5 students that are honored at junior high promotion will be chosen based on g.p.a., which will be cumulative from 7th and 8th grade years (including transfer grades, if possible). Students must have a cumulative 92% attendance rate during 7th and 8th grade years to be included in the top 5.

Health and Immunization Requirements

The requirements for health and immunizations for students at Delavan CUSD #703 are the same as set forth in the Illinois School Code and as enforced by the Illinois Dept. of Public Health. All students must have up-to-date health records. School personnel are authorized to prohibit a student from attending school, until immunization and physical requirements have been met. The State of Illinois requires that all students attending school meet certain health standards. These include:

Dental Exam: A dental exam is to be performed and a “Proof of Dental Examination” form completed by a dentist for all students entering kindergarten, 2nd grade, 6th grade, and 9th grade. Forms are due by May 15th of the current school year. If forms are not provided a student’s grade report will be withheld at the end of the school year until compliant.

Diet and Rest: Two of the most important things that parents/guardians can do to help children stay healthy and learn are to make sure they eat a proper diet and get plenty of rest. A student’s ability to function is greatly affected by these two factors. If a student has a specific dietary need please contact the school office.

If special diet arrangements are needed, a signed doctor’s note has to be on file – this is a cafeteria requirement.

Eye Exam: An eye examination is to be completed and a “State of Illinois Eye Examination Report” form completed by an optometrist or ophthalmologist for all students entering kindergarten and any student entering an Illinois school for the first time. Forms are due by October 15th of the current school year. If forms are not provided a student’s grade report will be held at the end of the school year until compliant.

Head Lice: Upon discovery of head lice, a student will be isolated from the general student population until a parent/guardian can

pick them up. All nits must be removed before the child will be allowed to return to school. A staff member will check the child prior to allowing them back into the classroom.

Health Issues: Due to COVID-19, parents need to be attentive to the daily health of their children and will be required to sign an expectation agreement indicating their commitment to ensure their child is symptom free and safe to attend school each day. This includes being fever free (anything over 100.4) for 72 hours without the use of fever reducing medication. School staff will also be receiving professional development on how to recognize potential COVID-19 symptoms. Upon arrival to campus, students will be screened at the front entrances of each building prior to being admitted. No one should be in our buildings if they are experiencing any symptoms of illness.

If we have a confirmed case of COVID-19, we will follow direction from the Tazewell County Health Department. This may include closing a classroom, school or schools for a period of time and shifting quickly to eLearning at home for students who are impacted. Many of our new procedures are designed to support contact tracing should a confirmed case occur. This will assist the Health Department with quickly identifying and contacting individuals who may have been exposed.

Please notify the school of any health problems, asthma, seizures, allergies, recent surgeries, etc. that a student may have so that they can be properly monitored while at school. It is strongly encouraged by The Illinois State Board of Education to have your child's doctor complete an "Emergency Action Plan" if they have a chronic health issue such as asthma, severe allergies, or seizures. If a child is ill please contact the school office.

Immunizations: All immunizations must be up to date and records of immunizations need to be kept on record at the school. These required immunizations include DPT, Polio, MMR, Hepatitis B, Varicella, and Meningococcal. Forms are due by October 15th of the current school year. If forms are not provided students will not be allowed to attend school until compliant.

- DTP (Diphtheria, Pertussis, and Tetanus): Grades K and 1st must have received four or more doses with the last dose having been received on or after the fourth birthday but prior to school entrance. Grades 2nd-12th must have received three or more doses with the last dose having been received on or after the fourth birthday but prior to school entrance. One Tdap booster is required prior to entering 6th-12th grade.
- Hepatitis B: Must have received three doses at the appropriate intervals.
- Meningococcal: Grades 6th-8th must have received one dose on or after the eleventh birthday. Grade 12 must have received two doses at least 8 weeks apart. If the first dose was received after the sixteenth birthday only one dose is required.
- MMR (Measles, Mumps, and Rubella): Must have received two doses. The first dose on or after the first birthday and the second dose prior to school entrance.
- Polio: Grades K and 1st must have received three or more doses with the last having been received on or after the fourth birthday but prior to school entrance. Grades 2nd-12th must have received three or more doses with the last dose having been received on or after the fourth birthday but prior to school entrance.
 - Kindergarten Entry – the fourth or last dose shall be administered on or after the 4th birthday and at least six months after the previous dose. This rule follows the ACIP recommendations.
- Varicella (Chickenpox): Must have received two doses. The first dose having been received on or after the first birthday and the second prior to school entrance. If a child has already had the disease then written proof from a physician will be accepted.

