

Student – Parent Handbook



DONGOLA
UNIT SCHOOL DISTRICT 66

(618) 827-3524 School Office
(618) 827-3841 Unit Office

Dongola Unit School District #66 Student Handbook 2016-2017

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Dongola Unit School District #66 Staff

| | |
|------------------------|--|
| Jennifer Anderson----- | 6- 12 English, Yearbook & Journalism |
| Rebecca Bracken----- | K-12 Art |
| Nikki Burrows ----- | 3 rd grade |
| Sally Casey ----- | 6- 12 Math |
| Terri Chick ----- | Paraprofessional |
| Josh Ditto----- | Technology Coordinator |
| Julie Draper ----- | Speech Pathologist |
| Jerry Duckworth ----- | Custodian/Bus Driver |
| Lorna Ferguson----- | 2 nd grade |
| Cheryl Gaddis ----- | Paraprofessional |
| John Goddard ----- | Principal |
| Connie Gosnell ----- | Elementary Special Education |
| Rebecca Gray----- | K-12 Band/Music |
| Paula Hall ----- | Paraprofessional |
| Preston Hall ----- | Agriculture & Athletic Director |
| Bethany Helf----- | 4 th grade |
| Salina Hilliard ----- | High School Special Education |
| Kelly Johnson ----- | Cafeteria |
| Kim Johnson ----- | Cafeteria |
| Susan Kaufman ----- | Kindergarten |
| Barbara Layman ----- | Jr. High LA/Reading/ Title1 Teacher |
| Joni Lewis ----- | Bookkeeper/ Superintendent Secretary |
| Carl Lingle ----- | Custodian |
| Paige Maginel ----- | Superintendent |
| Janice Michael----- | Principal Secretary |
| Kathy McClellan ----- | 5 rd grade |
| TBA | 6-12 th Health/ Driver's Ed/ PE |
| Ron Morgan ----- | Bus Driver |
| Pam Morris ----- | Early Childhood Teacher |
| Caleb Mowery----- | Custodian |
| Robin Norman ----- | Bus Driver |
| Sherry Parr ----- | 1 st grade |
| Caroline Price ----- | Elem./Jr. High Special Education |
| Shannon Prout ----- | Paraprofessional |
| Bridget Reames----- | Paraprofessional /Cafeteria Coord. |
| Jack Richardson ----- | Custodian |
| Johnathon Uehle..... | Technology Support |
| Amy Williams ----- | 6-12 Social Studies |
| Barb Woolard ----- | 6- 12 Science |

2016-2017 Dongola School District Calendar Summary 2:00 dismissal every Monday

August

- 17th – Teacher Institute
- 18th- Teacher Institute
- 19th – 1st day for students
- 29th - Open house

September

- 5th – No School

October

- 7th – No School
- 10th– No School

November

- 3rd and 8th - parent teacher conferences from 4:00-7:00 p.m.
- 11th – No School
- November 23rd, 24th and 25th- No School

December

- 21st – 31st – No School

January

- 2nd – No School
- 16th – No School

February

- 20th– No School

March

16th and 21st - parent teacher conferences from 4:00-7:00 p.m.

April

- 10-17th No School
- 18th – return to school

May

- May 23rd last student day if no snow days are used
- 29th – No School

June

- 1st- last student day if snow days are used

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public viewing at the unit office and on the website.

The school board governs the school district, and is elected by the community. Current School Board members are:

Philip Miller, President
Mark Eddleman, Vice-President
Dana Eddleman, Secretary
Wayne Brown, Member
Mary Gibson, Member
John Snell, Member
Cherie Wright, Member

Regular board meetings will be held on the fourth Monday of every month in the unit office building.

The School Board has hired the following administrative staff to operate the school:

Dr. Paige Helm Maginel, Superintendent
John Goddard, Principal
Preston Hall, Athletic Director

The school is located and may be contacted at:

Dongola Unit School District #66
1000 High Street
PO Box 190
Dongola, Illinois 62926
(618) 827-3524 – school
(618) 827-3841 – district office

Disclaimer

The Illinois Compiled Statute grants the right for school districts to adopt and enforce all necessary rules for the management and government of schools (105 ILCS 5/10-20.5). This handbook does not create a contractual relationship with any party. It is a summary of district policy and procedures and is not all-inclusive. The handbook may be changed during the school year without notice. There will be situations arise that will require administrative consideration, judgment, and action not covered by this handbook or district policy. In such circumstances, only prudence and the Illinois School Code shall limit administrative response. The building administration may establish written rules and regulations that are not included herein and that are not inconsistent with those established by the Board of Education and the Superintendent of Schools.

This handbook will be distributed to all parents and guardians within 15 days of the beginning of the school year or upon the student's enrollment.

All school personnel in charge of students are authorized to impose appropriate disciplinary measures (other than suspensions, expulsion, corporal punishment, or in-school suspension) when students misbehave. They may use reasonable force as needed to maintain the safety for other students, school personnel, their person, or for the purpose of self-defense or defense of property. Teachers may remove students from the classroom for excessive disruptive behavior.

In addition to traditional disciplinary measures, the administration is authorized by law to suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, for up to 10 consecutive school days. The School Board may suspend a student from school or from riding the bus in excess of 10 days, and may expel a student for up to 2 years.

Upon Board adoption, this handbook shall supersede any conflicting policies or procedures.

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, sexual orientation, physical or mental handicap, disability, or status as homeless.

School District Philosophy and Mission Statement

Our school's mission is to teach all students so that they can attain their maximum educational potential and become productive, contributing citizens in our society.

Our vision is to excel in meeting the educational needs of Dongola Unit School District students.

We will know that we have accomplished our mission and vision through:

Empowerment: We will:

- Value empowering employees to assist in achieving the mission of the school.
- Value equal access by all employees to support information and resources.
- Value all employees as equally important members of the organization.

