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# Chapter 1 – Introductory Information & General Notices

2016-2017

## Welcome

We at Dieterich Community Unit #30 feel we have excellent facilities, teachers, and staff to educate your children to their maximum potential. We welcome your comments and hope you find this handbook helpful. The rules established are to promote an educational environment conducive to learning. Best wishes for a great year.

**Administration  
Board of Education**

### Dieterich Community Unit #30 Mission Statement

Our Mission is to provide the highest quality education, with the support and resources from the community, which meets the needs of all students.

### School Location & Contact Information

The school is located and may be contacted at:

Dieterich Elementary School  
P.O. Box 187  
205 South Pine  
Dieterich, IL 62424

Elementary Office	217-925-5248
Unit Office	217-925-5249
Jr. / Sr. High School Office	217-925-5247
Fax	217-925-5447

## General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. This handbook is not all-inclusive in that it cannot possibly address all the possible scenarios which may arise and still be a convenient and understandable guide for students and parents. The Board of Education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations which are not specifically addressed herein. The Board's comprehensive policy manual is available for public inspection through the District's website ([www.dieterich.k12.il.us](http://www.dieterich.k12.il.us)) or at the Board office, located at:

Dieterich Community Unit #30  
P.O. Box 187  
205 South Pine  
Dieterich, IL 62424

## School Board Members

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

Mike Winters,	President
Cory Niebrugge,	Vice-President
Charity Bohnhoff,	Secretary
Diane Aherin,	Member
Doug Baxter,	Member
Thad Goebel,	Member
Dan Shadle,	Member

## Visitors

All visitors, including parents and siblings, are required to enter through door #1 of the building and proceed immediately to the elementary office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying himself or herself 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 elementary office and sign out before leaving the school.

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

## **Administration**

Cary Jackson, Superintendent of Schools  
Kathy Pattenaude, Elementary Principal

## **Faculty**

Cris Bierman, Teacher Aide  
Kelly Davis, Band  
Nikki Earnest, P.E.  
Ellen Hann, Grade 1  
Debra Kitten, Speech  
Nichole Lidy, Special Education  
Donna McVicar, Library Aide  
Gina May, Grade 5

Mindy Worman, Grade 4  
Diane Ogdon, Grade 4  
Elizabeth Parish, Title 1  
Demetra Townsend, Grade 6  
Loretta Zane, Kindergarten

Rachelle Cekander, Music  
Jenni Doan, Early Childhood/Spec. Ed  
Nicole Field, Grade 1  
Karen Huber, Special Education  
Ashley Kreke, School Counselor  
Devin McManaway, Grade 2  
Jodi Mammoser, Grade 3  
Annette Niemerg, Grade 3  
Valerie Niemerg, Grade 2  
Brant Nohren, Computers  
Dana Pals, Grade 5  
Mary Richards, Librarian  
Deb Weiler, Grade 6  
Janice Zimmerman, Kindergarten  
Angie McElravy, Teacher Aide  
Tami Hetzer, Teacher Aide

## **Staff**

Jan Allen, Custodian  
Jay Finn, Custodian  
Julie Flach, Unit Secretary/Bookkeeper  
Rodney Grunloh, Bus Main/Driver  
Mark Hille, Bus Driver  
Phyllis Rohlfing, Bus Driver  
Patty Worman, Head Cook

Mary Ervin, Cook  
Sharon Feldhake, Elementary Secretary  
Chuck Fritscher, Maintenance  
Dana Ruholl, Bus Driver  
Debbie Lewis, Head Custodian  
Mary Miramontes, Cook  
John Ruholl, Bus Driver

## 2016-2017 School Calendar

August	17	Teacher's Institute – No School
	18	First Day Student Attendance – Full Day
September	5	Labor Day – No School
	16	School Improvement Day – Dismiss at 11:30 AM
October	7	Teacher's Institute
	10	Columbus Day – No School
	14	End of First Quarter
	20 & 21	Parent /Teacher Conferences
	21	Parent /Teacher Conferences – No School
November	11	Veterans' Day – No School
	24	Thanksgiving – No School
	25	No School
December	21	Last Student Attendance Day of First Semester
	22	Teacher's Institute – No School
January	3	School Resumes
	16	Martin Luther King's Birthday – No School
February	17	School Improvement Day – Dismiss at 11:30 AM
	20	President's Day – No School
March	3	No School End of 3 <sup>rd</sup> Quarter
	6	Casimir Pulaski Day
April	13	School Improvement Day – Dismiss @ 11:30 AM
	14	Good Friday – No School
	17	Easter Vacation – No School
May	17	Last Day of School
	18	Teacher's Institute

## **Equal Opportunity and Sex Equity**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Superintendent by calling 217-925-5249.

### **Grievance Procedure**

This grievance procedure applies only to Prohibition of sex discrimination in Education Policy. For purposes of the implementation of this policy, a grievance will be defined as an alleged violation or misapplication of the written terms of this policy.

1. The superintendent shall serve as the Grievance Officer and will investigate all complaints in reference to this policy on Prohibition of Sex Discrimination in Education.
2. An individual employee, an individual student, or an individual parent of a student presently enrolled in Unit #30 shall file all alleged grievances.
3. Persons other than the aggrieved shall be present only under mutual consent of all parties involved.
4. Grievances must be filed in writing giving complete information in reference to the suspected violation.
5. Disposition of the grievance will be made in accordance with the administrative rules in reference to this policy, that the Board of Education hereby requires the superintendent to develop.