Medication Administration: If a student is to take any medication, prescription or non-prescription, a "Medication Dispensing Form" must be completely filled out for each medication and signed by a physician and parent/guardian. This includes, but is not limited to, all prescription medications, acetaminophen (Tylenol), Ibuprofen (Motrin), diphenhydramine (Benadryl), cough drops, anti-itch cream, and antibiotic ointment (Neosporin). **The only medications that students are allowed to carry on their person while at school are those that are needed in the event of an emergency including rescue medications for asthma or anaphylactic reactions** (inhalers, epi-pens, etc.) These laws are set forth by the State of Illinois to ensure the safety of students and minimize the amount of medications student receive during school hours. The only medications that will be given are those that are necessary to maintain a student while they are in school or in the event of an emergency. The school will no longer be able to administer nebulizer treatments. Parents will no longer be allowed to bring medications into the building. If you need to provide medication for your child, the nurse will meet you in a designated area to handle this. At the end of the school year all remaining medications need to be picked up by a parent/guardian. Any medications remaining at school after the last day of school will be discarded appropriately.

Physical Exam: A physical exam is to be performed and a "State of Illinois Certificate of Child Health Examination" form completed by a physician for all students entering Pre-K, kindergarten, or 1st grade, students entering 6th grade, students entering 9th grade, and any student entering an Illinois school for the first time. Forms are due by October 15th of the current school year. If forms are not provided students will not be allowed to attend school until compliant.

Religious Exemptions: An “Illinois Certificate of Religious Exemption to Required Immunizations and/or Examination Form” must be fully completed by examining physician and parent.

Sports Physical: A physical exam is to be performed and an “IHSA Pre-Participation Examination” form completed by a physician for all students 5th-12th grades prior to the first practice of a sport of the current school year. A “State of Illinois Certificate of Child Health Examination” form may be used in place of the “IHSA Pre-Participation Examination”. A sports physical needs to be updated each school year a student will be participating in a school sport.

Vision and Hearing Screening: As mandated by the State of Illinois, schools are required to conduct vision and hearing screening on students meeting certain criteria. A student’s ability to hear and see adequately has a profound impact on their ability to learn and greatly affects their emotional and behavior health. A vision screening will be performed on all students who are in kindergarten, 2nd grade, 8th grade, receive special education services, are transfers from another school, or have a parent/teacher request. A student may be exempt if a “State of Illinois Eye Examination Report” completed by an optometrist or ophthalmologist has been received in the last 12 months. A vision screening does not replace an eye exam. A hearing screening will be performed on all students who are in kindergarten, 1st grade, 2nd grade, 3rd grade, receive special education services, are transfers from another school, or have a parent/teacher request. A student may be exempt if a completed report is received by an audiologist in last 12 months. In the best interest of your child, please make sure to follow-up on any notifications for the need of a referral you may receive.

Where Can Medical Forms be Found: All medical forms can be found on the school website or by contacting the school.

Honor Roll

Honor roll is calculated at the end of each 9 weeks grading period. The following process will be used:

High Honors = 4.0-3.750

Honors = 3.7499-3.4

Any grade below a “C” prohibits a student from being on the honor roll. Band and chorus will count half its value in calculating the honor roll. Students must carry a minimum of four subjects to have grades figured for honor roll.

Hot Lunch/Breakfast Program

Delavan CUSD #703 operates a hot lunch and breakfast program through Aramark. The hot lunch and breakfast program is operated as a non-profit program and the income from the charges are only used for purposes of the program. The Board of Education establishes the charge to be made to students for meals, a la carte items, and extra milk. Payments for these items may be made in advance in the office or to Aramark personnel directly. Free and reduced lunch applications are available and, if qualifying, students will be provided with free or reduced breakfast and lunches. Students may also bring their lunch, if desired. Students must understand that eating in the cafeteria is a privilege. Violation of this privilege will result in consequences. (Behavior such as: throwing food, loud talking, and excessive movement or walking around) will not be tolerated. Students may be assigned specific seating in the cafeteria.

Integrated Pest Management

We would like to inform you that an Integrated Pest Management (IPM) approach for controlling insects, rodents, and weeds will be used at Delavan CUSD #703. The IPM approach we will be using focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources, and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some IPM techniques we will employ include monitoring, increased sanitation, sealing entry points, physically removing the pest, and modifying storage practices.