Decision Making: We will:

- Value placing decision making as close to the point of implementation as possible.
- Value the opportunity for input in decisions.
- Value decisions being made by those who are directly affected by them.

Belonging: We will:

- Value commitment to the development of the individual within the school.
- Value treating all individuals as significant stakeholders in the organization.
- Value a "we" spirit and feeling of ownership of the organization.

Trust and Confidence: We will:

- Value employees as having the expertise to make wise decisions.
- Value investing in the development of employees.

Diversity: We will:

- Value differences in individual philosophy and practices.
- Value differences in perspectives.

Integrity: We will:

- Value honesty in words and actions.
- Value consistent, responsible pursuit of what we stand for.
- Value the unwavering commitment to ethical conduct.

Student Success: We will:

- Value students as inherently curious learners.

- Value doing whatever it takes to achieve student success.
- Value students being meaningfully engaged in work that has personal value to them.

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Accidents and Injuries

Any accident at school should be reported immediately to the teacher in charge. The teacher will see that first aid is given if necessary, and an Accident Report will be filled out. In order for student insurance to pay, the injuries must be reported immediately.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require assistance or services, and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Accreditation

The Dongola Unit School District is a member of the North Central Association of Colleges and Secondary schools and is recognized by the Illinois State Board of Education, Public School Approval Section. This recognition gives our graduates the privilege of entering any college or university, provided they have taken the high school subjects, which are required by the University of College for admission.

Extracurricular and Athletic Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."

2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain an overall "C" grade point average. Any student failing to meet academic requirements will be suspended from the sport or activity for until all academic requirements are met, whichever is longer.

Absence from School on Day of Extracurricular or Athletic Activity: A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike

- weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
 7. Act in an unsportsmanlike manner;
 8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
 9. Haze or bully other students;
 10. Violate the written rules for the extracurricular or athletic activity;
 11. Behave in a manner that is detrimental to the good of the group or school;
 12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
 13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.

2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:

- A specified period of time or percentage of events, competitions, or practices;
- The remainder of the season or for the next season; or
- The remainder of the student's school career.

b. Sanctions for alcohol and other drug violations, including tobacco, nicotine and products composed purely of caffeine in a loose powdered form, will be based on the following:

First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty may be reduced if the student is enrolled in a drug or alcohol counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student may be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the

season and all extracurricular group performances, activities, or competitions during this period.

- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent or superintendent's designee.

All students remain subject to the School District's student discipline policy and the school's student/parent handbook.

Drug and Alcohol Testing Program

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies,

practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Attendance & Absences

Attendance

A student's success in school is dependent upon his/her attendance in school. Our goal at Dongola Unit School #66 is to have every student present every day for every class. We ask parent/guardians to cooperate with us in reaching this goal.

Compulsory School Attendance

Whoever has custody or control of a child between the ages of 7 and 17 years of age (unless the child has graduated from high school) must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school:

1. Any child attending a private school (including a home school) or parochial school
2. Any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician)
3. Any child lawfully and necessarily employed
4. Any child over 12 and under 14 years of age while in confirmation classes
5. Any child absent because his or her religion forbids secular activity on particular day
6. Any child 17 years of age or older who is employed and is enrolled in a graduation incentives program

Truant

1. A Student who is subject to compulsory school attendance and who is absent without **valid cause from such attendance for a school day or portion thereof.**

Valid Cause

2. A student may be absent from school because of illness, brief doctor appointments, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the Administration/ Board, or such other circumstances that cause reasonable concern to the parent/guardian for the safety or health of the student

Chronic or Habitual Truant

3. A student who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular school days.

Truant Minor

4. A student to whom supportive services, including prevention, diagnostic interventional 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.

Dropout

5. A student whose name has been removed from the District enrollment roster for any reasons other than death, extended illness, graduation, or completion of a program of studies and who has not transferred to another public or private school.

Unless otherwise ordered by the Regional Office of Education or the Court,

The Attendance Policy will be as follows:

1. A parent/ guardian excused absence is one where the parent/guardian calls to report a student absent to the Principal's Office. A written excuse must be provided when the student returns. If the absence is not reported within that time, the absence is declared unexcused. Again, on the day of the student's absence the parent/guardian is to call the school and upon the student's return and note must be sent for the absence to be excused.
2. School excused absences or absences with valid cause:
 - a. An absence verified by a doctor's note that is signed by a physician
 - b. Immediate family emergency with written documentation from the doctor or hospital
 - c. Deaths and funerals of friends or family
 - d. Religious observation that are not available outside school hours
 - e. Court appointments and hearings with documentation from the court
 - f. College visits with documentation from the college. Touring the campus on your own is not a school excused absence.

All official school excused absences will not count as one of nine absences per year.

Attendance Probation

The accumulation of 9 or more parent/guardian or unexcused absences in a school year is considered excessive. Students with excessive absences may be placed on academic probation and all subsequent absences without documentation (note from a physician) will be considered unexcused with a truancy violation administered. Students on Attendance Probation are not allowed to attend field trips during the school day.

Consequences for Truancy:

-1st-9th - After school detention

-10th - The principal may offer a Conditional Probation Agreement in place of expulsion

Absences during the school day

Students are not permitted to leave school grounds after they arrive unless their parent calls and sends a note. The student must sign out in the school office. Students are expected to follow the rule for make-up work when returning to school.

Attendance Requirements for Extra Curricular Participation

Students must attend classes or be involved in school sponsored activities during the entire school day if they wish to participate in any school sponsored activities that occur after the school day ends. Exceptions may be granted upon prior approval of the administration, such as dentist or doctor appointments, funerals, etc.

Tardies

Students are expected to be at school and to class on time. Teachers will develop a policy for their class for the first three tardies. On the third tardy in a given class the student will be referred to the school wide tardy policy.