## **Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If there are any changes to your child's regular dismissal routine please notify the school. If we dismiss early for an emergency, all after-school functions are automatically cancelled.



## **Dieterich Unit #30 Supply List**

**Please be sure your child's name is on all supplies.**

**Each student should bring their own pair of headphones or ear buds.**

**Preschool:** 1 box of Kleenex, 1 change of clothing, 1 pocket book bag, 1 container Lysol wipes.

**Kindergarten:** 2 large boxes of Kleenex brand tissues, 1 box of 8 large Crayola Crayons, 2 boxes of 24 regular size Crayola Crayons, 1 regular size beach towel for rest time, cloth bag that closes to put beach towel in, old large shirt for painting, 1 pencil box with snap lid, Chlorox Wipes, a regular size backpack, and headphones (no ear buds please).

**Grades 1-6 – needs 1 pair of tennis shoes & cloth bag to put them in for P.E.**

**Grade One:** 2 tablets of primary writing paper, 5"x8" pencil box with snap lid, 8 regular sharpened pencils, 1 large eraser, 2 boxes of 24 count Crayola Crayons, 1 pair of scissors, 1 small box of colored pencils, 4 glue sticks, 1 small bottle of Elmer's Glue, 1 large box of Kleenex, boys bring 1 box of (gallon) or 1 box of (quart) Ziploc freezer bags with write on label, girls bring 1 container of Chlorox Wipes, 3 (2-pocket) folders, wide-tipped washable markers.

**Grade Two:** Scissors, 2 glue sticks, 1 bottle of glue, 2 black dry erase markers, 1 yellow highlighter, 8 pencils, 2 boxes of 24 Crayola Crayons, 1 small package of colored pencils, wide-tipped washable markers, 5 (2-pocket) folders, pencil box or zippered pencil pouch, 2 large boxes of tissues, boys bring 1 box of quart size freezer bags, girls bring 1 box gallon size freezer bags, 1 package of wide-ruled notebook paper, Chlorox Wipes.

**Grade Three:** 1 (1 ½ - 2) inch durable binder w/clear pocket on front (Staples Betterview Binder may last 2 years), 5 - 2 pocket 3 hole folders (plastic may last longer) for binder (1 red, 1 blue, 1 green, 1 yellow, 1 orange), 1 soft-zip pencil case (for binder), 100 sheets wide-ruled loose leaf paper, 8 pencils w/erasers, 4 pencil tip erasers, 1 large eraser, 3 preferably green ink pens (no red, blue or black), 1 box colored pencils, 2 boxes of 24 crayons, 1 box wide-tipped markers, 1 highlighter, 4 glue sticks, 1 – 4 oz. bottle of Elmer's glue, 1 pair of scissors, ruler with inches and centimeters (NOT bendable), 2 boxes of tissues, Chlorox wipes (optional), 1 box of quart or gallon size storage bags, plastic pencil box (optional).

**Grade Four:** 4 red ink pens, pencils, eraser, 1 (1.5) inch three ring binder, 8 dividers with colored plastic tabs, 1 zippered plastic pouch (that fits into binder), 1 box of colored pencils, washable markers, 100 sheets of wide ruled paper, ruler, crayons, 2 spiral notebooks, 1 pencil box with lid, scissors, 2 sticks of glue, 1 box of Kleenex, pencil sharpener, flash drive, headphones, Clorox Wipes.

**Grade Five:** 10 pencils, eraser, 4 non-erasable red pens, highlighter, scissors, washable markers, 1 box of colored pencils, 2 glue sticks, pencil box or bag for supplies, 7 (2-pocket, preferably plastic) folders of various colors with prongs/fasteners, 2 boxes of Kleenex, backpack, 4 dry-erase markers, 2 pkgs. wide ruled loose leaf paper, 1 ruler (cm & in), flash drive, ear buds or headphones.

**Grade Six:** Metric/standard ruler, 3 blue/black ballpoint pens, 10 (#2) pencils, 2 eraser heads, 2 red pens, protractor, pencil bag, 1 box of water based markers, 3 (8.5" x 11") spiral tablets, 100 sheets of wide ruled paper, highlighter, 2 glue sticks, 2 boxes of kleenex, colored pencils, scissors, 8 (2-pocket) folders, 3 dry erase markers and eraser, Chlorox Wipes, calculator (with square root), ear buds or headphones.

### **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **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 special 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.

### **PTO Meetings**

The Dieterich Parent/Teacher Organization meets periodically throughout the year and all parents are encouraged to join the group and attend the meetings. Informational notes will be distributed informing you when the meetings will be held.

### **Party Policy/Snacks**

There are three formal parties yearly which are Thanksgiving, Christmas, and Valentine's Day, however, primary grades may have an Easter Party. Students may also celebrate their birthdays by bringing a treat. Please do not send gum or balloons with students. Due to health concerns and scheduling, treats and snacks for any occasion must be arranged at least 1 day in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. Party invitation or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students.

## School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## Title I Program

The Title I program is a federally funded program supervised by the State of Illinois. The program currently serves kindergarten through sixth grade. The funds from the Title I program allows Dieterich school to serve those students needing additional help in Reading and Math, but do not qualify for some of the other special academic programs.

