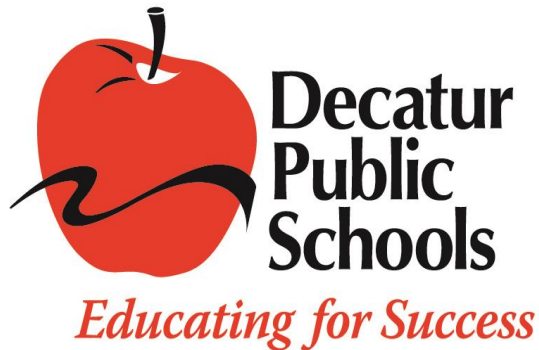
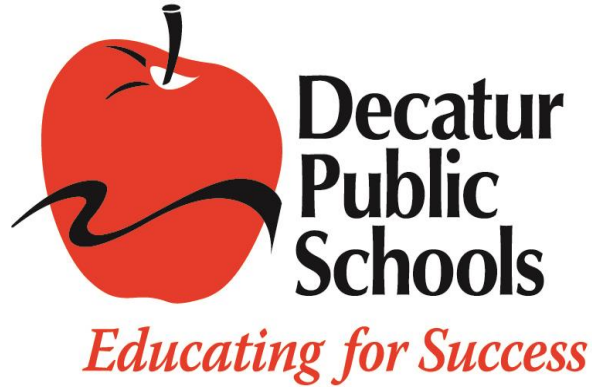


Decatur Public School District 61
101 West Cerro Gordo Street
Decatur, Illinois 62523



Student Code of Conduct
And
Parent Handbook
2016-2017



Student Code of Conduct and Parent Handbook 2016-2017

Adopted by the Board of Education

July 27, 1999

Revision Approved June 28, 2016

Mission Statement

*The Discipline Action Committee of Decatur Public School District #61 is charged with maintaining and updating the language contained within the **Student Code of Conduct and Parent Handbook**. Our goal is to provide parents and students of District #61 with expectations for student conduct and the consequences for failure to adhere to the policies stated within the handbook. The Committee will update the handbook's language as dictated by changes to Federal and State laws and to meet District #61's needs. We will provide our schools with the tools to promote positive, responsible standards of student behavior in order to provide quality educational environments free from disruptions that interfere with the learning process.*

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SCHOOL ADMISSION PROCEDURE

All students must register for school each year on the dates and at the places designated by the Superintendent.

Students enrolling in the District for the first time must present a birth certificate or other reliable proof of identity and age, as well as proof of residence. Refer to *Health Requirements* in this publication for specific medical and dental requirements. Refer any enrollment questions to the school secretary.

Age of Entrance

To be eligible for admission, a child must be 5 years old on or before September 1. Children ages 3 to 21 years with exceptional needs who qualify for special education are eligible for admission.

Children who are advanced intellectually and socially may be permitted early entrance into kindergarten. Promotion will be based on the criteria listed below. The parents of a child who has attained the age of 4 years, 6 months by June 1 may seek early enrollment in kindergarten by following these procedures:

1. The child must be examined by a state-registered psychologist no more than 2 months before school starts. The expense will be borne by the parents. (Funds will be sought to test students who qualify for free or reduced lunch.) The report will be submitted to the Superintendent **no later than two weeks prior to the first day of school.** School district psychologists will review the report and make a recommendation to the Superintendent regarding eligibility.
 - a. The child must have a score on an individually administered intelligence test that is at least two standard deviations above the mean for a child of his/her age.
 - b. Social and emotional maturity, as well as gross and fine motor skills, assessed on a measure of adaptive behavior, must be at least one standard deviation above the mean for a child of his/her age.
 - c. Visual-motor integration must be at least one standard deviation above the mean for a child of his/her age.
 - d. The child must demonstrate the following types of academic skills: ability to identify basic colors and shapes; recognition of upper and lower case letters; recognition of numerals to 20; alphabet recitation; ability to rote count to 30; ability to count objects with one-to-one correspondence to 20; ability to write first name legibly from memory; knowledge of basic concepts (i.e., above, below, front, back, etc.); and ability to remember and follow a three-step direction.
 - e. The examining psychologist must make a recommendation on the basis of items 1a through 1d, and general clinical impression.
2. The child must have all other entrance requirements met for entrance to school.
3. The parents must agree to withdraw the child at the end of the first nine weeks if the teacher and principal believe it to be in the best interest of the child not to continue.

Athletic Fee

Any Middle or High school student who is participating in an Athletic Activity is required to pay athletic fees as described:

Elementary and Middle School (grades K – 8) - \$10.00 per sport/ \$50 maximum per family
High School (grades 9 – 12) - \$20.00 per sport/ \$100 maximum per family

Instructional Materials Fee

Each pupil is required to pay an instructional materials fee at the time of registration. Fees for the **2016-2017** school year are:

Early Childhood-Grade 6.....\$77.00
Grade 7-12.....\$97.00

The instructional materials fees are applied toward the purchase of basic and supplemental tests, hard-cover, paperback, periodicals, workbooks, and other related materials. Additional replacement costs are charged for materials lost or damaged beyond normal wear.

Parents who feel they may qualify can request and apply for free textbooks by completing the appropriate application and filing it with Aramark Services. Those who do not qualify will be notified by Aramark and the full instructional materials fee will apply.

Parents may establish a payment schedule with the school if they are unable to pay the entire fee at registration. Fees must be paid in full by February 1 to avoid credit bureau collection.

The funds available from the instructional materials fee provide 50% of the costs of the program.

Decatur Public Schools Check Policy

If your check is returned, you authorize Decatur Public School District 61 and its agents to collect this item electronically. You will be assessed a check collection fee as allowed by law. Check writer is also responsible for all other collection costs.

Emergency Phone Contact

In any school emergency, parents are immediately notified. The State of Illinois requires parents to provide the working telephone numbers of two responsible adults to be contacted when parents are not available. Failure to comply with this requirement may result in the student being denied the privilege of school attendance.

Health Requirements

Parent(s)/guardian(s) shall present proof of their child's examinations and immunizations as required by the State of Illinois and the District. **Requirements shall be submitted on the first day of school.** All health forms are available at the individual schools and district website.

Medical examinations shall be performed by a physician licensed to practice medicine in all of its branches, or an Advanced Practice Nurse, or Physician's Assistant, and recorded on the State of Illinois Certificate of Child Health Examination form. Sports physical forms are not acceptable for this requirement. Examinations shall be conducted within one year prior to the date of first entry into:

1. Pre-K
2. Kindergarten
3. Sixth grade;
4. Ninth grade;
5. Any grade level when it is the student's first entry into Decatur Public School District 61.

Dental examinations shall be performed by a licensed dentist, and recorded on the Proof of School Dental Examination form. Examinations shall be conducted within 18 months prior to May 15 of the year your child enters:

1. Kindergarten;
2. Second grade;
3. Sixth grade;
4. Any grade level when it is the student's first entry into Decatur Public School District 61.

Immunizations and screenings against preventable communicable diseases are required per Department of Health rules at the above intervals and/or as specified. All requirements are due by the first day of school. **Effective with the 2016-2017 school year, all 6th and 7th grade students must show evidence of receiving one a MCV4 (meningococcal) vaccine and 12th grade students must show evidence of receiving two MCV4 (meningococcal vaccine).**

Detailed information on required vaccines can be found in “School Health Guidelines” and the District website.

Vision Examinations shall be performed by an optometrist or ophthalmologist, and recorded on the appropriate State of Illinois Proof of Vision Examination Form. Examinations shall be conducted within one year prior to the date of first entry into Kindergarten or first entry into an Illinois school, and submitted to the school on or before the first day of school.

A student may be exempted from this policy’s requirements on religious grounds if the student’s parents/guardians present to the Superintendent or designee a signed Certification of Religious Exemption explaining the objection, which as of 10/16/15 shall be signed by a health care provider that they have provided education to the parents or legal guardians about the benefits of immunizations and the health risks of not vaccinating students. A student may be exempted from immunizations on medical grounds if a physician provides a written verification on the examination form. All statements of medical exemption must be approved by the Illinois Department of Public Health. In August, parents/guardians will receive “Student Health Guidelines” which further explain all health requirements and policies required under 77 Illinois Administrative Code 665.280 and 665.520.

Cafeteria Services

A complete Type A lunch is available in every school to every student. The Type A lunch consists of a combination of hot and cold foods prepared to meet one third of the minimum daily nutritional requirements for good health, as established by the U.S. Department of Agriculture under the National School Lunch Act. Students are urged to eat the Type A lunch each day, thereby assuring themselves of at least one well-balanced meal daily. A breakfast program is available in all buildings. Students may bring a lunch from home or participate in the school lunch program.

Transportation

For student transportation information, or to make special arrangements or address changes concerning your child’s transportation, **please contact the school** that your child attends. **DO NOT** call the bus company—all changes **MUST** go through your school office.

Changes made during the course of the school year require a minimum of 3 days to become effective. Parents may be required to provide transportation for the student to and from school during this time.

Parents or legal guardians who provide transportation to and from school, because free transportation was not available for their students, may be eligible to receive money from the State of Illinois to help offset some costs for Decatur Public Transit bus fares or for private automobiles at the current approved rate. Your student must be under 21 on June 5th, be a full-time student, and reside more than one and one-half miles from school to be eligible. If you want to file a claim, you must go to the school your student attends by June 15th and file the claim in person.

Parents or legal guardians who provide transportation to and from school because their student(s) must walk to school under hazardous traffic conditions, may be eligible to receive money from the state to offset some costs of Decatur Public Transit fares or mileage reimbursement for private automobiles at the current approved rate. Your child must be under 21 by June 5th, be a full-time student, and reside less than one and one-half miles from school. If you wish to file a claim, first you must go to the Regional Superintendent of Schools Office, 1690 Huston Dr., Decatur, IL 62526, and prepare a hazardous conditions form before February 1. When the form is approved by the state, you must then file a claim at your child’s school prior to June 15.

ATTENDANCE & TRUANCY

Definitions

Truant - A “truant” is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid Cause for Absence - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student’s control or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Chronic or Habitual Truant - A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent (9 unexcused days) or more of the current 180 regular attendance days.

Truant Minor - A child to whom supportive services, including prevention, diagnostic intervention and remedial services, alternative programs, and other school and community resources, have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Truancy

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- Parent-teacher conferences
- Student and/or family counseling
- Information about community agency services

If truancy continues after supportive services have been offered, the building principal shall refer the matter to the Regional Superintendent of Schools or designee. The designee may call upon the resources of outside agencies, such as the juvenile officer of the local police department. The School Board, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers. Truancy may result in legal consequences.

Absence Notification

A student’s parent(s)/guardian(s) must: (1) upon their child’s enrollment, provide working telephone numbers to the building principal and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child’s absence.

If a student is absent without prior authorization by the parent(s)/guardian(s), the building principal or a designee shall make a reasonable effort to notify the parent(s)/guardian(s) of their child’s absence within 2 hours after the first class by telephoning the numbers given.

Students are expected to be present and to participate every day throughout the school year unless there is an appropriate reason for being absent. When a student is absent from class, credit for the course can be affected, as the student loses teacher instruction and class interaction. Students with an absence will be allowed to make up work for equal value upon request of the student or guardian. Request shall be done within 48 hours of the absence. Student will be allowed up to 1 day for everyday the student is absent from school.

For anticipated absences, the student is required to bring a note (or phone call) from his or her parent/guardian prior to the absence. To be approved, absences must meet the excused absence criteria. Students returning to school with what they consider to be an approved absence must show proof two school days or the absence will become unexcused. Students are allowed 3 excused parent notes per quarter.

Excused Absence Criteria:

Student will be allowed makeup privileges based on the Absence Notification information provided above.

- A. Parent/guardian notes describing illness for son/daughter. Parent notes that exceed three notes per semester will be considered unexcused unless approved by the building principal.
- B. A verified doctor appointment: the student will be required to secure a written report from the doctor in order to be excused.
- C. Funeral: Funeral that requires traveling and absences more than three days shall be discussed with administration to be excused.
- D. Student illness verified in writing by a doctor.
- E. One college day for juniors and two college days for seniors with proof from the college attended.
- F. Court appearances
- G. Absences due to extenuating circumstances shall be discussed and approved by an administrator.
- H. Out-of-school suspensions: Please refer to Section I, Part C, "Suspension Procedures," of the *Student Code of Conduct and Procedures Handbook* under "The Disciplinary Policy".

Unexcused Absence Criteria:

- A. Truancy from school.
- B. Returning to school without a note from parent/guardian or without prior notification (phone call or note) of absence: student will have seven school days to clear absence.
- C. Absences explained by a parent/guardian note that exceed three days without a doctor's note or other unexcused absence.
- D. Any other reason not included in excused absences nor approved by an administrator.
- E. Students with three or more unexcused absences per quarter are considered truant from school. Please refer to page 8 regarding truancy.

Home Study

Home services may be provided to a student if that student has a medical condition and will be out of school for a minimum of 10 days or more, or on an intermittent basis due to medical treatment. (Pregnancy does not automatically qualify for Home Study). For Home Study to take place, a conference to determine eligibility must be held with the appropriate school administrator. If it is determined Home Study is the best option, parents will be given next steps which will include a Medical Certification Form to be completed by the parent and physician overseeing the child's medical needs. Pregnancy does not automatically qualify for Home Study. (Students on Home Study are not allowed to take Driver's Education and/or Behind the Wheel).

Student Employment

The Superintendent shall develop procedures and present them to the Board of Education for its approval for excusing from attendance those students necessarily and lawfully employed.

Tardy Policy

The Decatur Public Schools do not penalize students who come late to school occasionally for reasons recognized by the State of Illinois as valid causes for missing school. However, the district and the state consider a student who arrives late without valid cause, unexcused. Intentional tardiness is considered truancy. In cases where students are late, the district will not penalize students if their parents/guardians call the school before the end of that school day. If the tardiness becomes habitual, building administrators or designee will meet with parents/guardians to determine the cause and then begin interventions to assist the child and/or family. Tardies ultimately equal unexcused absences from

school. Once a student reaches 3 or more unexcused absences, the parent/guardian will be sent a letter regarding truancy. A copy of that letter will also be sent to Regional Office of Education. Tardy counts start over at the beginning of each quarter.

