

# DIXON HIGH SCHOOL

## MISSION STATEMENT

The mission of Dixon High School is to provide all students with the opportunities to achieve academic and personal success in the school setting and to prepare them to be contributing members of society.

In order to accomplish this mission, the school is committed to maintaining high expectations for all students, regularly assessing learning, and establishing a learning climate which affirms the worth of students and education.

This mission is the shared responsibility of staff, students, parents, and community.

## INTRODUCTION

Welcome to Dixon High School. The Dixon High School staff wishes you a productive and successful year.

This handbook has been prepared to inform you of the various rules and regulations for which you are responsible to ensure an atmosphere which is conducive for the education of all students. Read carefully the information printed in this handbook. The rules and policies in this handbook are not all-inclusive and the administration reserves the right to interpret each individual situation in order to provide the safest learning environment possible. If you have questions regarding any section, do not hesitate to contact the administration for an explanation.

Your cooperation and participation are necessary in making Dixon High School the best that it can be.

## ATTENDANCE

Students are expected to attend school regularly and are bound by the Illinois School Code, 105 ILCS 5/26-1 to do so. This section, along with section 26-2 of the Code, indicates that a student shall "... attend some public school in the district wherein the child resides the entire time it is in session during the regular school term..." The School Code defines a truant as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day portion thereof. Valid cause for absence shall be illness, death in the immediate family, family control of the student as determined by the Board of Education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health for the student.

It shall be the student's responsibility to make-up all work missed. A student shall have the amount of time absent to make-up work missed. For example, a three day absence means that a student has three days to complete the make-up work.

"Chronic or habitual truant as defined by 105 ILCS 5/26-2a shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days. An absence is defined as any part of the school day (even one period)." Chronic or habitual truants will be referred to the Regional Superintendent.

Because students need to be present in order to learn and achieve success, Dixon High School institutes many interventions to discourage truancy from school or from individual classes. For repeated unexcused absences to a single class, students will receive progressive consequences

ranging from a 30 minute detention to suspension and/or removal from class. Once a student receives 15 unexcused absences in any one class, they will be removed from that class with a failing grade and placed in a study hall.

Staff members shall interpret rules and regulations relating to student attendance. Students in the Dixon High School are expected to adhere to all existing laws regarding school attendance.

Parents and guardians of Dixon High School students are expected to adhere to all existing laws regarding their role in getting their child to school.

Administrators are authorized to take appropriate legal action against truants and/ or parents of truants.

In cases of communicable diseases, a child may return to school when he/ she has recovered and danger of carrying the disease is past. No doctor's note is required unless the school nurse, principal or other school official requests it.

The school nurse recommends that a child should maintain a normal temperature for 24 hours before returning to school.

## ATTENDANCE AND CO-CURRICULAR ACTIVITIES

**Participants:** To engage in any school events, performances or practices, students must be in attendance periods 4-7 of that school day. If a student is ill and must stay home from school or leave school due to illness, they may not engage in any practice or event that day.

**Spectators:** To attend any co-curricular event as a spectator, students must be in attendance for periods 4-7 of that school day. If a student is ill and must stay home from school or must leave school due to illness, they may not attend any co-curricular event as a spectator that day.

## ATTENDANCE AND WORK

If a student is ill and must stay home from school or must leave school due to illness, the student may not go to work during school hours on that day. If the student does so, the student will be counted as unexcused. If the student is a member of the school work program, they are not allowed to attend work at any time on that day. Any student in the school work program who attends work after being absent from school will receive detentions, or an out of school suspension.

## PROCEDURE TO REPORT ABSENCES

A parent or guardian is expected to phone the high school by 10:00 a.m. on the day of the student's absence. AN ANSWERING MACHINE IS PROVIDED FOR THE HOURS OF 3:30 P.M. TO 7:00 A.M. AT 815- 284 - 7723.

Students who attempt to misrepresent parents or guardians in calling themselves or other students off will be given detentions.

If a student must leave due to illness or a doctor's appointment, the student must sign out in the main office. If a student fails to do so, the absence may not be excused or a detention may be issued.

Whenever possible parents or guardians of students who have not been called off will be contacted by telephone. Students who accumulate 10 or more excused absences may be required to provide a doctor's excuse for any future absences.

### DOCTOR'S NOTE

A Doctor/Dentist/Orthodontist note will be required for any student who is absent from school for an appointment or procedure. The note will state whether or not there are any activity restrictions and whether or not the student may return to school. A Doctor's note will also be required for any student absent for more than three days.

## DEFINITION OF ABSENCE

Excused Absences - for illness, doctor/ dental appointments, court appearances, late buses, death in the immediate family, and other family emergencies, school suspension, field trips, and athletic and extra-curricular activities.

Students must secure permission from the school nurse or an administrator before leaving because of illness and must sign out in the office before leaving school for any reason. Failure to follow proper procedure will result in a referral to an administrator.

Pre - arranged Absences – parents should contact the main office to pre-arrange absences for college days, church field trips, and others approved by an administrator.

These absences require completion of a pre- arranged absence form available from the main office.

Unexcused Absences (truancy) - for absences not described above - oversleeping, car problems, "skip days", incarceration, and job interviews for example. If a student is called off by a parent or legal guardian and then is seen out in the community then it could result in the absence being unexcused. Once a student has accumulated 10 or more excused absences, a doctor's excuse will be required for any future absences.

Note: The above lists are not all inclusive. Situations not covered above or exceptions to the above will be dealt with on an individual basis with an administrator.

## TRUANCY POLICY

### Detentions

- A student will receive one detention for every period that is missed in a day. If a student were to miss an entire school day with an unexcused absence than that student would receive seven detentions.
- Detentions will be served before school from 7:00-7:30 a.m., or 2:20-2:50pm in a designated area. Detentions can also be served during lunch in a designated area. The student should report to the designated area and sign in before being allowed to go and obtain their lunch. A student may not go out to lunch first and then return to the lunch room to serve the detention.
- Missed detentions will result in a reschedule of the detention. After a student has missed six detentions, they may be suspended out of school for one day for every missed detention thereafter.

\*\*Cell phone use or any disruptive behavior while serving a detention will result in rescheduling or possible further consequences.

## DIXON HIGH SCHOOL BOUNDARIES

Dixon High School grounds include the student and faculty parking lots and all areas around the Dixon High School, with boundaries being the north alley, Peoria Avenue on the east, Rock River on the south and the street that passes near the armory on the west. School rules also apply to all P.E. areas adjacent to school property.

## STUDENT RESOURCE OFFICER

Dixon High School has a full-time student resource officer who is authorized to investigate incidents, perform searches, and make arrests when appropriate. The Student Resource Officer is located in the Guidance Office and can be reached at extension 4022.

## BICYCLE/ SKATEBOARD SAFETY

Students who ride bicycles or skateboards to school are requested to follow these simple rules:

1. Obey all traffic laws and school safety regulations.
2. Ride one on a bicycle.
3. Place bicycle in the rack provided at school AND LOCK IT.
4. Remove only one's bicycle from the rack.
5. Ride single file on streets.
6. Trick or stunt riding on school property is prohibited.
7. Skateboards must be placed in a student's locker upon arrival at school and are not allowed at extra-curricular activities.

