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## Chapter 1

### 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 booklet a useful media. The rules established are to promote an educational environment conducive to learning. Best wishes for a good 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.

#### A Brief History of Dieterich Area School Buildings

The first school building was a one-room school built in the center of section one in 1864. This building was then moved in 1873 to the southwest corner of section one. The third school was constructed in 1885 at the cost of \$525.75. The fourth school is presently the red brick building that houses the schools boiler. The site and building cost was \$11,000 and housed the grade school and high school. This building was used until 1948 as a high school and until 1977 as an elementary school. Surrounding area elementary schools were numerous but were consolidated into the Eberle and Elliottstown schools in 1952 when several one-room schools were combined at those locations. The elementary school at Montrose was constructed in 1911 and served that area until 1977.

The year 1939 saw the building of a 400-seat gymnasium through a WPA construction grant.

Dieterich was without a high school (from 1948-1955) when the present building opened its doors. A bond issue was passed allowing its construction.

The agriculture and industrial arts building was established in 1974 at a cost of \$74,863.

The latest construction included a gymnasium, junior high classrooms, library and laboratories, and a fully equipped elementary building. The referendum passed overwhelmingly and bonds of \$597,000 plus an equal capital development grant paid for the construction.

The school is located and may be contacted at:

Dieterich Jr. /Sr. High School  
P.O. Box 187  
108 West Church Street  
Dieterich, IL 62424

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

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

## **Administration**

Cary Jackson, Superintendent of Schools  
Kevin Haarman, Principal Jr. /Sr. High

## **Faculty**

Larry Arney – Business, Computer Tech	Teresa Benefiel – English
Carie Bloemer – Language Arts/RTI Coordinator	Debbie Bower –Spanish/Language Arts
Rachelle Cekander – Vocal Music	Kelly Davis – Band
Nikki Earnest – PE/Health	Garrett Helregel – Agriculture
Raymond Hinterscher, Jr. – Math	Karen Huber – Special Education
Kip Johnson – History/Technology Ed.	Scott Kocher – Social Studies
Ashley Kreke – Guidance	Josh Krumwiede - PE/Health
Bryan McMillan – Science	Donna McVicar – Librarian Aide
Brant Nohren – Reading, Science	Donetta Ohnesorge – Bus., PE / Dr. Ed, AD
Hayley Pals – Math	Ashley Rentfro – Special Education
Mary Richards – Librarian	Heather Siegel – Art

## **Staff**

Julie Flach – Unit Secretary	Mary Ervin – Cook
Rae Lyn Schmidt – Jr./Sr. High Secretary	Mary Miramontes – Cook
Chuck Fritscher – Maintenance	Patty Worman – Cook
Jay Finn – Head Custodian	Mark Hille – Bus Driver
Jan Allen – Custodian	Phyllis Rohlfing – Bus Driver
Beth Homann – Custodian	Dana Ruholl – Bus Driver
Rodney Grunloh – Bus Maintenance/Bus Driver	John Ruholl – Bus Driver
Julie Ziegler – Nurse	

## 2016-2017 SCHOOL CALENDAR

August	17	Teacher's Institute – No School
	18	First pupil attendance – Full day
September	5	Labor Day- No School
	16	School Improvement Day – dismiss at 11:30AM
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	20 & 21	Semester Exams
	21	Last pupil attendance 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 11:30AM
	20	President's Day – No school
March	3	End of 3 <sup>rd</sup> Quarter
	6	Casimir Pulaski Day – No School
April	13	School Improvement Day – dismiss at 11:30AM
	14	Good Friday – No School
	17	Easter Vacation – No School
May	16 & 17	Semester Exams
	17	Last Day of School
	18	Teacher's Institute

## BELL SCHEDULE

Period	Junior High	Period	Senior High
1	8:25 – 9:08	1	8:25 – 9:08
2	9:11 – 9:54	2	9:11 – 9:54
3	9:57 – 10:17	3	9:57 – 10:17
4	10:20 – 11:03	4	10:20 – 11:03
5	11:06 – 11:49	5	11:06 – 11:49
6	11:49 – 12:19	6	11:52 – 12:35
7	12:22 – 1:05	7	12:35 – 1:05
8	1:08 – 1:51	8	1:08 – 1:51
9	1:54 – 2:37	9	1:54 – 2:37
10	2:40 – 3:23	10	2:40 – 3:23

## Visitors

All visitors, including parents and siblings, are required to enter through door #15 of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting, and obtain a visitor's badge. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

## 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.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. 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.

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

A video and/or audio monitoring system may be in use on school busses 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.

### **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 regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 925-5247.

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

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 representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

### **Suicide and Depression Awareness and Prevention**

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

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

## Chapter 2

### Attendance

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

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 considered by the principal for an excused absence. It is the discretion of the administration to accept doctor notes as excused absences for students with chronic absenteeism. Unexcused absences will receive no credit on those days. Attendance letters will be emailed mid-month and end of month to parents of students with 7 or more absences. These letters are electronically generated so letters will be sent to everyone who has reached a minimum of 7 absences, even if you are working with the office and have returned doctor notes. The parents then must contact the school administration to discuss possible educational opportunities for their child.

Students who struggle because of absences, have the option of attending summer school to make up the credit in those classes offered in summer school. Please check with the building Principal for summer school options.

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 925-5247 any day that their child is absent. If parents have not called by 10 a.m. to report their child is absent, a call will be made from the principal's office to the parents. Parents should send a note with the student upon the return to school explaining the reason for the student's absence.

Parents and students should plan their doctor and dental appointments so that a student will not miss the same class for these appointments throughout the semester. Try and schedule your dental and doctor appointments after school hours, during your study hall or lunch period.

Perfect attendance awards will be presented at the end of the school year to students who have been absent less than 4 periods cumulative.

All Dieterich Junior and Senior High school students are governed by the school attendance and disciplinary policies established by the Board of Education. Students must be in attendance by 10:00a.m., or miss no more than two periods to be eligible to participate in an extra-curricular activity that day, unless previous arrangements have been made with the building principal. Students leaving school due to illness are not eligible to participate in an extra-curricular activity that 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 four categories: **Excused** – sickness, court dates, accident, or death in the family. **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 or probation appointments will require a note from the court or probation office 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. **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. If a student has a prearranged absence, that student will not participate in extracurricular practices for the day, whether the practices are scheduled for before or after school. **Pre-arranged excused absences should only be used for family trips, medical appointments, funerals, or college visits.** Students' using a Pre-arranged excused absence for any case where the student is leaving school alone or with anyone other than the parent will require a written parental consent.