Tardy Count/Grades KG – 6th	School Action
1 - 3	Student will be entered as tardy to school.
4 - 6	Student will be entered as tardy to school and parent will be contacted.
7 - 9	Student will be entered as tardy to school and parent contacted for a meeting. Interventions will be discussed.
10 or more	Student will be entered as tardy to school and parent contacted for a meeting. Home visits may be conducted by the building designee, Student Services designee, and/or Regional Office of Education designee.

Tardy Count/Grades 7th – 8th	School Action
1 - 3	Student will be entered as tardy to school.
4 - 6	Student will be entered as tardy to school and parent will be contacted.
7 - 9	Student will be entered as tardy to school and parent contacted for a meeting. Interventions will be discussed.
10 or more	Student will be entered as tardy to school and parent contacted to discuss disciplinary actions that will range from warning to APR. Home visits may be conducted by the building designee, Student Services designee, and/or Regional Office of Education designee.

Tardy Count/Grades 9th – 12th	School Action
1 - 6	Student will be entered as tardy to school.
7 - 12	Student will be entered as tardy to school and parent will be contacted. Building administrator or designee will schedule a parent meeting to discuss interventions.
13 or more	Student will be entered as tardy to school and parent contacted to discuss disciplinary actions that will range from warning up to 3 days of APR. Home visits may be conducted by the building designee, Student Services designee, and/or Regional Office of Education designee.

***APR = Alternative Placement Room**

Visitors to the School

The District encourages visits by School Board members, parents/guardians, citizens, and taxpayers to all School District buildings. All visitors must report to the main office and sign a visitor's log, show identification, and wear a visitor's badge. When leaving the building, visitors will be sign out and return the visitor's badge. If the purpose of a visit is to meet with staff, please call and schedule an appointment to prevent disruption to the learning environment. Teacher conferences outside of Parent/Teacher Conferences scheduled by the School District will be held outside school hours or during the teacher's planning period. Visitors causing a disruption to the educational environment will be removed by the building and authorities may be notified.

Student Appearance

(Please refer to "Student Dress Code" in this handbook.)

Equal Educational Opportunities

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Grievance Procedure.

The Decatur Public Schools will, upon request of an individual, make reasonable accommodations in compliance with ADA 504. Requests shall be submitted to the Director of Human Resources.

GRADING & PROMOTION

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and/or guardians. The system shall also determine when promotion and graduation requirements are met.

Elementary and Middle School

KINDERGARTEN: To be promoted to Grade 1, a student must meet the following requirements:

- Mastery of English Language Arts (reading, writing, listening, and speaking) standards
- Mastery of the mathematics standards

GRADES 1-3: To be promoted to the next grade in Grades 1-3 a student must meet the following requirements:

- A passing grade in English Language Arts (reading and writing)
- A passing grade in mathematics

GRADES 4-5: To be promoted to the next grade in Grades 4-5, a student must meet the following requirements:

- A passing grade in English Language Arts (reading and writing)
- A passing grade in mathematics
- A passing grade in science and social studies

GRADES 6-8: To be promoted to the next grade in Grades 6-8, a student must meet the following requirements:

- A passing grade in English Language Arts (reading and writing)
- A passing grade in mathematics
- A passing grade in science
- A passing grade in social studies

(For High School promotion and graduation requirements, see **High School Graduation Requirements** section on page 12 and 13.)

A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom.

Promotion of a student having an Individual Education Program (IEP) or receiving reasonable accommodations pursuant to Section 504 of the Rehabilitation Act shall be determined by the student's educational team.

District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

Homework

Students may have assignments to complete outside of school. Parents shall cooperate with teachers to see that the work is done. Homework assignments may be given at any level from kindergarten through high school for a wide variety of reasons:

- **To REINFORCE what was learned in class**
- **To PRACTICE what was learned in class**
- **To FINISH what was started in class**
- **To RESEARCH a topic chosen in class**
- **To STUDY independently a topic started in class**
- **To VISIT a library**
- **To EXPLORE new fields**

You help your child when you:

- Check each day to see if your child has a homework assignment and if he/she understands how to do it.
- Schedule a specific and uninterrupted time for doing the homework.
- Provide a quiet place for study.
- Let your child do his/her own work.
- Reinforce what was taught at school.
- Check the work to make sure your child understands and completes assignments.
- Ask your child to tell you what he/she has been studying or has learned.
- Check to see that all borrowed school materials are returned promptly and in good condition.
- Check to see that the homework is completed on time and taken to school.

You hinder your child when you:

- Do his/her homework for him/her.
- Disagree with or criticize the teacher and school.
- Nag or argue about homework.
- Show little interest.

Note: It is the responsibility of the parent to make transportation arrangements when your child stays for after-school help from the teacher.

Free and Appropriate Public Education

The Macon-Piatt Special Education District (MPSED) provides a free and appropriate public education (FAPE) to all Decatur students. Questions about the Special Education District and the programs provided shall be directed to the Assistant Director of Special Education, 335 E. Cerro Gordo, Decatur, IL 62523, or call (217) 424-3030.

High School Graduation Requirements

A minimum of 22 credit hours is required for graduation from Decatur Public High Schools. Students are required to successfully complete the following to meet minimum requirements for high school graduation:

A minimum of 22 credit hours is required for graduation, distributed as described below.

English		4 credits
Mathematics	1 credit – Algebra 1 1 credit – Geometry	3 credits
Science	1 credit - Life Science 1 credit - Physical Science	3 credits
Social Studies	1 credit - World History (only 0.5 credit required; full year strongly recommended) (AP European History satisfies this requirement) 1 credit - United States History (Illinois and United States Constitution Exams) 0.5 credit- Civics (Grades 11 or 12, elective until 2017-18)	2 credits
Foreign Language, or Art, or Music, or Vocational Education		1 credit
Physical Education or Waiver*	0.5 credit – Health	4 credits
Consumer Education	Depends on the specific course: Economics – 1 semester Consumer Ed – 1 semester Independent Living – 1 semester Introduction to Business – 2 semesters Business, Marketing and Management – 2 semesters Vocational Cooperative Education (<i>Levels 3 and 4</i>) – 2 semesters Cooperative Work Education – 2 semesters JAG I (Jobs for America's Graduates) – 2 semesters	0.5 or 1 credit
Electives	Depending on Consumer Education course (as listed above)	4.5 or 4 credits

Service Learning Requirements

Students must complete 6 hours of service learning for each year they are a student in Decatur Public Schools. Student may not receive compensation for service hours. Projects can be academic or community based.

Alternative Course Credit and Course Substitutions

Correspondence Courses, Distance Learning (including Virtual or Online Courses), Exchange Programs, Summer School, College Dual Credit and Credit Recovery can be earned for credit toward graduation.

Credits received from other districts or school systems not affiliated with Decatur Public Schools will be reviewed by the building principal or designee for credit and/or course compatibility.

In addition, no student shall receive a certificate of graduation without passing a satisfactory examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance. **The building principal or designee is responsible for notifying students and their parents/guardians of the District's graduation requirements.**

Physical Education Requirements

1. A student must pass a semester of physical education for each semester in attendance, up to eight (8) semesters, unless the student is excused by a physician or by the school administration, or through an IEP. The physical education requirement includes one (1) semester of health education, which is offered in the freshman year. Health Education is required even though participation in physical education may be excused.
2. Physical education is counted in the units of credit required for graduation. One-half (.5) unit of academic credit is granted for health education.
3. Administrative reasons for waiver of one (1) or more semesters of physical education are:
 - a. Students enrolled in work-study programs that do not allow time for physical education.
 - b. Participation in an alternative/technical/vocational school program which does not permit the possibility of physical education. Such students are excused only when recommended by the administrator of the program and approved by the Superintendent or designee.
 - c. Summer school courses in physical education may be taken following promotion from the 8th grade. Credit for physical education may be earned by completing summer courses, regular courses or a combination thereof.
 - d. Students in grades 11 or 12 may request exemption from physical education for the following reasons:
 - i. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local minimum graduation standards is required for admission. The student may be granted an exemption from physical education if the student cannot work the course into this year's or future schedules and needs to use physical education time to schedule the specific course.
 - ii. The student lacks sufficient course credit or lacks one or more courses required by state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits, or lack credits due to other causes may qualify.
 - iii. The student athlete may take an extra course in place of physical education during the duration of the sports season.
 - a. A student athlete is a student who is currently participating in interscholastic athletics or who, based upon previous experience, is expected to participate during the junior or senior year. Current or past experience shall be certified by the inclusion of the student athlete's name on the season ending IHSA eligibility certificate.
 - iv. A student who is enrolled in a program through the Heartland Technical Academy.
 - v. Student in grades 10, 11, or 12 may request exemption from physical education due to enrollment in marching band (*first semester only*).

Early Graduation

Students may apply to their counselor for early graduation upon completion of seven (7) semesters of school attendance and when they have met all graduation requirements. Notification of the student's request and verification of the student's acceptability for early graduation will be given to the Superintendent by the counselor.

Permission for early graduation, prior to seven (7) semesters, may be granted a student by the Superintendent or designee upon the recommendation of the Principal.

Re-Enrollment

Re-enrollment shall be denied to any individual above the age of 19 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided alternatives, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Act or accommodation plans under the Americans with Disabilities Act.

Student Identification

In order to provide a safer school environment, the district has provided student identification (ID) cards to students at the middle and high schools. The I.D.'s allow for admittance into the schools, as well as admission at extracurricular activities. It is stressed that the I.D. be in the students' possession at all times. Refer to the school handbook for specific school procedures concerning student identification.

GIFTED EDUCATION

Gifted Identification

The gifted identification process has been developed to satisfy Illinois State rules and regulations and meet the particular needs of the District 61 school community.

Gifted identification takes place in third grade. The CogAT (Cognitive Abilities Test) is the assessment used to identify gifted students. The CogAT tests verbal skills (language), quantitative (math), and nonverbal skills (spatial reasoning).

An identification matrix has been developed following the federal and state guidelines. This tool helps identify gifted students based on several criteria. The CogAT score, SRI scores in math and SMI scores in reading, math quarterly assessments and teacher/parent recommendation utilizing the Renzulli-Hartman Scale are key components of the matrix.

Teachers and parents may recommend that students be tested at any time during the year.

Subjective Criteria

At the beginning of each school year, district principals and staff are notified of students identified as gifted. Included in this notification is specific data identifying areas where students are gifted.

Nomination/Withdrawal Procedure

Students who do not meet the objective criteria may be nominated to the gifted list by a core academic educator or parent/guardian. One of the following must be submitted in writing to Gifted Services, along with written confirmation by at least one other district academic educator who is familiar with, but not related to, the student:

- A narrative documenting the learning characteristics of the student.
- Completion of Joseph Renzulli's Scale for Rating the Behavioral Characteristics for the student.

Nominations will be considered for the current school year up to the end of the first quarter. As needed, a meeting involving educators and/or parents, Gifted Services staff, and (when age appropriate) the student, may be arranged to discuss the nomination or withdrawal recommendation.

District Identification Schedule

Gifted Services systematically identifies students with objective measures at the following intervals:

Grade 3 – CogAT
Grade 6 – Retest CogAT
Grade 7 – PSAT

Summer School

Summer School may be offered for students from pre-kindergarten through grade twelve. Remedial, developmental, and enrichment programs are designed to meet individual student needs. Dates, times and locations of classes vary. Information regarding summer school is available in each school building in May.

Parent Participation

Each school in District #61 seeks to involve parents as active partners to assist students to reach their academic goals. The Parent-Teacher Association (PTA) and formal booster clubs welcome parents to be part of their organizations. Volunteers are welcome to assist in the classrooms and with a variety of activities within the schools.

Schools with Title I programs have developed formal **School-Parent Compacts**. The Compact is intended to identify the role that students, parents, teachers, and administrators will provide in order to enhance student achievement.

School-Parent Compact

It shall be the goal and purpose of Decatur Public Schools to provide a high-quality curriculum and instruction in a supportive learning environment that enables the children served under Title I to meet the State's student academic achievement standards. Parents can foster this purpose by carefully monitoring attendance, homework, and behavior. Parents shall stress the need to make learning a priority. Parents are encouraged to visit the school and become involved in their children's educational career; and are encouraged to be active in the educational decisions of the child and be supportive of extra-curricular participation by their children.

Students will be given the opportunity to be successful in school and life. They will attend classes taught by highly qualified staff and be given a curriculum which will help them to achieve an education which is second to none in Illinois. They will be assessed based on the Illinois Standards of Learning. Additional assistance will be provided to students who fall behind in educational endeavors. Services include, but are not limited to, tutoring and appropriate referrals to additional programs as indicated.

Each Title I school has developed a **Parent Involvement Policy** which outlines how parents may actively participate in the education of their child(ren). The District's Parent Involvement Policy is outlined in Board Policy 6:170, "Title 1 Programs," with exhibits for both the district level and school levels. This policy and related exhibits may be accessed on the District's website, www.dps61.org, by clicking on the "Our District" tab and the "District Policies" tab.

The Abused Child Law

Whenever there is cause to suspect that a child (any person under the age of 18 years) is "abused" or "neglected," the Illinois law requires school personnel to report it to the Department of Children and Family Services (DCFS).

"Abused child" means a child whose parent or immediate family member, or any person responsible for the child's welfare, or any individual residing in the same home as the child, or a paramour of the child's parent: 1) inflicts or allows to be inflicted upon such child by other than accidental means any of the following: a serious physical injury; death; disfigurement; impairment of physical or emotional health, or loss or impairment of any bodily function; 2) creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death or serious disfigurement or impairment of any bodily function; 3) commits or allows to be committed a sex offense against such child, as defined in the Criminal Code of 1961; 4) commits or allows to be committed an act or acts of torture upon such child; or 5) inflicts excessive corporal punishment.

"Neglected child" means any child whose parents or other person(s) responsible for the child's welfare do not provide the proper or necessary support, education as required by law, medical or other remedial care recognized under State law as necessary for his or her well-being; or who is abandoned by his or her parents or other person(s) responsible for the child's welfare.

In addition to the report to DCFS, District #61 personnel will report all real or suspected abuse to the Juvenile Offices of the Decatur Police Department.

