

DAKOTA JR/SR HIGH SCHOOL

VISION STATEMENT

Our vision is to prepare all students to make positive contributions in an ever-changing world.

MISSION STATEMENT

Dakota C.U.D. #201 will educate our students by providing quality and diverse learning opportunities while collaborating with the community.



Students of Dakota:

The 2016-2017 school-year provides you with an opportunity to strive for your very best. You are in a great place as Dakota Jr./Sr. High School has been listed among the best schools in the United States in U.S. News and World Report. Take advantage of the opportunities that your school offers and prepare for your future.

Mr. Rankin

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District website www.dakota201.com or at the Board office, located at:

400 Campus Drive, Dakota IL, 61018

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

President: Colette Binger, Vice-President: Karen Kleckner, Secretary: Holly DiModica, Secretary Members: Frank Nelson, Carie Panoske, Shannon Hansen, and Scott Hillman

Administration

Robert Prusator, Superintendent

Eric Rankin, Principal

Kevin Cline, Academic Advisor

Chad Ferguson, Athletic Director/Dean of Students

The school is located and may be contacted at: 300 Campus Drive, Dakota, IL 61018

Phone: 815/449-2812

STUDENT RESPONSIBILITIES AND CODE OF CONDUCT

General Rules

Cell Phone Usage: Cell phone usage will be limited to the hallway between classes and during lunch in the cafeteria and only in silent mode. Cell phone use during class will result in confiscation and may be picked up in the office after school. Other electronic devices brought to school for educational purposes will be sole responsibility of the owner. NO CELL PHONES/MISCELLANEOUS RECORDING DEVICES ALLOWED ANYTIME IN LOCKERROOMS AND RESTROOMS.

DISCIPLINE HANDBOOK

The discipline handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules and regulations.

In support of the aims of public education, all students are expected to behave in a manner reflective of good citizenship standards. Failure to maintain such standards of conduct or the commission of an act, which disrupts the educational process, shall result in disciplinary action.

To maintain an atmosphere conducive to learning, the following guidelines have been developed for student behavior. These guidelines will be followed as uniformly as possible while taking into account extraordinary circumstances that may cause a deviation in the discipline plan. Severe offenses may result in skipping to more severe consequences. Incidents of dishonesty will increase the action level by one.

All students should report any issues relative to school safety to school personnel. This would include knowledge of weapons, drugs, threats to harm to staff, students, or the school or its property.

This handbook includes all school events on and off campus.

Policies in this handbook are in accordance with Dakota Community Unit District #201 School Board Policies.

Student Harassment Policy

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.

Complaint Managers:

Mr. Cline, Academic Advisor
kcline@dakota201.com
815-449-2812

Mrs. Dieken, School Counselor
pdieken@dakota201.com
815-449-2812

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.

Hazing Policy

Soliciting, encouraging, aiding or engaging in hazing is prohibited.

Sexual Harassment Prohibited

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

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.

Teen Dating Violence

Teen Dating Violence may take various forms. These may include but are not limited to: threats, stalking, physical violence, sexual harassment, sexual violence, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. The implications of the dating violence may have an effect in one or more of the following: (1) Placing the student in reasonable fear of harm to the student's person or property. (2) Causing a substantially detrimental effect on the student's physical or mental health. (3) Substantially interfering with the student's academic performance. (4) Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

A student who is in a situation where teen dating violence is occurring needs to report the issue to the Elementary or Jr/Sr High School Principal. A written report will be taken and handled with the correct authorities. The school will protect students against retaliation for reporting incidents of teen dating violence.

Sexting

Sexting by students is prohibited. Sexting is commonly explained as the act of sending sexually explicit photos,

images, or messages electronically, primarily by mobile phone or the internet, that are taken with or without consent. If you do receive it, the issue needs to be brought to administration. If it is not brought to administration, then the receiver will be part of the discipline as well.

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.

Unauthorized Photos and Recordings

Students are not allowed to take photos or recordings without permission from all involved parties.

DEFINITIONS:

Teacher Detention – A detention, which is assigned by the teacher and is served with the assigning teacher for up to one hour in length. It is assigned one day in advance and can lead to additional teacher detentions or other disciplinary action if not served when assigned. Teacher detentions may be served any day of the week unless the student has a previously scheduled office detention.

Office Detention - An after-school disciplinary procedure assigned by any certified/non-certified staff member.

In-School Detention - Removal of a student from his/her normal classroom situation and placed in a supervised area. Students will be given their class assignments. These assignments are to be completed during the in-school detention period. Credit will be given for the work completed. Students are required to bring all necessary materials with them. In-school detentions are served from 8:10-3:11

Saturday School - A Saturday disciplinary procedure assigned by the principal, assistant principal/dean of students for a four-hour working period. These are served Saturday mornings 8:00-12:00 in the Jr/Sr High School.