From time to time, it may be necessary to use chemicals to control a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals must be used, the school will try to use the least toxic products possible. Access to treated areas will be secured against unauthorized access for the period specified on the pesticide label. Notices will be posted at application sites and will remain there until the posted safe re-entry time is met. For your information, we have a list of pesticides and material safety and data sheets (MSDS) that may be used in the school this school year. This list may be obtained by contacting the director of maintenance at 309-244-8285.

You may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry. After September 1 of each year, the registrants will be notified at least 72 hours before a pesticide is applied. If a chemical application must be made to control an emergency pest problem, notice will be provided as soon as possible after the application. Exemptions to this notification include cleaners (disinfectants), pesticides formulated as baits or gels, and any EPA exempt pesticide. If you would like to be placed on this registry, please contact the office to obtain the necessary form. If you

have any questions, please contact director of maintenance. For further information about school IPM, please visit <http://schoolipm.ifas.ufl.edu/> or <http://www.epa.gov/pesticides/ipm/>.

Leaving School

If a student must leave school before the regular dismissal time, he/she must provide a written excuse or phone call from his/her parent/guardian indicating the reason for and time of leaving. The note or phone call must be to the office prior to leaving. All students who leave school must sign out in the office stating time of and reason for leaving. Students who leave without signing out will be considered truant. Under no circumstances will a student be allowed to leave school unless there has been contact with a parent/guardian indicating their approval. Permission to leave the school premises must be obtained from administration or office personnel.

Lockers

The lockers are school property and as such the locker and its contents are subject to inspection by school personnel at any time. Periodic locker checks will be conducted. Locker assignments are made at registration and students are to use their assigned locker unless a change is made by the office. Sharing lockers is not allowed in an attempt to curb or discourage theft and/or vandalism. It is the student's responsibility to keep his/her locker locked at all times. This is the student's locker and he/she should not share his/her locker combination with any other student. Each student is responsible for the contents of his/her own locker. An announcement regarding cleaning out lockers for the summer will be made near the end of the final week of school. All locker problems should be reported to the office.

McKinney-Vento Homeless Assistance Act

According to the McKinney-Vento Homeless Assistance Act, the term 'homeless children and youth' means individuals who lack a fixed, regular, and adequate nighttime residence and includes the following:

- Children and youth who are sharing the housing of other person(s) due to loss of housing, economic hardship, or similar reasons; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

(McKinney-Vento Homeless Assistance Act of 2001, Title X, Part C of the No Child Left Behind Act Sec. 725)

Homeless Students should be afforded the rights to:

- Remain in their school of origin
- Be provided transportation to and from the school of origin
- Immediately be enrolled in a new school serving the area in which they are currently living even if they don't have typically required documentation (e.g. proof of guardianship)
- Equal access to programs and services such as gifted and talented education, special education, vocational education, and English Language Learner services

Students who fall under the McKinney-Vento Homeless Assistance Act should contact the district-wide homeless liaison:

School Social Worker
309-244-8285

Resources for children and families:

- The National Center for Homeless Education (NCHE): <http://www.isbe.net/homeless>
- The National Association for the Education of Homeless Children and Youth: <http://www.naehcy.org>

Questions not answered by the school?

- Contact the Illinois Homeless Education Program Hotline: 1-800-215-6369

Media Policy

The ultimate responsibility for the selection of media resides with the Board of Education. The Board and the Administration delegate the actual selection of materials to the professional staff whose training qualified them to perform this function. A parent/guardian

has the right to evaluate the media materials his/her child is using. However, no parent/guardian has the right to determine materials that will be used by other children. If materials are being used in a classroom that a parent/guardian formally objects to, accommodations may be made.

It is our purpose to provide a rich environment that will foster in each child, a lifelong desire to learn. Materials selected for use should include, but not limited to, the following:

- Materials that are an integral part of the instructional program.
- Materials that is appropriate for the learning level and understanding of students.
- Materials that reflect the interests and needs of the students and faculty.
- Materials representing a wide range of literary and artistic values.
- Materials presenting as many opinions as possible on issues of contemporary concern so that students have opportunities to analyze varying points of view and to learn to think critically.

Non-Discrimination Policy

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. The district encourages informal resolution of complaints under this policy; however a formal complaint resolution procedure is available to address allegations of policy violations. Any questions concerning this policy should be directed to the district superintendent.