Student Transfer from District 61

Pupils of parents who move from District 61 after the beginning of the school year may continue to attend school within the District on a tuition-free basis for the remainder of the school year only. Transportation, regular attendance, and punctuality for pupils who move for any of the exemptions noted are the responsibility of the parents and pupils.

Student Assignments and Transfers within District 61

The Decatur Public Schools will enroll students who reside with a natural parent or legal guardian within the boundaries of the Decatur Public School District #61. Unless exempted under other provisions of this policy, the student shall attend school in the attendance center in which the parent or guardian resides. **[NOTE: Hereafter, “parent(s)” refers to natural parent(s) or legal guardian(s).]**

A. High Mobility Area/Educational Stabilization Plan (ESP) for Elementary (K-6)

Each year Decatur District 61 shall identify an elementary high mobility area within the community. The boundaries of the mobility area shall be announced annually. Elementary students moving within the mobility area during a school year shall complete the year in their respective school of origin for that year. Decatur School District 61 will provide transportation within the mobility area for those students meeting the mile-and-a-half criterion for being transported.

1. Elementary students moving from the mobility area to outside the area, or elementary students moving from school to school outside the area, or into the area, shall be encouraged to complete the school year in their school of origin if the conditions below are followed:
 - a. Parent(s) provide transportation;
 - b. Absenteeism and tardiness shall **not** increase beyond the student’s previous record;
 - c. The student shall be picked up promptly after school;
 - d. An elementary student wishing to remain in the school of origin shall be permitted to do so if continued attendance will not cause District class size to be exceeded;
 - e. If the elementary student lives more than a mile-and-a-half from the school of origin and can get to a designated bus stop, he/she may ride a school bus to-and-from the school of origin provided space is available on the bus; and
 - f. Elementary students shall begin the following school year in the school within their attendance area.

NOTE: **This exemption may be revoked if items a, b, or c are not maintained.**

B. Transfers Specific to Middle/High School

1. If the parent(s) of a middle/high school student move(s) after the start of the school year, the middle school student may complete the middle school years at the same school, and the high school student may complete the current school year at the same school. These actions are possible provided the criteria listed below are met:
 - a. Parent(s) provide transportation;
 - b. Absenteeism and tardiness shall **not** increase beyond the student’s previous record; and
 - c. The student shall be picked up promptly after school.

NOTE: **This exemption may be revoked if items a, b, c or d are not maintained.**

2. Students who have attended a given school while enrolled in Decatur Public Schools for their entire high school career and whose parents/legal guardian move from the attendance area traditionally served by that school may remain in that school and retain eligibility regarding residence for the twelfth (12th) grade, provided the student has completed eleventh (11th) grade, earned 18 credits, and meets the criteria listed below:
 - a. Parent(s) provide transportation;
 - b. Absenteeism and tardiness shall **not** increase beyond the student’s previous record; and
 - c. The student shall be picked up promptly after school

NOTE: **This exemption may be revoked if items a, b or c are not maintained.**

3. Any student enrolled in a middle/high school may petition Student Services for possible transfer to another middle/high school within the district. Requests to transfer from one DPS attendance

center school to another DPS school must be completed on the form, "Student Request for School Transfer," and must be approved by the Director of Student Services and Assistant Superintendent or designee before the transfer can occur. Student Services will report the decision to the parents of the petitioning student. If the petition has been approved, the student may become a transfer student to the new middle/high school until the student completes middle school or high school graduation, provided the criteria listed below are met:

- a. Parent(s) provide transportation;
- b. Absenteeism and tardiness shall **not** increase beyond the student's previous record; and
- c. The student shall be picked up promptly after school.

NOTE: **This transfer may be revoked if items a, b or c are not maintained.**

SPORTS ELIGIBILITY NOTE: A student may LOSE EXTRACURRICULAR ELIGIBILITY upon transferring. Please refer to the IHSA/IESA guidelines for further information, which can be found at www.ihsa.org (high school) and www.iesa.org (middle school).

4. If a student's attendance center is determined by a health or psychological problem, the student will become eligible for athletics immediately if within the first ten (10) days of a semester, or within one calendar month following the date of a transfer later in the semester.

C. Transfers at All Grade Levels

1. A student seeking admission into the Decatur Public Schools must meet all eligibility prerequisites as mandated by State law; and must also present a completed good standing form from the school from which the student is transferring. Students who are not in good standing are covered under Board Policy 7:50, and shall be referred to Student Services.
2. A student with a health or psychological problem may attend another school when recommended by a physician and approved by Student Services.
3. When a student is placed in a special education program, the Individual Education Plan (IEP) may limit the type of school facility which the student can attend. Normally, the student will attend the section of the appropriate program which is closest to his/her home. Exceptions may be made in unique situations determined by the student's IEP or in cases where there is no space available in the closest section.

Homeless Children

You are considered homeless if you live in a shelter or motel, share housing because you lost your housing for economic reasons, live in a campground, car, old building or other temporary shelter, or you don't have a permanent address.

You have the right to:

- Enroll your child in school immediately, even without school or medical records.
- Get help from the district liaison with immunizations and/or medical records.
- Choose your child's old school or school closest to where you are living now.
- Get transportation to school for your child under certain circumstances.
- Dispute enrollment or transportation decisions.
- Participate in your child's education.

If you need help, please call Student Services at 362-3060.

Procedure for School Problems

Parents and visitors to schools must first report to the school office upon entering the building for any reason. When problems arise that are child-and school-centered, parents shall make every effort to find a solution with the child's teacher. If no satisfactory solution is found, **the channel of appeal is:**

- 1) Building Principal;
- 2) Director of Student Services;
- 3) Appropriate Assistant Superintendent;
- 4) Superintendent;
- 5) Board of Education.

Every effort will be made to find fair and equitable solutions to all problems.

Parents Right to Know Qualifications of Educators Notification Letter

A federal law requires districts to inform parents/guardians that they may request information about the professional qualifications of any teacher that is teaching your child. If you have any questions or need additional information, please feel free to contact Human Resources at 362-3031.

School Student Records

The principal is the official records custodian of each school. Student records are maintained at the school of last attendance until five (5) years after the student's normal graduation from high school. At that time, temporary records are destroyed and permanent records transferred to the central office for microfilming.

The following information pertains to the rights and obligations of parents, students and the school under the Illinois School Student Records Act (ISSRA) and the rules promulgated by the Illinois State Board of Education.

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports, health record, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal (ISSRA, Section 2(e); Section 4(e)).
2. A student temporary record consists of all information that is of clear relevance to the education of the student but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and effective January 1, 2000, a school district must maintain certain student disciplinary records. Those records must include information about serious disciplinary actions that involved drugs, weapons or bodily harm to someone else, and resulted in expulsion or suspension. A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate, or unnecessary information every 4 years or upon a student's change in attendance, whichever occurs first. The temporary record will be retained for no less than 5 years after graduation or permanent withdrawal (ISSRA, Section 4(f); Rules, Section 375.10).
3. Parents/legal guardians have the right to:
 - a. Inspect and copy all permanent and temporary records within a reasonable time and in no case later than fifteen (15) school days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his/her school student permanent record. The school charges for copies. No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying (ISSRA, Section 5(d)).
 - b. Have present at the option of either the parent or the school, a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record.
 - c. Challenge the accuracy, relevance or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school.
 - (i) The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
 - (ii) An informal conference will be held within fifteen (15) school days of receipt of the request for a hearing.
 - (iii) If the challenge is not resolved by the informal conference, a formal hearing shall be initiated.
 - d. File a complaint with the US Department of Education concerning alleged failure by the District to comply with the requirements of the Family Educational Rights and Privacy Act. The address is Family Compliance Office, USDOE, 400 Maryland Avenue, SW, Washington D.C. 20202-5901.

4. No school student records or information contained therein may be released, transferred, disclosed, or otherwise disseminated, except as follows:
 - a. to a parent or student or person specifically designated as a representative by a parent (ISSRA, Section 6(a)(1));
 - b. to an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest (ISSRA, Section 6(a)(2));
 - c. to the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such services shall be deemed conclusive and ten (10) school days after such service, if the parents make no objection, the records may be transferred to the requesting school (ISSRA, Section 6(a)(3); Rules, Section 375.70(a));
 - d. to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released and person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records (ISSRA, Section 6(a)(4); Rules, Section 375.70(d)(2));
 - e. shall be given prompt written notice upon receipt of such order, of the terms of the order, the nature, and substance of the information proposed to be released in compliance with such order, and an opportunity to inspect, copy, and challenge the contents of the school student records (ISSRA, Section 6(a)(5); Rules, Section 375.70(c)(3));
 - f. to any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy, and challenge such information. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents (ISSRA, Section 6(a)(6); Rules Section 375.70(b));
 - g. subject to regulations of the Illinois State Board of Education in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information, and the purpose of the release (ISSRA, Section 6(a)(7); Rules, Section 375.60);
 - h. to any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released.
5. In accordance with the Family Educational Rights and Privacy Act (FERPA), directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October 1 of the current school year, that he/she does not want any or all of the directory information disclosed. Directory information includes the student's name, address, gender, telephone listing, date and place of birth, grade level, major field of study, participation on officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, parents' names, mailing addresses, electronic mail addresses and telephone numbers, and the most previous educational agency or institution attended. Additionally, FERPA requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent.

Sex Equity

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure provided in Board Policy 2:260. 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, therefore, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of **The School Code**). Board Policy 2:260 may be accessed on the District's website, www.dps61.org, by clicking on the "Our District" tab and the "District Policies" tab.

Sexual Harassment Policy

Sexual harassment of students is prohibited. Any student who engages in sexual harassment whenever he/she makes unwelcome 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, will be disciplined.

Examples of sexual harassment include unwelcome 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 Building Principal, Assistant Building Principal or a counselor. Students may choose to report to a person of the students' 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 or by an adult shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

Persons who believe they are victims of sexual harassment may also contact the District's Nondiscrimination Coordinators and Complaint Managers:

Title	Director of Student Services	Human Resources Director
Address	601 N Church Street, Decatur, IL 62523	101 W. Cerro Gordo, Decatur, IL 62523
Phone	217-362-3060	217-362-3031
Title	Assistant Superintendent	Assistant Superintendent
Address	101 W. Cerro Gordo, Decatur, IL 62523	101 W. Cerro Gordo, Decatur, IL 62523
Phone	217-362-3016	217-362-3014

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 student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any 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.

Adopted: March 25, 2015

Care of Students With Diabetes

The Illinois legislature enacted the *Care of Students with Diabetes Act* (“Act”) effective December 1, 2010 (105 ILCS 145/1 et. Seq). The Act **requires a parent or guardian** to submit a Diabetes Care Plan to the school for any student who seeks assistance with diabetes care in the school setting or who has been managing his or her diabetes care in the school setting.

Under the Act, specific information must be provided in the Diabetes Care Plan such as physician instructions for the student’s diabetes management and designation of appropriate school staff who will provide and supervise services for the student. Therefore, parents and guardians are encouraged to collaborate with the student’s physician and school personnel in the creation of the plan.

The Diabetes Care Plan must be submitted to the school at the beginning of each school year, upon enrollment, as soon as practical following a student’s diagnosis, or when a student’s care needs change during the school year. **It is the parent or guardian’s responsibility** to inform the school in a timely manner of any changes to the Diabetes Care Plan recommended by the student’s physician.

In addition to the Diabetes Care Plan, **parents must also complete forms provided by the school district regarding authorization for the administration of medication** and authorization for designated district representatives to communicate directly with the student’s physician regarding the necessary management of the student’s diabetes. **Failure to do so may result in a welfare safety call to the Department of Children and Family Services (DCFS).**

To assist the school district in safely transporting the student, the Act also requires that an information sheet be provided to any school employee who transports a student for school-sponsored activities. The information sheet identifies potential emergencies that may occur as a result of the student’s diabetes and the appropriate responses to such emergencies. Parents must assist the district in the completion of the transportation information sheet by providing the information and authorizations necessary to complete the form.

To begin the process of completing the Diabetes Care Plan and other required documents, the parent or guardian must contact the student’s building principal.

Life-Threatening Food Allergy Management Program

The District has implemented a policy for managing students with life-threatening food allergies (Board Policy #7:285). If your student has a life-threatening food allergy, you must inform the building principal and submit the necessary health information and medication authorization forms to the school. A meeting will then be scheduled to review the health information submitted by the student’s physician, assess the student’s allergy management needs and develop an individual health care plan and emergency action plan for the student. An individual health care plan indicates the steps the school will take to accommodate the individual needs of the student with a life-threatening food allergy in school and at school-related activities. The accommodations provided in an individual health care plan will depend on the age of the student, the allergens involved and the facilities at the school. An emergency action plan indicates the specific treatment steps school personnel will take if a student has a life-threatening allergic reaction while at school or at a school-related activity.

Medications at School

Only in exceptional cases, where failure to take a prescribed medication could jeopardize the student’s health and/or education, may medication be taken in school. Taking of medication is limited to students with long term chronic illness or disability. **Antibiotics and over the counter drugs (i.e., Tylenol, cough medications, and cough drops) will not be taken at school.** Homeopathic products derived from minerals, botanical substances, animal parts, microorganisms, and other sources will not be taken at school. **The nurse may decline to administer a medication that does not meet guidelines, that might be given outside of school hours, or that might jeopardize student safety.**

Authorization for the administration of both prescription and non-prescription drugs at school shall be provided on Student Health Form 24A (acquired from schools or physicians) and shall consist of written order obtained from the student's licensed prescriber and written request by the parent or guardian that medication be given during school hours.

During August enrollment, parents or guardians shall receive "Student Health Guidelines" which further explain all health requirements and policies.

Protection of Pupil Rights Act

Parents have the right to inspect all instructional materials, including teacher's manuals, films, tapes, or other supplementary material, which will be used in connection with any survey, analysis, or evaluation of their child (such instructional materials do not include academic tests or assessments).

Parents shall have the right to inspect a survey created by a third party before it is administered and distributed to their student. Said surveys may be obtained by contacting the appropriate school office and/or teacher. Parents shall have the right to be informed of the arrangements made to protect student privacy with regard to surveys requesting particular personal information.

Parents shall have the right to inspect any instructional material used as part of their child's educational curriculum by contacting the appropriate teacher to establish a mutually convenient time for viewing.

Instructional material does not include academic tests or academic assessments.