### **Permission to Leave School**

Students who leave school during the day must obtain parental permission as well as permission from the principal, before 8:25am. Students must sign out when they leave and sign in when they return. The sign out sheet is located in the office. Failure to sign out before leaving school will result in an unexcused absence. If a student becomes ill, he or she needs permission from the teacher to report to the office. The student's parents must be called if a student is sick and wishes to go home. Students who arrive at school before 8:00 a.m. for either early arrival or practice are to remain at school and not leave the campus before classes begin at 8:25 a.m. Permission must be obtained from the office when going to and from the parking lot to retrieve materials from your car.

## Make-up Work

Students who are absent for any reason will be required to make up work missed. It shall be the responsibility of the student to contact their teachers involved to determine make-up assignments and establish time to retake tests. Students will be granted the amount of time equal to that which they were absent to make-up work. In the case of an extended illness, please allow the office 1 day for homework materials to be collected.

A day's absence does not excuse a student from responsibility for all recitations on the day of his return. Grades will be withheld in case make-up work is not turned in and may lead to failure if the situation is not remedied.

It is important that students and their parents realize that it is the responsibility of the student to initiate the contact with his/her teacher to make-up work missed when the student is absent.

Students missing class due to field trips, suspensions or other extracurricular activities are expected to get their assignments in advance and will have the same deadline for assignments due as the other students in their class. Students falling in these categories will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

## Truancy

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
- Students who are considered truant may be referred to the ROE Regular Attendance Program (RAP) when they have accumulated 5-10 days of questionable absences throughout the school year. Once turned over to the ROE or truancy, the district follows those attendance policies. If the problem cannot be corrected, the students will be referred to the Effingham County Truant Officer and the States Attorney's Office. III. Fev. Stat. C. 122 par. 26-2a.

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

## Tardiness

Students should be in class and prepared for class when the bell rings. If you arrive late to school, **report** to the office for a late slip. If you arrive late to class, your teacher will issue a tardy. If you have been detained in the office or by a teacher, ask for a pass from the person who

detained you before going to your next class. Repeated tardiness will result in penalties and may require a parent-student-principal conference. Any student who arrives late to school or class is considered tardy. Penalties for being tardy may be as follows:

- 0-2 tardies – warning
- 3-5 tardies – morning detention beginning at 7:50; noon detentions, or after school detentions
- 6-10 tardies – noon detentions in the office; after school ½ hour progressive to 1 hour per tardy
- 11 or more – parent conference; 1 day in-school suspension progressive per tardy

At any time the principal has the option to administer any penalty deemed necessary to correct the situation. Tardies are accumulative throughout each semester.

### **College Visits/ Military Visits/ Job Shadowing**

Each senior will be allowed 2 excused visits to the college or career interest of his/her choice. The student should pick up an advanced excuse from the office for the visit at least one day in advance. **All college, military or career interest visits must be arranged through the Guidance Counselor.**

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

A progress report can be viewed through teacherease under “student progress update” at any time during the school year. A progress report may be emailed/mailed to the parents when a student is having difficulty in a subject. This provides a period of time when a grade or grades may be raised with extra effort prior to the end of the reporting period. Student deficiency reports are recorded at four and one-half week periods. We will send a copy home with students who do not have an email on file, for those with an email on file we suggest you check your student’s grades around mid-term. You may want to wait until 10:00a.m. on the Monday following these dates.

September 16

November 10

February 3

April 7

### **Credit Through Virtual High School/On Line/Dual Credit Study**

The Dieterich Unit #30 Board of Education may accept credit earned by a student through accredited virtual high school study toward satisfying the requirements for graduation. Such credit shall be earned through the satisfactory completion of courses offered by an institution accredited by the Illinois Office of Education, the North Central Association or one of the other regional accrediting associations and approved by the Principal in advance.

### **Dual Credit Classes**

Students at Dieterich High School will have the opportunity to take dual credit classes. Approval for the class must be attained through the Guidance Counselor and Principal. Students will be required to pay any additional fees charged for the classes. These fees include, but are not limited to, lab fees and book rental fees. The only exception is for the Health Occupations class

offered through Eastern Illinois Education for Employment System. There is an additional fee charged by Dieterich Unit #30 for the Health Occupations class.

### **College Classes**

Dieterich High School students may take college bound courses while attending high school. Permission must be obtained from the college and Dieterich High School. The student will receive the credits at the college they are attending, but not as high school credits, unless arrangement has been made with the principal. A 3 credit hour college class equals 1 credit toward graduation at Dieterich High School.

A maximum of two credits earned through correspondent study may be used toward meeting high school graduation requirements provided the following requirements are met:

1. The student taking a correspondent course for credit has had the course approved by his/her high school principal in advance of enrollment in the course.
2. Correspondent courses generally should not be taken in place of regular courses offered at Dieterich High School, but should be used to enrich the pupil's program where the school feels this to be appropriate and useful to the student concerned.

### **Report Cards and Honor Roll**

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 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

Grade point average and class rank will be determined at the end of each semester according to the following scale:

A	=	4.00	C	=	2.00
A-	=	3.70	C-	=	1.70
B+	=	3.30	D+	=	1.30
B	=	3.00	D	=	1.00
B-	=	2.70	D-	=	.70
C+	=	2.30	F	=	.00

The honor roll is computed by averaging the grade point attained in all subjects proportionate to the credit value of the class.

High Honor	4.00 – 3.75
Honors	3.749 - 3.25

Report cards will be available to view on teacherease on the Wednesday following the end of quarter dates listed below. We will only send report cards home with students who do not have

an email on file. Distribution of hard copies of report cards will be no sooner than two days after the posting of grades.

October 14

December 22

March 3

May 18

### Valedictorian and Salutatorian

The Valedictorian and Salutatorian of the senior class will be determined by using the student's 8<sup>th</sup> semester accumulative GPA using the following scale.

