Student – Parent Handbook



DONGOLA
UNIT SCHOOL DISTRICT 66

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

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Brittany Schnicker, 3rd Grade
Raechel Ward, 2nd Grade
Kelsey Weatherford, 1st Grade
Amy Williams, Jr. High Math/English

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PRINCIPAL
Dr. Ellie Rush

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2024-2025 Dongola School District Calendar Summary
2:00 dismissal every Monday

August
- 12- Teacher Institute (No student attendance)
- 13- 1st day for students- Half-Day Student Attendance/Half Day Teacher In-Service

September
- 2- Labor Day - No School
- 13- Half-Day Student Attendance/Half Day Teacher In-Service

October
- 8th- Parent/Teacher Conferences
- 10th- Parent Teacher Conferences
- 11- Teacher In-Service
- 14- Columbus Day- No School

November
- 5- Election Day- No School
- 11- Veterans' Day- No School
- 22- No School
- 27-29- Thanksgiving Break – No School

December
- 23-31 – Christmas Break - No School

January
- 1-3- Christmas Break – No School
- 6- Teacher In-Service
- 7- School Resumes for Students
- 20- Martin Luther King Jr. – No School

February
- 12- Lincoln's Birthday- No School
- 14- Half-Day Student Attendance/Half Day Teacher In-Service
- 17- Presidents' Day – No School

March
- 3- Casimir Pulaski- No School

April
- 14-18 Spring Break

May
- 23- Last Day without the use of Emergency Days

June
- 5- Last Student day if all Emergency Days are used

Chapter 1: Introductory Information and Notices

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.

Regular board meetings will be held on the fourth Tuesday of every month in the Dongola Unit School District #66 Library.

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

Board Policies

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

Office Hours

The principal's office is open all regular school days from 8:00 am until 3:00 pm. Students arriving earlier than 7:40 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.

Daily Schedule

Students should not arrive before 7:40 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.

Clubs and Academic Teams

BETA Club	Jr BETA Club
Art Club	Band
Science Club	Science Club
Future Farmers of America	Student Council
Chess Club	WYSE
Southern Illinois Future Teacher Coalition	Scholar Bowl

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the window in the foyer. 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.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself 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.
No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably

be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. There person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

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.

Breastfeeding

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.

3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

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 nurse. 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 school nurse.

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact **Dr. Ellie Rush at (618) 827-3524.**

Equal Educational Opportunities 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, religion, physical

or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, or gender identity 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 **Dr. Paige Maginel at (618) 827-3841.**

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.

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 and Family Life Instruction

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or 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 or guardians may examine the instructional materials to be used in any district sex education class or course.

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 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. If a student leaves without permission, the district will attempt to contact the parent or guardian. If there is no answer, the police will be called and the student will receive disciplinary consequences upon return to school. 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.

Chapter 2: Attendance, Promotion and Graduation

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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 parents/guardians to cooperate with us in reaching this goal.

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students are allowed one excused absence to attend a civic event.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at (618)-827-3524 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Proof or Residence

Dongola Unit School students must show legal residency within the Dongola Unit School District or pay tuition. Tuition for the 2024-2025 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.

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

Absences during the school day

Students are not permitted to leave school grounds after they arrive unless their parent calls or 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. Failure to do so in the above mentioned steps will result in consequences.

Attendance Requirements for Extracurricular Participation

A student who is absent from school in the second half of the school day 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, or placed in in school suspension, 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, coach, or administrator.

Unsafe School – Transfer

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from building principal.

Compulsory School Attendance

Whoever has custody or control of a child between the ages of 6 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

Valid Cause

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

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

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

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:

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 a note must be sent for the absence to be excused.

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.

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.

Truancy

Truant= 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.

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Consequences for Truancy:
-1st-9th- After school detention

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

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.

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. **Students will complete an online recovery program for failed coursework**. See the principal if further information is needed.

Credit for Proficiency, Non District Experiences, Course Substitutions, and Accelerated Placement

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Proficiency Credit

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

Substitutions for Required Courses

Vocational or technical education. 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 requests and approves the substitution in writing on forms provided by the District.