Out-of-School Suspension - Removal of a student from his/her normal classroom situation; student is required to remain at home. During this time, the student is not permitted on the school grounds nor can she/he participate in any school activities. Credit will be given for the work completed.

Disciplinary Referral - Written notice indicating the disciplinary infraction and action taken.

OFFICE DETENTION PROCEDURES

Any supervising staff member can assign an office detention.

Office detentions are served in a specified classroom.

Office detentions are served from 3:20-4:05 p.m. on Wednesday.

Students arriving late will not be admitted.

Office detentions are served on the Wednesday they are assigned *unless* arrangements are made in the **office prior to** the day of a scheduled detention.

Failure to serve an office detention will result in further disciplinary action.

Misbehavior in an office detention or any other reason for of an office detention will result in in-school and/or out-of-school suspension.

SATURDAY SCHOOL PROCEDURES

Students assigned to Saturday School are to be in the lobby by 7:59. Doors will be locked at 8:00. No late arrivals will be admitted.

Saturday School will be served in a designated area.

Saturday School are to be served from 8:00-12:00 or as determined by administration.

Failure to serve Saturday School may result in other disciplinary measures.

Misbehavior or failure to work may result in being removed with other disciplinary measures.

The student must work, study or read continually in an upright sitting position the entire time. There will be two 5 minute breaks at 9:30 and 11:00.

DRESS CODE

The basic responsibility for a student's appearance during school hours lies with the student and his/her parent or guardian. Specific guidelines, but not necessarily limited to, are as follows:

Shoes must be worn at all times.

Clothing should be conducive to learning.

Clothing cannot display inappropriate print such as but not limited to: Symbols or logos dealing with tobacco, alcohol, or other drugs and sexually suggestive or inappropriate print.

Clothing should not create a hazard in educational activities (especially shop classes).

Clothing should appropriately cover the body from shoulder to mid-thighs; no halter-tops, straps should be a minimum of 1 inch wide. Boys' tank tops should not show entire side. Girls, no see-through tops unless proper shirt underneath. Stomach must be covered at all times. **Shorts and skirts must cover to mid-thigh.**

No hats or head coverings are to be worn in school.

Pants waistline must be at a level deemed appropriate by administration.

Dress deemed inappropriate may result in disciplinary action. Student may be sent home to correct the dress.

Cell phones

Cell phones are allowed to be used during lunch and between class periods. Using cell phones/electronic devices without permission during class time, whether in class or in the hallway will not be allowed. All electronic devices must be on silent. Any use of electronic devices with headphone/ear buds must be confined to one ear only. Unauthorized use of cell phones will result in use of item being confiscated until the end of the day and behavior consequences will be applied. All electronic devices brought to school will be the sole responsibility of the owner. No cell phone use in locker rooms and restrooms at any time.

Riding of Career TEC Bus

Students who choose to attend any of the Career TEC classes are required to ride the bus unless they have received prior administrative approval.

Public Display of Affection

Public display of affection is not acceptable once it reaches the point of embarrassing others. Students may hold hands or have one arm around each other. Hugging, kissing, and caressing are not acceptable. Any inappropriate displays of affection may lead to detentions. Continuous violation will lead to further disciplinary action.

Other

No open cans or glass bottles of juice, pop or milk in the hallways or gym at any time. Plastic containers of water are acceptable.

All book bags, backpacks, and coats are to be kept in lockers during the school day. Failure to comply may result in items being held until the end of the day. **EXCEPTION:** In cases of heat failure, coats may be worn to class.

No bottles of nail polish or lasers are allowed on school property.

Student Conduct

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.

GENERAL SCHOOL INFORMATION

Regular Schedule

1st - 8:10 - 8:58

2nd - 9:01 - 9:49

3rd - 9:52 - 10:40

4th - 10:43 - 11:31

5A – 11:34 – 12:02 Lunch 11:31-12:02

5B – 11:34 – 12:56 Lunch 11:58-12:28

5C – 11:34 – 12:28 Lunch 12:24-12:56

6th – 12:59 - 1:47

7th – 1:50 - 2:38

Homeroom/Tutorial – 2:41 - 3:11

Building Use and Hours

The school day is from 8:10 a.m. to 3:11 p.m. Students are asked not to be in the building before **7:55 a.m.** and should leave the building at the end of the school day. Students who are in the school building after school hours must be under the direct supervision of a staff member. If students must be in the building at night for activities, they should make arrangements for transportation home as close to the end of the activity as possible.