Student Grievance Procedure: If any student feels that he/she has been discriminated against on the basis of race, color, religion, sex, national origin, age, marital status or handicap condition, the following formal grievance procedures may be followed:

1. A written description of the alleged discrimination shall be presented to the building principal. This description must be presented within one school semester after the alleged incident. The building principal shall investigate the details of the alleged discrimination and respond in writing to the complaint within ten school days.
2. If the complainant is not satisfied with the response from the building principal, a written appeal may be filed with the superintendent within fifteen days after the day of the principal's response. After investigating the situation, the superintendent shall respond in writing to the complainant within fifteen school days from the date of the written appeal.
3. If the complainant is not satisfied with the response from the superintendent, a written appeal may be filed with Delavan CUSD #703 Board of Education. Such an appeal will be placed on the agenda for the next regularly scheduled board meeting. Complainant shall be invited to present arguments to the board in an executive session.
4. If complainant is not satisfied with the response from the Board of Education, further appeal may be made to the Regional Superintendent's Office, the State Superintendent's office, or the judicial system.

Every attempt shall be made to resolve any problem at the lowest possible level. School personnel are available to meet in conference with any student or student representative in a positive effort to resolve problems and eliminate discriminatory practices.

Physical Education

All students are expected to participate in their regularly scheduled physical education class. A parent/guardian may excuse their child from physical education with written consent for up to two consecutive days. A doctor's note will be required for any further days. A proper uniform consists of a p.e. t-shirt and shorts purchased from the office, tennis shoes and socks. Only school approved t-shirts and shorts will be allowed to be worn as a p.e. uniform. Shoes which inflict damage to the gym floor will be prohibited. Physical education teachers will distribute guidelines for their classrooms.

Request to Interview Students by Police or DCFS

There have been occasions when police officers or DCFS workers have asked to question students during the school day. Administrators do not have the right or the authority to prevent or delay police or DCFS workers from questioning students. With the concurrence of the police or DCFS, the school will attempt to contact parents.

Parents may:

- Ask an administrator or other school authority to sit in with the student
- Request that the police officer or DCFS worker delay the interview until later in the day when either or both parents can be present
- Approve the police or DCFS worker's request with no restrictions

The administration and Board of Education believe it is imperative that we cooperate with local police authorities and representatives from the Department of Children and Family Services (DCFS).

Schedule Changes

Changes in the academic schedule may only be made to add/drop chorus and/or band. This must be done within the two days of the beginning of each semester. Administration may use discretion in extenuating circumstances.

School Buses/Riding a Bus

When riding a school bus, the teacher and/or bus driver is in sole charge and students must comply with any request the supervisors may have in regard to conduct on the bus. All school rules apply to bus transportation. Students are responsible for following school policies during transportation to and from school. Students may be suspended from bus privileges for inappropriate conduct or violating school rules.

School Safety

School buildings in the district have several security cameras inside and outside of the buildings. There are also specific doors with admittance buttons. Visitors are required to check into the office upon entering the school building. The district will conduct several safety drills throughout the school year as required by law. In the event of an emergency, a buzzer sound and/or announcement will sound. Upon hearing this signal, all students and personnel are to evacuate the building or take shelter promptly in accordance with the prearranged plans. Students will return to class after an all clear is given. Any individual associated with the school has an obligation to report any threat to the school/students/staff immediately by telling a staff member, contacting local law enforcement or calling Crime Stoppers at 309-347-9000.

Searches

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Section 504

Definition of Qualified Handicapped Individual under Section 504

Section 504 protects handicapped persons from discrimination based on their handicapped status.

- A person is handicapped within the meaning of Section 504 if he/she:
 - Has a mental or physical impairment which substantially limits one or more of such person's major life activities,
 - Has a record of such impairment, or
 - Is regarded as having such impairment

Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

- A qualified handicapped person for public school services is a handicapped person:
 - Of an age during which non-handicapped persons are provided such educational services.
 - Of an age by which it is mandatory under law to provide such services to handicapped persons (3-21 years of age).
 - Who qualified as having a mental or physical impairment which substantially limits one or more major life activities (34 CFR Sec. 104.3(j)(2)(i-ii)).

Social Media

Per Illinois law, this is notification to all students and parents/guardians that the school has a right to access a student's personal password or account information. In cases where reasonable cause exists to believe a student's account on a social network contains evidence that the student has violated a school disciplinary rule or policy, school administration has the right to request or require a student to provide a password or other related account information in order to gain access to the student's account/profile on a social network. If this occurs, parents will be notified of the situation.