Registered Apprenticeship Program. A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

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.

Physical Education

Students will not be allowed to participate unless they change into their P.E. shoes. This counts as part of daily participation grade. 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.

Exemption from Physical Education Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

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.

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

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, language arts, reading, and spelling.

Junior High

Students must pass all four core classes at the junior high level to be promoted. The core classes include English, social studies, science and math. If a core subject is failed, summer school will be required.

Graduation Honors

Junior High School Top 3 Students

The Top 3 students will be determined based on overall GPA for all junior high school coursework and placement in the Accelerated Placement Program. Junior High Promotion will be in the evening with awards given at that time.

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 and will have an attendance record that is free from excessive unexcused absences or tardies.

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.

Honor Roll

Superintendent's Honor Roll
Student's attaining a GPA between 3.85 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.

Principal's Honor Roll
The Principal's Honor Roll will be figured each grading period. All subjects will count towards the Principal Honor roll. Those subjects where less than one credit is given will receive the appropriate point value. Students must attain a GPA between 3.60 and 3.84.

High School Honors
Seniors will receive awards during their graduation ceremony.

Junior High School Honors
Junior High (grades 6 and 7) will receive awards in the afternoon. 8th graders will receive awards during 8th grade promotion.

Semester Exams

All students will take semester exams. Final Exam schedules will be provided by the office and will be followed. Exams will be taken during the assigned time. High School Students with three or fewer excused absences and less than 6 tardies with a 3.5 GPA will be exempt from semester exams. Shawnee Community College classes do not apply to this exemption.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, please contact the principal.

Graduation Requirements

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

- Completing all State mandated graduation requirements listed below.
- Completing all District graduation requirements that are in addition to State graduation requirements.
- Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
- 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.
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.
f. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (
g. One semester of health education.
h. 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 to 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.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

(1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

(2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Credits for Graduation
Students must have 24 credits to graduate.

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.

The time allowed to do makeup work will be one school day for every school day missed, starting with the first day the student returns.

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.

Chapter 3: Student Fees and Meal Costs

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. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or

2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Chapter 4: Transportation and Parking

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.

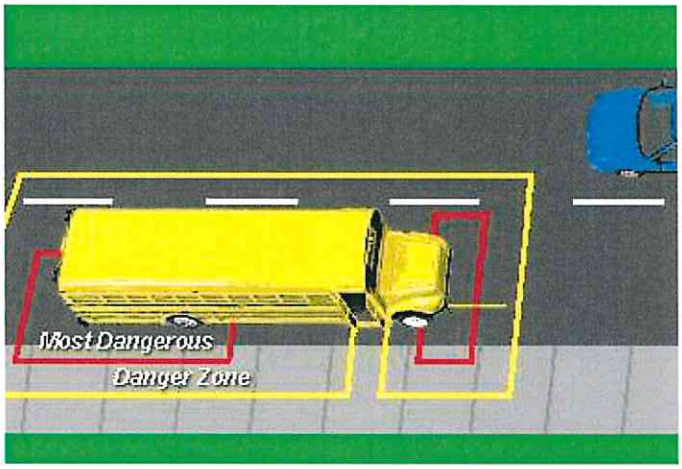
A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student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

- Be aware of moving traffic and pay attention to your surroundings.
- 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.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- 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.
- 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.
- 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.

- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- 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.
- 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.
- 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 Dr. Rush.

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.

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.

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). 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.

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.

Chapter 5: Health and Safety

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.

Candy, Food Items, Drinks

No outside food or drink may be brought to students during school hours.

No food or drink of any kind is permitted in the classroom without prior permission from the principal. Smart snacks are encouraged during the school day. A listing can be obtained from the school office. Soda machines will be turned off during class hours. Fountain drinks may not be brought in the school.

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.

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.
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.

Closed Campus

Dongola Schools is a closed campus. Students 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.

Students may not leave campus for lunch or other reasons with the exception of periodic community events approved in advance by the principal.

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 **Nurse Thrower at 618-827-3524.**

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.