Closed Campus

Students are not to leave campus at any time during the school day without permission from the Principal or the Dean. This rule holds from the time students arrive at school until the school day ends. Students leaving campus without proper permission will be considered unexcused and the incident handled as an unexcused absence.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors are not allowed to visit classrooms during the school day. Visitors must sign in, identifying their name, the date and time of arrival, and the location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

School Closing

If school is canceled, delayed or dismissed early, parents will be notified by a telephone messaging system. It will be posted on the district website and on the following media outlets:

Radio: WFPS 92.1 FM, WFRL 1570AM, WZOK 97FM, @QLF 102.1FM
Television: Channel 13 WREX, Channel 17 WTVO, Channel 23 WIFR

Cafeteria

The cafeteria will be open for student and faculty lunches from 11:31 a.m. to 12:56 p.m., during regular serving periods. The cafeteria utilizes the Biometric System per board policy 7:350. Students may add money to their lunch account by using the drop box in the bookstore. Money must be placed in envelopes with the student's name. Money must be deposited by 9:00 A.M. to be credited for that day. Lunch payments may also be completed online through the district webpage. All food and drink must be kept in the cafeteria. Lunch price is \$2.75. Students will be allowed to charge one lunch. Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Bookstore

The bookstore will be open before school. At this time school supplies may be purchased.

Lost and Found

A lost and found area is located in the school office. Any student finding a lost item is requested to bring it to the office. Any student losing an item should report the loss to the office and check with the office secretaries to see if the item has been turned in.

Phone Calls and Messages

Calls by parent to students through the office should be strictly limited to emergency messages. Students will not be called out of class or given phone messages during class periods unless this is true.

Lockers

Students will be responsible for the care of their own personal equipment, locks and lockers. Lockers should be orderly and locked. The only items that may be placed in the lockers are articles of clothing, school books or supplies relating to school use, lunches, and personal items which the student needs for school activities. Locker combinations are issued the first day of school and should not be shared with anyone. A service charge of \$2.00 is assessed for the first change. \$3.00 will be charged for additional changes. If a lock is lost or broken, replacement cost will be charged. Only school locks may be used. School is not responsible for lost/stolen items.

Search & Seizure for school grounds and lockers

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. 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. 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.

Absenteeism & Truancy

When a student is absent, his/her parent/guardian is requested to call the school and report the student's name and reason for absence. This call should be placed between 8:00 a.m. and 9:00 a.m. If the phone call is impossible, the parent/guardian is requested to send a note with the student on his/her day of return to school **(no later than 24 hours after)** specifying reason for absence. If a student had a legal, dental, or doctor's appointment, an appointment card is necessary. If a parent leaves a message on the answering machine, the caller must state his/her name, name of the student, and reason for the absence. Absences for which the student has prior knowledge must receive administrative approval prior to the absence. "Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as stated in Illinois school code 105ILCS 5/26-A or such other circumstances, which cause reasonable concern to the parent for the safety, or health of the student.

Special Education Services

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

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

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

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

If your child receives special education services and is also Medicaid eligible, Dakota District 201 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity. If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to the principal. Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP. This program has no impact on your child's or your family's current or future Medicaid benefits. Under federal law participation in this program cannot: a) decrease lifetime coverage or any other public insurance benefit, b) result in the family paying for services that would otherwise be covered by Medicaid, c) increase your premiums or lead to discontinuation of benefits or insurance, or d) result in the loss of eligibility for home and community-based waivers. Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

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.

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.

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 building principal.

Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their

parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

Safety Drills

Safety drills will occur throughout the school year. Students are required to comply with directives of school, fire and law officials during emergency drills. Drills will include: evacuation, severe weather (tornado), law enforcement (lockdown) and bus safety. Drills may not be preceded by a warning to students or staff.

Video & Audio Monitoring Systems

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

Animals on School Property

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

Mandated Reports

All school personnel are required by law to report any suspected cases of child abuse or neglect to the Illinois Department of children and Family Services.

Homeless Information

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. School Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Sex Offenders & Violent Offender Notification Law

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/>.

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.

English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in

English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

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

For questions related to this program or to express input in the school's English Language Learners program, contact Eric Rankin – JR/SR High School Principal at 815/449-2812.

Pesticide Application Notice

The Dakota School District #201 practices integrated pest management a program that combines preventative techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term pesticide refers to insecticides, herbicides, rodenticides, and fungicides.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

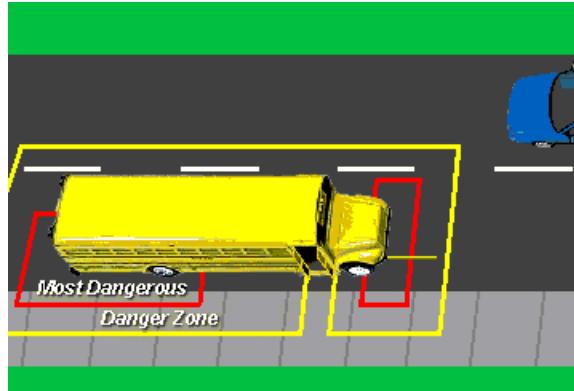
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

Transportation Questions

Questions regarding bus routes or a child not riding should be directed to Freeport Transportation Dept. 815-232-0580

Riding of CareerTEC Bus

Students who choose to attend any of the CareerTEC classes are required to ride the bus unless they have received prior administrative approval.