## FRESHMAN LEARNING ACADEMY

The freshman learning academy will be an entirely new academic learning environment for all incoming freshman students. The academy is designed to help freshman successfully transition from middle school to high school. One of the first steps in assisting with that transition will be a closed campus for all freshman. Freshman will also share a common floor where their lockers and many of their classes will be located. At the beginning of the school year, all freshman will receive a learning academy handbook that will outline all of the rules and regulations of the learning academy.

## CODE OF CONDUCT

1. Students are to identify themselves and report to the office at once if requested to do so by any staff member. Students will be required to surrender I.D. to staff members upon request. Failure to comply will result in a suspension or detention/s.
2. Students are not to loiter in the building, on campus, or at nearby business locations, before, during, or after school hours.
3. Students are not to carry opened food or drink containers in the halls during school hours. Bottled water is acceptable.
4. Students are not to engage in public display of affection in the building or on campus.
5. Students are not to use profane or vulgar language or gestures nor vandalize school property.
6. Students are not to be in the hallways during lunch hour, or while classes are in session unless they have a pass.
7. Pagers, laser pens, and other nuisance items are not to be used in the school, and will be confiscated.
8. Cell phones are not allowed to be seen or heard in the building between the hours of 7:00 A.M. and 2:15 P.M. Cell phones being used will be confiscated and turned into the main office.
9. Portable electronic devices are not allowed to be used in the hallways between the hours of 7:00 A.M. and 2:15 P.M. Electronic devices being used in the hallway will be confiscated and turned into the main office. No earphones will be allowed in either one or both ears while students are in the hallway.

## DRESS CODE

The students of Dixon Public Schools, with guidance from their parents, are capable of accepting the responsibility of maintaining individual grooming. Any dress or appearance which is disruptive,

immoral or immodest will not be allowed. Students are expected to dress appropriately at all times. Clothing is to be free of indecent printed materials and references to illicit drugs, alcohol, and cannabis. Hair should be groomed in order not to interfere with vision and should not be considered dangerous near machinery. Foot apparel is required (Adopted December 15, 1971, Dixon Board of Education, 170).

## DHS DRESS CODE

Dixon High School has determined the primary purpose of the school to be education, and that matters of personal dress and grooming should be appropriate for the situation. Students should come to school dressed in clothing appropriate for instruction. Dixon High School accepts and fully recognizes that the basic responsibility for dress rests with the students and his/her parents, but experience has demonstrated the need for certain restrictions in this area. You should always keep in mind that the way you dress should not be unhealthy, interfere with maintaining a positive teaching-learning environment, or compromise reasonable standards of decency. Students may be asked to change their clothing if it is determined by the DHS administration to be distracting or inappropriate. The following will not be permitted while in attendance during the school day:

- Outdoor jackets/coats must be stored in lockers and not worn to class.
- Hats, bandanas and hooded sweatshirts with the hood up both boys and girls.
- Exposed chains hanging from clothing.
- Obscenities and or implied vulgarity on clothing.
- Any item of clothing or jewelry containing the insignia of a gang or otherwise commonly associated with a gang or cult.
- Language or pictures that are offensive, inappropriate or identify or promote alcohol or drugs will not be allowed on a student's clothing or body. This also includes the use of Nazi signs and symbols and the use of the Confederate flag due to the history of disruption as a result of the presence of these symbols.
- All shirts/tops worn by students will meet the waistband of the student's pants/skirts, and will have a strap that goes over the shoulder or neck area. Tube-tops or strapless tops are not allowed.
- Tank tops or shirts that are too revealing will not be allowed for boys or girls.
- Skirts, dresses, and shorts must reach at or near the length of the fingertips held straight to the side.
- Holes in jeans or shorts must be past the length of the fingertips held straight to the side.
- No undergarments should be visible at any time.
- No midsections should be visible at any time.

## PHYSICAL EDUCATION RULES

1. No dress policy. Grade starts being reduced after 5<sup>th</sup> no dress.
2. Tardy policy. Grade starts being reduced after 6<sup>th</sup> tardy.
3. For the safety of our students, students will not be allowed to wear jewelry. Jewelry

- consists of watches, rings, necklaces, chains, and earrings.
4. We discourage students from participating in physical education with any visible piercings (ex. Nose, mouth, and eyebrow). Students who have them participate at their own risk.
  5. No gum.
  6. No food or drink items in the gym or locker room.
  7. Shoes must be fastened appropriately to prevent injury.
  8. Shorts must be worn properly on the waist line.
  9. Students can rent PE clothes. Shirt and short are \$1.00 or .50 cents for individual items per day.
  10. Students can wear sweats over PE clothes.
  11. Students who lose or abuse equipment will be responsible for replacement costs.
  12. Students must be in the locker room before the final bell rings.
  13. Students are not allowed to share lockers.

## PHYSICAL EDUCATION UNIFORM

All students are required to wear uniforms for physical education class. Uniforms from Reagan Middle School or from the schools of transfer students are acceptable. If a student forgets to bring his/her uniform, the student may rent an entire uniform for one dollar.

## ABSENCES AND TARDIES

Students who are absent from or late for classes miss valuable educational opportunities. Classroom teachers will issue their own consequences for absences and/or tardies. Students who are chronically tardy will be referred to an administrator. If a student arrives to class after half of the period is expired, then that student will be considered truant for that period and receive the appropriate discipline.

Students who are referred to the administration for chronic tardies will be subject to discipline. If a student is tardy to 1 or 2 class periods in a week then that student will receive one detention. If a student is tardy to 3 or 4 class periods in a week then that student will receive two detentions. If a student is tardy to 5 or 6 class periods in a week then that student will receive three detentions. If a student is tardy to 7 or more classes in a week then that student will receive five detentions.

## SEX EQUITY POLICY

The Dixon Public School District has adopted a sex equity policy statement and has established a sex discrimination grievance procedure. Copies may be obtained in the school or district office.

## DISTRICT POLICY AGAINST HARASSMENT

Everyone at Dixon High School has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, and harassment because of race, color, ethnicity, national origin, sexual orientation, marital status, religion, and disability.

1. A harasser may be a student or an adult. Harassment may include the following:
  - a. name calling and teasing
  - b. pulling on clothing
  - c. graffiti
  - d. notes or cartoons

- e. unwelcome touching of a person or clothing
  - f. offensive or graphic posters or book covers; or
  - g. violent acts
  - h. E-mail or electronic based communication
2. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, or an administrator
  3. You may also make a written report. It should be given to a teacher, counselor, or an administrator.
  4. Your right to privacy will be respected as much as possible.
  5. We take seriously all reports of sexual harassment, and harassment based upon race, color, ethnicity, national origin, sexual orientation, marital status, religion, or disability, and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.
  6. The School District will also take action if anyone tries to intimidate you or harm you because you made such a report.

## FIGHTING

Students who fight will be suspended for a minimum of three days if they agree to peer mediation. Those who refuse to mediate their disputes will be suspended for a minimum of five days. Police may also be called.

## PEER MEDIATION

Peer Mediation is a program which uses trained student mediators to sit down with two students who are in conflict to guide them through a discussion that results in an agreement between the two disputants. Students who are experiencing conflict may request mediation for themselves or for others by completing a "Peer Mediation Request Form" available in offices and classrooms throughout the school.