Parents shall have the right to notification of any physical examinations or screenings which the district may administer to the student.

Parents shall have the right to inspect any collection instrument used for the purpose of marketing or selling of personal information. Parents may opt-out of this process by filing with the appropriate school office a non-disclosure request form by September 1st of each school year.

Parents shall have the right to refuse consent for their child to submit to and/or to request protections of student privacy for any survey that reveals the following information:

- a. Political affiliations or beliefs of the student or the student's parent;
- b. Mental or psychological problems of the student or parent;
- c. Sex behavior or attitudes;
- d. Illegal, anti-social, self-incriminating, or demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or the student's parent; or
- h. Income (other than that required by Illinois law to determine eligibility for participation in a program or for receiving financial assistance).

Any parent interested in further information concerning the exercise of these rights shall contact the Superintendent.

Rights Under the School Visitation Rights Act

Parents of students attending Illinois Schools who work for employers who employ at least 50 or more individuals in Illinois have certain rights under the School Visitation Rights Act (820 ILCS 147/1).

Employed parents who have worked for an employer for at least six consecutive months, who work at least half-time, and who are unable to meet with educators because of a work conflict must be given leave of up to 8 hours during the school year to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. However, no more than 4 hours of this time can be taken on any given day and leave

under this Act may not be taken unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours' notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer. The District will provide documentation for parents' use confirming the date and time of each school visitation upon a parent's request for such documentation. For regularly scheduled, non-emergency visitations, the District will make time available for visitation during both regular school hours and evening hours, when it is practicable and the District is readily able to do so.

Teen Dating Violence Policy

As required by state law, the Board of Education of Decatur Public Schools has adopted a Board Policy which prohibits teen dating violence; incorporates age-appropriate education about teen dating violence in grades 7 through 12; and establishes procedures for the manner in which school employees are to respond to incidents of teen dating violence that take place at the school, on school grounds, as a school-sponsored activity or in vehicles used for school-provided transportation. Teen dating violence means a pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person where one or both persons are 13 to 19 years of age, or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person where one or both of the persons are 13 to 19 years of age. A copy of the Board Policy can be obtained by contacting the building principal or Superintendent or on the District's website (www.dps61.org).

Notification Regarding Student Accounts or Profiles on Social Networking Websites

Under the Right to Privacy in the School Setting Act (P.A. 098-0129 effective January 1, 2014), state law requires the District to notify students and their parents or guardians that school officials may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy. "Social networking website" means an Internet-based service that allows individuals to: 1) construct a public or semi-public profile within a bounded system created by the service; 2) create a list of other users with whom they share a connection within the system; and 3) view and navigate their list of connections and those made by others within the system. Examples of a social networking website include, but are not limited to, Facebook, Instagram, Twitter, etc. "Social networking website" for purposes of this section does not include electronic mail.

Parent Sex Offender and Violent Offender Notification

State law requires the District notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public. The Department of State Police maintains a statewide Sex Offender Database for the purpose of identifying sex offenders. Parents/guardians can access the Statewide Sex Offender database by going to the following website:

www.isp.state.il.us/sor/. There is a users' agreement to accept and this will take you to this website:

<http://www.isp.state.il.us/sor/sor.cfm>. Individual names can be searched by county or town.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at <http://www.isp.state.il.us/cmvo/>.

Parents Right to Opt-out of Health Education Activities

No pupil shall be required to take part or participate in any classroom activity which involves Reproductive Health, Diseases, or Sexual Abuse Prevention. Parents can pick up the Opt-out Form from the school office.

Extracurricular and Co-Curricular Activities

The Superintendent shall approve all District-sponsored extracurricular and co-curricular activities using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of members.
2. Membership is limited to students currently enrolled in the District.
3. Fees are reasonable and do not exceed the actual cost of operation.
4. Student body desires are considered.
5. The activity will be supervised by a school-approved sponsor.

Selection of members or participants is at the discretion of the sponsors or coaches. The student must meet the academic criteria set forth in the Board policy 6:190, *Extracurricular and Co-Curricular Activities*. Student and his/her parent(s)/guardian must provide written consent to random drug and alcohol testing as outlined in Board policy 7:300.

Students in grades 9-12 must satisfy the Illinois High School Association Scholastic standing requirements as well as each standard required by the attending Decatur Public Schools high school. Check with your attending high school for weekly passing work requirements. Any student participant failing to meet these academic criteria shall be suspended from the activity until the specified academic criteria are met.

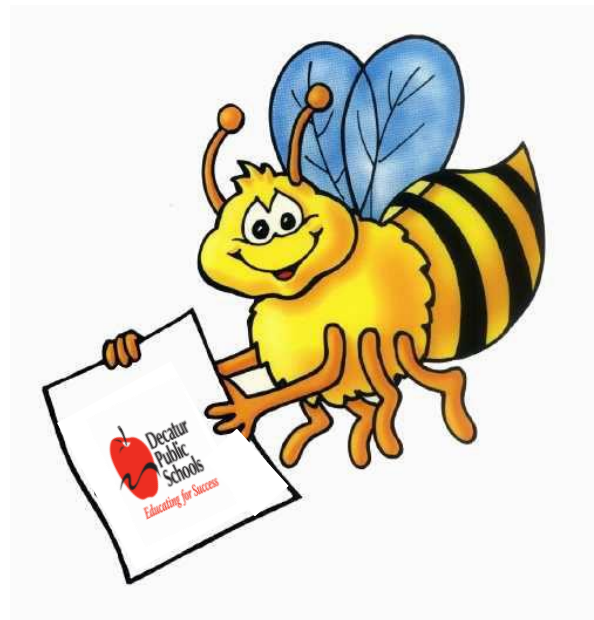
DISTRICT 61 AND STUDENT CODE OF CONDUCT

In order for District 61 to achieve its goal of educating Decatur's children, the school community has to establish expectations and standards of conduct for its members. All of the community's members play significant roles in the successful operation of our schools. Students, their parents, teachers, and school administrators bear responsibilities and possess rights. The following Rights and Responsibilities suggest everyone's proper role in the process.

Be RESPECTFUL

Be RESPONSIBLE

Be READY to learn



RIGHTS AND RESPONSIBILITIES

Rights of Students

- To attend school unless removed from school pursuant to District 61's Student Disciplinary Policy.
- To attend school in a safe and orderly environment.
- To enjoy the full benefit of their educational efforts without Disruption from or to other students.
- To have reasonable access to school personnel.
- To be informed of school rules and regulations.
- To be respected and treated courteously by staff members and administration.

Responsibilities of Students

- To attend school and classes regularly, on time, and to leave the school campus immediately at the end of the school day unless supervised by school personnel.
- To be prepared for class with the appropriate materials and work.
- To know and obey school rules and regulations.
- To respect the rights of school personnel, fellow students, and the public in general going to, coming from and during school.
- To achieve to the best of his/her ability.
- To be accountable for all actions.
- To report any knowledge of infractions to the student code of conduct book to the proper authority

Note: Participation in and/or attendance at activities are a privilege and not a right. It is the student's responsibility to maintain eligibility by maintaining appropriate academic and behavioral standards.

Rights of Parents/Guardians

- To have their children educated in a safe and orderly environment.
- To have school personnel work cooperatively and in a timely fashion with parents.
- To be informed of district policies, regulations and school rules.
- To review their child's record with appropriate assistance and supervision from staff.
- To visit school and to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.
- To be respected and treated courteously by staff members and administration.

Responsibilities of Parents/Guardians

- To set a positive example for their children by treating staff members with respect.
- To visit school and to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.
- To ensure that their children are fed and clothed to the best of their ability.
- To teach positive behavior to their children.
- To take on and accept the primary responsibility for rearing their children.
- To cooperate with the school in bringing about improvements designed to enhance the educational climate for all students.
- To provide the school with accurate information regarding the legal residence, guardianship, telephone number, medical data, and other facts which may help the school to ensure the safety and welfare of their children.
- To become familiar with district policies, school rules, and regulations, and to support reasonable disciplinary measures as applied by school personnel.
- To provide their children with a quiet study area and encourage their academic endeavors.
- To ensure that their children attend school on a regular basis and arrive at school on time prepared to work.
- To encourage their child to report known infractions to the student code of conduct book to the proper authority.
- Call and report known school infractions to the student code of conduct book to the proper authority.

Rights of Staff Members

- To expect and receive the attention, effort, and participation of students.
- To have parental and administrative support when enforcing rules designed to provide an appropriate learning climate.
- To provide a learning atmosphere where interruptions are held to an absolute minimum.
- To be respected and treated courteously by parents and students.

Responsibilities of Staff Members

- To set a positive example for their students by treating parents and students with respect.
- To consider the personal worth of each individual student as a single, unique, important human being.
- To express consistently high expectations for the achievement and behavior of all students.
- To equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To hold students accountable for their actions.
- To ensure that all students are treated equitably.
- To recognize different ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased manner.
- To inform parents and students with timely or periodic reports, including all pertinent information related to the student's school experience.
- To continuously review their own performance and strive for professional growth.
- To initiate and enforce individual classroom and school rules consistently.
- Follow proper procedures in terms of infractions and consequences as outlined in the student code of conduct book.

Rights of Administrators

- To initiate building rules, regulations, and procedures as needed to establish and maintain a safe and orderly environment in which appropriate learning and teaching conditions prevail.
- To expect that all school employees recognize and fulfill their role to provide and ensure an appropriate learning environment.

Responsibilities of Administrators

- To set a positive example for their students by treating parents and students with respect.
- To provide leadership that will establish, encourage, and promote effective teaching and optimal learning.
- To establish, publicize, and enforce school rules that facilitate learning and promote good citizenship attitudes and habits.
- To hold students accountable for their conduct and to take prompt and appropriate action.
- To request assistance from the faculty, as well as the district's support personnel, community agencies, and resources when appropriate.
- To be sensitive to the concerns expressed by students, staff, parents and community.
- To act in the best interests of the students, staff and school.
- To establish procedures to address discipline problems.
- To provide in-service to staff in areas of discipline.
- To assist students in meeting the challenge of positive social behavior.
- To enforce the student code of conduct book with fidelity and consistency.

STANDARDS OF CONDUCT

General Conduct

It is necessary for any community to establish rules of conduct for its members if it is to achieve its goals. The school community is no exception. The school environment includes not only the school/district grounds, but also includes attendance and participation in all extracurricular activities and other school-related functions scheduled on or off the school campus, or while riding the school bus. Therefore, certain rules of behavior have been established for students. Students have the following responsibilities, and failure to carry out these responsibilities may result in disciplinary action:

1. It is the responsibility of each student to conduct himself/herself in the classroom in such a manner that does not interfere with his/her own learning or the learning of others in the class.
2. It is the responsibility of each student to attend class on time and to be prepared to participate.
3. It is the responsibility of each student to help keep the building clean; not to litter, mark on or deface school property and community areas.
4. It is the responsibility of each student to respect all staff and other students, and to be honest, polite and friendly. Directions are to be complied with regardless of whether a student is in the classroom, in the halls, in the cafeteria, at extracurricular activities, or at any other location on the school grounds. The perception that "he/she is not my teacher, so why should I listen to him/her" is to be avoided.
5. Students are not permitted to smoke in the building or on the school grounds or at school activities.
6. It is the responsibility of each student to keep doorways, hallways, restrooms and stairs clear at all times.
7. It is the responsibility of each student to leave the area in the event a disruption involving students occurs. The student's mere presence as an onlooker tends to lend support and encouragement to those students causing the disruption.
8. Verbal or physical harassment, bullying, and/or intimidation will not be tolerated while at school. Any student who experiences such a situation shall report the incident to the principal or his/her designee as soon as possible. No student shall try to settle the problem himself/herself by allowing the situation to escalate into a physical confrontation.
9. During fire or disaster drills it is the responsibility of each student to move quickly and quietly to the assigned safety areas. Appropriate instructions given by school personnel are to be obeyed. The health and safety of many people depends upon cooperation from students.
10. It is the responsibility of students to observe the same appropriate standards of conduct at extracurricular activities (home or away) as they do at school. Violence, disruptive behavior, involvement with drugs or alcohol at extracurricular activities or on fan buses will result in serious disciplinary action. Such action may include suspension and/or expulsion from school, suspension from attendance and/or participation at future extracurricular activities, and/or police action. Parents may be required to pick up their student at an out-of-town function.
11. Students shall not engage in Sexual Misconduct which includes but is not limited to sexual advances, request sexual favors, exhibit sexually motivated physical/verbal conduct or communications of any sexual nature. See Sexual Misconduct on page 53.
12. All students are entitled to have the opportunity to obtain maximum benefit from their educational experience. Thus, it is necessary to have rules and regulations that provide an educational climate in which learning can best take place. Students who show disrespect for the rights of others and disregard regulations may be subject to disciplinary action, which could include suspension or expulsion. In addition, they may be subject to removal from extracurricular activities and/or positions of leadership (i.e., Student Council, officer of Student Council or class).

Bus Conduct

According to School Board Policy, certain misbehavior and misconduct will be grounds for suspension from riding the school buses. It will be the responsibility of the parent/guardian to provide transportation to and from school if this occurs. The behavior includes:

1. Prohibited student conduct as defined in the Student Code of Conduct 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. *(Please see the guidelines distributed each year with student bus schedules.)*

Video/audio cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

Students suspended from the school bus who do not have alternate transportation to school shall have the opportunity to complete make up work for equivalent academic credit. It is the responsibility of the parent/guardian to notify the school that the student does not have alternate transportation.

Student Dress Code (K-12th Grade)

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Principals shall have the authority to determine proper attire for the school. An administrator may require that a student change into appropriate clothing. Continued failure to comply with the student dress code may result in disciplinary action.

Student Uniform Policy (High School)

The Board of Education has adopted a School Uniform Policy currently applicable only to high school students. All high school students are expected to wear an adopted school uniform that is consistent with the District Uniform Policy. A parent or guardian of a student may request for the student to be exempted from the uniform requirement on religious grounds. In order to exercise this option, the parent or guardian must present to the Superintendent a signed, written statement of objection detailing the grounds of objection.