3rd tardy-Discipline report

4th tardy- 2 after school detentions

5th tardy- 2 after school detentions

6th tardy- one day in school suspension

7th tardy- three day in school suspension

8th tardy- Individualized Discipline, Interventions, Possible Expulsion Proceedings

Awarding Credit – High School

Students are awarded credit for successful completion of courses. ½ credit is awarded for each passed semester. High school students who fail during the school year must repeat the failed semester(s) in order to get credit. Shawnee Community College offers a summer school for students. It is generally based on class standing (junior, senior, etc.). SCC also offers classes during the school year. Several other options are available. See the guidance counselor if further information is needed.

Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition, or retinal scan.

Board Policies

Dongola Unit School District's board policies may be viewed at the superintendent's office.

Bus Transportation

The district provides bus transportation to and from school for all students. A list of bus stops will be published at the beginning of the school year before student registration.

Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

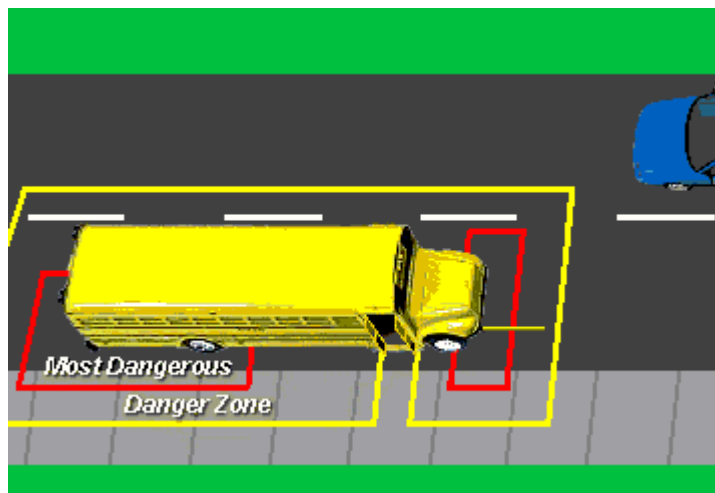
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Principal John Goddard.

Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district 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 a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Cafeteria & Lunch Rules

Dongola Schools is a closed campus (with the exception of high school). Freshmen and Sophomores are eligible for open campus after the first progress report if they are passing all classes. Open campus participation may be revoked by the principal at any time if in school behaviors do not warrant off campus privileges. Students (other than those in high school) are not permitted to leave at lunchtime except with a parent/guardian. Parents/Guardians must pre-arrange with the office when picking up their student. Any student leaving campus without permission during his/her designated lunch hour will result in an immediate suspension hearing with the principal and parent/guardian.

Adult breakfasts are \$1.10. Adult lunches are \$2.50. There is no charge for breakfast or lunch for students Pre-Kindergarten through 12th grade due to the school participating in the CEO program.

Students who may qualify for free or reduced lunches under the National School Lunch Program are encouraged to apply. Parents must complete an application that should contain all school-aged children in the family. The application should be returned to the office. Applications for free or reduced lunches are provided at registration and are available in the principal's office at anytime during the school year. Free or reduced priced meals will be offered only after the application is received, processed, and approved.

Lunch Charging Privileges

Students are not allowed to charge lunch except in emergencies. Students may charge up to \$10.00. Parents will be contacted (by phone or letter) when excessive charging occurs.

High School Open Campus

All students must have assigned permission slip on file in order to participate in open-campus lunch. Permission slips are available in the Principal's office.

Rules and Guidelines

1. Student must walk. Students cannot drive or ride with another student. Any student late returning to school will receive discipline as follows:
 - a. 1st offense: 1 day open campus privilege suspended
 - b. 2nd offense: 1 week open campus privilege suspended
 - c. 3rd offense: 1 semester open campus privilege suspended
2. Any student caught driving or riding with another student will receive discipline as follows:
 - a. 1st offense: 1 week open campus
 - b. 2nd offense- 1 semester open campus privilege suspended

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Candy, Food Items, Drinks

No food or drink of any kind is permitted in the classroom without prior permission from the principal. Soda machines will be turned off during class hours.

The sale of edible items such as candy, soda, doughnuts, cupcakes, cookies, etc., may not be conducted on school grounds without the permission of the Principal.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Certificate of High School Completion

A student with a disability who has an Individualized Education Program describing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Cheating/Plagiarism

Plagiarism is the act of claiming the work of another to be your own. It is the theft of another person's ideas and work. Students caught in the act of plagiarism will not receive credit for the work and will be subject to discipline. Consequences for cheating/plagiarism will be 1st offense – 0 on assignment/project; 2nd offense – 0 for nine weeks; and 3rd offense – failure of semester.

Classification of Students

Students are classified according to the number of units of credits earned. The classifications are as follows:

- Freshman – all 1st year students
- Sophomores - all 2nd year students, who have earned a minimum of 7 credits
- Juniors – all 3rd year students who, earned a minimum of 14 credits
- Seniors – All students in their 4th year, who have earned a minimum of 21 credits & who will graduate provided they successfully complete the work for the current school year

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

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3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
- 1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- 2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Detentions

After School Detention Rules

After school detention is held from 3:05 to 4:05 pm.

Students will comply with detention rules or be subject to additional detention time. Any detention not served at assigned time will be doubled. If a doubled detention is not served at the assigned time, the student will be suspended.

Conditions of receiving detentions:

- If a student receives a detention, he or she may serve it that same day or it must be served the following day.
- If the student forgets or fails to serve the detention, the time will be doubled.
- If the student fails to serve the doubled detention, he or she will be suspended **in school** for one day.
- If the student exceeds an annual total of 10 days suspension, the principal will recommend a hearing with the student, parents and the superintendent to consider an alternative placement.

In-School Suspension

In-school suspension is held from 8:00 am – 3:00 pm.

Credit for Alternative Courses and Programs, and Course Substitutions

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

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A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Credit for Proficiency

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance-learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as international study experience.

Summer School & Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtain consent of the supervising teacher as well as the building principal.

College Courses

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior or junior in good academic standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's guidance counselor and the building principal; and
4. The student assumes responsibility for all fees.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Dual Credit Courses

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A student who successfully completes a dual credit course may receive credit at both the college and high school level.

Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The building principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

Military Service

The board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

Volunteer Service Credit Program

A student may earn high school credit through community service activities. The Superintendent shall implement the volunteer service credit program to ensure student enrichment, educational growth, and personal welfare. Students shall receive the amount of credit given for the completion of one semester of language arts, math, science, or social studies.

Youth Apprenticeship Vocational Education Program (Tech Prep)

Students participating in the Youth Apprenticeship Vocational Education Program (Tech Prep) may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

Vocational Academy

Students enrolled in the Vocational Academy earn credit toward graduation as provided in the Academy's design.

Substitutions for Courses

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian request and approve the substitution in writing on forms provided by the district.

Daily Schedule

Students should not arrive before 7:30 a.m. nor remain in the building after 3:10 p.m., unless they are under the direct supervision of school faculty. Students participating in athletics, music or other activities are to leave the building upon completion of their activities.

Attendance at School Dances

Attendance at school-sponsored dances is a privilege.

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Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as younger than 21 for high school dance participation.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Elementary & Junior High Dances

Elementary and junior high dances are exclusively for Dongola students. No students from Dongola High School or other local schools will be admitted. Dances will be planned for specific age groups only, such as 4th through 6th and 7th through 8th. Students not in those grades will not be allowed to attend.

High School Dances

Homecoming and Prom dates must be 9th grade or older but no older than 20. If a student has a date from another school, the principal must approve this. A list will be assembled of all students who will be attending the dance and the principal will check to see that all students coming from other schools are in good standing prior to the event. Dongola School reserves the right to refuse entrance to a school-sponsored dance if a student is accompanied by a date that was not on the list and did not receive approval.

Homecoming Queen

One attendant each from the junior, sophomore, and freshmen class will be selected from their class by secret ballot. The attendant will select their escorts from their respective class. Students in grades 9 – 12 will vote for Homecoming Queen by secret ballot.

Prom Queen/King Election

The senior class selects four candidates for Queen and four candidates for King by secret ballot. The junior and senior classes will select the Queen/King by secret ballot.

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

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Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

District Grading Scale

The following serves as a guideline that teachers follow regarding student test and course work:

| Numeric Grade | Letter Grade | 4.0 Scale | Weighted Scale |
|---------------|--------------|-----------|----------------|
| 92-100% | A | 4.0 | 5.0 |
| 90-91% | A- | 3.7 | 4.7 |
| 88-89% | B+ | 3.3 | 4.3 |
| 82-87% | B | 3.0 | 4.0 |
| 80-81% | B- | 2.7 | 3.7 |
| 78-79% | C+ | 2.3 | 3.3 |
| 72-77% | C | 2.0 | 3.0 |
| 70-71% | C- | 1.7 | 2.7 |
| 68-69% | D+ | 1.3 | 2.3 |
| 62-67% | D | 1.0 | 2.0 |
| 60-61% | D- | 0.7 | 1.7 |
| 59% or below | F | 0 | 0 |

Weighted Classes/Grades

The following classes will be weighted for the purposes of GPA: Chemistry, Physics, and Pre-Calculus. In addition to the above high school classes, the following list of 100 level college classes or above will be weighted: Biology, Algebra, Modern Fiction, English, Journalism, Publications, Calculus, Psychology, Sociology, Astronomy, Anatomy, Chemistry and Physics.

Dress and Grooming

Dongola Unit #66 expects appearance and grooming that demonstrate pride in self and school. Students should be clean and well groomed to prevent distracting others from their educational endeavors.

1. Shirts must have straps that are three inches wide and must extend beyond the beltline. They may not be "see through" including mesh, sheer, net, and tears. There should be no visible cleavage, and they must completely cover the back and abdomen.
2. Pants, shorts or skirts must be no more than three inches above the knee, and **may not have open holes**. Undergarmets may not show.
3. Chains and jewelry that may be used as weapons may not be worn.
4. Hats and head coverings are to be placed in lockers at the beginning of the day and may be worn only with permission of the administration. Caps and head coverings that are confiscated will be returned at the end of the school year.
5. Coats and jackets are to be placed in lockers and removed at the end of the day.
6. Sleepwear is not permissible.

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7. Student dress may not dress in a way that advertises or promotes suggestive language, vulgar messages, or wear anything pertaining to alcohol, drugs, tobacco, violence, or other items deemed inappropriate.

Consequences of Dress Code Violation:

Students in violation of the dress code will be required to change into appropriate clothing immediately. If this requires the student to miss school, the absence will be unexcused. Additional consequences include:

1st offense: Warning and required to change clothes

2nd offense: After school detention and required to change clothes

3rd offense: In School Suspension and required to change clothes

Driver's Education

Only high school students who have received a passing grade in at least four courses during the previous school year will be allowed to enroll in Driver Education. Grade appropriate students will be given first consideration. This includes classroom instruction and behind the wheel. Class size is limited to 30. Students enrolled in Driver's Education must sign a Random Drug and Alcohol Testing Consent Form. If a student and/or parent do not sign the form, he/she will only be enrolled in the instructional portion of the class and not be permitted to drive.

Driving and Parking

The school prefers that all eligible students use the bus for transportation. However, students who possess a valid driver's license are eligible to drive to school, provided they obtain a permit from the school (this form must be signed by the student's parents or legal guardian). This is a privilege and may be revoked at any time. Students must also purchase a parking permit for \$10.00. This permit is to be displayed in the vehicle's back glass. Additional permits may be purchased for \$2.00. Students driving to school are expected to abide by the following rules and regulations.