All students are assessed three times per year (September, January, and May) using AIMSWeb. If a student qualifies for the Title I program, the parent will be asked to give written permission for their child to be enrolled in the program. Parents of students enrolled in the program will receive updates after each assessment. Classroom teachers and Title staff are available to discuss your child's progress during regularly scheduled Parent/Teacher Conferences. Conferences may also be scheduled at other times as requested by either school personnel or by parents.

Enrollment in the Title I program does not carry over from one school year to the next. The process of enrollment must begin again each school year. The goal of the Title I program is for children to make enough progress to leave the program and to succeed in the regular classroom.

In accordance with ESEA Section 1111(h)(6) **PARENTS RIGHT-TO-KNOW**, the Dieterich Community School District is notifying every parent of a student in the Title 1 Program that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

If you have any questions, please feel free to contact Mr. Cary Jackson, District Superintendent at (217) 925-5249.

### **School-Parent Compact**

The Dieterich CUSD #30 and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2015-2016 school year.

### **School Responsibilities**

#### **Dieterich School will:**

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- Hire highly qualified teachers and aides.
- Curriculum will be in line with the Illinois State Learning Standards.
- AIMSWeb testing will be done 3 times per year to identify academic concerns.
- Appropriate interventions will be given and documented.

Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

- Parent-Teacher conferences will be held the Thursday and Friday after the conclusion of the 1<sup>st</sup> quarter.
- At other times as requested by either the teacher or parent.

Provide parents with frequent reports on their children's progress.

- Report cards are sent to all parents at the conclusion of each quarter.
- Progress reports are sent to all parents (grades 1-6) mid-way through each quarter.
- Dieterich Elementary provides the above reports in envelopes with space provided for parent sign-off.

Provide reasonable access to staff.

- All elementary teachers will send home information at the beginning of the school year stating how and when parents can best reach them.
- Teachers are available from 8:00 to 8:25 each morning and 3:15 to 3:40 each afternoon.
- Monthly newsletters are available on District's web-page.

Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

- The volunteer program is discussed during Open House and Grandparent's Day both held in early September.
- Teachers send notes home asking for help during classroom parties and field trips.
- Dieterich Elementary Parent Teacher Organization (PTO) sends information to parents asking for volunteers.

### **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Ensuring that homework is completed.
- Monitoring amount of television children watch.
- Volunteering in child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the School by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups.

### **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need it.
- Read every day outside of school the amount of time recommended by my teacher.
- Give my parents or the adult responsible for my welfare all notices and information received by me from my school every day.

### **Parent/Teacher Conferences**

Every child will have a parent/teacher conference scheduled at the conclusion of the first grading period. Parent/Teacher conferences provide a time when parents and the teachers can meet to help provide the best educational plan possible. Parents should be prepared to ask the teachers about courses of study, areas of difficulty the child may be having, and any other area of mutual interest. Either the teacher or parent may request a conference any other time when a particular situation dictates a discussion. This may be accomplished by sending a note to the teacher or by calling the school office.

Dieterich Unit #30 utilizes a web-based computer software program known as Teacher Ease to better communicate with parents and improve student performance. We encourage all parents to sign up for this program by providing a current email address to the elementary office. Parents are able to check grades, lunch balances, etc. for their child.

### **Animals on School Property**

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

### **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 and depression awareness and prevention. Information can be obtained from the school office.

## **Chapter 2 – Attendance & Promotion**

### **Attendance**

Illinois law requires that whoever has custody or control of any child between six (on or before September 1) and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides during the entire time school is in session. 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. Good schoolwork depends, to a large extent, on punctual attendance. Make-up work cannot completely take the place of regular classroom work. Students who are absent miss the interaction with the classroom teacher and other students. Accumulative absences of 10 days or more in one school year will require a doctor's note with each additional absence to be excused. Unexcused absences will receive no credit on those days.

A student with an illness or an accident that may be prolonged in nature must have their parents contact the principal and explain the nature of the problem. Extended illness of 3 consecutive days or more will require a doctor's note to be excused.

Parents must assume their share of the responsibility for the regular and punctual attendance of their children. Parents are asked to phone the school office at 925-5248 any day that their child is absent. If parents have not called by 10 a.m. to report their child absent, a call will be made from the principal's office to the parents.

Try to schedule your children's dental and doctor appointments after school hours. If that is not possible, please try to make the appointment as late in the day as you can.

School begins at 8:25 a.m. At that time the student must be in his/her seat, ready to start class, or he/she is tardy to class.

Perfect attendance awards will be presented at the end of the school year to students who have been absent less than one full day.

### **Doctor's Note**

Those students who go to the doctor or dentist during school hours must return a signed note to the office when they return to school. The absence will be unexcused if a doctor's note is not returned to the office.

## Absence

Absence from school may be classified into two categories: **Excused** – sickness, court dates, accident, or death in the family. **Pre-arranged excused absences** – will be granted for reasons other than the above if the requesting student’s parents or guardian contact the Principal or office in **advance** of the absence. The absence will count toward the student’s attendance. **Pre-arranged excused absences should only be used for family trips, medical appointments, or funerals.** **Unexcused** – missing the bus or other reasons for being absent and not listed in the “excused” category. Unexcused absences will be treated as truancy. Accumulative absences of 10 days or more in one school year will require a doctor’s note with each additional absence to be excused. Only **emergencies** will fall into the “excused” absence category. Students who have any kind of appointment during the school day (i.e. doctor, dentist, or court) must bring a note from the physician or court office or the absence will be unexcused. Court appointments will require a note from the court with the time the student was there in order to be excused. Students who are “needed at home” must be prearranged through the office in order to be excused. Students receiving an unexcused absence will receive a zero grade for any work missed during the unexcused absence. All work missed during the unexcused absence must be made up. A student with an illness or an accident that may be prolonged in nature must have their parents contact the building principal and explain the nature of the problem and make arrangements for the education of the student. **Truant** – willful and intentional absence from class on the part of the student or chronic absenteeism with parental knowledge but without a good reason.