A	=	4.00	C	=	2.00
A-	=	3.70	C-	=	1.70
B+	=	3.30	D+	=	1.30
B	=	3.00	D	=	1.00
B-	=	2.70	D-	=	.70
C+	=	2.30	F	=	.00

### Classification of Students

Freshmen	0 Credits
Sophomore	5 $\frac{3}{4}$ Credits
Junior	10 $\frac{3}{4}$ Credits
Senior	16 Credits

### Semester Exams

Semester exams are an important part of the education process of students and will be used to evaluate student performance. At the end of each semester, all Jr. /Sr. High Students will take semester exams. **The semester exam is part of the course requirement and must be completed before the student will receive credit for the class.** Students who are leaving following completion of their exams must submit written parent permission prior to the completion of semester exams.

#### Senior exemption guidelines from 7<sup>th</sup> semester final exams

Exemptions will be based on State Assessment scores, criteria will be determined by the building principal.

#### Senior exemption guidelines from 8<sup>th</sup> semester final exams

1. Seniors who will graduate at the end of the 8<sup>th</sup> semester.
2. Seniors who have no unexcused absences during the 8<sup>th</sup> semester.
3. Seniors who have not received a suspension during the school year.
4. Seniors who have maintained an A average in the class in the 8<sup>th</sup> semester.
5. Exemption is based on student performance in each of their classes.
6. If semester exams are scheduled after graduation, all seniors will be exempt from 8<sup>th</sup> semester final exams. Only those seniors who need a course to graduate may take the exam to ensure a passing grade.

## **Driver Education**

A course in Driver Education is offered to the students of Dieterich High School. The course consists of at least 30 hours of classroom instruction and up to 6 hours of actual driving instruction. If the student is failing a class, he/she will only be pulled out of study hall for driving hours.

Students who desire to take Driver Education must have received a passing grade in at least eight courses during the previous two semesters, prior to enrolling in Driver Education. Previous semester grades will be used to determine eligibility for Driver Education.

## **Physical Education Exemption Policy**

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

1. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
2. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Chapter 10.

Each request for exemption from physical education instruction is to be verified and eligibility determined on a case-by-case basis by school district staff. Every student excused from physical education course requirements will be provided with a schedule that meets minimum school day requirements.

Said termination will be in effect if the student does not complete the athletic season for which they used a waiver.

Any student not fulfilling the obligation of the waiver will be placed back into P.E. with an "F" status and will have to rely on the remaining time in the class to raise the failing grade to passing.

Students will be required to self-report withdraw from extra-curricular activities.

Students in violation of the Athletic Code to which they are obligated may also forfeit their P.E. waiver eligibility.

DHS Administration reserves the right to review requests and make final exemption determinations. In addition, if the student decides not to participate in the above sport, the student's schedule will be adjusted or a penalty will be applied.



Approval of exemptions will be for the season for which they are participating in a DHS sponsored sports program only. The exemption is to allow students more study time during the season. The student will be enrolled in PE class; he/she will get a grade and credit for PE but may elect to go to study hall during the season. Once the season is over or the student is no longer a member of the team, the student is required to report back to PE.

All students must dress in the appropriate PE uniform. The uniform may be purchased in the High School office. When the weather is cold students may wear maroon or gray sweat pants and shirts.

### **Foreign Exchange Students Americans Abroad**

A student may request to participate in a foreign exchange program. The request should be made to the high school principal for approval by the Board of Education. International exchange programs promote cultural awareness and are of great educational value. Because of the differences between various educational programs in each country, the following guidelines will be used for students wishing to study abroad.

Required courses, only offered in the United States must be taken locally. (Ex. U.S. History, Constitution, Consumer Ed.) Due to the difficulties in converting grades from one country's system to another, students will be awarded credit passes on a pass-fail basis only. While courses passed may count toward graduation, they will be considered neutral in terms of class rank calculation. Exchange students are not eligible to be Valedictorian or Salutatorian of their graduating class, but are eligible for all other awards earned.

### **Employment**

Juniors or Seniors who desire to work at a regular job, which require that they leave school during the 10<sup>th</sup> period must adhere to the following guidelines:

1. Any student working during the 10<sup>th</sup> hour must be enrolled in study hall for all hours they wish to leave for work.
2. The principal of Dieterich High School must receive a letter by mail from the student's employer stating that the student is in fact employed by his/her business along with the student's schedule.
3. If the student's schedule changes, the Principal must be notified of any change. A copy of the student's schedule should be submitted to the office when the change occurs on employer's letterhead.
4. The student must notify the office if employment is terminated or jobs change.
5. The student must be in study hall on the days not scheduled to work.
6. The student must sign-out in the office before reporting to work.
7. The student will not attend work on days absent from school.
8. Students must be in attendance a minimum of 4 class periods (excluding lunch) to be able to report to work that day, unless previous arrangements have been made with the building principal.
9. Students who leave for work will not be eligible for perfect attendance.
10. A student must maintain their grades if they wish to have early release for employment. A student wishing to leave school early for employment must maintain a "C" average and

not be failing any classes. Grades will be checked weekly based on the semester grade. If ineligible, the student will not be permitted to leave early. In addition, if a student qualifies for Response To Intervention (RTI), he/she may not be eligible for early release due to employment. For further information, please contact the Building Principal.

The Dieterich Principal reserves the right to revoke this privilege if the above guidelines are not followed or are abused.

### **Home and Hospital Instruction**

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

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

### **Early Graduation**

Any student who has completed all the requirements for graduation may request early graduation. Such a request must be presented to the Board of Education for approval by the end of the first quarter of the year the student is requesting to graduate. Students who choose to graduate early are not eligible to attend the Jr. /Sr. Prom, Class Trip, or Graduation Ceremonies.

### **High School Requirements for Graduation**

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

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

#### **State Mandated and District Graduation Requirements**

1. Twenty-three (23) credits of acceptable high school work must be earned to graduate.
2. Students must pass three (3) of the eight (8) core math classes: Algebra 1A, Algebra 1B, Algebra I, Algebra II, Introduction to Geometry, Geometry, Algebra III, or Calculus.