ACADEMICS

Skyward Program

Skyward offers parents the opportunity to check student progress in all classes via the internet. Student and parent passwords will be provided for your access at home or work.

Make-up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. A student will be expected to have work done upon returning from a single day's absence. Work missed from an extended absence must be made up in a reasonable period of time, usually equal to the number of days missed by the student.

Incomplete Grades

Incomplete grades for the semester must be completed within two weeks of the following the end of the semester. Only extenuating circumstances and principal's approval would allow for more time than two weeks.

Grade Reporting

Student report cards will be given out every nine weeks during the school year. Work throughout the two quarters will determine a semester grade. Semester grades go into the permanent records. Also, at approximately the fifth week of every quarter, "D" and "F" slips will be issued to inform students and parents of the students' progress. If further information is desired by the parent/guardian, contact the teacher of the specific subject. 1st and 3rd quarter grades are status grades. Semester grades are final grades and are recorded in the semester 1 and semester 2 columns of the report card. Students and parents may access grades on a parent portal after the first two weeks of the semester.

Student Testing & Assessment

Students will be tested according to state mandates and include PARCC testing in grades 7 & 8, Algebra II and American Literature for 11th grade students in the Spring of each year. Students in grades 7 – 10 will be assessed using the Measure of Academic Progress (MAP) test.

Summer School

All 7th and 8th grade students are required to pass the core academic subject areas of math, language arts, science and social studies. Students who fail one or two of these subjects will be offered the option of summer school. If the student does not successfully complete summer school in the failed areas, he/she will be retained in any of the failed subjects. If the student fails four or more core academic classes, he/she will be retained at the current level in all classes and will not have the option of attending summer school. If he/she fails three of the core classes, the case will be reviewed by administration and the curricular departments to determine eligibility for summer school.

Illinois Virtual School Policy

Dakota High School will participate in the Illinois State Board of Education's Virtual Schools Program. To enroll and receive credit, students will be required to obtain prior approval from the guidance services coordinator, the high school principal and the departmental unit leader where applicable. Classes are available on a more flexible basis, so students may take classes over the summer. The students will be required to pay the full course tuition upon registration. As of 5/1/12 the tuition was \$250 per semester course. If the course is a required course not available due to a scheduling conflict or is an upper level course not offered by Dakota High School, the tuition may be reimbursed if the student successfully completes the course with a C or better. Details of this policy may be found in the Dakota C.U.D. 201 School Board Policy 6:70.

Dual Enrollment

Students, with administrative approval, may be dually enrolled at Dakota High School and an institution of higher learning. This provision allows students to receive high school credit and college credit simultaneously for the same classes with prior approval. Students will be responsible for tuition related costs and must provide verification of registration and completion of course.

Graduation Requirements and Early Graduation Procedures

If a student successfully completes all the requirements necessary for graduation before the end of the eighth semester, he/she may graduate early. Application for early graduation must be obtained from the Academic Advisor and signed by parents, student, Academic Advisor, and principal and returned by December 15. Also, all fees must be paid, books returned, and locker cleaned out. Early graduates are not allowed to participate in activities the second semester except for prom and 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.

Minimum Requirements

High school students must earn a minimum of 26 units of credit for graduation. Credit is earned as follows: $\frac{1}{2}$ unit of credit per one-semester course. Number of units required for graduation:

English – 4 units (must have $\frac{1}{2}$ unit Speech); Must complete sophomore English.

Social Studies – 2 units (must have 1 unit U.S. History) and $\frac{1}{2}$ unit in Civics beginning with class of 2020

Mathematics – 3 units

Science – 2 units

Elective – 1 unit of Music, Art, Foreign Language, or Vocational Education

Consumer Education – $\frac{1}{2}$ unit

Health – $\frac{1}{2}$ unit

Physical Education – Daily enrollment is required. Students in grades 9 and 10 may substitute their required health class for one semester of physical education. Junior and Seniors may elect to substitute another class in place of P.E., in any one of the following circumstances:

- The student is participating in interscholastic athletics. P.E. will be waived only for the semester(s) during which the student is participating in the sport.
- The student is substituting a class specifically required for college admission.
The student is substituting a class required for high school graduation.

Constitution Requirement

The U.S. and Illinois Constitution exams will be given during the Junior Year U.S. History Course for graduating classes of 2018 and 2019 and Civics course for the graduating class of 2020. Successful completion of both of these exams is state mandated in order to receive a high school diploma. Students who fail to earn at least 70% on either exam will be allowed two additional opportunities to achieve a passing score during the second semester. These two re-test dates will be announced to the students well in advance. Any student who does not pass one or both of the exams while enrolled in the Civics course or the U.S. History course will be allowed to re-test during Saturday School only (one attempt per Saturday). Any student who has yet to complete their Constitution requirements before May 1st of their senior year will not be allowed to participate in commencement ceremonies.