## TOBACCO POLICY

Possession and/or use of tobacco products are prohibited on or adjacent to school grounds. School administrators and staff members are authorized by city ordinance to write complaints on students' violating this policy. The result is usually a minimum fine of \$55 and/or school discipline for the first offense.

## LUNCH/CAFETERIA

Sophomores, Juniors, and Seniors may leave campus during their lunch periods or may remain on campus. If a student remains on campus, he may bring his lunch or purchase it in the cafeteria. Those students who remain in the cafeteria are expected to behave in a respectful manner and are expected to clean (return trays, pick up paper and food, etc.) the areas in which they eat. After eating, the students may remain in the cafeteria or may go outdoors. Students who leave campus for lunch and do not return on time will be considered unexcused. The school administration reserves the right to close campus for individual students for disciplinary reasons.

With the institution of the freshman learning academy, campus will be closed to all freshman. All freshman will eat lunch in the cafeteria and remain in the cafeteria for the duration of their lunch period.

## AUTOMOBILE REGULATIONS

All vehicles parked on school property shall be subject to searches by the school administration

and/or student resource officer. There are two parking lots at Dixon High School. The east lot in front of the cafeteria is reserved for students. The west lot in back of the shops is for staff only.

The following are considered parking/vehicle violations:

1. Failing to register license numbers with the office.
2. Failing to display a parking sticker.
3. Parking in any manner other than in a marked parking space.
4. Parking in the fire lane, drivers education, visitors, handicapped, faculty or any other illegal place.
5. Reckless driving (too fast, spinning wheels, etc.).
6. Leaving or throwing trash under a car or on school grounds.
7. Loud music being played during school hours.

Violations may result in detentions, monetary fines, towing, or a ticket being issued by the appropriate government entity.

## DRIVER EDUCATION POLICY

It shall be the policy of the Board of Education to provide as a sophomore course offering both classroom and behind-the-wheel driver education instruction.

The Illinois School Code Article 105 ILCS 27-23 requires students to have a minimum of thirty (30) class hours in classroom driver education. Therefore, if any student is **ABSENT FOR ANY REASON MORE THAN FOUR TIMES**, that student shall have to drop the classroom phase of driver education and schedule it for the next semester.

## LOCKER ASSIGNMENTS

School personnel, upon order of the principal, have the right to search lockers and desks without the permission of the students. Lockers and desks may be searched under the following circumstances:

1. Information obtained from a reliable source indicates the possible possession of contraband.
2. The primary purpose of the search is to secure evidence of student misconduct regarding the school discipline code.
3. General locker checks may be run for hygiene purposes to maintain clean, food-free lockers.
4. A cell phone or an alarm is going off from a student's locker.

Student Hall Locker Procedures:

1. Lockers will be assigned. Dixon High School reserves the right to inspect the contents of all hall and locker room lockers. The school further reserves the right to remove from lockers anything contrary to school rules or detrimental to the school.
2. Locker combinations will be issued at the time of locker assignment.
3. **ONLY ONE STUDENT WILL BE ASSIGNED TO A LOCKER, AND STUDENTS ARE TO USE ONLY THEIR ASSIGNED LOCKER.**
4. **LOCKERS ARE TO BE KEPT LOCKED AT ALL TIMES.**
5. **Students are to immediately report to the main office lockers not functioning properly or lockers damaged in any way.**

## THEFTS AND LOST ARTICLES

Precautions:

1. Limit the amount of cash you bring to school. If a large amount is necessary, write a check. Lost cash is rarely recovered.

2. Mark clothing, coats, shoes with your name in a visible place. Include a phone number. Also place another mark or number you are familiar with in a secret, hidden place for identification if a stolen article should be recovered.
3. On gym shoes, make a notch on the side or sole of the shoe for easy identification.
4. Leave radios, cameras, toys and other non-academic articles at home. If they are brought to school at a teacher's request, the serial number should be recorded and left at home.

Reporting:

1. Forms for reporting missing articles are available in the main office at Dixon High School. Reporting should be done immediately.
2. Before filling out the report, check the "lost and found" in the main office.
3. Include witnesses and suspects, serial numbers, special identification marks and appropriate cost when filling out the report.
4. These reports will occasionally be forwarded to the police department.
5. Valuable items should also be reported stolen directly to the police department.

## HONOR ROLL

The three categories of Honor Roll are: Superior, Outstanding, and Honorable Mention. Honor Roll is based on quarter grades. To be eligible for Honor Roll, a student must be enrolled in five courses that "count" or four classes plus Driver's Education. Grades which are excluded from Honor Roll calculations are Physical Education, Driver's Education (both classroom and behind-the-wheel), and the work portion of the I.C.O and Co-op Programs.

The Honor Roll is determined by calculation of a basic GPA based on the following. A = 4.0, B = 3.0, C = 2.0, D = 1.0.

The GPA needed to attain each of the categories of the Honor Roll is :

Superior	3.81 +
Outstanding	3.41 to 3.80
Honorable Mention	3.00 to 3.40

## DHS GRADE SCALE

A+ = 99 - 100	C+ = 83 - 86
A = 96 - 98	C = 79 - 82
A- = 94 - 95	C- = 75 - 78
B+ = 92 - 93	D+ = 73 - 74
B = 89 - 91	D = 71 - 72
B- = 87 - 88	D- = 69 - 70
	F = 0 - 68

Since the plus/minus policy listed above was adopted in the Spring of 2000, calculations of grade point average and class rank using plusses and minuses will be implemented beginning with the Class of 2004. Students graduating before 2004 will not be affected by plus/minus grades.

## ACADEMIC ELIGIBILITY

Any full-time student wanting to attend Homecoming, Prom or perform in either the Talent Show or Mr. School must be passing 5 of their 7 classes when eligibility is run. For Prom eligibility will be run four weeks before the event. For Homecoming eligibility will be run three weeks before the event. For the Talent Show and Mr. School eligibility will be run two weeks before each event. If a

student is enrolled in five classes they must be passing 4 of their 5 classes. If a student is enrolled in 4 classes they must be passing 3 of their 4 classes. If a student is not passing the required number of classes then they will not be allowed to attend that event. If a student were to purchase a ticket to the event in advance and then be ineligible to go, the student will be refunded the cost of their ticket.

## OVERALL GPA AND CLASS RANK

The Overall GPA and Class Rank are determined by a system similar, but not exactly the same, as the Honor Roll. They are based on final semester grades, not quarter grades. The same exclusions from determination of Overall GPA would apply as with the Honor Roll determination.