3. Students must pass three (3) of the six (6) core science classes: General Science, Ag Science, Biology I, Biology II, Chemistry or Physics.
4. Students must earn three (3) credits in Social Studies including US History, Illinois History and Government. Either Geography or World History must be taken by the junior year.
5. Students must earn four (4) credits in English, two of which must be writing intensive, and one-half (1/2) credit in speech.
6. Students must earn two (2) credits in health, computer concepts, careers, and consumer education.
7. One year chosen from (A) music, (B) art, (C) foreign language, or (D) vocational education.
8. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag at the end of which students will pass the constitution test.
9. All students are required to take the State Assessment Exam.
10. Students must pass 4 years of Physical Education, unless legally exempted according to state law.
11. A total of forty (40) hours of community service is a graduation requirement.
12. If a student fails one semester in a particular course, the student will be obligated to retake that semester over with a passing grade to attain credit.
13. Students who transfer into DHS will have their credits reviewed and placement determined by Administrative Officials in accordance with state and local graduation requirements.

½ credit equals 90 hours of study or ½ Carnegie Unit.

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

### **Community Service Requirement**

#### ***DHS Community Service Purpose Statement***

The purpose of the community service graduation requirement is to prepare our students to deal with the complexities of today's world by actively participating in and giving back to their communities.

#### ***What is Community Service?***

Community service is service without pay to a non-profit organization, an individual, or group in need of assistance. The service must be for the benefit of others outside the school community.

#### ***What is the value of Community Service?***

Community service helps the students:

- Acquire life skills
- Understand their responsibility as citizens in the community
- Improve their self-esteem
- Take and accept challenges
- Have the opportunity to integrate classroom learning into real life experiences

***Community service provides students with:***

- Opportunities to assume responsibilities
- Opportunities for higher level thinking skills
- A positive experience of helping others
- A chance to experience new tasks
- Career exploration
- Educational opportunities

**Program Overview**

A total of forty (40) hours of community service is a graduation requirement for all Dieterich High School students. Students may earn service hours in two ways:

1. Community based community service shall be performed outside the school day and shall not earn the student any academic, co-curricular or organizational credit in any way.
2. School group/organization based service hours may be a group project sponsored by a team, club or class. These hours may not count for other school requirements. To qualify, projects must be pre-approved by the Community Service Coordinator/Principal.

**Completion of Hours**

Students who complete their 40 community service hours by the end of their junior year will be recognized. **The deadline for completion of all work related to the community service requirement is the last day of the third quarter of their senior year.**

Students earning 100 hours or more by the end of the third quarter of their senior year will be recognized by the Board of Education at the end of their senior year for exceptional service to their community.

**Approved Projects**

To qualify for approval, a project must meet the following criteria:

1. It must contribute to the completion of a task that will benefit the community, needy individuals and/or groups in the community.
2. It must provide students with a worthwhile learning experience.
3. It must not involve direct solicitation of funds for non-profit agencies or generate profits for any private company. Students may not handle monetary transactions or collect pledges.
4. It must not cause a reduction in the number of employees at a site.
5. It must not place students in a situation which would pose a risk to their health or safety.
6. It must not place students in a situation which would be inappropriate for their age, background or level of maturity.
7. It must not be for any political party, lobbying or special interest group or family member.
8. Although community service through religiously affiliated organizations is permitted, the service rendered shall not be religious in nature. Participation in forms of worship or religious instruction shall not be counted towards the fulfillment of the community service requirement.

**Getting Started**

All students will be in-serviced during freshman orientation regarding the 40 hour community service graduation requirement. Students may begin to accumulate their community service hours after they have graduated junior high school and completed freshman orientation. This will allow the student 4 summer vacations to complete the required 40 hours before the end of the third quarter of their senior year.

**Transportation**

Transportation to and from a service site will be the responsibility of the student.

**Transfer Students**

Transfer students and their parents will receive the Community Service Handbook at registration. Transfer students shall get credit for any prior documented service, provided it meets the criteria of the DHS program. All transfer students must meet the DHS requirement of 40 hours. However, students entering DHS after their freshman year shall have their hours prorated on the following basis:

Enrolling after freshman year = 30 service hours

Enrolling after sophomore year = 20 service hours

Enrolling during senior year:

1<sup>st</sup> semester = 10 hours

2<sup>nd</sup> semester = 5 hours

### **Exempt Students**

Some students with developmental disabilities may be exempt from this requirement. These cases will be discussed individually with the Special Needs Coordinator and the Administration.

Students attending out of district special education schools will be exempt from the requirement. However, if the student returns to DHS, he/she will follow the transfer student guidelines.

### **Steps for Completing Community Service Hours**

1. Each student will receive a community service handbook at freshman orientation or new student registration.
2. Students select a site to do their community service hours.
3. The student will contact the site supervisor to arrange for signing the agreement as well as establishing dates and times of actual service.
4. Before the activity, the student must pick up a copy of the approved agreement from the DHS office.
5. The student will complete the service hours as outlined in the agreement.
6. The site supervisor will verify service hours by completing the verification portion of the agreement and the student will return the form to the DHS office. This official verification is required before the student receives credit for hours completed.
7. The number of service hours the student has earned toward the 40 hour requirement will be recorded in his/her personal community service file.

### **Student Integrity**

Students are expected to approach community service with the same integrity as they do their other academic endeavors. Students shall not receive credit in any other organization, including court ordered community service and religion classes, for those projects which are approved and then completed for the community service graduation requirement.

### **Discipline**

Students are expected to maintain the high level of behavior that is expected of all DHS students. Students come under the jurisdiction of all DHS discipline policies.

### **Community service is a school sponsored program; therefore, all school rules apply.**

A student who fails to meet obligations, including absences and tardiness, or who fails to perform in an acceptable manner, may be dismissed from the community service site and forfeit those hours.

### **Falsifying Documents**

Falsifying community service documents will result in an Administrative referral and appropriate discipline as per the DHS policy. The student may lose hours previously earned at that site.

### **Student Supervision and Safety**

Student safety and supervision is of utmost importance. The following guidelines have been established to provide students with a safe and proper environment for their community service experience.

1. It is required that the site provides adult supervision and guidance for the student at all times.
2. Students should be clear as to their responsibilities, and to who at the site they are to report.
3. Students may not participate in any activity involving the use of dangerous or potentially dangerous tools and/or equipment. Hazardous areas are dangerous and unsuitable for student learners. Under no circumstances will students perform their community service in an area that involves dangerous activities.
4. Students will be assigned responsibilities and activities consistent with their age, experience and maturity level.
5. Students may not operate a motor vehicle while performing community service. The site will not assign and/or allow students to drive while engaged in the community service experience.
6. Students may not transport individuals in a motor vehicle as part of their community service experience.
7. Students will not be expected to participate in community service activities at either unreasonably early or late hours of the day or evening.
8. Students engaged in clinical, medical, hospital or related settings will not attend to any duties resulting in exposure to fluids, excretions, or contamination known to be harmful, contagious, or injurious.
9. The site may not allow students to participate in community service without the expressed consent of both the parent/guardian and school administration.
10. In case of injury or illness, the site will notify the parent/guardian as per the medical release information on the Community Service Agreement.