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.

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.

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.

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 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.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Safety Drill Procedures

Safety drills will occur at times established by the school board. 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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their

child. Students who do not participate in blended or remote learning will be considered truant.

4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

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.

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.
1. Prescription Medications shall display the following: student's name, medication name/dosage, administration route and/or other directions, pharmacy name, address, licensed prescriber's name. (Prescription Label)
2. Over-the-Counter Medications shall be brought in with the manufacturer's original label in the original container.
Parents/Guardians should keep their child home when he/she has any of the following symptoms:

- Fever (over 100° F, or 37.8° C)
- Vomiting (more than once)
- Frequent Diarrhea
- Frequent Cough
- Widespread rash (call the doctor immediately if a rash is with fever)
- Earache
- Toothache

Self-Administration of Medication
A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.
Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.
Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.
Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.
The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis
In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The

District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

Student Insurance

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

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.

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a

reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

Exhibit - Targeted School Violence Prevention and Threat Assessment Education

On District letterhead

Date:

To: District Staff and Parents/Guardians

From: Building Principal

Re: Targeted School Violence Prevention Program

Student safety is our District's top priority. To maximize safety, the District uses a threat assessment process to identify threats and prevent targeted school violence. This process is part of the Targeted School Violence Prevention Program (Program). For more information, see Board policy 4:190, Targeted School Violence Prevention Program. The Program is part of the preparedness and response phases of the School Emergency Operations and Crisis Response Plan, which in turn is part of the District's Comprehensive Safety and Security Plan.

The District wishes to create a climate that encourages sharing any information about a safety concern with a trusted adult who can help. Sharing information about threats and safety concerns is everyone's responsibility: students, parents/guardians, staff, and community members. The question-and-answer section below is designed to help students, parents/guardians, and staff understand when school officials want individuals to share information about a safety concern.

What Is a Threat?

A threat is a concerning communication or behavior that indicates that an individual may pose a danger to the safety of school staff or students through acts of violence or other behavior that could cause harm to self or others. It may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or in another way. Threats may be direct ("I'm going to beat you up" or "I'm going to blow this place up!") or indirect ("Come and watch what I am going to do to her.").

A threat can be vague ("I'm going to hurt him.") or implied ("You better watch out."). Any possession of a weapon or mention of one is a possible threat. A threat is a threat regardless of whether it is observed by or communicated directly to the target of the threat or is observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat.

Sometimes students make threats that may seem funny or "joking," but sometimes a threat is very serious and/or criminal. When you are in doubt as to whether the statement is kidding or serious, the responsible thing to do is to tell the Principal or other responsible staff member.

What Is Targeted School Violence?

Targeted School Violence includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not simply a random site of opportunity. Individuals who have committed targeted violence did not "just snap," but engaged in a process of thought and escalation of action over days, weeks, months, and even years.

In the majority of incidents of targeted violence, perpetrators did not directly threaten their targets, but they did communicate their intent and/or plans to others before the violence. This indirect expression or third-party communication of intent to cause harm is often referred to as leakage. Reporting leakage is key to preventing targeted school violence.

Who Is Required to Report Threats?

All District staff, volunteers, and contractors are required to report any expressed threats or behaviors that may represent a threat to the community, school, or self to the Building Principal. Parents/guardians and students are also encouraged to report any such threats to the Building Principal.

Reported threats are assessed by the school's Threat Assessment Team (TAT). Each TAT includes people with expertise in counseling, instruction, school administration, and law enforcement. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe and secure school environment, to protect and support potential victims, and to provide assistance, as needed, to the individual being assessed.

The threat assessment process does not preclude anyone from acting immediately to address an imminent threat.

What Can Staff and Parents/Guardians Do?