The basic GPA would be determined by the same letter grade point method:

A+ = 4.40    A = 4.00    A- = 3.60    B+ = 3.40    B = 3.00    B- = 2.60  
 C+ = 2.40    C = 2.00    C- = 1.60    D+ = 1.40    D = 1.00    D- = 0.60    F = 0.00

For each semester of Advanced Placement course completed for credit,

A+ = 5.40    A = 5.00    A- = 4.60    B+ = 4.40    B = 4.00    B- = 3.60  
 C+ = 3.40    C = 3.00    C- = 2.60    D+ = 1.40    D = 1.00    D- = 0.60    F = 0.00

Department	Credits
<b>Credits needed for graduation</b>	24
English	4.0
Social Studies	3.0 1 World History 1 U.S. History .5 Government .5 Elective
Math	3.0
Science	3.0
Consumer Education or Economics	0.5 (or proficiency test)
Keyboarding I or Computer Applications I	0.5
Health	0.5
Physical Education	3.5
Electives	6.0

Regular Schedule

EB		7:00 – 7:44
1		7:50 – 8:36
2		8:41 – 9:27
3		9:32 – 10:18
4		10:23 – 11:09
5	A Lunch	11:09 – 11:39
	A Class	11:44 – 12:30
	B Lunch	12:00 – 12:30
	B Class	11:14 – 12:00
6		12:35 – 1:24
7		1:29 – 2:15

Late Start Schedule

EB		8:30 – 9:05
1		9:10 – 9:45
2		9:50 – 10:25
3		10:30 – 11:05
4		11:10 – 11:35
5	A Lunch	11:50 – 12:20
	A Class	12:25 – 1:00
	B Lunch	12:30 – 1:00
	B Class	11:50 – 12:25
6		1:05 – 1:38
7		1:43 – 2:15

Early Release Schedule

EB		7:00 – 7:44
1		7:50 – 8:27
2		8:32 – 9:09
3		9:14 – 9:51
4		9:56 – 10:33
6		10:38 – 11:15
5	A Lunch	11:20 – 11:50
	A Class	11:55 – 12:32
	B Lunch	12:02 – 12:32
	B Class	11:20 – 12:02
7		12:37 – 1:15

Half Day Schedule

EB		7:20 – 7:45
1		7:50 – 8:13
2		8:18 – 8:41
3		8:46 – 9:09
4		9:14 – 9:37
5		9:42 – 10:05
6		10:10 – 10:33
7		10:38 – 11:00

## STUDENT ASSISTANCE

The Student Assistance Program is a joint effort, between the Dixon Public Schools and Lutheran Social Services to provide services to students and their parents. Students may receive assistance in the following areas:

1. Drug/ Alcohol
2. Truancy/ Absenteeism
3. Academic achievement
4. Family problems

Students may seek assistance by self referral or through disciplinary actions through the Dean's Office or the Guidance Department. Parents or teachers may also refer students to the Student Assistance

Program.

## GANGS AND GANG-RELATED ACTIVITIES

The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session or at school related events, including the display of gang symbols or paraphernalia, is strictly prohibited. Anyone involved in gang-related activities will be subject to school discipline and referral to the proper law enforcement agency.

## THE CRIMINAL CODE AND JUVENILE COURT ACT

The criminal code and the juvenile court act include several crimes specifically related to the problems of gangs and criminal activity in and around our schools. P.A. 84-1075, effective December 2, 1985, amends the Criminal Code and makes it a crime for anyone 18 years or older to expressly or impliedly threaten to do bodily harm or do bodily harm to a person under 18 or to use any other unlawful means to solicit or cause any person under 18 years to join any organization or association. The Act **provides stricter** criminal penalties for conviction of unlawful delivery of a weapon if the crime is committed in any school or on school property. Stricter criminal penalties are also provided for convictions of unlawful delivery of drugs in any school, on school property, or on any public way **within 1,000 feet of school property**. In addition, any student at least 15 years of age who is charged with unlawful possession of drugs or weapons at school will be prosecuted as an adult. (705 ILCS 405/5-130, 720 ILCS 5/12-6.1, 720 ILCS 5/24-1(c), 720 ILCS 550/5.2, 720 ILCS 570/407(b)).

## RECIPROCAL REPORTING WITH LAW ENFORCEMENT

Illinois School Code requires a reciprocal reporting system between law enforcement agencies and schools. Therefore, it is the policy of Dixon Public Schools to share information regarding illegal or controlled substances, weapons, gang activity, serious crime or felony, or any other information that might be beneficial with local law enforcement agencies.

## DIRECTORY INFORMATION

It is the policy of Dixon High School to share directory information with law enforcement, social service, and military agencies. Parents must notify the Students Services Office by September 15 if they do not want this information shared with these agencies.

## MEDICAID

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to eligible students are partially reimbursable. Unless you object in writing Dixon Public Schools will claim Medicaid/KidCare reimbursement for services provided to eligible students. These claims will have no impact on your ability to receive Medicaid funding either now or any time in the future.

## JOB SHADOWING

Job shadowing is available to students with junior or senior status. See your guidance counselor if interested.

## INTRODUCTION TO THE DIXON SCHOOL DISTRICT 170 DISCIPLINE POLICY

School discipline is an issue that continues to be of vital concern to all of us. Studies, surveys and opinion polls in the last decade verify the seriousness of school violence, crime and student misbehavior and lend credibility to the perceptions of educators and parents alike that discipline is one of the most serious problems facing our school today.

While the discipline problem may not be as great in the Dixon schools as in some major urban centers, it is serious enough that we have had to act in a forceful and deliberate way to bring about improvement in school conduct. The Dixon Board of Education has supported our efforts to improve discipline in District 170.

This HANDBOOK was prepared as part of the discipline improvement plan. It is designed to communicate information on student discipline to parents, students and faculty. Students and parents are encouraged to take time to review this handbook with their children. This handbook has several objectives:

- To aid in the establishment of a cooperative working relationship among all concerned by outlining the responsibilities and rights of each in relation to the school system.
- To specify the levels of student misconduct and the disciplinary action associated with the various types of rules infractions.
- To answer some of your questions about discipline and school regulations in general

### PHILOSOPHY OF DISCIPLINE

There can be no statements on discipline without mention of the sound basic principles of good classroom management, without some discourse on a realistic and relevant curriculum, without the indication of the responsibilities of everyone who plays a part, directly or indirectly, in the instructional program or without references to the forces, institutions and people who have shared in developing the minds and personalities of young people. It is an oversimplification to expect that acts of disruption and violence can be dealt with effectively by a list of prescriptive punishments. Effective solutions must address themselves to the causes and the climate of unacceptable behavior in addition to suggestions of punitive remedies.

A school program in citizenship training, however well intentioned and directed, could never approach the degree of influence which a parent has on a child. If this influence of character development and self control is neglected, the schools' task becomes much more difficult. But when the objectives of the school and the parent are mutually consistent, the task of the school becomes more obvious to the pupil. The Dixon School District #170 Board of Education is committed to the goal of safe schools and an orderly process of instruction. This commitment requires that everyone, members of the Board of Education, school administrators, teachers, parents and students assume their share of responsibility toward the attainment of that goal.

### DIXON SCHOOL DISTRICT 170 STUDENT DISCIPLINE POLICY

Dixon Public School students are prohibited from engaging in behavior that will endanger — or threaten — the safety of others, that will damage property, or that will impede the orderly conduct of the school program.

The following offenses are prohibited by the Dixon Public Schools. The disciplinary actions and procedures used in dealing with those offenses are defined by the types of misconduct ranging from Type I (least severe) to Type IV (most severe) misconduct.

## ACTS OF MISCONDUCT - TYPES I AND II

TYPE I - Behavior which falls into this type includes:

1. **Creating Classroom Disturbances.**
2. **Dishonesty.**
3. **Littering.** Careless discarding of rubbish or other items.
4. **Tardiness.** Failure to enter a class at the assigned time without an acceptable excuse.