### **Medical Release Information**

Each parent must complete the Emergency Medical Release information on the bottom of the Community Service Agreement. In case of an emergency, the parent or designee must be contacted. If the parent or designee cannot be reached, the Medical Release information allows for the transportation and treatment of the student.

### **Jr. High School Requirements for Graduation**

1. Seventh and eighth grade students must pass Physical Education and five of the following subjects to be promoted. Four of those subjects must be from the following core subjects; Math, Science, Social Studies, Language Arts or Reading. Students must have a passing grade when both semester grades are averaged to receive credit for promotion.

Language Arts

Math

Social Studies

Science

Art/Health

Reading

L D Class

Music

Music Appreciation

Band

Keyboarding

Home Economics

2. Each eighth grade student is required to pass an examination on patriotism and principles of representative government. Constitution test may be given up to 3 times and arranged only by the teacher.
3. The administration has final say in the decision to promote or retain a student. (Illinois School Code 5/10-20.9a)

With the amendment of Public Act 90-548, students must meet local goals and function at expected grade level before promotion (no social promotion). Student performance on the Illinois Standards Achievement Test will also contribute to promotion retention.

## Chapter 3

### Textbook Rental

A book rental fee of \$40.00 is payable at the beginning of the school year. Student insurance, if desired, is payable at the beginning of the school year. Fees for classes that use expensive materials that are not re-usable will be charged per class.

### Lost Books

Lost books are to be paid for by pupils who lose them. The student must pay for books damaged in addition to normal wear. There may be a bindery charge or a replacement charge.

### 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, locks, materials, supplies, and/or equipment.

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

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

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

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



### **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.

### **Class Membership and Dues**

Class dues are set by the classes involved. Seniors and juniors will be limited to no more than \$10.00 per year. Sophomores and freshman will be limited to no more than \$5.00 per year. Club dues will also be limited to \$5.00 per year. Any changes in the limits must be pre-approved by the building principal.

Students who expect to receive benefits of class dues, such as class parties, Junior/Senior Prom, class trip, etc., must pay all dues in full.

### **Athletic/Scholar Bowl Participation Fees**

A per sport fee per individual will be charged at registration for students electing to participate in athletic and scholar bowl activities. The fee is \$35.00 for all junior high and \$40.00 for senior high. The fee covers all of the following activities:

<b>High School</b>		<b>Junior High</b>
Cross Country	Dance Team	Volleyball
Baseball (spring & fall)	Scholar Bowl	Baseball
Boys Basketball	Volleyball	Cheerleading
Girls Basketball		Scholar Bowl
Girls Softball		Boys Basketball
Cheerleading		Girls Basketball

### **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, sleeve, and Dieterich lanyard. The school issued card and lanyard must be worn at all times while in the cafeteria. If lost or destroyed, the student will be responsible for replacement. Replacement costs are sleeves \$.50, lanyards \$2.00, and ID cards \$5.00.

Failure to have your card will result in the following penalties:

3-5 times = noon detention

6 –10 times = after school detention

10 or more times = \$5 charge to purchase a new card

Each student will also have a lunch account. Families with more than one child in the same building can send one check for multiple students in the same building. The cost of lunch is \$2.30 a day, extra milk is \$.50, side salads are \$1.30 and breakfast is \$1.55. 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. The person who takes lunch deposits may not cash a check, but a check for the lunch account will be accepted.

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. Back dating of any application will not be allowed.

Once a week emails will be sent out to students whose lunch accounts are low. You can access your student's lunch account balance through teacherease. 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 not to serve a student meals.

## Chapter 4

### School Bus Service

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Student bus stops will be emailed at the beginning of the school year after student registration. Parents must notify the school when there is a change of address or when new to the district to ensure proper bus stop placement. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for violating school rules or for engaging in other gross disobedience or misconduct. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

School buses in this District are under regulation set up by the School Code of the State of Illinois. The Illinois Manual for School Bus Drivers, distributed by the State Office of Public Instruction, calls our attention to certain rules and regulations for the pupils:

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 extra-curricular activities.
7. Extra Curricular Activities: In all cases students will ride to and from the event unless parents have personally notified the sponsor.
8. Be on time at the designated bus stop.
9. Keep hands and head inside the bus at all times after entering and until leaving the bus.
10. Do not throw anything out of bus windows.
11. Be quiet when approaching a railroad crossing stop.
12. Assist in keeping the bus safe and sanitary at all times. **No candy or soda is allowed on the bus.**

13. Be courteous to fellow pupils, and the bus driver.
14. 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.
15. 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.
16. Arrangements should be made through the office regarding a student departing/arriving on a non-assigned bus.

### **Student Vehicles**

Students who drive shall complete a Motor Vehicle Registration form for the office. Trucks, cars, and motorcycles driven to school must be parked in the school parking lot, and are not to be used again until school is dismissed. During school hours, students are not to drive and are not to be in their vehicles. If you do find it necessary to drive or go to your vehicle during the noon hour for any reason, pre-arranged permission from the administration is necessary. Student's vehicles are to remain parked until all buses have driven away. Students caught driving or riding in any student's vehicle during school hours will receive the following:

- 1st Time – loss of driving privileges for one week
- 2<sup>nd</sup> Time – loss of driving privileges for two weeks
- 3<sup>rd</sup> Time – loss of driving privileges for 18 weeks

For safety reasons, students are not to drive their vehicles in front of the elementary school or in the alley directly in front of the elementary school after school. They can pick-up their younger siblings in the circle drive after the buses leave.

### **Parking**

Students may park their vehicles in the lot designated as student parking and located in front of the high school between the hours of 8:00a.m and 4:00p.m. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

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

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

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

## Chapter 5

### **Immunization, Health, Eye and Dental Examinations**

#### Required Health Examinations and Immunizations

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

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

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### Eye Examination

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

#### Dental Examination

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

## Exemptions

A student will be exempted from the above requirements for:

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

## **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."

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.