Class Standing

Students are assigned to class standings at the beginning of the school year based on the following earned credits: Freshman = 0-4 ¼ credits, Sophomore = 5-11 ¼ credits, Junior = 12-18 ¼ credits, Senior = 19 or more credits

Fourth year students with 18-18 ¼ credits may be considered Seniors with additional enrollment in a correspondence class. *** Students and parents must be aware that 26 units for graduates meet only minimum requirements for graduation. Post-high school institutions and vocations may require more units of credit in academic areas to meet their educational standards.

Valedictorian and Salutatorian Policy

To qualify for this honor students must attend their last semester as a Dakota High School student. The student with the highest cumulative grade point average will be recognized as valedictorian and the student with the second highest cumulative grade point average will be recognized as salutatorian. If two or more students have the same highest cumulative grade point average they will be recognized as co-valedictorians with the student with the next highest cumulative grade point average being honored as salutatorian. If a student is eligible for graduation and has not attended high school for a minimum of seven semesters, and has the highest or second highest cumulative grade point average he/she will be recognized as a three year valedictorian or salutatorian and the student(s) with the highest cumulative grade point average who has attended for seven semesters or more will be recognized as the four year valedictorian or salutatorian respectively.

Fees

Some courses may require fees as needed for materials. These fees change from year to year and may vary according to materials selected by students. Some courses which may require fees include art, Driver's Education, vocational courses, Career TEC courses, band rental, and others.

Correspondence Credit

Students may earn 1 unit through correspondence course work which can be applied toward graduation, with administrative approval. Additional correspondence credit may be allowed with **administrative approval**.

Ombudsman Program

Students completing their education through the Ombudsman Program will receive a certificate of completion from Ombudsman and will not receive a diploma from District 201.

Abuse Education

The district will notify parents at least 5 days prior to offering any course in recognizing and avoiding sexual abuse to pupils. The students shall not be required to take the course if the parents objects and submits this objection to the district in writing.

Physical Education Uniforms

All students will be required to purchase and wear a physical education uniform. Uniforms may be purchased at the school bookstore. It is recommended that students have a pair of gym shoes which are used for P.E. or athletic activities only. No street shoes will be allowed for use for indoor P.E. activities. Failure to dress for and participate in P.E. classes will result in removal from class and loss of credit.

Student Class Load

Each junior high and high school student will be enrolled in seven classes each semester.

Dropping Classes

A high school student wishing to add/drop a class may do so during the first six days of each semester. In order to do this, the student must obtain teacher's, counselor's, and parent signatures. If it becomes necessary to drop a class after the first six days of the semester, the principal's approval must be obtained and the class will be recorded as "Dropped with grade of ____" (student's current grade). A student wishing to drop out of school must have written indication that his/her parents know that he/she is dropping out. A conference with the counselor and/or principal is necessary. Any changes in a Junior High schedule will be on a needs basis only.

Honor Roll and Grade Point Average

Any student with a semester grade point average of 3.00 or better is eligible for the semester Honor Roll. All

high school students earning a cumulative grade point average of 3.5 or better based on semester grades, will receive recognition and a medal during the commencement program. All junior high students who have earned a grade point average of 3.5 or better for the first three semesters during grades seven and eight, will be recognized and receive a medal for the achievement during eighth grade recognition day.

Academic Award Night

A parent, student, and faculty Award Night is held after the end of the third quarter grading period for all students who qualify for scholastic, attendance, and service awards. A certificate recognizing each award earned is presented to each student.

Academic Letters

The purpose of the Academic Letter Program is to establish visible recognition for academic achievement, thus creating an incentive to establish and maintain academic excellence among Dakota High School students.

Awards

Freshman: Indian Head, Sophomores: Minor letter with the word "Academics", Juniors: Major letter with the word "Academics". Seniors: Gold "Lamp of Learning" pin. Any senior qualifying for an academic award their senior, sophomore, and freshman year but not their junior year will receive the junior award, the major letter only their senior year, not the "Lamp of Learning" pin.

The major and minor letters will be the same size and shape as athletic letters with reversed colors (white on maroon). Awards will be presented at the Spring Academic Awards Night.

Band and Choir Fees

Any student playing a school-owned instrument as his/her major instrument will pay a \$50.00 use fee. All students in band and choir will pay a transportation fee. The fees will be paid at registration to cover the school year. The band instructor and the high school principal will review the fee structure annually.

Rental Fees

Rental fees for books, consumable student work packets, and towels will be assessed by the school. Also lab, drafting and Driver's Ed. Fees will be assessed. These fees may vary from year to year and will be published in the August District mailing. Specific dollar amounts for this are available through the high school office secretary and are payable usually the first full day of school in the fall.

ACADEMIC ADVISEMENT SERVICES

The guidance program consists of a variety of services designed to help students succeed in school and to reach their fullest potential.

WHAT ARE ACADEMIC SERVICES?