- Obey all traffic regulations
- Upon arriving at school, students are to enter the building and are not to return to their cars unless special permission is granted.
- Park in designated student-parking areas. The front row is reserved for visitors and faculty. Students must park in the **back two rows**.
- No parking beside the buses or around the fuel tanks.
- No parking on the sidewalks.
- Students must keep the bus-loading lane open.
- Improper parking is grounds for revocation of driving privileges.
- Students must sign and submit to Random Drug Testing procedures.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. Contraband dogs, administration, and police officers regularly search school lots. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Education of Homeless Children

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child’s education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student’s lunch period.

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Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

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For questions related to this program or to express input in the school's English Language Learners program, contact Principal John Goddard at (618) 827-3524.

Entries & Withdrawals

Readmitting Students who have Dropped Out

School districts are now required to deny reenrollment to any student above age 17 who has dropped out of school and could not, because of age and lack of credits, graduate before his/her 21st birthday. Students who fall in this category will receive counseling and will be encouraged to attend an alternative education program.

Admission of Home-School or Private School Students

A home-school student or private-school student whose curriculum is not accredited with the Illinois School Board Association must meet the following criteria in order to enroll in the Dongola Unit School District #66 in grades 1 -12. These students will be placed by administrator and committee recommendation in the appropriate grade based on their achievement:

1. Score on a standardized test,
2. Evidence of successful completion of a curriculum that meets the Illinois Standards, or
3. Evidence of achievement at the grade level the student is entering (another standardized achievement test).

A committee composed of a general education teacher, special education teacher, guidance counselor, and building principal shall place a student who does not meet the above guidelines after reviewing the results of a standardized achievement test administered at the school.

Withdrawal from School

If a student withdraws from school for any reason, he/she should obtain a clearance slip from the office and pay all debts in order to be in good standing and have transcripts transferred. A student who owes money to the school will not receive his/her transcript or any recommendations from teachers until all debts are paid in full. Any withdrawal request should be made in writing by the parent.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Paige Maginel at (618) 827-3841.

Field Trips

Fields trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

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Each class is allowed one field trip per year with prior permission from the superintendent. Students are expected to observe the school rules while on field trips. Travel will be by school bus only, unless special permission is obtained from the office.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Two or more unexcused absences (excluding suspensions);
- Students suspended more than once;
- Other reasons as determined by the school.

Fines, Fees, and Charges: Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present:

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 1000 High Street, PO Box 190, Dongola, IL 62926 or (618) 827-3524.

Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 618-827-3524.

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Federal law protects students from discrimination due to a disability that substantially limits major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities can.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Fund Raising (High School)

During the year, classes and clubs often participate in fund raising activities, which enable them to sponsor the Junior-Senior Prom or go on various trips. Students who refuse to participate in class fund raising activities will be ineligible to attend the Junior-Senior Prom or go on the Senior Trip unless they pay their "fair share." This amount is determined by the class officers and Sponsor and approved by the administration.

The fundraising schedule will be given at the beginning of the year.

Grading and Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Elementary School

Students must pass five of the six core courses in order to be promoted to the next grade. The core courses are math, science, social studies, reading, English and spelling.

Junior High

Students must pass four of the five core classes at the junior high level to be promoted. The core classes include reading, grammar, social studies, science and math.

Graduation Behavior

It is the philosophy of the Board of Education that the 8th grade graduation and the high school commencement exercises be ceremonies of dignity and respect. Students may choose not to participate if they feel that these guidelines cannot be followed. Students who choose to participate should realize that the ceremony is a school function and that all school policies apply. The following procedures and rules apply to said ceremony:

1. The attire of graduates worn under gowns is to be proper and appropriate and shall follow the school dress code.
2. The attaching of lettering or signs, or otherwise altering the original appearance of either caps or gowns is prohibited.
3. Music for both the processional and recessional of graduates will be arranged for by the high school principal.
4. Candidates for graduation are required to display respect toward all presenters/speakers participating in the commencement program.
5. The use of all types of firecrackers, mechanical noisemakers, and all other types of paraphernalia commonly associated with spontaneous celebrations is prohibited during the ceremony.

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All speeches must be approved by the Principal 48 hours before the graduation ceremony.

Diplomas will not be handed out during commencement exercises. Graduates will receive only diploma covers during the ceremony. Diplomas will be distributed immediately following the ceremony to all graduates who adhere to the guidelines. Any candidate for graduation failing to adhere to the guidelines will not receive his/her diploma the night of graduation. In this event, the candidate for graduation will receive his/her diplomas after appearing before the Board of Education with his/her parent/guardian at which time his/her conduct will be reviewed.

Graduation Honors

Junior High School Valedictorian/Salutatorian

The Valedictorian/Salutatorian will be determined based on overall GPA for all junior high school coursework.

High School Valedictorian/Salutatorian

The Valedictorian/Salutatorian will be determined based on overall GPA for all high school coursework or any student who graduates with a cumulative 4.0 GPA.

All school candidates for graduation must fulfill their responsibilities in regards to fees being owed to the school district in order to receive their diploma. Grade cards will be held if students owe fees to the school district.

Guidance and Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the building principal or their designee and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

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1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

- (a) Four years of language arts.
- (b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- (c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
- (d) Two years of science.
- (e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.
- (f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
- (g) One semester of health education.
- (h) Daily physical education classes.
- (i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- (j) Nine weeks of consumer education.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Credits for Graduation

Students must have 27 credits to graduate.

Home and Hospital Instruction

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's

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physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Principal John Goddard.

Honor Roll

The honor roll will be figured each grading period. All subjects will count toward honor roll. Those subjects where less than one credit is given will receive the appropriate point value.

Second Honor Roll

Second Honor Roll will be awarded to students attaining a GPA between 3.3 and 3.69.

Superintendent's Honor Roll

Students attaining a GPA between 3.70 and 4.0 will be awarded the Superintendent's Honor Roll. Junior high and high school students will receive personal congratulations from the Superintendent and will be rewarded with a luncheon.