## **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.

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

### **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.

### **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.

### **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.



## Chapter 6

### **Classroom Rules** **Student Code of Conduct** **Dieterich Jr. /Sr. High School**

1. Students must be in their seats when the bell rings.
2. Students must come prepared for class (pencils, paper, books, assignments, supplies, etc.). Students who are sent to their lockers to get materials for class will receive an unexcused tardy.
3. 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, intentionally plagiarizing, wrongful giving or receiving help during a test and wrongfully obtaining test copies, scores or information.
4. Students will show respect to teachers at all times. (Follow direct request of the teacher.)
5. Students will respect fellow classmates and their possessions. (This includes their lockers.)

### **PBIS**

Positive Behavior Interventions and Support, usually known as PBIS, is being implemented in the Dieterich schools. The goal of the PBIS process is to create a positive school culture and environment by reducing incidents of problem behavior and 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 Rules, which are three short rules that we expect everyone in our Dieterich Schools to abide by. They are:

- Be Responsible
- Be Respectful
- Be Safe

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 any additional expectations for his/her classroom.

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

### **School Dress Code / Student Appearance**

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, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, 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.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

### **Student Behavior**

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

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to

engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

### **When and Where Conduct Rules Apply**

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

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

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

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

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

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

### **Gang & Gang Activity Prohibited**

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

illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **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.

### **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 have demonstrated misconduct that can be demonstrated as serious, repetitive, or cumulative. Students at Dieterich Jr. /Sr. High School may be referred to the Alternative Education Program if they meet the above mentioned criteria.

### **Student Use of Electronic Devices**

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

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

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

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

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

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

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

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

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology



or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

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

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.

### **Sexual Harassment & Teen Dating Violence Prohibited**

#### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### Teen Dating Violence Prohibited

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

### Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

## **Complaint Managers and Nondiscrimination Coordinator**

### **Complaint Managers:**

Mr. Kevin Haarman  
P.O. Box 187  
108 West Church St  
Dieterich, IL 62424

Mrs. Ashley Kreke  
P.O. Box 187  
108 West Church St  
Dieterich, IL 62424

### **Nondiscrimination Coordinator:**

Mr. Kevin Haarman  
P.O. Box 187  
108 West Church St  
Dieterich, IL 62424

## 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.

### Closed Campus

Dieterich Unit #30 students are **not** allowed to leave campus at any time during the school day without permission from the office.

### Cafeteria

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 aides 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.

### Food / Drink Items in School

Food and drink items become a problem when allowed in the classroom. Items such as soft drinks, food items, and gum are NOT PERMITTED IN THE CLASSROOMS. All food/drink items must be eaten in the cafeteria.

### Study Hall Regulations

Students are allowed to enroll in one study hall each semester. Additional study halls may be granted for special circumstances with approval through the Principal. Each student in the study hall must bring books and/or work for the period. Students are not permitted to sleep in study hall. Study hall teachers may issue passes to the counselor's office, lockers, office, or restrooms. A classroom teacher must issue passes to the library.

### Hall Lockers

Each student will be assigned a locker. Use only the locker assigned to you. The lockers are the school districts property made available to students for their convenience. Student lockers are

subject to search by school officials, if school officials have a reasonable suspicion that a school rule has been violated.

Students will be required to maintain their lockers to standards acceptable to the administration. Maintaining the locker includes, removing pop bottles or cans, food items, and trash. Student lockers are subject to periodic maintenance checks by district Administration. These checks may be announced or unannounced. Locker cleanings may be scheduled by any teacher or administrator on a regular basis.

Upon arrival at school, High School students are to proceed to the High School hallway prior to the first bell ringing. Junior High students are to remain in the Junior High hallway prior to the first bell ringing.

### **Hall Passes**

Students are not permitted in the halls or out of their scheduled classroom during class periods unless they are accompanied by a teacher or have a hall pass from a staff member.

If you wish to see a teacher during his/her conference period, you must arrange for this in advance. The teacher must give you a pass permitting you to be excused from study hall.

### **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 may be required to pay field trip fees. 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.

Students missing class due to field trips or other extracurricular activities are expected to get their assignments in advance and will have the same deadline for assignments due as the other students in their class.

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, are not on the ineligibility list;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

## Chapter 7

### Internet Acceptable Use

All use of electronic network use 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.**

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

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

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

- 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, regardless of whether it is copyrighted or de-virused;
- c. Downloading of 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 email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- 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 District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user

suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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

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

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

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

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

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

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

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School

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

- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

### **Notice to Parents/Guardians Regarding Access to Student Social Networking Passwords and Websites**

*Re: When may school officials require a student to share the content from his or her account or profile on a social networking website?*

State law requires the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking website* include Facebook, Instagram, Twitter, and ask.fm.
2. 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.

Please contact the school if you have any questions.

### **Guidelines for Student Distribution of Non-School-Sponsored 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 selected 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 not 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 reasonably 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.

## **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 the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

#### **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

### **Extracurricular and Athletic Rules & Code of Conduct**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and dance. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

#### **IHSA [or] IESA**

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

#### **Eligibility**

Students who wish to participate in various extra-curricular activities must maintain an overall C average, in all graded subjects. Further, a student cannot be failing any subject. The failure to maintain this average will result in a student not being able to participate in any extra-curricular activity. Students who are ineligible cannot attend any extra-curricular activity. Students will not be allowed to practice if they are ineligible, but will work on their homework. Students who are ineligible for 3 weeks during the season will be dismissed from the team. Code of conduct is a part of Extra-Curricular Activities that all Athletes must sign.

Eligibility is accumulative throughout each semester. Eligibility is calculated on Monday or the first day of school following Friday or the last day of school the previous week. Students not found eligible will be unable to participate that week (Monday – Saturday). Eligibility may be restored the following week with improved grades. Participation in an extra-curricular activity is a privilege not a right.