TYPE II - Behavior which falls into these types include:

1. **Bus Misconduct.** The school bus is considered an extension of the school. The rules of conduct which apply in the building or on school grounds also apply on the bus.
2. **Disrespect/ insubordination.** Open or persistent defiance of authority and/ or school rules and regulations. Included are verbal abuse or recognizable derogatory gestures. The willful failure to respond or carry out reasonable requests by authorized school personnel.
3. **Forgery or the use of forged notes or excuses.**
4. **Gambling.** Participation in games of chance or skill for money or profit.
5. **Loitering.** Standing idly about or loafing in classrooms or other parts of a school building or on school grounds when asked to refrain from this action.
6. **Misrepresentation.**
7. **Refusal to identify self.**
8. **Vandalism (minor).** Limited to acts which result in minimal damage to property.
9. **Stealing (minor).** Limited to small, inexpensive items, i.e., books, pencils, etc. The unauthorized taking of larger, more expensive items would make the infraction a Type IV Act of Misconduct.
10. **Truancy.** Unexcused absences from school, classes, study halls, homerooms or other school assignments.
11. **Possession and/ or use of tobacco on or adjacent to school property.**

## ACTS OF MISCONDUCT - TYPES III AND IV

1. **Unmodified Type I and II Acts of Misconduct.** Repeated violations of Types I and II Acts of Misconduct will automatically move the infraction to Type III and/ or IV and the consequences which follow will be appropriate to those steps.
2. **Extortion.** Use of force or threatened use of force to obtain another person's property or money.
3. **Fighting.** Aggressive, hostile bodily contact.
4. **Trespassing on other than school property.** Leaving school boundaries such as playgrounds, and entering private property.
5. **Trespassing on school property.** Trespassing on school property means one or more of the following acts:
  - a. Entering upon or in property without justification or without implied or actual permission.
  - b. Entering or remaining upon or in school property without justification after being notified or requested to abstain from entering or remaining.
  - c. Entering an area of the school building which is restricted in use and so posted.
6. **Verbal abuse.** Name calling, profanity, obscenity, racial slurs or other derogatory statements or gestures.
7. **Harassment.** Including, but not limited to name calling, teasing, graffiti, notes, cartoons, unwelcome touching, or violent acts based on a person's race, color, ethnicity, national origin, sexual orientation, marital status, religion, and disability.

8. **Sexual harassment.** Unwanted verbal or physical contact of a sexual nature toward another student or staff member. Dixon Public Schools do not condone sexual harassment. Any person who feels that he or she has been sexually harassed should consult with a building administrator immediately.
9. **Vandalism.** Defacement or destruction of any school building or fixture including the willful writing, making marks, drawing characters, etc. on walls, furniture and fixtures.
10. **Bullying.** Ongoing, repeated, negative actions against a person. Could be, but not limited to: verbal, physical, social isolation, or intimidation.
11. **Hazing.** Persecuting or harassing with humiliating tasks, words, or actions.
12. Other acts of misconduct which are seriously disruptive and/ or which create a safety hazard to students, staff and/ or school property may be considered Type III and Type IV violations

**TYPE IV** - Behavior which falls into this type includes:

1. **Bomb threats.** The conveyance of threats or false information concerning the placement of.
2. **Possession and/ or sale of stolen property.**
3. **Possession of weapons and/ or the use of weapons or other objects to produce bodily harm.**
- 4.\* **Possession, use, sale, or under the influence of alcohol on any school property or while attending any school - sponsored or school - related function.**
- 5.\* **Possession, using, selling, or under the influence of controlled substances (drugs), inhalants, or look -a-likes on any school property or while attending any school-sponsored or school-related function.**
6. **Setting false fire alarms.**
7. **Setting fires.** This offense is committed when, by means of fire or explosives, a person knowingly damages any real property, or personal property.
8. **Taking the property of another or without force or violence.** (Refers to items of greater value than those described in stealing under Type II.)
9. **Threats to others.** A threat to apply force or a threat to do physical injury to another student or to a school employee.
10. **Other acts of misconduct which are seriously disruptive and/ or which create a safety hazard to students, staff and/ or school property may be considered Type III or Type IV violations.**

\*Dixon Substance Abuse Procedures

## SCHOOL DISCIPLINARY ACTIONS/PROCEDURES

### 1. Action Taken Prior to Office Referral

(Type I Acts of Misconduct):

Each teacher is to establish an **Assertive Discipline Plan** to be approved by the building principal and put into use prior to making an office referral, unless the behavior is of such serious nature that immediate office referral is warranted. Examples of disciplinary actions taken under Type I by teachers as part of their Assertive Discipline Plan are as follows:

- a. Verbal reprimands
- b. Withdrawal of privileges
- c. Conference with parents (by phone or in person)
- d. Detention
- e. Counseling
- f. Behavior contract

## 2. Office Referrals

A student should be referred to the office when the seriousness of the offense, the persistence of the behavior, or the disruptive effect makes the continued presence of the student in the classroom detrimental to the educational process. Typically, office referrals would be Types II, III and IV Acts of Misconduct.

### a. Intermediate types of Disciplinary Methods

Acts of Misconduct in Types II or III may result in the use of one or more of the following types of disciplinary responses to attempt to correct the offending behaviors:

1. Conference with student
2. Conference with parents
3. Withdrawal of privileges
4. Temporary removal from class
5. Detention
6. Out-of-school suspension
7. Transfer
8. Financial restitution
9. Referral to outside agency or school district support services

### b. Disciplinary Methods for Serious Acts of Misconduct

Acts of misconduct which usually fall under Type IV may result in the use of the following types of disciplinary responses.

1. **Out - of - School Suspension.** The Board of Education authorizes suspension of students who commit Types III and IV Acts of Misconduct. Out - of School suspensions may range from one to ten days, depending on the nature of the offense.
2. **Substance Abuse Policy.** (See Board Policy 710.13)
3. **Bus Misconduct Procedure.** The school bus is considered an extension of the school. The rules of conduct which apply in the school or on school grounds also apply on the bus. In addition, students are required to abide by the rules of conduct in relation to school bus transportation. A pre-printed BUS CONDUCT NOTICE form (in triplicate) will be made available for bus driver use in recording and reporting incidents of student misbehavior while riding, boarding or departing his/ her school bus. One copy of the BUS CONDUCT NOTICE will be delivered to the administrative office. In cases of extreme student misbehavior on a school bus, the BUS CONDUCT NOTICE delivery procedure is to be preceded by an immediate phone call to the office of the appropriate school building administrator. One of the two BUS MISCONDUCT NOTICE copies delivered to the school will be mailed to the child's parents if the youngster in question is considered by the administrator as being guilty of misconduct.
4. **Expulsion.** Violations of offenses listed in Type IV Acts of Misconduct are just cause for administrative recommendation to the Board of Education for expulsion.