Getting Started

Orientation sessions are scheduled for 7th graders and new students to help them acquaint them with their new school. Sessions are also organized for 8th graders when it comes time for them to choose their high school classes.

Help with School

The Academic Advisor is available to help students with a variety of school questions. Questions may range from class choice, how to improve habits, graduation requirements, etc. Also, the Academic Advisor coordinates the achievement testing program, designed to assess academic progress.

Career Decisions

Choosing a career may be the most important decision a student will ever make.

Interests inventories and aptitude tests are given to help students assess interests and abilities. The Academic Advisor can direct students to career information and can provide assistance in choosing the classes and further education needed for a chosen field.

Higher Education

“Should I go on to college/vocational/technical school?” “What about military service?” “What tests (PSAT, ACT, SAT) should I take?” “Which school(s) should I apply for?” “How do I apply for financial aid?” Help with these and other questions concerning higher education needed for a chosen field.

Finding a Job

Jobs for teenagers are hard to find. Practical advice is available on questions such as how to apply for a job, what to do in an interview, how to write letters for recommendation, etc. In addition, local job openings that are called in to the Academic Advisor will be advertised.

Parent Contact - Parents and the Academic Advisor have the same goal, a successful and happy year for each student. Parents are urged to call the advisor at any time they have questions concerning their child's welfare.

WHEN CAN YOU SEE THE ACADEMIC ADVISOR?

Students may stop in before school, lunchtime, or between classes to get a pass. In case of an emergency, come in any time.

REMEMBER... Growing up means making choices about your education and future. The academic advisement department can help you make the best choices for your life. Don't forget your Academic Advisor is there to help you.

How to calculate your Grade Point Average

Grade A – 4 points, B – 3 points, C – 2 points, D – 1 point, F – 0 Points

Add up the points and divide by the number of subjects you have listed. This will give you your G.P.A.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Clubs and Organizations

Philosophy of a School-Sponsored Activities Program: A school-sponsored activity program that is well organized and involves many participants is an important part of a school's total curriculum. It should not only add to the total education experience of the student involved, but also add in interpersonal communications and social functions of participants. Also, a school-sponsored activity program should add to the image of the school within the local community and in the communities with which it comes in contact. Sincere participation in school-sponsored activities under sound advisement will add to development of values, morals, and attitudes that are socially acceptable. It will result in well-deserved recognition of the school and the student participants' adult years. A list of clubs, sports, and activities offered at Dakota High School is in Section VII.L.

Eligibility to Participants in School-Sponsored Activity

In order to participate in a school-sponsored activity, a student must be enrolled in Dakota Schools and meet all requirements of the specific club or organization and behave in a socially acceptable manner before and during a specific activity. Also, a student may not participate in any school-sponsored activity if that student is under suspension from school until the suspension is completed.

Academic Eligibility – Athletics and/IHSA sponsored activities - Refer to Athletic Handbook

Students must be passing all classes in which they are enrolled in order to participate in athletics and/IHSA activities (grade of D or better). Students who receive a failing grade at any time during the semester will be ineligible to participate and/or dress for contests for a minimum of one week or until the failing grade is brought up to passing. Nevertheless, students are required to participate in scheduled practices for athletics. Eligibility will be determined with the use of weekly eligibility reports. Weekly eligibility will be determined by the student's cumulative **semester** grade in a course. These reports are to be completed by the teacher and turned into the office on Thursday. Ineligibility will occur the following week Monday through Saturday. At the beginning of each semester, however, a two-week grace period will occur. Eligibility is not to be used as a threat. It is simply a fact students, coaches, and advisors must deal with. Any junior high school athlete that is ineligible for three consecutive weeks will be dropped from the current sport in which he/she is participating. High school students must receive all passing grades at the end of each semester to participate in athletics and IHSA competition the following semester. Junior high and senior high students will be allowed a one week, **one** time grace period allowing one "F" per semester before the student is ineligible. Initial high school fall sports eligibility will not be determined by junior high academic performance.

Attendance on Game Day

A student who is absent from school after 1st period (9:01) is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in advance by the principal.

Requirements for Participation in Athletic Activities:

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.
5. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Penalties

The penalties for not adhering to the Rules and Regulations stated herein during any school-sponsored activity on campus shall be the same as those for violation of rules during the school day, depending on which rule or regulation is violated, and in accordance with school board policy. The penalties for not adhering to the Rules and Regulations stated herein during any school-sponsored activity off campus shall be the same as those for violation of rules during school day and in accordance with school policy. Also, students may be sent home by commercial carrier at their own or their parents' expense.

Transportation and Illness

Transportation – the club or organization through the school shall be responsible for setting up and providing for participants transportation during an off-campus school-sponsored activity beginning and ending at the school building. Participants must ride on school or organization-provided transportation unless prior written arrangements to ride with their parents has been made through a school administrator. Illness – If a participant becomes ill during a school-sponsored activity, he/she must inform the faculty sponsor and/or adult chaperone. The sponsor or chaperone shall then either inform the parents, and in case of emergency, seek medical assistance.