## Chronic Truant

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 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered 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 parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.



### **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. Students will be granted the amount of time equal to that which they were absent to make up work. A day's absence does not excuse a student from responsibility for all recitations on the day of his return.

### **Tardiness**

Students should be in class and prepared for class at 8:25 a.m. If the student is late arriving at school, the parent should report to the office to sign the student in. Repeated tardiness may result in penalties and may require a parent-student-principal conference. Any student who arrives late to school or class is considered tardy.

### **Progress Reports/Deficiency Reports**

Student progress reports (grades 1-6) are sent home with students at midterm. Parents may also request progress reports between grading periods if their child needs some type of special attention.

### **Report Cards**

Report cards are issued at the end of each quarter, or nine-week session. On each card will be the grade for the subject. The grading scale for grades 1-6 is as follows:

A	95-100	C	78-82
A-	92-94	C-	75-77
B+	90-91	D+	73-74
B	87-89	D	67-72
B-	85-86	D-	65-66
C+	83-84	F	Failure-Below 65

### **Promotion**

The administration has final say in the decision to promote or retain a student (Illinois School Code 5/10-20.9a) Such decisions will be made uniformly based on objective nondiscriminatory criteria and consistent with teacher evaluation of student's progress. With the amendment by Public Act 90-548, students must meet local goals and function at an expected grade level before promotion. (No social promotion) Based on the following six academic subjects; Reading, Math, Language Arts, Spelling, Science, and Social Studies, a student must pass four of the six, with Reading and Math being two of those four subjects in grades 1 through 6. Student performance on standardized tests will also contribute to promotion/retention.

## Honor Roll

Fifth and Sixth grade students are eligible to be on the honor or high honor roll. The honor roll is computed by averaging the grade point attained in all 6 subjects.

High Honor	4.00-3.75
Honors	3.749-3.25

## Home and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on home or hospital instruction, contact the building principal.

## Kindergarten Policy

Students who are five years old before September 1<sup>st</sup> may enroll in Kindergarten. This date will be strictly adhered to. Dieterich schools offer a full-day program for kindergarten students, however, parents may option for a half-day program for their child. A student who starts the year with the half-day program may switch to full day after consultation with the principal. Students who start the year full day may not switch to half-day.

## Arrival & Dismissal Procedures

Our dismissal procedures are written with student safety in mind. Students will be dismissed at 3:15 p.m. beginning with kindergarten. Bus students will load in the circle drive. **All students not riding a bus are to report to the Elementary Library.** Children of those parents parked in **visitor parking** or on the **east side of the elementary building along the sidewalk facing south** will be dismissed by a teacher out the front door of the elementary. Students riding home with a high school sibling will be picked up from the circle drive after the buses have left.

Parents should designate **one** primary pick-up and dismissal procedure on the student information sheet at the beginning of the school year. Any deviation from this procedure needs to be communicated in writing through the elementary office. If a parent wants a student to ride the bus to a different location in the evening, a note needs to be sent to school with the student and given to the classroom teacher. If parents would like for their child to be picked up at a different location the next morning a note should be sent to school and given to the classroom teacher. **If no note is sent to school, students will follow their daily routine dismissal.** If at any time during the year the parent work schedule or babysitter changes, please contact the office to make this permanent change on your child's information sheet.

**Phone calls regarding a change in daily dismissal will be accepted in cases of emergency only.**

A child may be taken from school only if their parents come to get them or make prior arrangements with the child's teacher. In no event will we allow a child to be dismissed with a stranger. Parents are asked to report to the office and sign the child out when picking them up.

**Chapter 3 – Student Fees and Meal Costs**

**Fees**

**Registration Fees:**

Early Childhood	\$75.00
Kindergarten	\$75.00
1 <sup>st</sup> grade	\$75.00
(The above grades receive milk and snack daily)	
Grade 2 & 3	\$35.00
Grade 4, 5, 6	\$35.00
Health Services Fee	\$20.00

**Cafeteria:**

Student Breakfast	\$ 1.55
Student Breakfast (reduced)	\$ .30
K-6 Student Lunch	\$ 2.15
K-12 Student Lunch (reduced)	\$ .40
Milk	\$ .50

**P.E. Fees:**

Roller Skate for Grades 1-12	\$ 8.00
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**Ballgame Admission**

Ballgame Admission Price (Adults)	\$ 4.00
Ballgame Admission Price (Students)	\$ 2.00
Senior Citizen (65 and over)	\$ 2.00
Individual Season Pass	\$38.00
Family Season Pass	\$90.00

### **Insurance Program**

An Illinois 2016-2017 Student Accident Insurance Program will be available during registration and at the unit office for those who are interested. A student must have this or another form of insurance prior to participation in athletic events.

### **Lunch Program**

Every student will be issued a Lunch/ID card and sleeve. If lost or destroyed, the student will be responsible for replacement. Replacement costs are \$ .50 for sleeves and \$5.00 for the Lunch/ID card.