Junior High – High School Honors Night

Students will be recognized at the Honors Night if they meet any of the following criteria:

- Any student who receives an average of 95% or higher for the first three grading periods will be recognized as high achievement award winners for that grade.
- Any student making the Superintendent's Honor Roll for two of the first three grading periods.
- Any student receiving recognition such as DAR, REA Essay Contest, Scholar Bowl MVP, etc.
- Any student receiving a departmental award.

Immunization, Health, Eye & Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the

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school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Internet/ Technology Acceptable Use

All use of the electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to

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state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material without proper permission and/ or authorization.
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space, video streaming, online games;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.

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5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. This also includes actions not necessarily of a destructive nature, such as unplugging device peripherals (mouse, keyboard, etc), changing the physical location of a device, changing the appearance of software, or any change made to a device that alters its predetermined existence.

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

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

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Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Content Filtering and Web History Monitoring

All district-owned devices are subject to content filtering and web history monitoring. Any devices connected to the district-provided wired/wireless network are also subject to the same level of filtering and monitoring (this includes personal devices connected to the School District's network). By using the School District's technology devices or wired/wireless network, users agree to be subject to such monitoring.

Interviews with Law Enforcement

Interviews of students by law enforcement officials will be allowed after verification of credentials by the principal. An attempt will be made to contact the student's parent or guardian to inform them that the student is subject to an interview. Interviews will be conducted in a private setting. The principal or representative will be present during the interview if a parent is not available.

Lost and Found

The school assumes no responsibility for lost property. Any student who finds an article should take it to the Principal's office, where the owner may claim it upon proper identification.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

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Nondiscrimination on the Basis of Handicap/Disability

The Board of Education has designated the Superintendent to coordinate school district compliance with Section 504 of the Rehabilitation Act and its administrative regulations and with the American with Disabilities Act. The Superintendent may be contacted at Dongola Unit School District Office, 1000 High Street, Dongola, Illinois 62926 or (618) 827-3841.

Non-School Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language.
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Office Hours

The principal's office is open all regular school days from 8:00 am until 3:00 pm. Students arriving earlier than 7:30 am will not be able to enter the building. Appointments may be made by phoning the school office at (618) 827-3524 or the central office at (618) 827-3841.

Parent Responsibility Law

The Illinois Parental Responsibility Law provides a civil remedy to school districts, teachers, and students who suffer property damage or physical injury because of willful or malicious acts of minors (those under 18). Under this statute, a parent does not have to be proven guilty of a negligent or willful act in failing to restrain the child in order to be held financially responsible for the damage caused by the child.

Parental Involvement (Title I)

The school annually has a meeting for all parents/guardians. The meeting place and time will be posted at registration.

At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled

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meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides parents/guardians with access to:

- a. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- b. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- c. Opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
- d. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government, and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Paige Maginel at (618) 827-3841.

Parents/guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Paige Maginel at (618) 827-3841.

The state's resources on parental involvement can be located at <http://illinoisparents.org>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Pesticide Notification, Posting, and Record Keeping

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Paige Maginel, Superintendent
1000 High Street
Dongola, Illinois 62926
(618) 827-3841

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Physical Education

All students are expected to purchase required school P.E. uniforms. Students will not be allowed to participate unless they change into their P.E. clothes. Any student who accumulates 2 unexcused non-dress days will automatically fail the quarter.

A doctor's excuse must be obtained for prolonged illness or injury. The doctor's excuse must state either the length of time the student is to be excused or the date when the student may return to P.E. participation. Students who need to be excused for reasons of illness (3 consecutive days maximum) must bring a note from their parent/guardian.

Dress Requirements

Students must wear gym shoes, t-shirt, and shorts or sweat pants. Students who fail P.E. or do not dress will not be allowed to participate in extracurricular activities.

Exemption from Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

A student in grades 9-12 may submit a written request to the building principal to be excused from physical education courses for the reasons stated below:

1. Enrollment in marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).
6. Participation in an adaptive athletic program outside of the school, in the case of a student who has an individualized educational plan.

Prevention of and Response to Bullying, Intimidation, and Harassment

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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 and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, 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 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.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

Cyber-bullying includes the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. The school district will investigate only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

"Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects listed above.

Students who believe they are victims of bullying, intimidation, or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Nondiscrimination and Complaint Managers

| | |
|-------------------------|-------------------------|
| Paige Maginel | John Goddard |
| 1000 High Street | 1000HighStreet |
| PO Box 190 | PO Box 190 |
| Dongola, Illinois 62926 | Dongola, Illinois 62926 |
| (618) 827-3841 | (618) 827-3524 |

Proof of Residence

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Dongola Unit School students must show legal residency within the Dongola Unit School District or pay tuition. Tuition for the 2016-2017 school year will be determined after the annual audit has been completed.

In accordance with state guidelines, Dongola Unit School has adopted the following student residency policy.

General Education Students

In addition to satisfying all other requirements for enrollment, a student desiring to attend Dongola Unit School District #66 must be a legal resident of the school district. The residence of the student parents/guardian is deemed the residence of the student.

For purposes of this section, legal custody is defined to mean:

1. Custody exercised by a natural or adoptive parent with whom the student resides;
2. Custody awarded by a court to a person with whom the student resides;
3. Custody exercised pursuant to a statutory short term guardianship; provided, however, that within 60 days of the student's enrollment, the court awards permanent guardianship and custody to a person with whom the student resides; custody exercised-by adult caretaker relative or the student who receives aid under the Illinois Public Aid Code for the student residing with the adult caretaker relative; and
4. Custody exercised by an adult who demonstrates that he has assumed, exercises legal responsibility for the student, and provides a regular fixed nighttime abode.

Special Education Students

The residence status of special education students desiring to enroll in the school district will be determined as follows:

The residence of the parent/guardian is the school residence when:

1. The parent is the legal guardian and resides in Illinois;
2. The court appointed legal guardian resides in Illinois;
3. An Illinois public agency is the legal guardian of the student and the student resides in the parent's home or in the same school district as the parent;
4. Parents retain legal guardianship, but a court orders a residential placement;
5. If parents are separated or divorced and when only one parent has legal guardianship or custody, the school district in which the parent having legal guardianship or custody resides in is the resident district. When both parents retain legal guardianship or custody, the resident district is the district in which either parent who provides the student's primary regular fixed nighttime abode resides; provided that the election of resident district may be made only one time per school year.
6. If the parent/guardian lives outside of Illinois, that parent/guardian must pay the school district for the educational services.

The residence of the student is the school district of residence when:

1. Parent has legal guardianship but the parent's location is unknown;
2. A legal guardian has been appointed, but the guardian's location is unknown;
3. The student is 18 or older and no legal guardian has been appointed;
4. The student is a legally emancipated minor; or
5. An Illinois public agency has legal guardianship and has placed the child in a residential facility outside of the parent's school district.

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Non-Residents

Resident students properly enrolled at the beginning of a school year who subsequently move out of the school district may complete that school year on a tuition-free basis.

Students who do not qualify as legal residents of the school district under the above criteria will be permitted to enroll only on a tuition-paying basis, with prior written approval of the Superintendent.

Review of Non-Residency Determination

If the Superintendent or other administrator determines that a student who has enrolled in the school is not a legal resident as defined above, the Superintendent shall notify the person who enrolled the student of the student's nonresident status and of the person's right to a hearing before the Board of Education or its appointed hearing officer in accordance with guidelines adopted by the Superintendent. If the person who enrolled the student requests a review by the Board of Education or by its hearing officer, the decision of the Board shall be final.

During the pending review of the administration's determination of non-residency, the student shall remain enrolled in the School District's educational programs at the request of the person who enrolled the student, subject to continuing obligation to pay tuition to the School District for the non-resident student.

Anyone who knowingly or willfully presents false information to the School District for enrolling a student on a tuition-free basis shall be referred to the State's Attorney Office for prosecution and may be subject to tuition charges dating back to the date of improper enrollment.

Non-Residency Review Hearing Procedures

If the Superintendent or other administrator determines that a student attending the School District educational programs is not a resident of the School District as defined in the District's Student Residency Policy, such Administrator shall send a Notice of Non-Residency to the person who enrolled the student via certified mail. Such notice shall state the amount of tuition due to the School District for attendance in the School District and shall inform the person of his right to seek a hearing with the Board of Education's hearing officer. A written request for such a review hearing must be mailed, certified mail, to the Superintendent within 10 calendar days of receipt of the Notice of Non-Residency.

Within 10 calendar days of receipt of the request for hearing, the Superintendent shall notify the person requesting the hearing, via certified mail, of the date, time and location of the hearing, which must occur not less than 10 calendar days, nor more than 20 calendar days after the notice of hearing, is given. The person who enrolled the student is entitled to representation, at his own expense, at such a hearing. The person who enrolled the student bears the burden of proving that the student is a legal resident of the School District.

If the Board's hearing officer conducts the hearing, the hearing officer shall issue a written report of his findings within 5 calendar days of the hearing. Such report shall be mailed, certified mail, to the Board of Education and to the person who enrolled the student. Within 5 calendar days of receipt of the findings, the person who enrolled the student may file written objections to the finding to the Board of Education. Such objections must be mailed, via certified mail to the Superintendent.

Within 15 calendar days of the hearing, the Board of Education shall determine whether the student is a resident of the School District and the amount of any tuition due. The decision of the Board of Education

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shall be mailed to the person who enrolled the student. The decision of the Board of Education shall be final.

Radios, C.D. Players, MP3 Players, iPods, TV's, Cameras, Laser Lights, Playing Cards & Trading Cards

Students are not to use radios, CD players, MP3 players, iPods, TV's, cameras, laser lights, playing cards, or trading cards during class time. Video games are not to be brought to school at all. Violation of this policy will result in the equipment being confiscated until the parent/guardian can pick it up. However, they may be used in the gym or outside the building before or after school.

Recruiters and College Visits

Recruiters for colleges, trade schools, and the military come to our school to see junior and seniors.

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses, and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Release Time for Religious Instruction & Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

Safety Drill Procedures

Safety drills will occur at times established by the school board or its designee. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drill will not be preceded by a warning to the students.

Schedule Changes

A student may have only one study hall except in unusual circumstances and with administrative approval. Students, who wish to add a class after the first two weeks of school, must have teacher, parent, and administrative approval. Seniors cannot drop a required class.

School Fees

Registration Procedures

The community and students will be notified when registration will occur each year.

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Student Fees

- Parking Permit - \$10.00
- PE Shirt- \$10.00

Student Insurance

Although not required, additional student insurance forms are available in the school office.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable 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.

The building principal 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 school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the

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student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

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

Semester Exams

All students will take semester exams. High School Students with three or fewer excused absences and a 3.5 GPA will be exempt from semester exams.

Sex Discrimination

No student shall be refused admission into or be excluded from any course of instruction offered in the schools because of that person's sex. No student shall, solely by reason of that person's sex, be denied equal access to physical education and inter-scholastic athletic programs or comparable programs supported from school district funds. Comparable programs will be defined in guidelines promulgated by the State Board of Education in consultation with the Illinois High School Association.

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent/guardian submits a written objection. The parent/guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene, or traditional courses in biology.

Parents/guardians may examine the instructional materials to be used in any district sex education class or course.

Sex Offender and Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at <http://www.isp.state.il.us/sor/>.

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/>.

Sign-out Procedures

Students, who have medical/dental appointments, must bring their note to the office before first period begins. The principal's secretary will give the student an "early dismissal slip" which will let the teacher know what time the student is to be released. The student should then turn the signed form in to the office and sign out prior to leaving school. Parents must pick up students from the office. Students will not be allowed to wait on the front steps. Students are to sign back in upon returning to school. Failure to sign out will result in a discipline referral. Any student signing out for an appointment must bring a slip from

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the doctor or health professional for the absence to be excused. If the student is not being accompanied by a parent/guardian, the parent/guardian must have contacted the school the morning of the appointment.

No student, without written or verbal consent of the parent/guardian, shall be permitted to leave the school premises during the day. In all cases, students must receive permission from authorized school personnel, before they may leave school. Failure to do so will result in an office referral. In cases of illness or emergency, the principal will weigh each matter individually. Students are to sign out when they have permission to do so.

Smoking

Smoking or possession/use of any tobacco product on school property is prohibited at any time. This policy also applies to extracurricular activities. This policy applies to students, parents and spectators. We will be working with law enforcement personnel to insure this policy is followed.
grade students.

Standardized Testing

Students and parents/guardians should be aware that students in grades kindergarten through 12 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Student Behavior

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

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1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. 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.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes,

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without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat

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could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.

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4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “School Medication Authorization Form.”

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student’s parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or

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epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

1. The right to inspect and copy the student’s education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student’s records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the

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student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to request removal from the student's academic record transcript, one or more scores received on college entrance examinations. A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

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- 7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
- 8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Student Rights and Responsibilities

Students, as citizens of the United States, are guaranteed certain individual rights as well as individual responsibilities. Parents, teachers, and administrators have a responsibility to protect the rights of the students while at school. Some responsibilities that are required of students while at school are:

1. To become aware of the school rules and policies and follow them.
2. To respect the rights and individuality of other students, teachers, and school administrators.
3. To refrain from obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school programs and do your best.
6. To refrain from gross disobedience, misconduct, or behavior that materially or substantially disrupts the educational process.
7. To maintain the best level possible of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and/or school sponsored activities.

Study Halls

Study halls are like all other classes as far as attendance, behavior, etc. are concerned. Students are to use study halls to do their homework and/or other quiet activities. The environment in the study hall is to be one that is conducive to studying. In other words, students should bring all books that they may need to not interrupt others. Card playing is not allowed during study halls.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Suspensions and Expulsions

Suspension is defined to mean exclusion of a student from school or from riding the bus for a period not to exceed, at any one occurrence, 10 days by summary action of the superintendent or building

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administrator. Expulsion is defined to mean exclusion of a student from school or from riding the bus for a period, not longer than 2 years, by the Board of Education. Expulsion may be preceded by suspension.

Out of School Suspension

- a. Except as set forth in paragraph B below, the following due process procedures will be followed prior to suspension. The suspending school official will give the student an informal hearing to advise the student of the charges and the disciplinary charges being considered. The student will have opportunity to respond to the charges with the suspending school official. The suspending school official will then make a decision and inform the student.
- b. Students whose presence pose a danger to person or property and/or disrupt the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing as set forth in paragraph A will follow as soon as possible.
- c. Suspensions will be reported immediately to the parent/guardian by certified mail. The letter will include the date and time of the hearing, reasons for the suspension, and notice of the parent's right to review.
- d. A copy of the suspension notice will be sent to the Board of Education via the Superintendent.
- e. A request by the parents for a review hearing must be submitted in writing within 10 days of receipt of the suspension notice. The review hearing will take place within 10 school days of the receipt of the request or on a date mutually acceptable to all parties.
- f. Students who are suspended from school will be required to complete all assignments missed during that period to stay current with the class.
- g. Students who are in out-of-school suspension will not be allowed to participate in or attend any after-school events. If you are assigned out-of-school suspension on Friday, you will not be able to participate in extracurricular events over the weekend. Students must return to regular classes to be eligible.
- h. Students with 2 or more unexcused absences (excluding suspensions) or students suspended more than once will not be permitted to attend any field trips or extracurricular events. This includes all extracurricular events and sports: homecoming, prom, senior trip, 8th grade trip, art club trip, band trip, basketball, baseball, softball, cheerleading, and other events not mentioned.

Expulsion

When gross disobedience or misconduct results in expulsion, the student will be excluded from school prior to the expulsion hearing with the procedure as follows.

The Board of Education may expel a student for gross disobedience or misconduct. Such expulsion will take place only after a review hearing has been held by the Board of Education, findings have been submitted by the Board appointed hearing officer, and the Board has taken action.

The student and parent/guardian of the student will be notified by certified mail at least 5 days prior to the date of the hearing of the following: statement of the incident or incidents, date, time and place of the hearing (mutually convenient to all parties), and a copy of the review hearing procedures as set forth below.

Expulsion Review Hearing Procedures

The hearing will be held in closed session at the request of the parent/guardian or school administration.

The student will be afforded the following:

- The right to be represented by counsel (at the expense of the student or parent).
- The right to present evidence and call witnesses.
- The right to cross-examine opposing witnesses.

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A written decision will be issued to the student and parent/guardian within 10 days of the review hearing conducted by the Board of Education, including a statement of facts and the basis for the decision.

If the Board of Education finds that the action was unjustified or unreasonable (suspension or expulsion), the following procedures will be followed:

- The student's record will be expunged of all notations or remarks concerning the suspension/expulsion.
- The student's absence(s) will be recorded as "excused."
- All educational opportunities and/or services missed by the student will be afforded.
- Tutoring will be provided for the number of days suspended, if requested or deemed necessary.

Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Telephone Usage

The school office phone is for emergency calls only.

Theft

Any student found directly involved in the theft of property belonging to the school district, student or employee of the school district, will be subject to an office referral and consequences that the principal deems inappropriate. In addition, if the amount of the theft exceeds \$50.00, the matter will be turned over to the police department.

Unsafe School – Transfer

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Vandalism

The cooperation of the entire student body is required to keep the school and its equipment in the best of condition. Thoughtless or intentional damaging of school property will result in the student being held responsible for the replacement cost and/or repair and will be referred to the principal.

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Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date