#### **Requirements for Participation**

An athlete/student must have the following fully executed documents on file at the school office before being allowed to participate in any activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form".
2. Proof the athlete is covered by medical insurance; and
3. A permission slip to participate in the specific sport or activity signed by the student's parent/guardian; and
4. An activity fee for each sport must be paid to the office; and

5. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
6. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.
7. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### Behavioral Conduct

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- a. Insubordination
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage.
- c. Any behavior which disrupts the appropriate conduct of a school program or activity.
- d. You are to attend and be punctual to all activities, this includes home and away activities and practices unless prearranged with the coach/sponsor, or absent from school.
- e. Behave in a manner that is detrimental to the good of the group or school.
- f. Curfew will be 11:00 p.m. on school nights. 12:00 midnight on weekends and 10:00 p.m. nights before a contest.
- g. Appearance must be neat and must not be distracting.
- h. Hazing, bullying, or harassment of any kind.
- i. Exhibition of bad sportsmanship.
- j. Violation of any school rules or regulations or law.
- k. Violate the written rules for the activity or sport.
- l. Falsify any information contained on any permit or permission form required by the activity or sport.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or

electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

### Due Process Procedures

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

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

Violation will result in the following disciplinary action.

- A. First Offense – The student will be denied participation for twenty percent of that season's competition or activity (participant must attend practices and games).
- B. Second Offense – Dismissal from that activity/sport season without receiving awards or recognition.
- C. Third Offense – The student will be denied participation in all athletics/activities for one calendar year.

The student may appeal the decision to the building principal.

All students remain subject to the district's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

### Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

### Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

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

### Code of Conduct Enforcement Time Frame

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays.

### Absence from School on Day of Activity

Students must miss no more than 2 class periods in order to participate in an extra-curricular activity that day, unless previous arrangements have been made with the building principal. Students who leave school due to illness are not eligible to participate in any extra-curricular activity that day.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

### Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

### **Cheerleader Elections**

All 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students are eligible to try-out for the D.H.S. Cheerleading squad. High School tryouts will be held in front of panel member consisting of adults from another community outside the district.

Each panel member will have a ballot listing the criteria by which all candidates will be evaluated. A scoring system of one to five points will assess each candidate's abilities and performance (one being the lowest, five being the highest). Only 12 members will be selected for the cheerleading team.

### **Dance Team Elections**

All 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students are eligible to try-out for the D.H.S. Dance Team. High School tryouts will be held in front of panel member consisting of the following individuals:

1. D.H.S. Teacher (selected by students trying out for this activity)
2. Dance Instructor from the area.
3. Dance Coach/Sponsor past/present from the NTC.
4. D.H.S. Dance Sponsor

Each panel member will have a ballot listing the criteria by which all candidates will be evaluated. A scoring system of one to five points will assess each candidate's abilities and performance. (one being the lowest, five being the highest) Only 12 members will be selected for the dance team.

### **Jr. High Cheerleading**

All incoming junior high students are eligible to try-out for the Dieterich Jr. High Cheerleading Squad. Tryouts will be held in front of panel members consisting of adults from another community outside the district.

Each panel member will have a ballot listing the criteria by which candidates will be evaluated. The students will have received the criteria before tryouts for the team. The five top scoring seventh and eighth graders will make the team.

### **Extra-Curricular Activities**

Students who wish to participate in various extra-curricular activities must maintain an overall C average, in all graded subjects. Further, a student cannot be failing any subject. The failure to maintain this average will result in a student not being able to participate in any extra-curricular activity. Students who are ineligible cannot attend any extra-curricular activity. Students will not be allowed to practice if they are ineligible, but will work on their homework.

Eligibility is accumulative throughout each semester. Eligibility is calculated on Monday or the first day of school following Friday or the last day of school the previous week. Students not found eligible will be unable to participate that week (Monday – Saturday).

Eligibility may be restored the following week with improved grades. Participation in an extra-curricular activity is a privilege not a right.

The above mentioned policy will be applied to the following Junior High and Senior High activities: extra-curricular activities offered by the school such as Band, Chorus, and all clubs and organizations.

### **Activity Club Description and Goals**

**NATIONAL HONOR SOCIETY** – The National Honor Society, or NHS, is a nationwide organization in the United States and consists of many chapters in high schools. Selection is based on four criteria: scholarship, leadership, service, and character. The NHS requires some sort of service to the community, school, or other organizations. The National Honor Society was founded in 1921 by the National Association of Secondary School Principals.

**STUDENT COUNCIL** - The Student Council is an organization through which the students may express their opinions, assist in the administration of the school, and participate in the management of school enterprise. The Student Council tries to promote leadership, initiative, and self-control among its members.

**LIBRARIANS CLUB** – The Librarians Club has a great responsibility to the students of DHS. The members take turns helping to care for the library during their study halls with such duties as checking in and out books and magazines, straightening shelves, and preparing newspapers and magazines for circulation. The Librarians Club is meant only for those students who have the desire to help their fellow students to the best of their abilities with the above mentioned duties.



**NATIONAL FFA ORGANIZATION** – This is a very well constructed and efficient youth organization of the FFA. This is open to both young men and women and helps students to be better citizens by involving them in leadership training, judging contests, and livestock and grain shows. Projects are offered in many areas to help students in keeping good records, making wise decisions, and practicing thrift.

**MIXED CHORUS** – This is a group in which students study and perform many different types of choral literature. Emphasis is placed upon developing the individual talents, skills, and techniques. Mixed chorus is open to all high school students. Chorus presents two concerts annually; special groups perform at contest, festivals, and community functions.

**FUTURE BUSINESS LEADERS OF AMERICA** – Any student who has taken business education courses is eligible for membership in FBLA. The club elects officers and plans areas for activities. These activities consist of educational events such as speakers, films, demonstrations concerned with business topics, and social events. Local events may include fund-raising activities. The purpose of FBLA is to create more interest and understanding in the choice of business occupations.

**BAND CLUB** – This is an organization consisting of eligible high school students. The band elects officers including a student director and makes any necessary decisions pertaining to the band's activities.

**STUDENT TECHNOLOGY ASSOCIATION** – The goal of the Student Technology Association is to provide further experiences in technology for students who desire to experience more areas of technology. The format is tour and field experience orientated, with students gaining experience through seeing how the real world operates. Students must be enrolled in a technology class.

**FAMILY, CAREER, AND COMMUNITY LEADERS OF AMERICA** – A national organization of high school boys and girls. The goal of the club is to help youth assume their role in society through home economics education in areas of personal growth, family life, and vocational preparation and community involvement.

**ART CLUB** – Any high school student currently enrolled in art or craft classes is eligible to join art club. Art club provides out of class activities designed to further the student's knowledge of art and art related skills and techniques. Activities may include field trips, audio visuals, visiting artist or speakers, hands on activities not lending themselves to the class time period, poster making, and special displays, or special projects, such as play props, murals, etc.