The TAT will provide guidance to students and staff regarding recognizing concerning, aberrant, threatening, and prohibited behaviors to be reported. While there is no one list of behaviors that may cause concern, examples include, but are not limited to:

Threatening statements or gestures
Persons with ongoing, unresolved grievances with members of the school community
Atypical, unusual, or bizarre communications or behavior
Significant changes in behavior
Increased focus or fixation on aspects of violence, harm, or death
Information about someone expressing thoughts, plans, or preparations for violence
Concerns that someone may harm themselves
Behavior that significantly disrupts the learning or working environment
Behavior that seems troubling or disturbing
Persons seeming isolated and alienated from others
Anyone unknown to the school

Staff and parents/guardians can reinforce this guidance by discussing with students what a threat is, encouraging students not to make threats or "joking" statements in the first place, and

reiterating that seeking help to prevent someone from getting hurt or hurting another by reporting threats is appropriate.

Chapter 6: Conduct and Discipline

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.

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hoods from hooded apparel shall not be worn during the school day.
- Coats, sun glasses, and colored contact lenses may not be worn in the building during the school day.
- Headbands may be worn if they are a solid color, no wider than 2 inches, and used for the purpose of keeping hair out of the face. Bandana type headgear may only be worn if they meet these criteria.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, and/or tears that appear above the mid-thigh may not be worn at school.
- Clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Shirts must have sleeves and completely cover the back, abdomen (stomach) and cleavage.
- The length of shorts or skirts must be appropriate for the school environment. No part of the bottom hem of shorts, skirts and dresses should be above the mid-thigh (even with leggings). Mid-thigh represents half way between the knee and top of the hip bone while standing.
- Appropriate footwear must be worn at all times.
- Pajamas shall not be worn in school.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
Students with questionable apparel issues will be sent to the nurse with a referral slip for a final determination. The nurse will inform the referring staff member and the student of

her ruling. If the student is determined to be in violation of the policy, the referral slip will be forwarded to the principal and the disciplinary policy will be enforced.

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. Students will be placed in ISS until appropriate clothing is brought to school. Additional consequences include:

1st offense: Warning and required to change clothes
2nd offense: After school detention/lunch detention and required to change clothes
3rd offense: In School Suspension and required to change clothes

Detentions

- 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.
- 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.

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 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 in school suspension or 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.

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.

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.

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.

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.

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.

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- Teacher must notify parent and student
5th Tardy- 2 Lunch Detentions
7th Tardy- 2 After-School Detentions

9th Tardy- 3 Day in School Suspension
Anything exceeding 9 Tardies will require individualized discipline and interventions.

For every 5 tardies equals 1 unexcused absence.

Field Trips

Field 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.

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 will 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, including in school suspension;
- Other reasons as determined by the school.

Homerooms

Homerooms 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.

Graduation Behavior

It is the philosophy of the Board of Education that the 8th grade promotion 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:

High School Commencement procedures and rules:

1. The attire of graduates worn under gowns is to be proper and appropriate. Females are to wear skirts (no shorter than 3 inches above the knee) or dress slacks and blouses, or dresses (no shorter than three inches above the knee) with dress sandals or shoes. Males

are to wear slacks (black, brown, navy, or khaki) and shirts with a collar (ties are recommended but not required) and dress shoes. Shorts, T-shirts, blue jeans, athletic shoes, flip flops, canvas shoes and other casual wear are not considered appropriate.
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.

8th grade Promotion procedures and rules:

1. The attire of the 8th grade class must be proper and appropriate. All students will wear the required class shirt. Females are to wear black skirts (no shorter than 3 inches above the knee) or black dress slacks with dress sandals or shoes including Hey Dudes. Males are to wear black slacks and dress shoes or dress boots including hey dudes. Shorts, blue jeans, athletic shoes, or flip-flops are not considered appropriate attire.
2. Music for both the processional and recessional of the promotion will be arranged by the principal.
3. The 8th grade class is required to display respect toward all presenters/speakers participating in the 8th grade promotion.
4. The use of all types of firecrackers, mechanical noisemakers, and all other types of paraphernalia commonly associated with spontaneous celebrations is prohibited during the promotion.

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.

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.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all

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

Bullying on the basis of actual or perceived race, color, national origin, 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 non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying 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.

Cyberbullying 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, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying 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. Cyberbullying 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 enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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.