Each student will also have a lunch account. Students should deposit money to their lunch accounts before 8:25 a.m. If they have money and did not have time to deposit it prior to 8:25 a.m. they may do so in the office.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal. Families who are approved for free or reduced lunches must pay for anything in addition to a regular reimbursable meal. Students are responsible for all meals billed to them prior to the application being approved. Backdating of any application will not be allowed.

Once a week negative balances will be emailed to parents or distributed to students. Upon receiving the notification, please deposit lunch money in a timely manner. If an account is delinquent and continues to be delinquent, the district has the right to serve a student a sandwich and milk.

### **Lost or Damaged Books**

Students will be responsible for any lost textbook or library book. There may also be a charge for damaged books over the normal wear.

### **Student Payments**

Entering students will make payments on the following schedule:

- A. All pupils entering during the first quarter will be charged the full rental price.
- B. Pupils entering during the second quarter will be charged  $\frac{3}{4}$  of the rental price.
- C. Pupils entering after the second semester through the close of school will be charged  $\frac{1}{2}$  of the rental price.

## **Fines, Fees, and Charges; Waiver of Student Fees**

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if 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.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

## **Refund of Fees**

In case a student withdraws from school, the following refunds will be made providing the student has followed the proper procedure in leaving school:

- A. If a pupil leaves school during the first quarter,  $\frac{3}{4}$  of the rental price will be refunded.
- B. If a pupil leaves school during the second quarter,  $\frac{1}{2}$  of the rental price is refunded.
- C. If a pupil leaves school during the third quarter,  $\frac{1}{4}$  of the rental price is refunded.

## **Chapter 4 – Transportation** **School Bus Service**

School buses in this District are under regulation set up by the School Code of the State of Illinois. The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published online at [www.dieterich.k12.il.us](http://www.dieterich.k12.il.us) at the beginning of the school year before school starts. During yearly registration parents will fill out the permanent transportation procedures for their child. This permanent arrival/dismissal procedure will be followed unless the child brings a note (No e-mails or phone calls, please) explaining a temporary change. Phone calls will be accepted on an **emergency basis only**. Permanent changes need to be made with the office. Notes concerning a temporary change in dismissal should go to the classroom teacher. Please send a note with each child. The teacher is responsible for getting the child on the correct bus. Any notes sent to the teacher will go with the child to the bus.

We are trying to accommodate working parents as much as possible. We are, however, unable to accept parents' work calendars or after school program calendars. Elementary children may not bring a note to stay for a junior high/high school extracurricular activity unless a parent will be here at dismissal time. This is for your child's safety. It is our policy that bus drivers not drop a kindergartener or 1<sup>st</sup> grader off at home alone unless the drivers sees someone at home. Please watch for the bus and wave to the driver. If the driver cannot make contact with the parent, the child will be returned to school. Any child returned to school by the bus driver will be taken to the After School Program located in the Dieterich cafeteria. Parents may pick their child up there. The rate is \$7 per day per child. For those parents picking their child up at the end of the day, please be in line for pick-up at 3:20. Any child not picked up by 3:30 will be taken to the After School Program and charged accordingly.

1. The driver is in full charge of the pupils and bus. His relationship with pupils should be on the same plane as expected of a teacher. Pupils should obey the driver cheerfully and promptly. The privilege of all pupils to ride on the bus is conditioned on their good behavior and complete cooperation. **Should any pupil persist in violating any of the rules and regulations it shall be the duty of the driver to notify the school principal and, after due warning may then forbid such pupil the privilege of riding the bus until permission is given by the principal, superintendent of schools, or board of education.**
2. The assignment of seats is permitted.
3. Classroom conduct must be observed while riding the bus. Ordinary conversation is permitted.
4. Pupils must not try to get on or off the bus or move about inside the bus while it is in motion.
5. A student is not allowed to ride any bus other than the bus in which he is a regular bus passenger.
6. Any student not on a regular bus will not be allowed to ride on any bus unless it is for an extra curricular activity.
7. Be on time at the designated bus stop.
8. Keep hands and head inside at all times after entering and until leaving the bus.
9. Do not throw anything out of bus windows.
10. Be quiet when approaching a railroad crossing stop.
11. Assist in keeping the bus safe and sanitary at all times. **No candy or soda is allowed on the bus.**
12. Be courteous to fellow pupils, and the bus driver.
13. Do not ask the driver to stop at places other than the regular bus stop: he/she is not permitted to do this except by proper authorization from a school official.
14. Discipline must be maintained on the school bus. The school bus driver is required to report all discipline problems to the school principal. Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.
15. Arrangements should be made through the office regarding a student departing/arriving on a non-assigned bus.

**Any elementary student riding home with a sibling driver will be dismissed from the circle drive after the buses have left.**

## Chapter 5 – Health & Safety

### Immunizations, Health, Eye and Dental Examinations

#### Required Health Examinations and Immunizations

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring “risk-assessed” or screened for lead poisoning. As of January 1, 1993 all students entering preschool or kindergarten are required to have a lead screening test and a chicken pox vaccination.

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. 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 before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### Dental

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.

### **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 nurse 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.



## **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 "Student Medical Authorization Form." (Forms are available in the elementary office.)

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.

A student may possess an epinephrine auto-injector (EpiPen) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

## **Safety Drill Procedures and Conduct**

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 drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

## **Guidance & Counseling**

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

### **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 nurse 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 with a signed release from the health department or physician stating 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.

### **Students with 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 regulation and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 925-5248.

Federal law protects students from discrimination 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.

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.