Club or Organizational Rules, Regulations, and Penalties

The philosophy, eligibility, rules, regulations, and penalties stated herein are general rules as designed as guidelines for school-sponsored activities. These are not designed to prohibit any club, organization, or other school-sponsored function from formulating their own rules. Every school-sponsored function or organization should set up its own specific philosophies, eligibility, rules, regulations, or penalties can be less specific, adverse, or opposed to those mentioned herein. They may be more strict, demanding, or specific, but they all must be consistent with those mentioned in this writing.

Athletics and Cheerleading

Students who participate in athletics or cheerleading must abide by the rules and regulations set forth by the Illinois High School Association and the Athletic and Cheerleading Handbooks. These handbooks are available from the coaches, cheerleading sponsor, or athletic director.

Dance Admission

Unless otherwise stated, dances held at the school are for high school students from Dakota. Junior high students will not be allowed to attend unless chaperoned by a parent. A high school visitor may attend if he/she is a registered guest of a Dakota student. The visitor may not be over the age of **twenty**.

School Dances

Appropriate physical contact only during dancing as school sponsored dances. (Inappropriate dancing includes, but is not limited to, "mashing," "body-surfing," "slam-dancing," and any style of dancing that suggests sexual innuendo, including, but not exclusive of, crotch-to-crotch, butt-to-crotch, and grinding.)

School-Sponsored Activities

When attending school-sponsored activities students will not be allowed to leave the school facility and re-enter.

National Honor Society

The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. To qualify for membership, a student must demonstrate excellence in each of these four qualities – scholarship, service, leadership, and character. Students eligible for consideration must be Sophomore, Junior, or Senior and have maintained a minimum grade point average of 3.6. A faculty council reviews those students who are academically eligible and then selects in the spring of each year. Members must maintain a 3.6 grade point average to retain membership.

Clubs

Art Club, Drama Club Science Club, National Honor Society, Musical Productions, Drama Productions, Varsity Club, Student Council, Fellowship of Christian Athletes, C3 – Compassion, Care and Change

Activities: Academic Bowl, Marching Band, FFA, Servant Leadership, Yearbook

Sports: Football, Volleyball, Wrestling, Basketball (boys & girls), Track (boys & girls), Softball, Baseball, Golf, Cheerleading

Major Events: Homecoming, Prom, Plays, Dances, Commencement

HEALTH SERVICES

Administering Medicines to Students

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

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

Self-Administration of Medication

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

Care of Students with Diabetes

If a 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:

- 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.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- 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.

Physical Examinations

Athletes - All participants in an interscholastic sport must have a physical examination each year. This is a requirement of the I.H.S.A.

Freshmen - The Illinois School Code, Section 27-8 requires parents to obtain physical exams on all children entering kindergarten, sixth and ninth grades. Parents are required to obtain dental exams on all children entering Kindergarten, second grade and sixth grade. Parents are required to obtain vision examinations for students entering Kindergarten. In addition, students entering an Illinois school for the first time, regardless of grade placement, must present evidence of having had a medical and vision examination. Vision screenings are also conducted in 8th grade and all special education students and all transfer students. The results of the physical exam must be documented on the Illinois Certificate of Child Health Examiner form. Athletic physical forms will not be accepted as school physicals. A complete list of immunizations, including the day, month, and year for each immunization, must be included on the health physical form. Physical and dental exams are due the first week of school and are valid if obtained within one year prior to the first day of school.

STUDENT AND PARENTAL RIGHTS

Sex Education

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

Due Process

In any discipline case, the student side will be actively sought. In the case of out-of-school suspension, parents and students will be informed of reasons, given explanation, and provided opportunity for a hearing if so desired. All aspects of Illinois School Code and law will be followed.

Notification of Student Record Rights

As a parent or student in Dakota Community Unit School District No. 201, you are hereby notified, pursuant to the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Students Records Act (ISSRA) and Regulations issued thereunder, that the Board of Education has enacted a Student Records Policy and issued regulations thereunder that set out your rights under these laws. The key provisions of said Policy and Regulations are set forth herein. Additional details relative to such provisions are included in the full Policy and all of the accompanying Regulations which are available for perusal in the school district administrative office, located at Dakota Elementary School, Dakota, Illinois 61018, or may be mailed upon request.

Permanent and Temporary Records

The Student Permanent Record shall consist of: (a) basic identifying information, including students' and parents' names and addresses, birth date and place, and gender; (b) academic transcript, including grades, class rank, graduation date and grade level achieved (c) attendance record; (d) accident reports and health record; and (e) record of release of permanent record information.

Right to Inspect Records

A parent has the right to inspect transcripts, challenge, and copy student records, except as specifically limited by the statutes and regulations. Such requests must be granted no later than fifteen (15) days after the date of receipt. A reasonable fee for copying records will be charged by parties able to pay.

Access to Records

Access to student records shall be limited to parents and parties authorized by them except that: (a) information may be released without parental consent in connection with an emergency or a subpoena, as provided in the Regulations; (b) the records of a student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll; (c) the school shall grant access to persons authorized or required by state or federal law to gain such access, as provided in the Regulations. Any release of information other than specified above requires the prior, specific, dated, written consent of the parent. A record of any release of information shall be made and kept as a part of the school student record.

Challenge of Records

A parent shall have the right to challenge any entry, **exclusive of grades**, in the school student records on the basis of accuracy, relevance, and propriety. As provided in the Regulations, a hearing may be requested and the District's decision may be appealed.

Maintenance and Destruction of Records

Permanent records will be maintained for sixty (60) years. Temporary records will be maintained in no case longer than five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn from school. Before any school record is destroyed or information deleted, the parents shall be given reasonable prior notice and an opportunity to copy the record and information proposed to be destroyed or deleted. After five (5) years, special education records may be transferred to the custody of the parent who shall be advised of the future usefulness of these records by the School District.

Directory Information

Information that may be designated as directory information shall be limited to: (a) identifying information:

name, address, gender, grade level, birth date and place, and parent's names and addresses; (b) academic awards, degrees, and honors; (c) information in relation to school-sponsored activities, organizations, and athletics; (d) major field of study; and (e) period of attendance in the school. "Directory Information" may be released to the general public, unless a parent informs the school in writing within ten (10) school days after publication of this notice that such information respecting his/her child shall be released.

Requests from Military or Institutions of Higher Learning

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

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.

Student Survey Information

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.

Additional Rights

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 the ISSRA or the Regulations issued there-under.

Title IX

It is the policy of Dakota Community Unit School District 201 that no person shall be subjected to discrimination on the basis of sex in any program or activity supported by school district funds.

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.

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 building principal.

Reprisals

No reprisal of any kind shall be taken by or against any party or legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.

Preservation of Records

All proceedings external to the decision of Board of Education shall be destroyed. However, any complainant who wishes the proceedings (relative to his/her own complaint) to be placed in his/her school records may archive such action by filling a written request.

Disclaimer

In the adoption and implementation of this grievance procedure, it shall be understood that the Board of Education is not a court of law and that rules of jurisprudence shall not apply.

DAKOTA COMMUNITY UNIT DISTRICT NO. 201
DAKOTA, ILLINOIS
STUDENT COMPUTER USE AND NETWORK EDUCATION INFORMATION CONTRACT

Each student and his or her parent(s)/guardian(s) must sign the district computer use contract before permission to use the Dakota Community Unit District 201 computer system(s) will be given. Student and parent(s)/guardian(s) need only sign this contract once while student is enrolled in the junior/senior high school. Students violating this contract will be sent to the office and will be subject to the district's discipline plan.

1. The use of the computer network, computer system(s), internet access, software, and related items is a privilege, not a right.
2. It is the student's responsibility to treat the system, equipment, and software with care and to report instances of abuse or misuse as soon as he/she becomes aware. Each student is expected to report any malfunction or problem immediately upon discovery, to the teacher or supervisor.
3. If a student vandalizes or otherwise deliberately damages any of the hardware or software belonging to the district, the student and/or parent is responsible to pay for the repair or replacement of the damaged items.
4. If a student loads software which results in damage to the district's hardware or software, the student and/or parent will be responsible for any damage which occurs. The student and/or parent may also be liable for prosecution under copyright laws.
5. If a student damages, destroys, or copies student data, the offending student will be sent to the building administrator for appropriate discipline and may be suspended from or denied access to computer use. Students who copy other students' data will be treated as having cheated and may be denied credit.
6. If a student tampers with or tries to gain access to computer system information to which he/she has no right (i.e teacher files or confidential student records) the episode will be considered equivalent to tampering with a teacher's written record (gradebook).
7. Food and drink will be restricted from all areas involving computers. If a student violates this restriction, immediate suspension from computer use will result.
8. Students will be expected to act in an adult-like manner while using the computer system(s). If a student is acting with unacceptable behavior, immediate suspension may occur and/or future use of the computer system(s) may be denied.
 - a. Examples of unacceptable use: Using the network for illegal activity including violation of copyright or other contracts; unauthorized downloading of software; use for private, financial, or commercial gain; wastefully using resources such as file space; using another user's account or password; posting anonymous message; using inappropriate language; or using a system while access privileges are suspended.
 - b. The District assumes no responsibility for unauthorized charges or fees resulting from unacceptable use of the computer system(s)
9. Access to the Internet is designed for educational purposes and Dakota Community Unit District 201 has taken available precautions to eliminate controversial material. However, students and parent(s)/guardian(s) should recognize that it is impossible to control all material on Network and a user may discover inappropriate material.
10. Recreational use of computers is restricted to nonschool hours. Students must be passing all subjects to be able to use computers for recreational use.