Nondiscrimination Coordinator:
Paige Maginel
1000 High Street Dongola, IL 62926
(618)-827-3524
pmaginel@dongolaschool.com

Complaint Manager:
Ellie Rush
1000 High Street Dongola, IL 62926
(618)-827-3524
erush@dongolaschool.com

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment.*

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
1. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"

- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior

- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships.
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors.
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting or participating in a private meeting with a student (in person or virtually) outside of a professional role

- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the building principal or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chat line at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Sexual Harassment

It is the policy of the School District to maintain learning and working environment free of sex discrimination and sexual harassment. The School District does not tolerate harassment, intimidating conduct, or bullying, (whether verbal, physical, electronic, or visual) that affects the tangible benefits of education, that unreasonably interferes with a s student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. This Student policy for sexual harassment shall comply with all Federal Title IX requirements. If a student, parent or guardian has any questions regarding these requirements, please contact building administration.

If a student believes they have been the victim of sexual harassment by a student, teacher, administrator or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events, extra-curricular and co-curricular activities, under the auspices of the School District, is encouraged to immediately report the alleged acts to the Title IX Coordinator either verbally, or in writing. A student may also report the alleged sexual harassment to any School District staff, but should be aware Title IX requires school staff to immediately report any suspected sexual harassment. The Title IX Coordinator will also receive reports of sex discrimination, including sexual harassment from any person, including third parties. Upon receipt of a complaint, the student shall be offered supportive services and the ability to choose whether or not they wish to file a formal complaint.

If a formal complaint is filed, the school district will investigate the allegations. At the same time, the School District shall send respondent information from the school regarding the range, list, or possible remedies a school may provide a complainant and disciplinary sanctions a school may impose, following a finding of responsibility. A live hearing may be held, at the School District's discretion. Any hearing or investigation shall comply with all federal Title IX requirements. For a more detailed discussion of the federal requirements, see 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment.*

1. **Sexual Harassment Defined**. "Sexual harassment" is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual factors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX. Sexual harassment exists when:
    a. a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the school district causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
    b. a reasonable person would find the unwelcome conduct so severe, pervasive and objectively offensive that it denies a person equal educational access; or
    c. any instance of sexual assault, as defined in the Clery Act, any instance of dating violence, domestic violence, or stalking, as defined in the Violence Against Women Act.

1. **Title IX Personnel.** Title IX Personnel shall be appointed by the Board of Education, or their designee. They shall be provided training in compliance with all Title IX requirements. The positions included in the Title IX Personnel are:
    a. Title IX Coordinator, who shall promptly and confidentially contact the complainant to discuss supportive measures, whether or not the complainant chooses to file a formal complaint.
    b. Title IX Investigator(s), who shall investigate the claims in the complaint in a manner that is equitable and not deliberately indifferent.
    c. Title IX Decision-maker(s), who shall issue the written determination including any findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

1. **Reporting Procedures.** Any student who believes he or she has been the victim of harassment based on sex by a student, teacher, administrator or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events, extra-curricular and co-curricular activities, under the auspices of the School District, is encouraged to immediately report the alleged acts to the Title IX Coordinator either verbally, or in writing. A student may also choose to report the harassment to any School Employee, but should be aware school personnel are required to immediately report the alleged acts. The School District shall respond whenever any employee has notice of sexual harassment, including any allegation of sexual harassment. The Title IX Coordinator will also receive reports of sex discrimination, including sexual harassment from any person, including third parties. Students may choose to report to a person of the student's same sex.

The Title IX Coordinator shall promptly and confidentially contact the complainant to discuss supportive measures. This shall be completed whether the complainant chooses to file a formal complaint or not. The Title IX Coordinator shall further explain the process for filing a formal complaint to the complainant. The Title IX Coordinator shall respect the complainant's wishes regarding whether or not to file a formal complaint, unless the Title IX Coordinator determines signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances. The School District shall investigate any sexual harassment allegation contained in a formal complaint. At the same time, the School District shall send respondent information from the school regarding the range, list, or possible remedies a school may provide a complainant and disciplinary sanctions a school may impose, following a finding of responsibility.