Special Education

Any child, between the age 3 through the day before their 22nd birthday (or graduation), who legally resides in and is enrolled in the school district is eligible for special education services if the child is determined to have a disability that results in an adverse effect on his/her education. These services are mandated by Article 14 of the School Code of Illinois, its implementing regulations and the federal law, Individuals with Disabilities Education Act (IDEA). A copy of the Educational Rights and Responsibilities can be found at www.isbe.net/spec-ed/pdfs/parent_guide_english.pdf. Request for services information can be found at the above mentioned website. If a parent/guardian provides a written request for special education services, then the special education department must respond within 14 days.

Request for Services: Prior to a request for services for special education, interventions must occur that include collaboration between teachers, parents/guardians and other concerned parties and the implementation of strategies that address a child's deficit areas. Use of intervention strategies include strategy design, implementation, data keeping, and reviews of progress or regression. If a student continues to struggle following the documentation of several interventions, a request for service application for special education may be appropriate. Request forms are available through the special education office. Requests for services can be made by school personnel to parents/guardians, parents/guardians of a student, or persons providing primary care and custody.

Special Education Transportation: If a child is found eligible for Early Childhood, transportation will be provided to and from school, unless transportation is denied by the parent/guardian. If a child is placed out of district, Delavan School is responsible for providing transportation to and from the serving school.

Speech Services: All incoming kindergarteners and students new to the district may be screened for speech and/or language concerns by the speech pathologist. Requests for speech/language services can be made by school personnel or parents/guardians of the student.

Student Records

Each school district is required to review student records periodically, but not less than once every four years or upon a student's change in attendance center, whichever occurs first. The purpose of review is to verify entries or correct out of date, misleading, inaccurate, unnecessary, or irrelevant information. Parents/Guardians have the right to inspect and copy permanent and temporary records. This would include anything in the record or items of the record to be destroyed upon review. The cost of copying each page of a record is twenty-five cents.

All requests to inspect or obtain student records will be submitted to the office of the administrator. Requests will then be forwarded to the appropriate school personnel for processing. Parents/Guardians are to have access to review and protest any files. Parents/Guardians must make a written challenge to the contents of the student records within ten days, if they feel an item should be removed from the permanent or temporary record. Administration will act with a written reply addressing the request within ten days. Parents/Guardians have the right to inspect and challenge the information in a student's record forwarded to another school district.

In compliance with Illinois School Student Records Act (105 ILCS 10/1, et seq.) and the rules and regulations to govern school student records, the following schedule for retaining and destroying student records will be maintained:

Permanent Records: Retained for 60 years. Eligible records will be destroyed at the end of each school year. Permanent records include basic identifying information, academic transcript, graduation date, summarized attendance record, and health records.

Temporary Records: Retained for five (5) years. These records include student files such as family background information, participation in extra-curricular activities, honors and awards, anecdotal records, detailed attendance records, and disciplinary information.

Special Education: Special Education records (temporary records) will be destroyed five years after the student graduates, ages out (the day before their 22nd birthday), transfers to another district, permanently withdraws from the school district, is dismissed from Special Education services, or is deceased. A notice will be placed in the community paper with the date that the destruction will take place. A contact person/number will also be provided in the notice for families to pick up their student's records if they so choose, rather than have the records destroyed.

Title I

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, this is notification that every parent of a student in a Title I school has the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers includes, at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

Visitors

To ensure the safety of our students, all parents/guardians and visitors to Delavan Schools are required to sign in at the office and obtain a visitor's pass before proceeding to the classroom or other destinations in the building. We encourage parents/guardians to visit their child's classrooms and talk with their child's teacher. Please call ahead so that the teacher can make arrangements for your

visit and can provide an opportunity in their schedule to talk privately with you concerning your child. For the sake of education, student visitation is discouraged.

The school building has several security cameras and admittance buttons. Visitors are to push the admittance button, and the office personnel will release the door to be opened. During school events, the doors will be opened for admittance.

Withdrawals

If it should become necessary to withdraw from school, notify the office as soon as possible. It is necessary for parents/guardians to sign a release form before the office can send records to another school.

Work Permits

Work permits are issued in compliance with the rules set for by the State Department of Labor. Students between the ages of 14 and 16 must provide the school with a signed statement from the prospective employer describing the nature of the work to be performed. In addition, the student must present a birth or baptismal certificate and evidence of a recent physical examination. These permits are issued through the office.