High school students failing to comply with the School Uniform Policy will be provided with appropriate "loaned clothing" from the school's uniform bank. If no such "loaned clothing" is available, the student will call home or be sent home to secure a change of clothes to comply with the Uniform Policy. The "loaned clothing" shall be returned no later than the end of the next school day. Non-compliance with the School Uniform Policy may result in disciplinary action.

Decatur Public Schools High School Uniform Expectations

1. Approved Colors:
 - a. EHS – black, grey, white
 - b. MHS – blue, black, grey, white
2. Approved Tops:
 - a. Solid, school-colored polo shirts, sweatshirts, cardigans, sweaters, vests, jackets, and school athletic/letterman jackets
 - b. School-issued polo shirts
 - c. Team/Club uniforms or shirts on competition days are allowed for team/club members only
3. Approved Bottoms:
 - a. Solid khaki or black pants, including cargo worn at the waist
 - b. Solid khaki or black knee-length skirts or shorts worn at the waist
 - c. Solid leggings/tights allowed in school colors under knee-length skirts only

4. Spirit Day Guidelines:
 - a. Building principals will work with student leaders (SYAC/Student Council) to identify dates and appropriate apparel for Spirit Days
 - b. Students may pay \$1 to wear jeans on Spirit Days to support the cause or activity
 - c. School hoodies are allowed on Spirit Days; hoods must be down during the school day

5. Items Not Allowed:
 - a. Hoodies (except on Spirit Days), yoga pants, house shoes, hats, scarves, doo-rags, bandannas and sweatbands on forehead
 - b. Logos that are the predominant feature of clothing
 - c. Clothing that interferes with the learning of other students
 - d. Clothing that contains profanity or references to alcohol or illegal substances

*** School uniforms should give students a sense of belonging to their high school and create an identity for the school. Please continue supporting our efforts to help our young people become responsible, caring, and productive citizens in our community.*

THE DISCIPLINARY POLICY

SECTION I

ADMINISTRATIVE PROCEDURES

The Board of Education believes that its primary goal is to prepare students to be productive, contributing members of the society through education. The Board encourages the most effective use of educational strategies and techniques to achieve this goal. It is within this spirit that the Code of Conduct was created to address students' behavior in and around the school as well as during school related functions. The Code outlines specific behaviors that are both disruptive to the educational process and/or illegal and subject to disciplinary action.

The Board recognizes that conduct is learned, and acceptable conduct, like its academic counterpart, can be taught. While disruptive conduct will not be tolerated, the Board encourages the use of educational interventions to correct the unacceptable behavior. The corrective actions taken will also be guided by preventative and educational objectives. Finally, the Board is committed to creating an environment that is safe for students and staff, and promotes learning.

The Decatur Public School District 61 considers habitual, disruptive behavior unacceptable. In most cases, a system of progressive discipline (violations and consequences) will be followed. **Should severe or repeated misbehavior occur, the building administrator reserves the right to administer an appropriate discipline in alignment with the range of administrative consequences/interventions.**

Hard & Soft Lockdown

The lockdown of a school is not a form of student discipline. Lockdowns are used when there is danger in or near the school and students and staff need to be protected from danger. A lockdown involves securing doors and windows in an attempt to keep intruders from gaining access to staff and students. In the event of a preventative or SOFT LOCKDOWN, exterior doors are secured and no one is allowed in or out of the building, however; the routine of the school is maintained (or may be restricted) consistent with an external threat (such as, for example, a robbery at a nearby facility, suspicious activity in an area, gas leak at a nearby facility, etc). In the event of a full or HARD LOCKDOWN, there is a total cessation of school activity, no teaching, students seek shelter, classrooms are locked or doors closed, silence is maintained in the building, no one is allowed in or out of the building. Hard lockdowns are normally reserved for serious security situations.

Alternative Education Program

As a means of progressive intervention and assisting students who may require a more structured environment, the Decatur Public School District provides a voluntary Alternative Instruction and Social Intervention Services for grades 6-12 which is housed at Phoenix Academy and Milligan Academy. The mission of these services is to implement quality instructional practices in a small class environment. Interventions are geared towards social development so students may achieve academic and behavioral success. Students in this program will have the opportunity to return to their respective learning environment upon completion of their Plan of Success.

Students eligible for this program whose parent/guardian do not consent to placement in the program are subject to all disciplinary procedures contained in Parts A-D below.

Part A

GENERAL PROCEDURES

1. Students committing acts of gross disobedience/misconduct as defined herein may be disciplined in any manner provided in this policy, including detention, being assigned to an Alternative Placement Room, suspension out of school, suspension from the school bus, or expulsion.
2. When a student is suspended from school, it is that student's responsibility to keep up with class assignments. Upon request, teachers will provide and will evaluate make up work resulting from suspension, although in some cases (science experiments, for instance) alternate assignments may be provided.
 - Students suspended from school will be allowed to make up missed work for full credit. Request for missed work shall be made within 48 hours of a student's return from suspension. Student will be allowed up to 1 day for everyday the student is suspended from school.
3. Teachers may remove disruptive students from the classroom by sending them to the office. Teachers may also detain students after school when parents are notified. The building administrator will develop a procedure for handling disruptive students when he or she is away from the building. This procedure shall be made known to the staff.
4. Before removing any student from the school or the school bus during the school day, the building administrator will make reasonable efforts to notify the parent or guardian. He or she will make reasonable efforts to ensure the safety of the student. The student may be retained until the end of the day unless parents, guardians or emergency contacts can be reached.
5. School personnel may use reasonable physical force or restraint against a student to the extent the staff member reasonably deems such force or restraint necessary:
 - to defend or protect him/herself from the student; or
 - to defend or protect other persons from the student; or
 - to prevent or stop fights, breaches of the peace, and other disruptions; or
 - to prevent damage to the property of the district or other persons; or
 - to remove a student from any location, room or assembly where his/her continued presence creates a risk or threat of physical harm to himself/herself or others, or of damage to school property, or of unreasonable interference with the school or classroom instruction or program.

Part B

EXPULSION HEARINGS AND BOARD SUSPENSION REVIEW HEARINGS

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student shall be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall include:
 - a) The time, date, and place for the hearing.
 - b) Briefly describe what will happen during the hearing.
 - c) Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d) State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, 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. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student shall not be expelled. 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 find appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a) Detail the specific reasons why removing the student from his or her learning environment is in the best interest of the school.
 - b) Provide a rationale for the specific duration for the recommended expulsion.
 - c) Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d) Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

Part C

SUSPENSION PROCEDURES AND NOTIFICATION

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.

2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
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. An attempted phone call to the student's parent(s)/guardian(s).
4. Written notice of suspension to the parent(s)/guardian(s) and the student, which shall include:
 - a) Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b) Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c) Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d) Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct.
 - e) Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the 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. Whenever there is evidence that mental illness may be the cause for suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (c) in number 4, above.

Part D

SPECIAL EDUCATION GENERAL PROCEDURES AND DISCIPLINARY ACTIONS

- The District shall comply with the provisions of the Individuals With Disabilities Education Act (“IDEA”) when disciplining students.
- No special education student will be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his disability may be expelled pursuant to Expulsion Procedures, except that such disabled student shall receive educational services as provided in the IDEA.
- A special education student may be suspended for an aggregate of ten (10) days of school per school year, regardless of whether the student's gross disobedience/ misconduct is a manifestation of his disabling condition, except that such student shall receive educational services in accordance with the IDEA.
- Any special education student who has or will exceed ten (10) days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer if the exclusion is warranted because maintaining the student in his current placement is substantially likely to result in injury to himself or others.
- A Special Education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his current placement and placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

Special Education Suspension Procedures

1. All suspension notices and suspension review procedures set forth under Suspension Procedures must be followed in suspending a special education student. In addition, a special education student who is suspended from school shall receive educational services in accordance with the IDEA.
2. The parents/guardians shall be informed in writing that they may request a case study evaluation or a due process hearing pursuant to the Special Education Rules and Regulations and the procedural safeguards of the IDEA.
3. No later than ten (10) school days after the decision to suspend the student for an aggregate of 10 or more days, the District shall convene a meeting to review the relationship between the student's disability and the behavior subject to the disciplinary action, in accordance with the provisions described in Paragraphs 2 – 4 below. In addition to reviewing whether the conduct is a manifestation of the student's disability, the team shall also review and, if appropriate, modify the student's behavior modification plan. If there is no behavior management plan in place, the District shall develop an assessment plan to address the behavior.

Special Education Expulsion Procedures

1. Prior to making a recommendation to expel a special education student, the authorized administrator will convene a Manifestation Determination Review (MDR) to determine whether the student's act of gross disobedience/misconduct is a manifestation of his disability.
2. At the Manifestation Determination Review, the MDR team shall include the members of the student's IEP team and other qualified personnel, including, but not limited to, the authorized administrator familiar with the act of misconduct.
3. In carrying out the Manifestation Determination Review, the team shall consider, in terms of the behavior subject to the disciplinary action, all relevant information, including:
 - (a) Evaluation and diagnostic results, including relevant information supplied by the parents;
 - (b) Observations of the student; and
 - (c) The student's IEP and placement.

4. The team shall make the following determinations regarding whether the student's conduct was a manifestation of his/her disability:
 - Was the misconduct caused by, or did it have a direct and substantial relationship to the student's disability? OR
 - Was the misconduct the direct result of the LEA's failure to implement the IEP?
5. If, at the manifestation review conference, it is determined that the behavior of the student was a manifestation of his disability, the authorized administrator will not recommend expulsion. The authorized administrator may request a review of the appropriateness of the educational placement of the student in accordance with the Special Education Rules and Regulations. During the period necessary to propose a new placement, the student will remain in his then-current placement unless:
 - The student has not previously been suspended for a period exceeding ten (10) school days during the same school year, in which case the student may be suspended for a maximum of ten (10) school days less such previous suspension(s);
 - Parents and school district agree on an interim placement; or
 - The school district obtains an order from a court of competent jurisdiction or a State of Illinois hearing officer changing the then-current placement or providing for other appropriate relief.
6. If, at the manifestation review conference, it is determined that the behavior of the student was not a manifestation of his disability, the authorized administrator may recommend expulsion to the Board. The expulsion notice to the parents/guardian sent pursuant to Expulsion Notification under Expulsion Hearings and Board Suspension Review Hearings, will also include three (3) additional statements that:
 - (a) The parents are entitled to all rights provided under the IDEA 04 and those set forth in the Special Education Rules and Regulations, as available to the parents from the School District. A copy of parents' rights shall be included with the notice of the expulsion hearing.
 - (b) In addition to issues regularly determined at an expulsion hearing, the authorized administrator must present evidence that the manifestation review team met and concluded that the student's misconduct was not a manifestation of his disability, which shall be duly noted by the Board of Education.
 - (c) The administration shall ensure that relevant special education and disciplinary records of the student are transmitted for consideration by the Board of Education.
7. If a special education student is expelled from school in accordance with the procedures set forth above, the District shall convene an IEP meeting to develop an educational program to deliver educational services to the student during such period of expulsion.

Special Education Disciplinary Actions

The following caveats apply to the items in the list: (1) Disciplinary actions must have no adverse effect on IEP goals and objectives; and (2) disciplinary actions must not be applied in a discriminatory manner.

Written Reprimand	Permissible.
Written Warning	Permissible.
Isolated Time Out	Permissible if included in the student's (IEP) behavior management plan.
Study Carrels	Permissible.
Restriction of Privileges(Social Probation)	Permissible.

Physical Restraint	Permissible ONLY if student is a danger to self or others and must be followed up with specific documentation and shared with parent.
Detention (lunch, recess, after school)	Permissible.
In-School Suspension	Permissible if supervised by certified special education teacher and/or if student's IEP is carried out.
Aversive Therapy/Devices	PROHIBITED.
Bus Suspension	Permissible. Counts as part of 10-day aggregate days of suspension, if the child is unable to attend school because of the bus suspension.
Exclusion from Extracurricular Activities	Permissible as long as participation is not central to achievement of IEP goal.
Emergency Suspensions	Permissible for up to an aggregate of ten (10) consecutive school days if the procedures described in Section E are followed.
Suspension	Permissible for no more than ten aggregate school days per year if the procedures described in Part E are followed.
Alternative School Placement	Permissible as long as change of placement is made through regular IEP process.
Expulsion	Permissible if act of disobedience/misconduct is not a manifestation of the student's disability and if educational services are provided to the student.

Part E

SEARCHES OF STUDENTS AND STUDENT LOCKERS/SEIZURE OF PROPERTY

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment. School authorities are authorized to conduct searches of students and their personal effects where there is reasonable and individualized suspicion that the student is committing, is about to commit, or has committed an offense. "School Authorities" includes school liaison police officer. See the complete policy in Section III, Part D, of this document.

Part F

PROCEDURES FOR HANDLING MISCONDUCT ON BUS

1. A bus driver shall work with children to minimize misconduct on the bus.
2. If a student misbehaves on a bus, the driver may issue a Bus Misconduct Referral. A copy of the referral shall be given to the student, the school and the bus company. A representative of the bus company must report serious misbehavior to the principal or designee on the same day or in the morning of the next school day. Upon receiving a misconduct referral, the principal or designee

shall make the determination of the action to be taken and shall notify the bus company and parents/guardian. (Parents/guardian shall be notified in writing. They shall be expected to sign the letter and return it promptly to the principal or designee.) Conduct resulting in a bus suspension of 1-10 days shall be determined at the discretion of the principal or designee. Conduct resulting in a bus suspension of greater than 10 days shall be determined at the discretion of the Board.

3. If the student's conduct is severe, the principal or designee may use any of the steps outlined on page 44, Range of Administrative Consequences/Interventions in disciplining the student. The bus company and parents shall be notified of action taken.
4. Special Ed. students who are removed from the bus and do not attend school because of the bus suspension, will have these days counted as part of the ten (10) day limit.

The district is not responsible for the conduct of students at the city bus stop. This responsibility lies with the parents.

SECTION II

GENERAL CONSEQUENCES

Part A

EXPECTATIONS

Students representing their school or attending a school-sponsored activity at a location other than their own school shall conform to the same standards of conduct expected in the school. Infractions are subject to the appropriate Administrative Discipline Consequences. Police or juvenile authorities and the Superintendent of Schools shall be notified of illegal infractions.

Teachers at every level must be on the alert for behavioral problems which indicate a need for help. Early detection and consistent work with the student and parent/guardian enhances the probability for successful adjustment. Administrative Discipline Consequences shall be implemented which assist in teaching the acceptable behavior when at all possible.