The School District shall dismiss any formal complaint for purposes of Title IX that: (1) does not meet the definition of sexual harassment; or (2) did not occur in the school's educational program or activity. The School District reserves the right to address any allegations dismissed in this manner under the School District's Code of Conduct. The School District may also dismiss a formal complaint or an allegation if: (1) the complainant informs the Title IX Coordinator, in writing, that the complainant chooses to withdraw the formal complaint or allegations therein; (2) the respondent is no longer enrolled or employed by the school; (3) specific circumstances prevent the school from gathering sufficient evidence to reach a determination. The School District shall give each party written notice of any dismissal and include the reasons for instituting the dismissal.

1. **Investigation Procedure and Student Rights.** For an investigation to occur, a formal complaint must be filed either by the complainant, or alternatively signed by the Title IX Coordinator. The complainant's wishes regarding the filing of a formal complaint shall be respected by the School District unless the Title IX Coordinator determines signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances. A formal complaint may be consolidated by the School District if the allegations arise out of the same facts. The School District shall investigate the allegations contained in any formal complaint and shall send written notice to both parties regarding the allegations upon receipt of a formal

complaint. The School District may not access or use a party's medical, psychological, or similar treatment records without voluntary, written consent.

The School District will take steps to investigate and respond to complaints, consistent with a complainant's requests for confidentiality. The privacy of the parties involved and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations. The School District notes, however, if a complainant requests anonymity and does not agree to release of information, the School District may be limited in its ability to respond to the complaint (including pursuing discipline against the accused) or the School District must override a request for confidentially to address the complaint. The School District will evaluate a request for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment for all students, and may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the alleged harasser's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99.15.

Prior to any investigative interviews, meetings or hearings, the School District shall send written notice. The School District shall send the parties, their advisors, an investigative report, in electronic format or hard copy, with at least 10 days for the parties to respond. With, or without a hearing, the School District, before reaching a determination regarding responsibility, shall afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The School District shall not restrict the ability of the parties to discuss the allegations or to gather evidence. Following a decision, the School District shall send a written determination to each party and include information regarding filing an appeal of the decision. Any additional action adopted by the School District as part of its grievance process for sexual harassment shall apply equally to both parties.

The School District shall also ensure each party has the same opportunity to select an advisor of the party's choice, who may or may not be an attorney. The School District will also ensure there is no use, reliance or disclosure of information protected under a legally recognized privilege, unless the person holding the privilege has waived said privilege.

The burden of evidence gathering and the burden of proof shall rest on the School District at all times throughout this procedure. The School District shall send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence. All relevant evidence shall be evaluated objectively and credibility determinations based upon a person's status as a complainant, respondent, or witness shall be avoided.

The School District will follow a grievance process that complies with the rules set forth in Title IX guidance prior to the imposition of any disciplinary sanctions, or other actions that are not supportive measures against the respondent. The School District shall not restrict any of the rights of either student that are protected under the U.S. Constitution. These rights include those enumerated in: the First Amendment, the Fifth Amendment and the Fourteenth Amendment. The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. At all times throughout the investigation and grievance process, each party shall be treated equitably. Whether or not a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

1. **Hearing Procedures and Student Rights.** The School District will treat parties equitably by providing remedies any time a respondent is found responsible, but not imposing disciplinary sanctions without following the Title IX grievance process. A complainant cannot be required to attend the hearing. The School District is not required to hold a live hearing, though the School District reserves the right to conduct a live hearing with cross-examination at its discretion.

The School District does not allow parties to personally question or cross-examine each other during a hearing. However, the complainant and accused will have equal opportunity to present relevant witnesses and other evidence. The complainant and the accused will have similar and timely access to any information that will be used in a hearing. The complainant and the accused shall have the right to present witnesses, subject to the right of cross examination by the hearing officer. The School District does not allow evidence of past relationships with anyone other than alleged perpetrator.

With regard to allegations of sexual assault, the District will inform the complainant of the right to proceed with a criminal investigation and a Title IX complaint simultaneously. The District is obligated conduct its investigation whether or not there is a criminal investigation pending addressing the same or similar allegations or such investigation has concluded.

6. **Retaliation Prohibited.** The School District will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against a person who reports, testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

7. **Alternative Dispute Resolution.** The School District will offer the parties the option to mediate the complaint and will only mediate complaints if both (all) parties mutually agree to participate. However, the School District does not require the complainant to work out an issue directly with the accused. Additionally, the parties have the right to end the informal process and begin a formal process at any time. Further, sexual violence complaints are not to be mediated even on a voluntary basis.

Conflict of Interest. If prior to making a report of harassment or during the investigation and/or hearing process any individual has reason to believe a conflict of interest exists, the individual

should report the conflict of interest to the Title IX Coordinator. If the conflict of interest involves the Title IX Coordinator, the individual may report the conflict to the Board of Education, or the Superintendent.

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include 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.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:
Paige Maginel
1000 High Street Dongola, IL 62926
(618)-827-3524
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Complaint Managers:
Ellie Rush
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Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process
Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited
Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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.

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 appropriate. In addition, if the amount of the theft exceeds $50.00, the matter will be turned over to the police department.

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.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
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, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
    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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
    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.

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
1. Using or possessing an electronic paging device.
1. 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, 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..
1. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
1. 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.
1. 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.
1. 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.

1. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
1. Engaging in teen dating violence.
1. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
1. Entering school property or a school facility without proper authorization.
1. 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.
1. Being absent without a recognized excuse.
1. Being involved with any public school fraternity, sorority, or secret society.
1. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
1. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
1. 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.
1. 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 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.
1. 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; or
5. During periods of remote learning

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.
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.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

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 Unites 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.

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.

Chapter 7: Internet, Technology and Publications

Acceptable Use of the District's Electronic Networks

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks 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 - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. 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 electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;

b. Using the electronic networks to engage in conduct prohibited by board policy;

c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;

d. Unauthorized use of personal removable media devices (such as flash or thumb drives);

e. Downloading of copyrighted material for other than personal use;

f. Using the electronic networks for private financial or commercial gain;

g. Wastefully using resources, such as file space;

h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;

i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;

j. Using another user's account or password;

k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;

l. Posting or sending material authored or created by another without his/her consent;

m. Posting or sending anonymous messages;

n. Creating or forwarding chain letters, spam, or other unsolicited messages;

o. Using the electronic networks for commercial or private advertising;

p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;

q. Misrepresenting the user's identity or the identity of others; and

r. Using the electronic networks 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:

a. Be polite. Do not become abusive in messages to others.

b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the networks in any way that would disrupt its use by other users.

f. Consider all communications and information accessible via the electronic networks 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 - By using the District's electronic networks, the user agrees to indemnify the 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 or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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 malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use 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 Internet or on District websites or file servers/cloud storage without explicit written permission.

a. 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.

b. 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.

c. 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.

d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and student.

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

a. 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.

b. 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.

c. Electronic messages transmitted via the 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 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 District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, 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.

e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

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.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall 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 publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and 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, slanderous or obscene, 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, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;

4. Is reasonably viewed as promoting illegal drug use;

5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students[1]; or

6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Student Use of Electronic Devices

Students are asked to keep their phones out of sight and not in use during regular school hours. This would include smart watches that connect to their phones or any other electronic device they bring that connects to the internet other than their school issued Chromebook. If student-parent contact is needed you may call the office.

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. A parent/guardian will be required to pick up the device from the main office.

2. Second offense – The device will be confiscated. An after school 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 and subsequent offense – The device will be confiscated. An in-school suspension will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.

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.

Chapter 8: Search and Seizure

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 Searches

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 student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website

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.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing

a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Chapter 9: Athletics and Extracurricular Activities

Attendance Requirements for Extracurricular Participation

A student-athlete who is absent from school in the second half of the school day 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-athlete, who has been suspended from school, or placed in in-school suspension, is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student-athlete 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, coach, or administrator.