### **Care of Students with Diabetes**

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

- a. 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.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representative to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

## **Chapter 6 – Discipline & Conduct**

### **PBIS**

Positive Behavior Interventions and Support, usually known as PBIS is being implemented in the Dieterich schools. The goal of PBIS is to create a positive school culture and environment by reducing incidents of problem behavior and by providing maximum academic time for students and staff. A major component of PBIS is the use of consistent positive reinforcement of appropriate behavior.

The Dieterich staff has developed Road (runner) Rules, which are three short rules that we expect everyone in Dieterich Schools to abide by. The Road Rules are:

- Be Responsible
- Be Respectful
- Be Safe

A copy of our PBIS matrix is located at the end of Chapter 6.

It is our goal to make the understanding of these Road Rules as clear and easy for the students as possible. The behavior matrix shows you the actual rules for various places in the school and on the school grounds. In a positive manner, the matrix tells students what to do and how to behave in order to abide by these three rules in the various areas of our school. The matrix will be posted in each classroom and in areas around the school. Each teacher will create additional expectations for his/her classroom.

Additional information about the PBIS system can be found on the school's web page.

## **Articles Prohibited in School**

Problems arise each year because students bring articles, which are hazards to the safety of others or interfere, in some way, with school procedure. Such items are toy guns, water pistols, sling shots, radios, tape players, laser lights, electronic devices, and knives. These items will be impounded and returned to the parents at their request.

## **Student Discipline**

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials; including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
  - Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - Any use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - 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.
  - "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - 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.
  - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a firearm or “look alike,” 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.
  5. Using or possessing an electronic paging device.
  6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, 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.”
  7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff member 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; or other comparable conduct.
  11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
  12. Being absent without a recognized excuse.
  13. Being involved with any public school fraternity, sorority, or secret society.
  14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, of 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.
17. 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.
18. 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.
19. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
20. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threaded individual because of his or her duties or employment status or status as a student inside the school.

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.

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 psycho stimulant medication to the student.

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

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

#### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greater 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.

### Suspension or Expulsion and Right to Hearing

Any principal may deny a student the right to attend school or take part in any school functions for a period of up to ten (10) school days if the student violates any of the rules set forth in or contemplated by this handbook. Any such suspension shall be reported immediately to the parents or guardian of such pupil along with full statement of the reason for suspension and a notice of their right to review. Upon request of the parents or guardian, the School Board or a hearing officer appointed by it shall review such action of the school district administrator.

If a student is to face disciplinary action, which could result in expulsion from school for the balance of the semester or school year, the student will be notified of this fact. Under policies, rules, and regulations adopted by the Board of Education, expulsion shall take place only after the parents have been requested to appear at a meeting of the Board by certified mail. The letter shall state the time, place, and purpose of the meeting. The Board or hearing officer appointed by it at such meeting shall state the reason for expulsion and the date on which the expulsion is to become effective. The hearing officer, who is appointed by the board, shall report to the board at the meeting and the board may take such action, therefore, as it finds appropriate. Due process will be observed. When a student is suspended, the time is Unexcused. A student may be suspended for the following reasons:

1. Possession of any tobacco product in the building, on school grounds, on buses, or at school sponsored events.
2. Attempting to intimidate directly or indirectly any school personnel or student.
3. Fighting or bullying on or near school property.
4. Flagrant disrespect of administration, teachers, and all other unit employees, such as swearing at, hitting, or in some way belittling.
5. Destruction, theft, or defacing of school property.
6. Possession or use of anything that might be considered a weapon.
7. Causing disturbances repeatedly on school buses.
8. Possession or use of anything that might be considered alcoholic or hallucinogenic in nature.



9. For any other conduct of gross disobedience or gross misconduct which may be detrimental to school operation.
10. Any form of sexual harassment.

### Alternative Education

The Regional Office of Education and the Effingham Probation Office offer Alternative Education programs. Alternative Education programs are designed for students that have been suspended from school, remanded to juvenile court, or has demonstrated misconduct that can be demonstrated as serious, repetitive, or cumulative.

### Corporal Punishment

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

### Weapons Prohibition

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

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion period 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

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing,

jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### Re-Engagement of Returning Students

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

### Classroom Rules

1. Respect the rights and property of others.
2. In your seats at 8:25 a.m., prepared to work
3. Sit properly in your chair.
4. No Gum
5. Stay in your seats during instruction

Students guilty of academic dishonesty will face a loss of credit for the work and may face disciplinary action as well. Academic dishonesty includes, but is not limited to, cheating, giving or receiving help during a test, and wrongfully obtaining test copies or information.

### Cafeteria Rules

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation.

1. Depositing all lunch litter in designated cans.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others. **No food or drink may be taken from the cafeteria.**
4. Talk in a normal voice.
5. Students shall follow the instructions of the cafeteria workers and other staff and show proper respect toward all cafeteria personnel.
6. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.

7. Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

### **Playground Rules**

1. Stay in the park area. You must have the teacher's permission to cross the road to the ball field or other roads around the park area.
2. Only one person may swing in the swing at a time. No jumping out of, standing in, running under, or pushing other students on the swings.
3. Quietly line up when the whistle blows.
4. Go DOWN the slide in a sitting position.
5. The war memorial items in the park are not to be interfered with.
6. Leave sticks and rocks on the ground unless instructed by a teacher.
7. Benches and tables are for sitting, not standing.
8. Stay off broken playground equipment.
9. Ask permission before going back into the school building.
10. Do not climb trees.
11. Do not play rough games.
12. Do not play games next to classroom windows.
13. Grades 3-6 are not to play ball tag or bombardment.