Any of the procedures described in Administrative Discipline Consequences may be utilized to try to prevent minor problems from becoming major problems (except as limited by the student conduct regulations) (see Part B, *Range of Administrative Consequences/Interventions*).

- Each teacher is expected to maintain a classroom climate favorable to learning and to handle most behavioral problems through teacher-student interaction. Teachers are to establish a Classroom Management Plan to be approved by the appropriate administrator and implemented prior to making an office referral unless the behavior is of such serious nature that immediate office referral is warranted.
- If the above procedures are not producing the desired results, the teacher shall confer with the principal, counselor, social worker or assistant principal. The participants shall implement whatever plans they devise for corrections.
- If deemed advisable, a parent/guardian-teacher-student conference may be held.
- A modified school day or temporary time-out from normal activity may be used as an intervention if deemed necessary. This shall not be considered a suspension.

If a student persists in unacceptable behavior, the student shall be sent to the principal or assistant principal at the secondary level and the principal or the acting principal at the elementary level. Administrators may use any of the following appropriate Administrative Discipline Consequences/Interventions, outlined in this code of conduct depending upon the seriousness of the behavioral problem. See Part C, *Definitions for Consequences*, for distinction.

Support Services

Services which may be recommended and/or provided to students and/or families by varying levels of district employees including building level intervention team members and Student Services employees. These services may include, but are not limited to counseling, monitoring, and follow-ups by district staff.

Part B

RANGE OF ADMINISTRATIVE CONSEQUENCES/INTERVENTIONS

The following range of consequences/interventions may be used to address student misbehavior. This list does not display a required sequence of disciplinary actions. These consequences/interventions may be utilized in any order at the discretion of the administrator, except where Board approval is required.

- Alternative Placement Room (APR)
- Detention (before/after school or lunch)
- Expulsion (Board approval required)
- In-school Suspension (ISS)
- Out-of-School Suspension
- Parent Contact
- Parent Conference
- Referral to an Alternative Education Program
- Restitution
- Social Probation
- Supervision Room / Isolated Time Out
- Warning

Parent notification shall occur for all consequences/interventions excluding warnings and lunch detentions and shall be made by: writing, email, text, phone, and/or in person. Support Services may occur at all levels in the Range of Administrative Consequences/Interventions.

Part C

DEFINITIONS OF CONSEQUENCES (placed in alphabetical order)

Alternative Placement Room (APR)

Alternative to out-of-school suspension, not to exceed ten (10) consecutive days at a time. Students assigned for a full day will be required to attend six hours of closely supervised instruction designed to help the student make appropriate behavior modifications.

Detention

Time assigned the student by a staff member or administrator to be served outside of the academic portion of the school day.

Expulsion

Board of Education approved exclusion of a student for a period of time greater than ten (10) attendance days but not to exceed two (2) calendar years. Expelled students are not allowed on District #61 property or allowed to attend any activity sanctioned by the Decatur Schools until their term of expulsion has been completed, except for the limited purpose of attending an alternative school on district property.

In-School Suspension

An alternative to out-of-school suspension which may be used as an intervention at the discretion of administration for violations of the student code of conduct such as repeated minor offenses. Students are in the school and receive classroom assignments.

Out-of-School Suspension

A temporary exclusion of a student from school (including all activities sanctioned by Decatur Schools), from all school district property, from riding the school bus or from a class or classes for a period of time not to exceed ten (10) attendance days unless approved by the Board of Education. A student may be suspended from riding the school bus in excess of ten (10) attendance days for safety reasons. It is the responsibility of the parent to transport the student(s) to and from school if the student(s) is suspended from the bus. (Refer to Part E, *Special Education Suspension Procedures*, for special education students.)

Parent Contact

Parents/Guardians are notified of the discipline concern by phone, mail and/or in person.

Parent Conference

A formal scheduled meeting with parents/guardians to discuss a student's behavior.

Referral to an Alternative Education Program

Referral to an alternative education program, which students attend in place of their regular attendance center. If more than 10 days, parent will need to agree to the length of stay in writing.

Restitution

Students may be required to perform simple work consistent with the nature of the offense committed to remedy the damage which they or others have caused to property or grounds - for example: removal of gum from under desks and seats, repair of damaged property, removal of gang identifiers painted on buildings, repair of grounds damaged by vehicles, etc. Restitution can be assessed based on equivalent replacement or compensation for loss, damage, or injury caused.

Social Probation

Exclusion from participation in and/or attendance at an extracurricular school-sanctioned activity.

Supervision Room/Isolated Time Out

Temporary holding situation: Students are placed in the Supervision Room for one or two class periods after a staff member has removed them from a class or situation for disciplinary reasons. During a supervision period, the student will work on class assignments under the supervision of a district employee. (Used with students with IEPs.)

Warning

Students are told that repeated offense(s) will result in more severe disciplinary action.

Part D

DISCIPLINE VIOLATIONS AND RANGES OF CONSEQUENCES

Discipline Consequences indicate the minimum measure for the first offense. **More stringent consequences may be used when a student has a major offense or repeated behaviors.** There are two types of offenses: major and minor. **Major** offenses will most likely result in a suspension. For example: fighting, gross defiance, gross disruptive behaviors, etc. **Minor** offenses (unless habitual) will most likely result in APR, detention, and/or parent contact. For example: horseplay, tardies, failure to serve detention, etc.

The Alternative Placement Room (APR) may be used in place of out-of-school suspension if less than 10 days. **The asterisk (*) indicates violations that may be reported to the police.**

In addition to the range of consequences/interventions a student can receive, the district may involve community and/or school resources to assist in repairing the harm that has been done. These practices are called Restorative Justice. Restorative Justice's three main goals are Accountability, Community Safety, and Competency Development.

- Accountability provides an opportunity for the student to be held accountable for the behavior displayed and allows them to repair the harm done and rebuild the relationship with the party offended.
- Community Safety stresses building relationships with outside agencies such as the Boys and Girls Club, Decatur Police Department, and Youth Advocates as a strategy to empower the community to continue its efforts in healing its community members.
- Competency Development increases the social skills of students and address underlying factors that lead to disruptive behaviors in school and often delinquent behaviors outside of school.

Positive Behavior Interventions and Support (PBIS) is another resource used in the District that reinforces the desire of students to be safe, respectful, responsible, and ready to learn. These interventions as well as Restorative Justice are designed to re-teach and reinforce the skills needed to meet positive expectations in and out of the school setting.

These practices reflect the district's mission statement to *"provide our schools with the tools to promote positive, responsible standards of student behavior in order to provide quality educational environments free from disruptions that interfere with the learning process."*

All parents/guardians and students shall be aware that some of the acts listed below, as well as violations of the Safe School Zone, can also bring criminal prosecution and penalties as well as school disciplinary action even if methods such as Restorative Justice and Positive Behavior Interventions and Support are used. The school, the police or state's attorney, parents/guardians and/or students can bring legal action. The District will notify the police department of any act involving Illegal drugs, weapons and battery of district employees. Violation of the District drug policy occurs when a student or students are involved in using, being under the influence, possessing, distributing, purchasing, or selling illegal drugs or controlled substances on school district property or at any school event or activity. ***Infractions are reported electronically (known as referrals) by staff to administration.***

***Acts Disrupting School (Major)**

Students participating in an activity or act that results in a major disruption to the school environment or endangers the well-being of all students, staff, or school. For example: picketing, mob action, or sit-ins. Police or juvenile authorities may be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Alcohol Influence/Possession (Major)**

Possession of alcoholic beverages or any substance containing alcohol is prohibited. A student who is on school property or at a school activity and is under the influence of alcohol will be treated as though he has alcohol in his possession. The term "possession" includes having control, custody, or care of an object or substance, regardless of whether or not the item is on the student's person, or contained in

another item belonging to, or under the control of, the student, such as in the student's backpack, automobile, locker, desk, or other property. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions or to be on school property, and will be treated as though they had the prohibited substance, as applicable, in their possession. Police or juvenile authorities may be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Arson (Major)**

Arson occurs when a student participates or is involved in deliberately setting fire to property. Police or juvenile authorities may be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Bomb Threats (Major)**

Bomb threats occur when a student is involved with making threats to blow up the school, or any portion of the school, or other district property whether it is intentional or a hoax. Police or juvenile authorities will be contacted. This may result in criminal penalties for any student who makes a bomb threat involving school or on school grounds.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Bullying Behaviors (Major)**

Bullying Behavior occur with conduct directed towards a student that can be reasonably predicted to cause fear of physical or mental harm, harm to property, and/or interfere with the student's ability to participate in school or school activities. Examples not limited to: Name calling, insults regarding family members, making fun of a person's clothing, and creating posters with negative language and/or pictures.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Warning through 3 attendance days out-of-school suspension.

Defiance (Minor)

Defiance occurs when a student or students fail to follow reasonable directions of school personnel. Examples: Pull up your pants, report to the office, and sit down.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Warning through 3 attendance days out-of-school suspension.

Disruptive Behavior/Horseplay (Minor)

Occurs when a student engages in a brief behavior that disrupts the education of others. Examples: tapping their pencil on the desk, singing, making jokes.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Warning through 3 attendance days out-of-school suspension.

Dress Code/School Uniform Policy (Failure to Comply) (Minor)

Dress code violation occurs when a student is determined by a staff member to be out of compliance with the dress code or uniform policy and refuses to become compliant. Students failing to comply with the district's School Uniform Policy and/or dress code are subject to the following discipline (this starts over at the beginning of each semester):

1st Offense: Warning/parent contact. Allowed to correct or Alternative Placement Room (APR) for the remainder of the day.

2nd Offense: Warning/parent contact. Allowed to correct or Alternative Placement Room (APR) for the remainder of the day.

3rd Offense & Subsequent Offenses: Parent conference through 3 attendance days in Alternative Placement Room (APR).

Electronic Devices (Minor)

Electronic device violation occurs when a student makes/receives incoming calls and/or text messaging for personal use during instructional time, or uses an electronic device to take a video of students or staff during the school day or school sanctioned events without permission. An example of unauthorized video recording is taking a video of staff or students during class or recording fights between students; this includes, but is not limited to: electronic signaling devices, cell phones, pagers, laptops, computers, hand-held devices of any kind, or a cellular radio telecommunication. Any student found to be in violation of this policy shall be subject to the following consequences:

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Warning through 3 attendance days out-of-school suspension. Administration may confiscate the device until the end of the day in addition to any further disciplinary consequences.

***Extortion (Major)**

Extortion occurs when a student attempts to obtain the money or the possessions of another person by the use of threats or force. Police or juvenile authorities may be contacted.

ELEMENTARY (K-6)
SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

Failure to Serve Detention (Minor)

Failure to Serve Detention occurs when a student knowingly fails to serve a detention as prescribed by principal or his/her designee.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent contact through 3 attendance days in Alternative Placement Room (APR). Students who refuse to serve APR may be suspended for up to 3 attendance days of out-of-school suspension.

***False Alarms (Major)**

False Alarms violation occurs when a student is involved with, but is not limited to, intentionally pulling the fire alarm when there is no fire or threat of a fire, or making calls to 911 or police to report false information (hoax) that results in the disruption of school or school activities. Police or Juvenile authorities may be contacted. This may result in criminal penalties for any student who makes a threat or false report involving school or on school grounds.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Forced Sexual Misconduct (Criminal Sexual Assault) (Major)**

Forced sexual misconduct (Criminal Sexual Assault) includes an act of sexual penetration through the use of force or threat of force, or when the person commits the act knowing that the victim is unable to understand the nature of the act, or is unable to give knowing consent; or the perpetrator is 17 years of age or over and holds a position of trust, authority or supervision in relation to the victim. Police or juvenile authorities will be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

Gambling (Major)

Gambling occurs when a student is on school grounds, at a school function, or on school transportation and engages in an activity where money, cards, dice, or mutual items of interest are being used as a reward.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st Offense: Parent conference through 3 attendance days out-of-school suspension.

2nd and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Gang-Like Activities (Major)**

Gang-like Activities occur when any group of two (2) or more persons, whose purpose includes the commission of any act that violates any school rule or violates any local, state or federal law, are on school grounds, on a school bus or at any school or school-related activity, and engage in any activity including, but not limited to, the following:

1. Wearing, using, possessing, drawing, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, or any other thing(s) that are evidence of membership or affiliation in any gang;
2. Committing any act or omission or using any speech, either verbal, non-verbal or symbolic (such as gestures or handshakes) showing membership or affiliation in a gang; and
3. Using any speech or committing any act in furtherance of the interests of any gang or gang activity, including but not limited to: (a) inciting violence or acting in a violent manner where students, faculty, staff or others are placed in danger or placed in a position where danger may be anticipated; (b) acting in a manner or causing others to act in a manner where property is or may be damaged or defaced; (c) intimidating a person to perform or omit to perform an act as defined by Section 12-6 of the Illinois Criminal Code; (d) soliciting others for membership in any gang; (e) requesting any person to pay protection money; (f) extorting money, gambling and/or engaging in prostitution; and (g) engaging in an act that violates any school policy or local, state or federal law. Police or juvenile authorities may be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent Conference through recommendation for up to 2 calendar years expulsion.

Gross Defiance (Major)

Gross Defiance (Major) occurs when a student or students persistently refuse to follow staff directions and/or challenge the staff authority and school rules in such a manner that it places the student or others in a dangerous situation. Examples of gross defiance include (but are not limited to): failure to comply with staff when told to stop fighting, and using profanity while non-complying with staff.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through 3 attendance days out-of-school suspension.

Gross Disruptive Behavior/Horseplay (Major)

Gross Disruptive Behavior/Horseplay occurs when a student or students are involved in rough play or behavior that could cause injury and/or makes statements (hoax) that results in the disruption of class and continues after a staff member has repeatedly redirected his/her actions. Example:

tripping students in the hallway, running and throwing objects, flipping desk, and wrestling, and jokingly making statements of bodily injury or attacks.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through 3 attendance days out-of-school suspension.

HARASSMENT/BULLYING

Decatur Public Schools will not tolerate harassment, intimidating conduct, bullying, or cyber-bullying that interferes with a student's educational performance, or creates a hostile educational environment. Harassment or bullying based on gender, race, religion or sexual orientation are defined below.* Bullying, intimidation, hazing and harassment are prohibited 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; or during any school-sponsored education program or activity; or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or 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 or orderly operation of the school.

Bullying includes cyber bullying and occurs when a student is involved in any severe or pervasive physical or verbal action or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to:

- (1) Place the student or students in reasonable fear of harm to the student's person or property;
- (2) Cause a substantially detrimental effect on the student's physical or mental health;
- (3) Substantially interfere with the student's academic performance; and/or
- (4) Substantially interfere with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Harassment or Bullying Based on Disability (Major)

Harassment based on disability occurs when a student or students perform unwanted actions against another person or group based on their mental or physical disability, perceived mental or physical disability, or medical condition. Examples include, but are not limited to, making threats and/or demands, name calling, cruel comments, taunts, hand or body gestures, written documentation, harassment, intimidation, stalking, physical violence, destruction of property, retaliation for asserting or alleging an act of bullying or attempting to make someone feel fearful in the educational environment.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

Harassment or Bullying Based on Gender (Major)

Harassment or bullying based on gender occurs when a student commits an act of non-sexual intimidation or abusive behavior toward a person or group based on the person's actual or perceived sex, including harassment based on gender identity, gender expression, and non-conformity with gender stereotypes. Examples: making threats and/or sex based demands, cruel comments, taunts, hand or body gestures, public humiliation, communication or attempting to make someone feel fearful in the educational environment.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

Harassment or Bullying Based on Race, Color, or National Origin (Major)

Harassment based on race, color, or national origin occurs when a student or students performs an act of bullying or harassment as defined above against another person or group based on their race, color of their skin, facial features, texture of their hair, or national origin. Example: making threats and/or demands, racial or ethnic slurs, cruel comments based on race or ethnicity, taunts, hand or body gestures, written comments or communications, or attempting to make someone feel fearful in the educational environment.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

Harassment or Bullying Based on Religion (Major)

Harassment based on religion occurs when a student or students performs an act of bullying or harassment as defined above against another person or group based on their religious beliefs or perceived religious beliefs. Example: making threats and/or demands, religious slurs, cruel comments, taunts, hand or body gestures, written communication, or attempting to make someone feel fearful in the educational environment.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

Harassment or Bullying Based on Sexual Orientation (Major)

Harassment based on sexual orientation occurs when a student or students perform an act of bullying or harassment as defined above against another person or group based on their sexual orientation, or perceived gender or sexual orientation, or for failing to conform to stereotypical notions of masculinity or femininity. Examples: making threats and/or demands, cruel comments such as calling someone "fag", "queer", "homo", "dyke", taunts, hand or body gestures, written documentation, or attempting to make someone feel fearful in the educational environment.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Illegal Drugs/Controlled Substances (Under the Influence, Possession, Sale, or Distribution) (Major)**

Illegal Drugs/Controlled Substances occurs when a student or students are involved in using, being under the influence, possessing, distributing, purchasing, or selling the following on school district property or at any school event or activity:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
- b. Any substance that contains chemicals which produce effects similar to illegal substances, including, but not limited to, cathinones/bath salts, and synthetic cannabinoids/Spice and K2.
- c. Any anabolic steroid unless being administered in accordance with a physician's prescription.
- d. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list, unless administered in accordance with a physician's prescription.
- e. 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. Students who are not authorized to have prescription medications at school under the District's Medication at School guidelines may not be in possession of prescription medication on school property.
- f. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- g. "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.
- h. Drug paraphernalia, including all equipment, products and materials of any kind which are intended to be used unlawfully to: (a) ingest, inhale, inject, or otherwise introduce into the human body, cannabis, illegal drugs, controlled substances, synthetic cannabinoids, or look-a-likes thereof, into the body; or (b) process, prepare, test, package, store, or conceal cannabis, illegal drugs, controlled substances, synthetic cannabinoids or look-a-likes thereof.

The term "possession" includes having control, custody, or care of an object or substance, regardless of whether or not the item is on the student's person, or contained in another item belonging to, or under the control of, the student, such as in the student's backpack, automobile, locker, desk, or other property. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions or to be on school property, and will be treated as though they had the prohibited substance, as applicable, in their possession. Police or juvenile authorities may be contacted. In cases involving marijuana, narcotic drugs or methamphetamines, police will be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Physical Attack/Fight with a Firearm or Explosive Device Against Staff (Major)**

Physical attack/fight with a firearm or explosive device with staff occurs when a student **intentionally or unintentionally** causes or attempts to make physical contact with any staff with or while in the possession of any firearm or explosive device. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Students that instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. Police or juvenile authorities will be contacted. A firearm or explosive device refers to any weapon that is designed to expel a projectile by the action of an explosive. This includes guns, bombs, grenades, rockets, pipe bombs or similar devices designed to explode and capable of causing bodily harm or property damage.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference and through recommendation for up to 2 calendar years expulsion.

***Physical Attack/Fight with a Firearm or Explosive Device Against A Student (Major)**

Physical attack/fight with a firearm or explosive device with student occurs when a student intentionally causes or attempts to make physical contact with any student with or while in the possession of any firearm or explosive device. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Students that instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. Police or juvenile authorities will be contacted. A firearm or explosive device refers to any weapon that is designed to expel a projectile by the action of an explosive. This includes guns, bombs, grenades, rockets, pipe bombs or similar devices designed to explode and capable of causing bodily harm or property damage.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference and through recommendation for up to 2 calendar years expulsion.

***Physical Attack/Fight with a Weapon with Staff (Major)**

Physical attack/fight with a weapon with staff occurs when a student ***intentionally or unintentionally*** makes physical contact with staff with or while in the possession of **any object** that can be used as a weapon not including a firearm or explosive device. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Students that instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. Police or juvenile authorities will be contacted. Weapons include but are not limited to: knives, tasers, BB guns, air soft pistols, paintball guns, brass knuckles, billy clubs, or any other object if used or attempted to be used in a menacing manner or to cause bodily harm, including look-a-like weapons.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference and through recommendation for up to 2 calendar years expulsion.

***Physical Attack/Fight with a Weapon with Students (Major)**

Physical attack/fight with a weapon with students occurs when a student intentionally makes or attempts to make physical contact with any student with **any object** that can be used as a weapon not including a firearm or explosive device. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Students that instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. Police or juvenile authorities will be contacted. Weapons include but are not limited to: knives, tasers, BB guns, air soft pistols, paintball guns, brass knuckles, billy clubs, or any other object if used or attempted to be used in a menacing manner or to cause bodily harm, including look-a-like weapons.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference and through recommendation for up to 2 calendar years expulsion.

***Physical Confrontation With Staff (Major)**

Physical Confrontation with Staff occurs when a student is involved with ***intentionally or unintentionally*** causing injury or attempting to cause injury to the staff member. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Prohibited actions include but are not limited to the intentional or unintentional pushing or hitting of staff when staff is attempting to break up a confrontation between students. Students that instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. Police or juvenile authorities may be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference and through recommendation for up to 2 calendar years expulsion.

***Physical Confrontation With Students (Major)**

Physical Confrontation With Students occurs when a student intentionally causes or attempts to cause physical injury to any student or makes physical contact with a student that is not welcome. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Students that instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. Police or juvenile authorities may be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference and through recommendation for up to 2 calendar years expulsion.

Profanity/Obscenity (Major)

Profanity/Obscenity occurs when a student or students use profane and/or obscene language or gestures and/or are in possession of magazines/literature with an overt sexual content.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through 3 attendance days out-of-school suspension.

***Robbery (Major)**

Robbery occurs when a student or students knowingly take an item or items not belonging to them from a person by the use of physical force or by threatening the imminent use of force. Example: demanding an item with the threat of bodily injury. Police or Juvenile authorities may be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Robbery with a Firearm (Major)**

Robbery from a person with a Firearm occurs when a student or students knowingly take an item or items not belonging to them with the use of a firearm. Example: approaching someone with a firearm and demanding items. Police or Juvenile authority will be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Robbery with a Weapon (Major)**

Robbery from a person with a Weapon occurs when a student or students knowingly take an item or items not belonging to them from a person with the use of a weapon. Example: approaching someone with a weapon that can cause injury when used and demanding items from the person. Police or Juvenile authority will be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Robbery Without a Weapon (Major)**

Robbery without a weapon occurs when a student knowingly takes an item or items not belonging to them from a person with the intent to steal the item. Police or Juvenile authority may be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Sexual Battery (Major)**

Any unwanted contact with an intimate part of a person's body, whether directly or through clothing. Police or Juvenile authority will be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent Conference through recommendation for up to 2 calendar years expulsion.

Sexual Misconduct (Major)

Sexual Misconduct includes but is not limited to, students engaging in sex, providing sexual favors and/or other acts of a sexual or arousing nature, exposing one's body parts, showing or distributing pornography, touching, sexting, and/or use of any social media in this context, and talk of a sexual nature while on any school property (including school bus), school functions, or school related events.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent Conference through recommendation for up to 2 calendar years expulsion.

Skipping (Minor)

Skipping occurs when a student has been caught not attending a class or does not have a valid excuse or pass for not being in class.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st Offense: Administrative Conference and Parent Contact.

2nd Offense: Parent Contact through 1 day in Alternative Placement Room.

3rd and Subsequent Offenses: Parent Conference through 3 days of out-of-school suspension.

Tardy to class (Repeated Unexcused) (Minor)

The Decatur Public Schools do not penalize students who come late to school occasionally for reasons recognized by the State of Illinois as valid causes for missing school. Please refer to pages 9-10 regarding tardies to school. Students that arrive tardy to class during the school day disrupt the lesson and hinder learning. Students are considered tardy to class when they arrive to class after the tardy bell (start of class) without a valid pass from the building administrator or designee. If the tardiness becomes habitual, administrators or designee will meet with parents to determine the cause and develop a plan of assistance. Tardies to class will start over each quarter.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1-3 Cumulative Tardies	Student will be given a pass to class and recorded as tardy in the school system.
4-5 Cumulative Tardies	Student will be given a pass to class, recorded as tardy in the school system, and a letter mailed home informing parents.
6 Cumulative Tardies	Student will be given a pass to class, recorded as tardy in the school system, and parent conference scheduled with administrator or designee.
7-9 Cumulative Tardies	Student will be given a pass to class, recorded as tardy in the school system, and parent escort to class in lieu of discipline ranging from lunch detention through 3 days in APR.
10 and Subsequent Tardies	Student will be given a pass to class, recorded as tardy in the school system, plan of assistance developed with parent and student, and discipline ranging from parent meeting through Social Probation.

****Escort to class = Parents will escort student to class during passing period.***

***Social Probation = Exclusion from participation in and/or attendance at extracurricular school-sanctioned activities. Length of time is at the discretion of the administrator. This includes dances, try-outs, prom, football, basketball, etc.**

Technology/Network Violation

Technology/Network Violation occurs when a student is involved with the district's computer system in a way that is prohibited as described in the Internet and Technology Use Policy. Violations can be minor or major. Examples of this include, but are not limited to, inappropriate videos, Facebook, email, music sites, pictures, etc. as outlined on pages 57-61. Some violations can be considered a major offense and will most likely result in a suspension from school or greater.

**ELEMENTARY (K-6)
& SECONDARY (7-12)**

1st and Subsequent Offenses: Parent conference through 3 days of out-of-school suspension.

***Theft**

The taking or using of public or private property that does not belong to the perpetrator without permission or authorization is prohibited. Restitution will be a part of the punishment whenever possible. Student(s) involved in theft can be arrested based on the Illinois Criminal Code.

Minor Offense

Theft (Minor) occurs when a student is involved with the taking or using of public or private property of nominal value without permission or authorization. (Examples include, but are not limited to, pencils, paper, school supplies, cash not exceeding \$20.00, food or drink items, etc.)

Major Offense

Theft (Major) occurs when a student is involved with the taking or using of public or private property of DPS, staff, or students more than nominal value without permission or authorization. (Examples include, but are not limited to, items of clothing, cell phones, electronics, cash exceeding \$20.00, purses, wallets, etc.) Police or juvenile authorities may be contacted.

**ELEMENTARY (K-6)
& SECONDARY (7-12)**

1st and Subsequent Offenses: Parent Conference through recommendation for up to 2 calendar years of expulsion

***Threats to Staff with a Firearm (Major)**

Threats to staff with a firearm occurs when a person uses a firearm for the purpose of intimidating or causing the staff member to be in fear of physical injury to their person. Firearm includes any weapon that is designed to expel a projectile by the action of an explosive. This includes guns, bombs, grenades, rockets, pipe bombs or similar devices designed to explode and capable of causing bodily harm or property damage. Police or juvenile authority will be contacted.

**ELEMENTARY (K-6)
& SECONDARY (7-12)**

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Threats to Students with a Firearm (Major)**

Threats to students with a firearm occurs when a person uses a firearm for the purpose of intimidating or causing the student to be in fear of physical injury to their person. Firearm includes any weapon that is designed to expel a projectile by the action of an explosive. This includes guns, bombs, grenades, rockets, pipe bombs or similar devices designed to explode and capable of causing bodily harm or property damage. Police or juvenile authority will be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Threats to Staff with a Weapon (Major)**

Threats to Staff with a Weapon occurs when a student uses **any** item for the purpose of intimidating or causing a staff member to be in fear of physical injury to their person. Police or Juvenile authorities will be contacted. Weapons include, but are not limited to, knives, baseball bats, medical paraphernalia, pipes, bottles, locks, scissors, pencils and pens if used or attempted to be used in a menacing manner or to cause bodily harm, will be considered a weapon.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Threats to Students with a Weapon (Major)**

Threats to Students with a Weapon occurs when a student uses **any** item for the purpose of intimidating or causing a student to be in fear of physical injury to their person while in a school building, on school grounds, or any school related activities. Weapons include, but are not limited to, medical paraphernalia, knives, baseball bats, pipes, bottles, locks, sticks, pencils and pens, if used or attempted to be used in a menacing manner or to cause bodily harm, will be considered a weapon. Police or Juvenile authorities will be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through recommendation for up to 2 calendar years expulsion.

***Threats to Staff Without a Weapon (Major)**

Threats to Staff occur when a student is involved with actions or conduct that causes or attempts to cause a staff member to be in fear of physical injury to their person or damage to their personal property. Police or juvenile authorities may be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent Conference through recommendation for up to 2 calendar years of expulsion.

***Threats to Students Without a Weapon (Major)**

Threats to Students occur when a student is involved with actions or conduct that causes or attempts to cause any student to be in fear of physical injury to their person or damage to their personal property. Police or juvenile authorities may be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent Conference through recommendation for up to 2 calendar years expulsion.

***Tobacco Influence/Possession/Paraphernalia (Minor)**

Possession of tobacco or tobacco-related products including, but not limited to, cigarette lighter, cigarette paper, and electronic cigarettes is prohibited in Decatur Public Schools. The term "possession" includes having control, custody, or care of an object or substance, regardless of whether or not the item is on the student's person, or contained in another item belonging to, or under the control of, the student, such as in the student's backpack, automobile, locker, desk, or other property. Police or juvenile authorities may be contacted.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through 3 days of out-of-school suspension.

***Trespassing/Loitering (Minor)**

Trespassing/Loitering occurs when a student is suspected of being on school property without authorization and refuses to show proper identification or leave when directed to do so by any staff member. **The police may be notified and student may be subject to arrest.**

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent conference through 3 attendance days out-of-school suspension.

***Vandalism (Major)**

Vandalism occurs when a student is involved with destruction of, or causes damage to, public or private property. Restitution will be part of the discipline. The parents/guardian and student will be billed by the business office for the cost of damages. Students may also be required to perform work to repair damage caused to property or grounds. Police or juvenile authorities may be contacted.

ELEMENTARY (K-6)
SECONDARY (7-12)

1st and Subsequent Offenses: Parent Conference through recommendation for up to 2 calendar years expulsion.

Verbal Confrontation (No Physical Contact) (Minor)

Verbal Confrontation occurs when a student uses violent or derogatory language towards any student or staff member. When a staff member identifies him/herself and tells the student to stop, he or she

shall do so immediately. Students that instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent Contact through 3 attendance days of out-of-school suspension.

***Weapon Related (Major)**

- I. **Weapon Related: Possession (a)**
Possession, use, control or transfer of guns, firearms, rifles, shotguns, knives (not including a knife that is prohibited by law) or firearms, Tasers, or look-alikes are prohibited in school buildings, on campus (school grounds) or at a school activity. Look-alikes include, but are not limited to, BB guns, air-soft pistols, paintball guns, cigarette lighters and laser pointers shaped like a gun.
- II. **Weapon Related: Possession (b)**
Possession of explosives and all other weapons, including but not limited to weapons as defined by Section 24-1 of the Criminal Code (720 ILCS 5/24-1), including knives that are prohibited by law, brass knuckles, billy clubs, or look-alikes thereof, is prohibited in school buildings, on campus (school grounds) or at a school activity.

ELEMENTARY (K-6)
& SECONDARY (7-12)

1st and Subsequent Offenses: Parent Conference through recommendation for up to 2 calendar years expulsion. Police or juvenile authorities may be contacted.

SECTION III

OTHER POLICIES

Part A

INTERNET and TECHNOLOGY USE POLICY

Acceptable Use

The use of DPS61 technology resources is a privilege and not a right. The privilege of using the technology resources provided by DPS61 is not transferable or extendable by students to groups outside the district and terminates when a person is no longer a student of DPS61. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the School District technology resources may be denied, and the appropriate disciplinary action may be applied per the Student Code of Conduct. Law enforcement agencies may be notified in appropriate cases.

DPS 61 Student Responsibilities:

- Read, understand and follow the DPS61 Acceptable Use Policy.

- Use devices in a responsible and ethical manner.
- Obey general school rules and district policies concerning behavior.
- Use technology resources in an appropriate manner that does not result in the informational damage of school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions.
- Use any information obtained via DPS61’s network at your own risk. DPS61 specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Report physical damage to devices immediately to the Technology Department.
- Secure devices against theft or loss.
- Help DPS61 protect devices by contacting the Technology Department about any security problems encountered.
- Monitor all activity on your account(s).
- Turn off and secure devices after you are done working to protect work and information. Securing the devices includes storing device out of sight and in a secure location.
- Respect the rights of copyright owners.

Prohibited Student Activities:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates any existing DPS61 Board Policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Spamming or sending mass or inappropriate emails.
- Gaining access to others’ accounts.
- Gaining access to others’ files and/or data without permission.
- Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Bypassing the DPS61 web filter through a web proxy, phone tethering, and any other means, including utilizing a non-district network during the school day.
- Bullying.

Device Care:

The devices can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excess pressure.

- Do not expose the device to any liquid, including water, drinks, rain, etc.
- Do not lean on the top of the device when it is closed.
- Do not place anything near the device to put pressure on the device.
- Do not place anything in the carrying case that will press against the device.
- Do not “bump” the device against desks, lockers, walls, car doors, floors, etc.
- Never leave any object on the keyboard.
- No labels or stickers may be applied to the computer without prior approval of the Technology Department.
- Students are responsible for maintaining their individual devices and keeping them in good working order.

- Clean the screen with a soft, dry cloth or anti-static cloth or with a screen cleaner designed specifically for LCD-type screens.

Device cases furnished by DPS61 must be returned with only normal wear and no alterations to avoid paying a case replacement fee.

Devices that malfunction or are damaged must be reported to the DPS61 Technology Department. The school district will be responsible for repairing devices that malfunction.

Devices that have been damaged from student misuse, neglect or accident will be repaired. If the damages to a device are not covered under the warranty, and/or do not have it covered under their homeowner's insurance, the student's family will be responsible for the total cost of repairs up to the replacement cost of the device. Students may be provided a temporary device while their assigned device is being repaired.

Devices that are stolen must be reported within twenty-four (24) hours to the building administrator, Technology Department, appropriate Police Department, or appropriate County Sheriff's Department. Police reports shall not be filed if the device is misplaced or left unintentionally. Devices that are lost must be reported to DPS61 Technology Department through an established procedure.

Legal Propriety:

Students must comply with trademark and copyright laws and all license agreements. If the student is unsure, ask a staff member for guidance.

Use or possession of hacking software is strictly prohibited and violators are subject to discipline. Violation of applicable state or federal law may result in criminal prosecution and/or disciplinary action by the District, including expulsion or police involvement.

The Decatur Public School District owns and operates the equipment and software that compose our network resources. The school is obligated to take steps to insure that all facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of the District's network resources or district-owned devices is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine and/or delete any electronic file.

The District does not have control of the information on the Internet or incoming emails, nor does it provide any technical barriers to account holders accessing the full range of information while not connected to the School District's network. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of Decatur Public Schools District. While the District's intent is to make Internet access available for educational goals and objectives, account holders may have the ability to access other materials as well. Students shall obey the Acceptable Use Policy when using the Internet on the network and/or the device.

District account holders take full responsibility for their access to the District's network resources and Internet. Specifically, DPS61 makes no warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder;
2. The costs, liability or damages incurred as a result of access to school network; or

3. Any consequences of service interruptions.

This policy exists along with all other District policies, rules, guidelines and procedures. Specific items not covered here may be addressed by other policies, District rules, guidelines, or procedures at the discretion of the Board of Education or its designee.

Security:

1. Do not leave laptops in unsupervised areas.
2. Staff will confiscate unsupervised or abandoned laptops.
3. Avoid using the laptop in areas where damage or theft is likely.
4. During after-school activities, students are still expected to maintain the security of the laptop. Students participating in sports events shall store laptops and use the same security measures as with their other personal items.
5. Each laptop has identifying labels including the serial number that is tied to the student. Students must not modify or destroy these labels.

Parent/Guardian Responsibilities:

1. Sign the Student/Parent Computer Agreement.
2. In order for students to be allowed to take their computers home, a student and his/her parent/guardian must sign the Student/Parent Computer Loan Agreement.
3. Monitor student use.
 - a. The parent/guardian must agree to monitor student use at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved. Suggestions include:
 - i. Investigate and apply parental controls available through your Internet service provider and/or your wireless router.
 - ii. Develop a set of rules/expectations for computer use at home. Don't forget rules for social networking, instant messaging, e-mailing, online gaming and using webcams. Some websites provide parent/child agreements for you to sign. The district will not block websites or otherwise limit the use of the device outside of school.
 - iii. Demonstrate a genuine interest in what your students are doing on the computer. Ask questions and request that they show you their work often.
2. Continually dialogue with your children about online safety.
 - a. Help your child(ren) understand what information shall be private.
 - b. Explain that children shall post only information that you—and they—are comfortable with others seeing.
 - c. Go where your child goes online or follow your child online.
 - d. Teach your child(ren) to recognize and report:
 - i. Cyberbullying
 - ii. Online predators
 - iii. Exposure to inappropriate materials

Student and Parent Agreement

1. Devices and computer bags, when stored in lockers, must be stored so that they will not be damaged by other locker contents.

2. Devices must be with the student at all times when transporting and using the device outside of the classroom.
3. Students, whose parents have signed a Student/Parent Computer Loan Agreement and have been given permission by Decatur Public Schools staff, will take devices home.

Do not:

- Allow others (other than a parent or district employee) to use your device.
- Use another student's device.
- Reveal your full name, personal address, phone number, school name or personal identifying characteristics (i.e., hair color, age, etc.) to anyone online.
- Deface your device or computer bag with stickers, markers, or graffiti, or remove any markings or tags placed there by technology staff.

Students are expected to:

- Convey the details about any knowledge of a security problem to their teacher without discussing it with other students.
- Notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Notify a teacher or administrator immediately if they accidentally access an inappropriate website.
- All videotaping, pictures, and any audiovisual recording is prohibited unless authorized by a teacher, principal or instructional coach as part of a class project.

The student will return the device to the school:

- At the end of the year and/or when requested by school administration;
- If he/she transfers to another school within Decatur Public Schools; or
- If he/she withdraws from Decatur Public Schools.

If the device is not returned to the school in any of the above scenarios within three (3) days after the initial withdrawal or transfer, it will be reported as stolen and a police report will be submitted to law enforcement. The device contains permanent tracking software so that missing laptops can be located by law enforcement.

Decatur Public Schools assumes no responsibility for any unauthorized charges, including but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal or unauthorized use of its computers (such as copyright violations).

Decatur Public Schools may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. Decatur Public Schools reserves the right to confiscate the property at any time.

Part B

ATHLETIC CODE

Extracurricular Athletics

Student participation in School Board-approved extracurricular athletic activities is contingent upon the following:

1. The student must attain the academic standards set forth in the Parent-Student Handbook.

2. Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. A physical examination of the student must be conducted by a physician and an accompanying written statement assuring that the student's health status allows for active athletic participation must be submitted to the Building Athletic Director.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a written statement from the parent(s)/guardian(s) that the student is covered under a family insurance plan.

The Principal or Athletic Director shall maintain the necessary records to ensure student compliance with this policy.

Adopted: April 8, 1997

Part C

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

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. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent or a designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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 which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search shall be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness; and
- by a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, if the search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded

by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. A written report shall be made by school authorities that conducted the search and given to the Superintendent when drugs or weapons are found.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Adopted: July 8, 1997

Part D

BULLYING AND HARASSMENT

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection 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 characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. 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 a school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall:

1. Fully implement and enforce each of the following Board policies:

- a. 7:20, *Bullying, Intimidation and Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
- b. 7:190, *Student Behavior*. This policy is to provide effective discipline and practices that ensure the safety and dignity of students and staff while maintaining a positive, weapons and drug free environment and keeping school property and the property of others secure.
- c. 7:310, *Restrictions on Publications*. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
- d. 6.235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examine the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Include bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourage all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involve students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicate the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or

acknowledging students for demonstrating appropriate behavior.

8. Annually communicate this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engage in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Comply with State and federal law and ensure alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

LEGAL REF.: 405 ILS 49/, Children's Mental Health Act
 105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7

 23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development)
 5:230 (Maintaining Student Discipline)
 6:60 (Curriculum Content)
 6:65 (Student Social and Emotional Development)
 7:20 (Harassment of Students Prohibited)
 7:190 (Student Discipline)
 7:220 (Bus Conduct)
 7:230 (Misconduct by Students with Disabilities)

PART E

DISTRIBUTION OF POLICY

Copies of the Discipline Policy and Procedures will be furnished to the parents/guardians of each elementary student and to students at the secondary level at the beginning of the school year or within fifteen (15) days after the school year begins, or within fifteen (15) school days after a transfer student begins classes in District 61.

DECATUR PUBLIC SCHOOLS ADDRESSES AND TELEPHONE NUMBERS

Superintendent
Decatur Public Schools
101 W. Cerro Gordo
Decatur, IL 62523
217-362-3012

Assistant Superintendent
Decatur Public Schools
101 W. Cerro Gordo
Decatur, IL 62523
217-362-3014

Assistant Superintendent
Decatur Public Schools
101 W. Cerro Gordo
Decatur, IL 62523
217-362-3016

Macon-Piatt Special Education Director
Decatur Public Schools
335 E. Cerro Gordo
Decatur, IL 62523
217-424-3423

Director of Student Services
Decatur Public Schools
601 N. Church Street
Decatur, IL 62523
217-362-3060

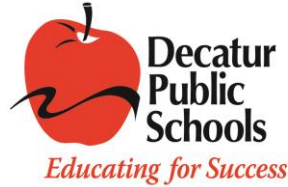
Director of Human Resources
Decatur Public Schools
101 W. Cerro Gordo
Decatur, IL 62523
217-362-3031

Access District 61 information any time, day
or night, by logging on to www.dps61.org,
or by tuning in to cable Channel 22.

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Decatur Public Schools



Student Code of Conduct and Parent Handbook 2016-2017

We have received a copy of the Decatur Public Schools' *Student Code of Conduct and Parent Handbook 2016-2017*. We have read and discussed the handbook and understand that students are expected to follow the discipline and behavior guidelines while on Decatur Public Schools' property or while in attendance at any function of Decatur Public Schools.

We have also read and discussed the requirements regarding the Wireless Device Program and computers belonging to Decatur Public Schools and agree to all terms pertaining to the handling of the device while the device is in my care or while utilizing the computers in school.

Student Signature

Parent Signature

Date

(After signing, please tear off at dotted line and return to school)