A student-athlete shall not be considered "truant" during the season of play. Truancy, or excessive unexcused absences, shall be cause for ineligibility.

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 that are not part of an academic class nor otherwise carry credit for a grade.

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 Program.

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, and the student athlete may not be failing any single subject, even if the overall average is a 'C'. Grades will be checked on the first day of the school week. Any student failing to meet academic requirements will be suspended from the sport or activity until the following Monday. Students ineligible to participate are also ineligible to attend athletic events or any non-curricular school activities.

If a student has not met academic requirements to be eligible for 2 consecutive weeks the student will no longer be able to participate for the remainder of that sport season.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school in the second half of a school day 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, or placed in in-school suspension, 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, coach, or administrator.

A student shall not be considered "truant" during the season of play. Truancy, or excessive unexcused absences, will be cause for ineligibility.

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, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute 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. 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 disrupts or adversely affects 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 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. 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.

Adult Behavior at a school function

The importance of character, ethics, and sportsmanship should be emphasized at all times during a school function.

Everyone involved in competition, including parents, spectators, associated student body leaders, and all groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior, and also have the duty to command their student-athletes and parents/guardians refrain from disrespectful conduct including verbal abuse of opponents and officials, profane and belligerent trash-talking, taunting and inappropriate celebrations.

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 performances, activities or competitions;
    - 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 in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

    <u>First violation</u>
    - 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 school-approved alcohol or drug counseling program.
    - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: 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).

    <u>Second violation</u>
    - 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 by minors: 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 by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal'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/guardian 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 at School Dances

Attendance at school-sponsored dances is a privilege.

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 5th and 6th, 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

Five candidates for Queen and five candidates for King will be selected from the Senior class. If the number of the class does not warrant five candidates, then a portion to be set by the building principal will be made. 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 and Homecoming King by secret ballot.
Students must be in good academic and behavioral standing during the time of voting.

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.
Students must be in good academic and behavioral standing during the time of voting.

Fundraising (High School)

During the year, classes and clubs often participate in fundraising 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 and will follow USDA Smart Snack Guidelines if consumed during the school day.

Student Attendance at Extracurricular Activities

Spectators under grade 6 must be accompanied by a parent at extracurricular activities (ballgames, etc).

Chapter 10: Special Education

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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:
Dr. Ellie Rush, Principal, 618.827.3524.

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

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.

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.

Nondiscrimination on the Basis of 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.

PUNS (Prioritization of Urgency of Need for Services)Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.You may also contact the following District employee for assistance: Dr. Ellie Rush- Principal

Chapter 11: Student Records and Privacy

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.

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 (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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 10 business 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 who are 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. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. 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 have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student 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 included.

3. 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.

4. 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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); 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 or contractual obligation with the district.

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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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 student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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.

6. 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
- 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.

7. 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 student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. 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.

9. 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:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

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.

Chapter 12: Parental Rights and Notifications

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.

Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
b. The teacher is teaching under emergency or other provisional status.
c. The teacher is teaching in the field of discipline of the certification of the teacher.
d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.dongolaschool.com

IV. Parent & Family Engagement Compact included in the forms at the back of this handbook.

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook page 61.

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook p. 55.

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook page 27.

For further information on any of the above matters, please contact the building principal.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information

- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

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 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 Dr. 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 Dr. 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

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, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Sex Offender and Violent Offender Community Notification Laws

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

To attend a conference at the school with school personnel to discuss the progress of their child.
To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
To attend conferences to discuss issues concerning their child, such as retention or promotion.
In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests. These include:

Standardized	Benchmarks	Grades
IAR	Once in Spring	3-8
ACT	Once in Spring	Juniors
ISA Illinois Science Assessment	Once in Spring	5, 8, 11
STAR 360 (Math & Reading)	4 times a year	Pre-K -11
PSAT – Freshman- Sophomores	Once in the Spring	9 -10
ASVAB	Once in Spring	Juniors

Parents/Guardians 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/Guardians 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.

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.

Chapter 13: Forms

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

- All other exhibits and forms are located in the Main office at Dongola Unit School District #66.