### **Gymnasium Rules**

1. Leave the gym only with the teacher's permission.
2. Stay out of locker and equipment rooms.
3. Do not kick balls.
4. Bleachers are for sitting. Do not run in the bleachers.
5. Leave plastic flying objects and hard balls at home.
6. Only clean tennis shoes are to be worn on the gym floor. No going sock footed.
7. Do not jump off the stage.
8. Play on gymnasium equipment only when a mat is under it.
9. Do not play rough games.
10. Grades 3-6 are not to play ball tag or bombardment.

### **School Dress Code**

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.
- Hats, coats, bandannas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

### **Bullying, Intimidation & (Sexual) Harassment**

Bullying, intimidation, teen dating violence and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses, or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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 cyberbullying (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 that has or can be reasonably predicted to have the effect of one or more of the following

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Elementary Principal, Kathy Pattenaude, at (217) 925-5248.

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.

### **Policy Concerning the Intentional Destruction of School Property**

Any willful destruction of school property is to be handled by the school administration in the following manner:

1. The administration should thoroughly investigate and identify those individuals involved with the destruction of school property.
2. The administration has the duty and responsibility to collect damages from those individuals involved with the destruction of school property.

3. All such incidents of this nature shall be duly reported to the Board of Education at its next regular meeting following the incursion of damages.

### **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.

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

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

## Homework Policy

Homework is a vital ingredient in your child's education. It is a proven fact that students with good study skills do better later in life. Good study skills help develop responsibility and organizational skills that are used throughout their lives. For these reasons, Dieterich Elementary is instituting the following homework policy.

Teachers will write the homework for each day on the board. Your child will be given time to copy the homework assignments in their daily communicator or agenda. Students who choose not to do the assignment or forget the assignment will receive a late homework note. The student will complete this late note addressed to you. The student and teacher will sign the note to be taken home to the parent. Please sign this note and return it with the completed homework to school the next day. Your cooperation in signing this note is vital and serves two purposes. One is that you, the parent, are always kept aware if your child is not doing the homework. Secondly, it sends a message to the student that lets them know that communication between home and school is an ongoing process that benefits all in the educational setting.

1. If the homework is not completed and returned on the day that it is due, the parent will be given a late note filled out by their child. Parents should sign the note and attach it to the homework assignment that was late. If this procedure is followed, the grade for the late assignment will be **dropped 10%** of the total grade.
2. If the late homework is not returned with the attached parent signature note the following school day, the student will receive a zero for the assignment, and he/she will complete the assignment at school.
3. **After 3 late homework notes**, the child's parents will be notified by mail with a letter from the classroom teacher.
4. **After 6 late homework notes**, the child's parents will be notified by a telephone call from the principal.
5. **After 9 late homework notes**, the child will not be allowed to attend the field trip at the end of the year. The student will begin receiving a zero for any assignments not turned in by the due date.

The policy is tough, but fair. It is a proven researched fact that when the parents and teachers work together for a common goal, students will do better in the future. Our homework policy allows for much communication between parent and teacher. If you have questions or concerns about your child's homework, please do not hesitate to contact the classroom teacher or call the elementary office to set up a meeting.



# Dieterich Road Rules

Expectations:	Classroom	Hallway	Restroom	Cafeteria	Gym/Playground	Bus	Special Events	Arrival and Dismissal	Library
<b>Be Responsible</b>	Use materials for their intended purposes Complete all assignments on time Be ready for learning	Stay on the right side of the hallway Corner to Corner Keep up	Keep the restroom clean Use time wisely Be quick	Follow directions Dress for the weather	Line up when the signal is given	Follow the directions posted on the bus Be on time	Be on time Pick up after yourself Be a good listener	Be on time	Check - out Return material by due date Use paint sticks Shut down Leave no trace
<b>Be Respectful</b>	Use polite language Personal space Listen to others when they are talking Create and maintain a learning environment	Use polite language Personal space Appropriate Volume # 1 Keep hands and feet to yourself	Use polite language Give privacy to others Keep hands and feet to yourself Appropriate volume #1	Use polite language Personal space Appropriate Volume #2 Listen to lunch room supervisors Keep your area clean	Use polite language Personal space Appropriate Volume Inside #3 Outside #5 Play by the rules Invite others to play	Use polite language Personal space and property Listen to bus driver Keep your hands and feet to yourself Appropriate Volume #1	Use polite language Personal space Posted Volume Be a good sport Keep your hands and feet to yourself	Use polite language Personal space Keep hands and feet to yourself Appropriate Volume #1	Hands Off Take Pride Appropriate Volume #1
<b>Be Safe</b>	Keep chair on all four legs Use walking feet Push in chair Line up quickly and quietly	Do not open outside doors Face Forward Use walking feet Walk in a single file line	Wash hands with soap and water Keep water in the sink Use walking feet	Use utensils for their intended purposes Use walking feet	Stay in designated area Use equipment for its intended purpose	Stay in your seat facing forward Appropriate Volume #1 Keep aisle clear No food, gum, or drink on the bus	Stay in designated area Use walking feet	Use the sidewalks Stay in designated area	Push in chair Walking feet Hands to yourself



## Chapter 7 – Internet, Technology & Publications

### Internet Acceptable Use

All use of electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Furthermore, students enrolled in a computer class and disciplined for inappropriate use of the computer will be removed for one week (5 days) following each violation. Students will receive a zero for each day they are serving their penalty.**

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

**Privileges** –The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not an individual violated these procedures and may deny, revoke, or suspend access at any time.