## STUDENTS RIGHTS IN DISCIPLINARY PROCEDURES

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsions are made in accordance with the following procedures:

1. **Out - of - School Suspension/ Bus Suspension**

- a. A student must be given the opportunity to present information on his/ her behalf prior to suspension. The suspension shall be reported immediately to the parents or guardians of each suspended student, and to the Board of Education through the Superintendent of Schools. The report to the parents shall be made by letter through the U.S. Mail. A copy of this letter will be sufficient notification to all others. If the situation is such that physical well - being of the student, other individuals or the property of the school district are in jeopardy, then the student may be suspended immediately and given an opportunity for a conference within 24 hours.
- b. The suspension letter shall give full statement of the reasons for the suspension and notice to the parents or guardians of their right to review. The procedure for review, if requested, shall be as follows:
  1. All requests for review shall be made by the parent or guardian within five days after the receipt of notice of suspension and shall be made to the person ordering the suspension;
  2. The parent or guardian requesting the review shall appear and discuss the suspension with the hearing officer appointed by the Board. Hearings shall be held within five days after receipt of the request for review;
  3. Thereafter, the hearing officer shall report to the Board, by written summary, the evidence heard at the meeting;
  4. Upon receipt of the report, the Board may take such action as it finds appropriate; provided, however, any hearings thereon shall be held in executive session for the protection of the student involved.
- c. A student shall be reinstated after suspension by the principal or his/ her representative only. Further continuance of school is contingent upon the conduct of the student being consistent with that which is expected of good school citizens. Reinstatement shall occur only after a parent conference involving appropriate school personnel is held.
- d. When a student has been suspended for an act involving weapons, threats, aggression, or gross insubordination or disrespect, the student and/or parent(s) or guardian(s) will meet with one or more of the following to determine the student's readiness to return to the classroom: administrator, teacher, counselor, social worker, and/or psychologist. This meeting may result in a requirement of subsequent conferencing

#### **OUT-OF-SCHOOL SUSPENSION RULES**

1. Suspended students are expected to make-up all missed exams and assignments for full credit. It is the student's responsibility to contact their teachers and arrange to take any missed exams and complete any missed assignments.
2. Students missing P.E. classes are expected to complete a required assignment or attend a make-up P.E. for each day missed. Assignments will be given by that student's P.E. teacher.
3. Students who are suspended cannot be on school grounds or attend school activities or practices during the suspension. Suspensions end at 7:00 A.M. on the student's first day back to school.
4. Students can make arrangements to drop off assignments or check with their teachers either before the school day starts or directly after school by contacting the main office.

#### **EXPULSION**

Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at a meeting of the Board of Education to discuss their child's behavior. The Board, at such meeting, shall state the reasons for the dismissal and the date on which the expulsion is to

become effective.

A pupil may be readmitted to school after expulsion only by official action of the Board of Education. Reinstatement should occur only after a parental conference involving appropriate school personnel.

## TYPES OF MISCONDUCT AND DISCIPLINARY RESPONSES

One of the most important parts of this HANDBOOK is the following set of pages which includes a uniform list of responses to disciplinary infractions. Listed are various rules violations in a logical order, with a clear indication of the types of disciplinary actions to be taken in each set of circumstances.

### SUMMARY OF DISCIPLINARY MEASURES

#### Type I Acts of Misconduct

Type I Acts of Misconduct are minor misbehaviors which impede the orderly operation of the classroom, school and/ or bus. Such misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school personnel. Type I misbehaviors include:

- a. classroom disturbances
- b. dishonesty
- c. littering
- d. tardiness

#### Disciplinary Response

##### Type I

##### Disciplinary Procedures:

##### Disciplinary Options:

- There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior
  - If the violation occurs in the classroom setting, the teacher invokes their Assertive Discipline Plan as approved by the building principal
  - Repeated misbehavior may require a parent/ teacher conference or a parent conference with a counselor and/ or administrator.
- Conference with parents.
  - Conference with student.
  - Consequences as stipulated in the approved assertive discipline plan.
  - Verbal reprimand.
  - Behavioral contract.
  - Counseling.
  - Withdrawal of privileges.
  - Detention

\* A proper and accurate record of the offense and disciplinary action is maintained by the staff member.

## Type II Acts of Misconduct

Type II involves misbehaviors whose frequency or seriousness tend to disrupt the learning climate of the school. Those infractions which result from the continuation of Type I misbehaviors require the intervention of personnel on the administrative level because the execution of Type I disciplinary options has failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel. These include such misbehaviors as:

- a. continuation of unmodified Type I Acts of Misconduct
- b. possession/ use of tobacco on or adjacent to school property(1st offense)
- c. truancy
- d. forgery or the use of forged notes or excuses
- e. disrespect/ insubordination
- f. refusal to identify self
- g. misrepresentation
- h. loitering
- i. gambling
- j. bus conduct
- k. unsafe behavior
- l. vandalism (minor)
- m. stealing (minor)
- n. failure to abide by corrective measures for misconduct
- o. use of obscene or derogatory gestures
- p. plagiarism/cheating

## Disciplinary Response

### Type II

#### Disciplinary Procedures:

- The student is referred to the administrator for appropriate disciplinary action.
- The administrator meets with the student and/or teacher and effects the most appropriate response.
- A copy of the Disciplinary Referral and Report Form which indicated action taken, will be given to the staff member making the referral.

#### Disciplinary Options:

- Conference with parent.
- Conference with students.
- Detention.
- Withdrawal of privileges.
- Referral to outside agency, school district, support services, or local authorities.
- Academic penalties

A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

## Type III Acts of Misconduct

Type III involves acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school. Type III Acts of Misconduct can usually be handled by the disciplinary mechanism in the school. The corrective measures which the school or district uses will be determined by the extent of the resources available for

remediating the situation in the best interest of all students. These acts include the following:

- a. continuation of unmodified Type II Acts of Misconduct
- b.\* possession/ use of tobacco on or adjacent to school property (2nd or repeated offenses)
- c. fighting
- d. vandalism
- e. extortion
- f. trespassing
- g. verbal abuse
- h. harassment
- i. sexual harassment
- j. excessive truancy
- k. dangerous behavior
- l. improper use of a cell phone or electronic device
- m. plagiarism/cheating
- n. gang and gang-related activities
- o. bullying

## Disciplinary Response

### Type III

#### Disciplinary Procedures:

- The administrator initiates disciplinary action by investigating the infraction and conferring with staff, the student, and the student's parents about the misconduct and subsequent disciplinary actions to be taken.
- A copy of the Discipline Referral and Report Form which indicates actions taken, will be given to given to the staff member making office referral

#### Disciplinary Options:

- TRANSFER - TEMPORARY
- REMOVAL FROM CLASS
- ALTERNATIVE PROGRAMS
  - a. homebound instruction
  - b. other appropriate district alternatives
- FINANCIAL RESTITUTION  
(in cases where damage and loss occur)
- ACADEMIC PENALTIES
- OUT-OF-SCHOOL SUSPENSION
- SUSPENSION OF BUS PRIVILEGES  
(maximum of 10 days)

A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

### Type IV Acts of Misconduct

Type IV acts involve actions which are so serious that they always require administrative actions which result in at least temporary removal of the student from the school. Type IV Acts of Misconduct may involve the intervention of law enforcement authorities and action by the Board of Education. These include:

- a. continuation of unmodified Type III Acts of Misconduct
- b.\* possessing, furnishing, using, selling, or under the influence of controlled substances and/or possessing drug paraphernalia (drugs, alcohol, inhalants, and/or look - a-likes)
- c. possession or use of weapons
- d. bomb threats
- e. threats to others

- f. setting fires
- g. setting false fire alarms
- h. taking property of others with or without force or violence
- i. possession and/ or sale of stolen property
- j. other acts of misconduct which are seriously disruptive and/ or create a safety hazard to students, staff and/ or school property

An accumulation of four referrals during one school year of Type II, III and/ or IV Acts of Misconduct may be sufficient case for expulsion referral to the Board of Education.

\* Offenses for drug and alcohol possession/ use will result in the procedures outlined in the Dixon Substance abuse Procedures.

## Disciplinary Response Type IV

### Disciplinary Procedures

- The Administrator verifies the offense, confers with the staff member(s) involved and meets with the student.
- The student is immediately removed from alternatives the school environment and parents are notified.
- School officials contact law enforcement officials, if and when appropriate.
- A complete and accurate report is submitted to the superintendent.

### Disciplinary Options

- OUT-OF-SCHOOL SUSPENSION.
- ALTERNATIVE PROGRAMS.
  - a. homebound instruction
  - b. other appropriate district
- BOARD ACTION WHICH RESULTS IN APPROPRIATE PLACEMENT.
- EXPULSION.
- REFERRAL TO LOCAL AUTHORITIES.

## DIXON SCHOOL DISTRICT 170 STUDENT SUBSTANCE ABUSE PHILOSOPHY STATEMENT

Dixon School District 170 recognizes that substance abuse, and the problems associated with it, are becoming increasingly commonplace in our society. Dixon School District 170 acknowledges that substance abuse can lead to the illness of chemical dependency, and may be destructive to the chemical using person and others, causing problems in daily living.

Dixon School District 170 believes that along with parents and other segments of society, the school has a role to play in helping students to make responsible decisions about the use of alcohol, drugs and other harmful substances. Dixon School District 170 believes that as with other behavior/ medical problems, early identification and treatment is usually more successful.

In dealing with students affected by substance abuse, it is Dixon Schools' primary purpose to be helpful and not judgmental in dealing with these problems. Dixon School District 170 desires to join with all segments of the community in making assistance available to those individuals who develop substance abuse related disabilities.

## POLICY ON STUDENT SUBSTANCE ABUSE

Dixon School District 170 establishes a program to provide education, assistance and support for students affected by substance abuse problems or dependencies in accordance with the following guidelines:

1. Students are not to be under the influence of or in possession of any illicit drug, cannabis, drug

paraphernalia, inhalants, or alcoholic beverage while on school property during the regular school day, or any school-sponsored activity, whether conducted at Dixon Schools or at another site.

2. School officials will cooperate fully with the law enforcement agencies in the performance of their efforts to control substance abuse and illegal drug and alcohol use.
3. The main responsibility for operating this program will be the Dixon School District principals (or his/ her designee) who will interpret the school's policy to the students, staff, parents, community and chemical abuse resource persons. Substance abuse resource persons will assess the nature and scope of abuse problems students referred and make recommendations for the appropriate form of assistance.
4. An essential feature of the program is that students and their families are encouraged to contact school staff persons, principal or substance abuse resource persons regarding problems with substance abuse with assurance that contacts will be handled confidentially.
5. Students with substance abuse problems **who request help** from school staff or resource persons before discovery by school personnel will be offered assistance without penalties.
6. Any K - 4 grade student found consuming, using, giving, selling, or in possession of or under the influence of alcoholic beverages, any controlled or illegal substance, drug paraphernalia, inhalants, and or look-a-likes will be immediately subject to police and parent notification and immediate parent/ student/administrator conference. A second violation of the substance abuse policy will result in a ten day out-of-school suspension and a referral to the Board of Education for an expulsion hearing.

Any 5th - 12th grade student found consuming, using, giving, selling, or under the influence of or in possession of alcoholic beverages, controlled or illegal substances, drug paraphernalia, inhalants, and/or look-a-likes will be immediately subject to police and parent notification and immediate parent/ administrator conference. The student will be subject to a five day out-of-school suspension. However, first offenses involving large amounts and/or selling of controlled or illegal substances may result in a recommendation for expulsion. A second violation of the substance abuse policy will result in a ten day out-of-school suspension and referral to the Board of Education for an expulsion hearing.

During the conference between the student, parent(s)/guardian(s) and school principal (or his/ her designee) There must be a decision of one of the below listed options:

- a. Accept referral to the Dixon School District 170 Substance abuse Program or mutually acceptable alternative program
  - b. Withdraw the student from the school for the remainder of the school term if over 17 years of age,  
or
  - c. Appear before the Board of Education for an expulsion hearing.
7. It is the prerogative of the student and families to accept or reject referral to the substance abuse resource persons or to outside assistance. However, the alternatives are withdrawal from school or a recommendation for expulsion.
  8. When a student accepts referral and/or treatment, that fact will be regarded as it would be for any illness, with respect to benefits and privileges. So long as a student is involved with the program, he/she may remain in school. It remains the responsibility of the student to maintain a satisfactory or acceptable level of performance and conduct, or face such legitimate disciplinary action as may be warranted.
  9. No record of a student's participation in the Substance abuse Program will become part of his/ her permanent record.
  10. In cases where either student or parents/ guardians do not wish to cooperate in utilizing assistance available, the student's status in school may have to be re-evaluated, taking into account the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity and rights of other students and staff.



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Student

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Date

---

Parent/ Guardian

---

Date

**Received by:**

---

Student Assistant Provider

---

Date

## STUDENT RESPONSIBILITIES

### STUDENTS SHOULD:

- obey school rules
- obey city, state and federal laws
- respect the rights of fellow students and school personnel
- avoid abusive language, verbal or written
- dress appropriately and practice habits of personal cleanliness
- be punctual and attend school regularly
- not disrupt the educational process
- attain the best possible level of academic achievement
- respect authority both in school and at school - sponsored activities
- respect school and community property
- be responsible for their own actions
- know reasons and methods of discipline, including suspension, expulsion and corporal punishment
- avoid obscene or derogatory gestures

## STUDENTS RIGHTS

### STUDENTS HAVE THE RIGHT TO:

- a meaningful learning experience
- an appropriate and challenging curriculum
- protection from physical and verbal abuse
- assistance in making decisions on educational goals
- the opportunity to practice decision - making within the democratic process
- be disciplined in private, if possible
- be disciplined in a humane and appropriate manner
- adult representation when in conflict with school authority
- a school climate free of violence and disruption
- a written code of discipline - clear and concise
- knowledge of the reasons for any discipline which may be administered

- due process in matters of disciplinary action

## TEACHER RESPONSIBILITIES

### TEACHERS SHALL:

- develop and enforce an Assertive Discipline Plan that is approved by the building administrator
- be guided by professional ethics in relationships with others
- inform parents about academic progress and conduct to students
- show concern and respect for each student and fellow staff members
- plan and conduct an effective and motivating instructional program
- manage classroom routines that contribute to instruction, a well- ordered classroom and the development of civic responsibility
- be sensitive to the behavior of students and alert to changes that require additional assistance for the student
- know and enforce the rules courteously, consistently and fairly - deal with misconduct quickly, firmly and impartially
- handle behavior problems according to established practices
- report undesirable school situations to the principal promptly
- take advantage of opportunities of academic growth at all levels

## TEACHER RIGHTS

### TEACHERS HAVE THE RIGHT TO:

- require a reasonable standard of orderly behavior in the classroom
- have the respect of students, fellow staff members and the school administration
- use reasonable force, if necessary, to protect him/ herself, another teacher or student
- continue to receive regular salary when absent from school as a result of such an assault
- protect against any loss of, damage to, or destruction of personal property as a result of any assault/ battery during school activities
- support and assistance in the maintenance of control and discipline in the classroom
- instigate a conference with all parties involved when a student behavioral problem has not been satisfactorily resolved

## ADMINISTRATOR RESPONSIBILITIES

### ADMINISTRATORS SHALL:

- implement and monitor the District's Discipline Program, as approved by the Board of Education (Principals)
- insure that Assertive Discipline Plans are being implemented as approved (Principals)
- support the teacher in the enforcement of approved Assertive Discipline Plans (Principals)
- be guided by professional ethics in relations with staff, students, parents and the community
- provide orientation for new teachers and continued assistance for all staff
- review, evaluate and update instructional programs regularly
- work with staff to make rules and seek their assistance in problem areas
- develop and maintain communication and rapport with students
- insure that the rights of students and staff are protected
- know and use the resources of the district to deal with special problems of students and staff

- know the community agencies to call upon for special assistance
- inform parents of consistent or serious student misconduct and take disciplinary action as necessary and appropriate (Principals)
- make every effort to teach a respect for lawful authority, including the rights of others and respect for community and school property
- work with other administrative staff to handle student discipline/ behavior problems, including hearings for suspensions and expulsion, alternative programs, re-admittance into the regular school environment and the appeals process
- communicate to parents and to the community the educational opportunities available to students through District 170

**Note:** While some items listed are specifically for building administrators/ principals, where appropriate, administrators should assume the listed responsibilities for the maintenance of good student discipline.

## ADMINISTRATOR RIGHTS

### ADMINISTRATORS HAVE THE RIGHT TO:

- plan a flexible curriculum and activities within district guidelines to meet the needs of all students in Dixon Public Schools
- provide resources to implement those plans
- implement policies, rules and regulations and practices to aid in the establishment and maintenance of an atmosphere conducive to good behavior and learning
- make professional interpretations of stated rules and regulations and take appropriate action
- receive the support of all school employees in the implementation of those rules and regulations
- support of the staff with respect to the discipline code
- search students, their lockers, and other storage areas for inappropriate materials, given probable cause (Principals)
- suspend, recommend for expulsion, and refer to civil authorities students involved in cases of flagrant and continuing misconduct or engaging in criminal behavior

## PARENT RESPONSIBILITIES

### PARENTS SHOULD:

- assume responsibility for their child's prompt and regular school attendance
- instill in the child respect for the law, for lawful authority, for the rights of others, and for the private and public property
- talk with their child about school activities; share with their child and with teachers an active interest in report cards and in school progress
- safeguard the physical and mental health of their child and be responsible for periodic health examinations as required by law
- attend individual and group conferences and special school programs, whenever possible
- plan the time and place for homework assignments; provide necessary supervision
- cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of their child
- receive periodic official reports of their child's academic progress
- delegate to the Superintendent the function of formulating the Administrative Rules and Regulations designed to carry out Board policies, with help - when needed - in drafting these

rules from the staff, students and community

## PARENTS RIGHTS

### PARENTS HAVE THE RIGHT TO:

- know that disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth
- be granted reasonable access to all school records pertaining to their child
- receive periodic official reports of their child's academic progress
- be given the opportunity to confer with their child's teacher, counselor and/ or principal regarding academic placement, progress, and social adjustment
- share in the activities of the school PTO, or other parent organizations
- share in the child's right to due process procedures in matters of disciplinary actions
- be notified of their child's violation of school rules and regulations

## BOARD OF EDUCATION RESPONSIBILITIES

### THE BOARD OF EDUCATION SHOULD:

- provide necessary leadership
- provide trained personnel, equipment and materials as recommended by the Superintendent of Schools for a quality educational system
- adopt policies which facilitate an atmosphere conducive to good behavior and learning
- delegate to the Superintendent the function of formulating the Administrative Rules and Regulations designed to carry out Board policies, with help - when needed - in drafting these rules from the staff, students and community distribute widely all discipline policies (including, but not limited to, members of the Board of Education, all staff, students, parents and the community)

## CHILD ABUSE

The following steps will be taken when school personnel suspect child abuse.

1. When any employee of School District 170 receives a report or complaint, or otherwise has reasonable cause to believe, that a child has been, or is being, subjected to any form of abuse or neglect, the employee must promptly report the complaint, or report the reasons for "reasonable cause" to his immediate supervisor, hereinafter called "school official."
2. The school official shall investigate matters set forth in the complaint or report, or the facts giving reasonable cause, and shall make a written memorandum of his findings.
3. If a written report of findings is to the effect that insufficient facts are found to justify further action, the report should be filed, for record purposes, with the Assistant to the Superintendent.
4. If the facts reveal sufficient cause to proceed with the investigation or resolution of the problem, the school official shall immediately notify the local representative of the Department of Children and Family Services, the Police Department through the emergency number, and the State's Attorney's office. If by telephone, a written memorandum of record should be kept in the school official's file. If in writing, the school official should retain a copy with a copy being forwarded to the Assistant to the Superintendent. The notification to DCFS should request that a representative of that Department contact the school official for purposes of arranging for a joint investigation conference, including a review and possible examination of the child.
5. A joint conference shall be held between a representative of DCFS and School District 170 and shall include a reasonable interview and/ or examination of the child involved, giving due consideration to right of privacy of the child and to the parents or guardians of the child.

6. A written report should be made by the representative of DCFS as a result of the conference and interview and/ or examination of the child, with a copy of the report being submitted to the school official involved.
7. The initial school official shall be responsible for follow - up with DCFS, the Police Department and the State Attorney's office, to determine the final resolution of the matter. The school official shall thereupon make a complete written report to the Superintendent.
8. The Superintendent shall make an annual Report of all cases of suspected child abuse or neglect of a school child to the Board of Education in executive session prior to the end of the school term.

## WHAT'S IN IT FOR ME? A WELL - DISCIPLINED SCHOOL

PROVIDES EQUAL APPLICATION OF ALL RULES.  
DEPENDS ON RESPONSIBLE STUDENTS.  
OFFERS THE SAME SET OF RULES FOR EVERYONE.  
GUARANTEES A SAFE AND COMFORTABLE ENVIRONMENT.  
HAS A FRIENDLY AND COOPERATIVE ATMOSPHERE.  
HAS AN ENTHUSIASTIC FACULTY AND STUDENT BODY.  
PROVIDES OPPORTUNITIES TO LEAD AND PARTICIPATE  
ALLOWS TIME TO GET THINGS DONE.  
GUARANTEES A REAL CHANCE FOR **SUCCESS!**

Concurrent with the setting of limits, you, the teacher, need to be in a position to provide the child with warmth and support. All children need "strokes" to let them know that they and their positive behaviors are appreciated. The child needs to know you will recognize and support his positive behavior just as you will limit his inappropriate behavior. Trust and respect are established in a relationship in which the child knows he will get honest feedback from you: "I like when you do this," or "I don't like it when you do that."

Lee Canter, **Assertive Discipline**