**DRAMA CLUB** – The goal of the Drama Club is to provide students with additional background to the many facets involved in the Theatre Arts. Any DHS student is eligible for this club if they have a strong desire to participate and always give of themselves one hundred percent. Activities may include producing and performing Children's Theatre events, taking field trips, and working in conjunction with the school play.

**SPANISH CLUB** – The Spanish Club is primarily to help increase the knowledge of the Hispanic culture. Any student enrolled in Spanish class may join and participate in the following planned activities: a Spanish dinner prepared by student members and sponsor, a Christmas party, and an end of the year "fiesta". The goal of the Spanish club is for students to work together and perhaps learn a bit more about themselves while studying about others.

ATHLETIC CLUB – High school students who are involved with athletics may belong to the Athletic Club. The function of the club is to support and promote the athletic program and good citizenship at DHS.

### **Attendance at School Dances**

Attendance at school-sponsored dances is a privilege.

Homecoming and Prom are social activities that are open to high school students only. High school students wishing to bring a guest may do so, but no junior high students are permitted to attend these dances as guests.

If a student has a question concerning the eligibility of a guest they should ask the high school principal. Proper attire is required at these activities. Proper attire is determined by the school administration.

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

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

### **Junior High Dances**

Attendance at school-sponsored dances is a privilege. Only Dieterich Junior High students are permitted to attend these dances.

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

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

## **Chapter 10**

### **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**

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

#### **Discipline of Special Education Students**

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

### **Exemption From Physical Education Requirement**

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

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

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

### **Certificate of High School Completion**

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

### **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.

## Chapter 11

### Student Privacy Protections

#### Surveys by Third Parties

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

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

#### Surveys Requesting Personal Information

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

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

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

#### Instructional Material

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

## Student Records

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

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

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

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

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**

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

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

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

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

procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

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

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

**6. The right to prohibit the release of directory information.**

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

- Name
- Address
- Gender
- Grade level

Birth date and place

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

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

Academic awards, degrees, and honors

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

Major field of study

Period of attendance in school

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

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**  
The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605



## Chapter 12

### 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 7-11 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, and Patriotism mandated by the state will be taught in the Jr. /Sr. high school 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 Class Attendance Waiver. 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 Learners**

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

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

For questions related to this program or to express input in the school's English 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/>.

## Chapter 13

### TeacherEase Parent Portal Guide

Below is a screen shot of what you should see when you log into the website in classic mode (user profile, preferences, yes to use classic mode). A better explanation of each category will be described below the screen shot.



- [Main](#)
- [Logout](#)
- [Support](#)

## Parent Main

Welcome! TeacherEase helps teachers better communicate with parents and improve student performance. Choose any link below to view information about your student.



**Student:**   **Year:**

#### Academics

[Schedule](#)

[Assignments](#)

[Student Progress Update](#)

[Attendance](#)

[Report Cards](#)

#### Communicate

[Email Settings](#)

[Announcements](#)

[Send Email to Teachers](#)

[Email Logs](#)

[Digital Lockers](#)

#### Miscellaneous

[Calendar](#)

[Behavior Logs](#)

[Menus](#)

[Fees](#)

[Donation](#)

[Update Email/Password](#)

**Note:** Individual teachers are free to use TeacherEase but instead may choose other forms of communication. As a result, some student information may not be available.

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The down arrow next to the student name allows you to select a different child if you have more than one child in school.

The down arrow next to the school year will allow you to see information for the current year or past years. Since we started using this program in the 2011-12 school year there isn't any information listed for previous years. When we make the next school year available you will be able to find it's information as well.

Under the "Academics" heading you will see the following categories. Clicking on them will help you find the following information.

- Schedule - lists your child's class schedule.
- Assignments - lists your child's assignments for the gradebook. If you click on the assignment you will find the due date and points possible.
- Student Progress Update - shows the current semester's grades by each quarter and exam. It also shows if the student has any missing work. If you click on "show all grading periods" at the bottom of the screen you will see the student's grade for all four quarters and exams. If you click on the "current score" you will see all the grades/details for that class in that grading period.
- **Attendance** - shows anytime the student was marked absent, what attendance code was used, and any notes entered related to the absence.
- Report Cards – shows report cards for the completed grading periods.

Under the "Communicate " heading you will see the following categories. Clicking on them will help you find the following information.

- Email Settings - this is where you can check to see if teachers are allowed to email you, you can also change that option here.
- Announcements - shows all announcements sent from the school office or teacher. It may include reminders on upcoming events, grades, registration, surveys, weather related announcements, etc. Generally these announcements are also automatically sent to your email.
- Send Email to Teachers - you can go through here to email your child's teachers, counselor, or office.
- Email Logs - this is a log of emails sent regarding your student. It may include attendance, fees, lunch balances, behavior, or any correspondence between you and your child's teacher, counselor, or office.
- Digital Lockers - this is a storage area where you can view, download, and print documents made available by the school or teacher. It may include registration papers, documents needed to participate in athletics, other office documents and/or class assignment worksheets.

Under the "Miscellaneous" heading you will see the following categories. Clicking on them will help you find the following information.

- Calendar - shows the school calendar. You can also click on the Menu tab to see the school menu.
- Behavior Logs - shows any behavior logs on your student if the administration chose to enter them and to allow access to you. Not all incidents are entered, stored or shared.
- Menus - shows the school menu. You can also click on the Calendar tab to see the school calendar.
- **Fees** - shows initially your registration fees and payments as well as the account balance. You will the student with a down arrow and account with a down arrow. If you click the down arrow by account you will see general and lunch. The general tab shows all school fees related to classes and registration. The **lunch** tab will show you all of that student's lunch account

information. With the lunch account highlighted you will see all activity for the lunch account charges and payments for each day. You can see check numbers, if your child ate that day and what he/she ate (breakfast, lunch, side salad, seconds, extra milk/juice. Scroll to the bottom for your account balance, if it is in parenthesis it is negative. You can also see exactly how much was charged for the year.

- Donation - this is from TeacherEase. It is them asking for you to make a donation to help the school pay for the subscription to use this software. It is not something the school has asked to be included.
- Update Email/Password - this is where you can change your email and/or password information.