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or Federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

- 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 electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** – The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not 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 school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** – The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

**Security** – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

**Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

### **Guidelines for Student Distribution of Non-School Publications**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.

2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.

3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.

4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.

5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

6. Students must not distribute material that:

a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;

b. Violates the rights of others, including but limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;

c. Is socially inappropriate or inappropriate due to the students' maturity level, 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 Student Handbook;

d. Is reasonable viewed as promoting illegal drug use; or

e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

### **Copyright Web Publishing Rules**

Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- a. For each re-publication (on a Web site 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 e-mail 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 Web site 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.

### **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.

Social networking website means an Internet-based service that allows students to (1) construct a public or semi-public profile with in a bounded system created by the service (2) create a list of other users with whom they share a connection within the system and (3) view and navigate their list of connections and those made by others within the system. Social networking website does not include electronic mail.

## **Chapter 8 - Search and Seizure**

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on a 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.

### 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

### **Interview of Students by Law Enforcement Personnel**

Current law states that a student may be interviewed by a law enforcement official during the school day. Parents will be notified about the interview unless the law enforcement official requests that they not be contacted. A school representative will be present during the interview. The School Resource Officer may interview a student at the request of a school administrator. This policy is designed to protect the student and the school.

## **Chapter 9 – 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 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

### **Discipline of Students with Disabilities**

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.

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.

### **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. For further information, please contact the school principal.

## **Exemption from Physical Education Requirement**

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services.
2. The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program or
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

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

## **Chapter 10 – Student Records & Privacy**

### **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. Behavior or attitudes about sex.
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 eligibility for participation in a program or for receiving financial assistance under such program.

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

School student records are confidential and information from them will not be released other than as provided by law.

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

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent records. Students 18 years of age and older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of



the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request the amendment of the student education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
  
3. **The right to permit disclosure of personally identifiable information contained in the student education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the

knowledge of such information is necessary to protect the health or safety of the student or another person's; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

Name

Address

Gender

Grade Level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in a school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of Attendance in school

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

- 6. The right 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.

7. **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.

### **Student 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.

## **Chapter 11 – Parental Right Notifications**

### **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.

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades 3-6 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;

4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **Topics Mandated by State Law**

The Holocaust, Women in History, Black History, Patriotism, and other topics mandated by the state will be taught in elementary social studies classes.

### **Homeless Child's Right to Education**

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.

Information for assistance and support for homeless families may be obtained through the school office.

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent 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.

### **English Language Learners**

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

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

For questions related to this program or to express input in the school's English Language Learners program, contact the school office.

### **School Visitation Rights**

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

### **Integrated Pest Management**

The Dieterich Community Unit School District implements and practices Integrated Pest Management procedures to control pests in school buildings and minimize the exposure of students, faculty, and staff to pesticides. Illinois Public Act 91-525 provides guidelines for school districts concerning the appropriate use of pesticides when providing pest management procedures.

The Dieterich Unit District will establish a registry of individuals who wish to be notified prior to pesticide applications. To be included in the registry of individuals for notification, please contact the unit office at 217-925-5249 for additional information.

### **Asbestos Management Plan Notice**

This is to inform you of the status of Dieterich Unit #30 asbestos management plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings were initially inspected for asbestos. Our inspection was conducted in 1987. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the Dieterich Unit #30 office. Should you wish to review the plans, please call to make an appointment between 8:00 a.m. – 4:00 p.m.

### **Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **Sex Offender Notification Law**

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):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. 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 – 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.

## **Sex Offender & Violent Offender Community Notification Laws**

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

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

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

**Please sign these pages and return to school.**

### **Student Handbook Acknowledgement**

I have received a copy of the Dieterich Elementary Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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### **Parent/Guardian Handbook Acknowledgement**

I have reviewed the Dieterich Elementary Handbook with my child in an effort to promote a better understanding of all the rules and expectations. My signature below acknowledges receipt of the Dieterich elementary Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date



## Internet Acceptable Use Sign Off

ACKNOWLEDGMENT 2014-2015 School Year

Any user who violates the Internet Acceptable Use Policy shall be subject to disciplinary action including, but not limited to, revocation of access privileges. Additionally, if a user's conduct constitutes a violation of copyright laws, the user and/or the user's parent or guardian may be subject to prosecution under such laws. Any user who intentionally or negligently damages or destroys district hardware and/or software will also be responsible for all costs associated with repair and/or replacement parts and services.

In consideration for using the district's network/Internet connection and/or email and having access to public networks, I hereby release the school district and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/Internet. I recognize and accept that I may be subject to discipline for any inappropriate use of the district's network/Internet connection and/or email.

\_\_\_\_\_  
Student Name  
(Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

I have read the school district's Internet Use policy. I give my permission for my child to use the school district's internet, and I understand that I may be liable for any and all misuse of the internet perpetrated by my child. I hereby grant permission for my child to participate in the school's internet and internet-based educational programs.

In consideration for using the district's network/Internet connection and/or email and having access to public networks, I hereby release the school district and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/Internet. I recognize and accept that I may be subject to discipline for any inappropriate use of the district's network/Internet connection and/or email.

\_\_\_\_\_  
Parent/Guardian Name  
(Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature