



**Dakota Community Unit School District 201**  
**Student and Parent Handbook**  
**Dakota, IL 61018**  
**School Year 2020-2021**

**HANDBOOK OF INFORMATION**  
**FOR**  
**STUDENTS AND PARENTS**  
**DAKOTA SCHOOL DISTRICT 201**

**DAKOTA, ILLINOIS, 61018**

**Phone Number: 844-632-5682 (844-6DAKOTA)**

**Fax Number: 815-449-2459**

**Dakota Junior High/High School Administration**

**Mr. Randy Bay, Principal, Ext. 390**

**Secretary, Ext. 381**

**Mrs. Tina Schlueter, Secretary, Ext. 380**

**Dakota Elementary Administration**

**Mr. Jeff Milburn, Principal, Ext. 253**

**Mrs. Casie Eyster, Secretary, Ext. 252**

**Mrs. HeiDee Meier, Secretary, Ext. 251**

**Dakota CUSD Superintendent – Mr. Jason Grey**

**BOARD OF EDUCATION**

**Mrs. Karen Kleckner, President**

**Mrs. Colette Binger, Vice President**

**Mrs. Carie Panoske, Secretary**

**Mr. Scott Liszka**

**Mr. Eric Stiegler**

**Mr. Jesse Milks**

## Dakota CUSD 201 Core Values

**Organizational Trust** – We will demonstrate behavior that is characterized by high levels of integrity and honesty to our community, parents, students and staff.

**Safe Environment** – We will create and sustain a climate that is encouraging, supportive, inclusive, and empathetic while ensuring the physical safety of our students, staff, parents and community.

**Comprehensive Curriculum** – We will provide an integrated, broad based K-12 curriculum utilizing highly engaged instructional practices that will effectively prepare students for their future as workers and citizens.

**Effective Communication** – We will engage in open, meaningful, multi-faceted communication with our students, parents, staff and community that is characterized by timeliness, transparency and accuracy.

## Dakota CUSD 201 Shared Vision

**As an exemplary school district, Dakota CUSD #201 we will be known for the following:**

- Effectively preparing all students for success at their next level (i.e., grade level, college, and career).
- Maintaining a culture of high expectations and standards that produce high academic and extracurricular achievement.
- Providing a safe, secure, stimulating and supportive environment in which all staff and students achieve at high levels.
- Providing diverse experiences for students in both curricular and extra-curricular programs.
- Producing staff and students who demonstrate care, compassion, respect and responsibility to their peers, school, and community (great character).

**As a result of attending Dakota CUSD #201, our students will experience the following:**

- Teachers who exhibit high levels of interest, care and confidence in them.
- Teachers who are well-prepared, while providing a balanced and broad range of opportunities and experiences.
- A safe, accepting, consistent and respectful environment.
- A variety of academic and extra-curricular activities that result in personal growth, achievement and a sense of belonging.
- Programs that are engaging, challenging and relevant in which they become confident in their ability to succeed.

**As a result of being employed in Dakota CUSD #201, our staff will experience the following:**

- High level communication within buildings and the district.
- Meaningful support and respect from administration and colleagues.
- A motivational, encouraging and rewarding environment with positive morale.
- A collaborative culture with focused professional growth.
- Leadership that provides clear direction, high expectations and effective feedback.
- Resources needed to provide students with the optimal learning environment.

**As a result of having students enrolled in Dakota CUSD #201, our parents will experience the following:**

- Approachable teachers who support and care for their child.
- Meaningful two-way communication regarding their child's academic, social and emotional progress.
- Highly effective teachers who provide quality, challenging instruction and instill confidence in their children.
- A safe environment for their children.
- Opportunities to become meaningfully engaged in their child's learning.

---

## SCHOOL HOURS

**Pre-K**

**AM 8:10-10:45**

**PM 12:25-3:10**

**Grades Kindergarten-6th**

**8:10 A.M. to 3:10 P.M.**

**Junior High/High School**

**8:10 A.M. to 3:05 P.M.**

**Students are asked to arrive after 7:50.**

**Special Reminders:**

- **State Law: Cell phone use in school zones is not permitted.**
- If you are picking your child up prior to the end of the day for some special reason, appointment, etc., please come to the office to sign your child out. This is a safety precaution, which helps us account for all students at all times.

**CHAPTER 1: INTRODUCTORY INFORMATION & GENERAL NOTICES**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures.

**School Operations During a Pandemic or Other Health Emergency 1**

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.

7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **Visitors**

#### **PRESS 8:30 (MSH 1.40)**

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

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

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

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

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.

9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

### **Equal Opportunity and Sex Equity** **PRESS 7:10 (MSH 1.50)**

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.

### **Animals on School Property** **(MSH 1.60)**

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.

### **School Volunteers** **PRESS 6:250 (MSH 1.70)**

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **Invitations & Gifts**

**(MSH 1.80)**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list the local PTO will put together of contact information for families willing to participate. The office is unable to release addresses and phone numbers of students.

**Treats & Snacks [K-8]**

**(MSH 1.85)**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

**Emergency School Closings**

**PRESS 4:170 (MSH 1.90)**

In the event of an emergency closing of school, listen to the listed news agencies on your radio. You will also be contacted through Skylert, the online phone system. It is essential to have your most current phone number in order to assure proper communication.

WZOK - Rockford 97.5 FM  
WFPS – Freeport 92.1 FM  
WROK - Rockford 1440AM  
WEKZ – Monroe 1260 AM  
WEKZ – Monroe 93.7 FM

The closing may also be listed on local television:

WREX - channel 13  
WTVO - channel 17  
WIFR - channel 23

**School District Website is <http://www.dakota201.com/>**

**If there is an emergency dismissal, the district will make every effort to immediately notify parents through our website, Skylert phone system, and the media, if appropriate. Should an emergency occur, please do not call the school, as it may further congest our phone lines and hinder our ability to efficiently respond to it.**

**Video & Audio Monitoring Systems**

**PRESS 4:110 (MSH 1.100)**

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

**Students with Food Allergies**

**PRESS 7:285 (MSH 1.120)**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the

Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (844) 632-5682.

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

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

### **Care of Students with Diabetes** **(MSH 1.130)**

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

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

For further information, please contact the building principal.

## **CHAPTER 2: ATTENDANCE, PROMOTION, AND GRADUATION**

### **Attendance**

#### **PRESS 7:70 (MSH 2.10)**

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

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

### **Student Absences**

#### **PRESS 7:70 (MSH 2.20)**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the



student's safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

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

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

In the event of any absence, the student's parent or guardian is required to call the school at 844-632-5682 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

**Students will have a ten (10) day limit for parental excused absences for the school year. Please realize that your five (5) vacation days are included in this ten (10) day limit. All additional absences will be considered unexcused unless they meet the following criteria:**

1. Observance of a religious holiday
2. A court appearance or other legal procedure which requires the attendance of the student. The absence will only be excused for the time required for travel and appearance.
3. School ordered suspensions
4. Death in the immediate family or funeral for close relatives
5. Other emergencies approved by the site administrator.

**The School Principal has the right to determine what constitutes an excused absence.**

### **Truancy** **PRESS 7:70 (MSH 2.50)**

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

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

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

- Referral to the truancy officer

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

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

## **Homework**

### **IPA 2.70**

Homework is defined as any non-summative work that is done outside of the regular school day without the assistance of school personnel. Homework is an integral part of the learning process to support, enrich, or reinforce topics covered in class. Homework should be purposeful, directly linked to an identified learning target that is clear to both the teacher and the student, and should satisfy at least one of the following objectives:

1. To provide practice.
2. To check for understanding.
3. For pre-learning.
4. For processing (analysis and reflection).

All homework need not be graded.

#### **The 10-Minute Rule:**

- In general, on most nights, there should be a maximum of 10 minutes per grade level per night (6th grade = 60 minutes).
- This is the average time it would take most students to complete the homework.
- It should be understood that independent reading/Accelerated Reader (AR) is additional time, not considered to be homework time.
- This is the recommended time to be spent on all subjects combined.
- This is recommended by the PTA and the NEA and consistent with research.

**The Teacher's Responsibility:** The teacher's responsibility is to assign effective, well-planned homework assignments that aid the student in the mastery of the grade/course essential outcomes or that prepare students to reach future standards.

**The Student's Responsibility:** The student's responsibility is to complete assignments on time and to schedule after-school activities so that they do not interfere with the completion of assignments. The student assumes the responsibility for making up work when absent from class.

**The Parents' Responsibility:** The parents' role in the homework process should be to provide a positive environment in which to do the work and to ensure that the child does the assigned homework on a daily basis. Parents (or others) should not be so actively involved in their child's homework that they are basically doing the work. Parents should encourage students to do their own homework so that the teacher will be able to gauge from the homework what the student knows and what the student doesn't know. This is impossible if people other than the student are too actively involved in the process. Parents should help their child understand concepts or overcome obstacles but should refrain from becoming too actively involved in the completion process.

### **Credit for Proficiency, Non-District Experiences and Course Substitutions**

#### **PRESS 6:310 (MSH 2.90)**

### Credit for Non-District Experiences

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

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

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

### Proficiency Credit

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

### Substitutions for Required Courses

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

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

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

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

## **CHAPTER 3: STUDENT FEES AND MEAL COSTS**

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

#### **PRESS 4:110, 4:140 (MSH 3.10)**

The school establishes fees and charges to fund certain school activities. Some students may be

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

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

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

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

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

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

## **CHAPTER 4: TRANSPORTATION AND PARKING**

### **Bus Transportation PRESS 4:110, MSH (4.10)**

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.

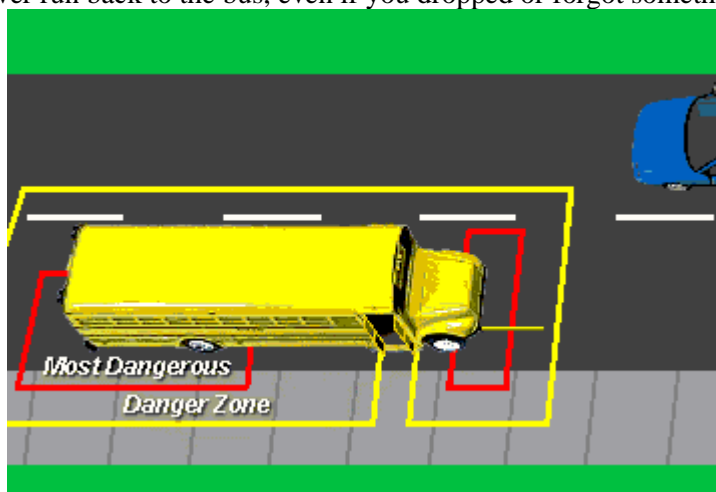
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school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

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

student does not have alternative transportation to school.

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

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



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

**CHAPTER 5: HEALTH AND SAFETY**  
**Immunization, Health, Eye and Dental Examinations**

**PRESS 7:100 (MSH 5.10)**

**Required Health Examinations and Immunizations**

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

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

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

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

**Eye Examination**

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

**Dental Examination**

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

**Exemptions**

A student will be exempted from the above requirements for:

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

Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

All new students must provide an original birth certificate at time of registration and transfer form from previous school. Children entering kindergarten, must be five years old by September 1.

### **Student Medication PRESS 7:270 (MSH 5.20)**

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 and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **COUNSELING SERVICES PRESS 6:270 IPA 5.30**

Counseling services provide students with an opportunity to maximize their self-awareness, self-esteem, and social-emotional growth. The School counselor provides informal/formal group counseling; provides individual emotional counseling; provides parent education programs; consults with classroom teachers; makes referrals to outside agencies when appropriate; increases student awareness of career opportunities; and assists students with the transition to the junior high school. To reach the elementary counselor, Mrs. Peggy Dieken, or the JH/HS counselor, Mrs. Katie Ries, dial 844-632-5682.

## **faSafety Drill Procedures and Conduct**

### **PRESS 4:170 (MSH 5.40)**

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

## **Communicable Diseases**

### **PRESS 7:280 (MSH 5.50)**

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **CHAPTER 6: DISCIPLINE AND CODUCT**

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

#### **PRESS 7:160 (MSH 6.20)**

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- The length of shorts or skirts must be appropriate for the school environment.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

## **Student Behavior**

### **PRESS 7:190 (MSH 6.30)**

#### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.



2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

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;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

### **Disciplinary Measures**

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

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

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Isolated Time Out, Time Out and Physical Restraint**

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

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

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.

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

### **PRESS 7:20, 7:180, 7:190, 2:260 (MSH 6.40)**

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. The building principal, district complaint manager, or any staff member with whom the student is comfortable speaking. All school members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Complaint Managers:**

**Jeff Milburn**

[jmilburn@dakota201.com](mailto:jmilburn@dakota201.com)

844-632-5682

**Katie Ries**

[kries@dakota201.com](mailto:kries@dakota201.com)

844-632-5682

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.

**Access to Student Social Networking Passwords & Websites**

**PRESS 7:140, 7:190 (MSH 6.70)**

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

**CHAPTER 7: INTERNET, TECHNOLOGY AND PUBLICATIONS**

**Internet Acceptable Use**

**PRESS 6:235 (MSH 7.10)**

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

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

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

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

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

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

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

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

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or

any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

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

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

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

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

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

Use of the School District’s email system constitutes consent to these regulations.

Cell Phones: Cell phone usage at the JR/SR high school will be limited to the hallway between classes and during lunch in the cafeteria and only in silent mode. Cell phones usage at the elementary school is limited to before or after school, unless prior permission from teacher. 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.



## **CHAPTER 8: SEARCH AND SEIZURE**

### **Search and Seizure**

#### **PRESS 7:140 (MSH 8.10)**

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

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

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

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

#### Students Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

#### Seizure of Property

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

#### Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to

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

## **CHAPTER 9: EXTRACURRICULAR AND ATHLETIC ACTIVITIES**

### **Extracurricular and Athletic Activities Code of Conduct**

#### **PRESS 6:190, 7:240 (MSH 9.10)**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

#### **Requirements for Participation in Athletic Activities**

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

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

#### **Illinois High School Association**

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

#### **Academic Eligibility**

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

Any student failing to meet academic requirements will not be eligible to participate until those requirements are met. Eligibility will be taken weekly.

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.

Dakota's scholastic requirements exceed the state standard in that all athletes must pass all classes. Students must be passing all current classes. In addition, students must pass all classes the previous semester.

Students must be passing all classes in which they are enrolled in order to participate in athletics (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. Nevertheless, students are required to participate in scheduled practices for athletics.

Any high school student who receives a failing grade for the semester will be ineligible to participate in athletics for the following semester. Students who fail a course may make-up that class through summer school or a correspondence class. Initial high school fall sports eligibility will not be determined by Junior High Academic performance. Any student repeating 8<sup>th</sup> grade due to academic failure will be ineligible to participate in athletics for the fall semester of the following school year.

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 in to the office at the end of each week. Ineligibility will begin the following Monday and continue 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 parents 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.

In addition to the initial two weeks, junior high and senior high students will be allowed one grace week per semester. The grace week allows for one "F" only and must be used at the first appearance of an "F" on the eligibility report once competition begins.

#### **Absence from School on Day of Extracurricular or Athletic Activity**

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

A student who has been suspended from school is also suspended from participation in all

extracurricular and athletic activities for the duration of the suspension.

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

### **Travel**

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

### **Code of Conduct**

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

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

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

### **The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group,

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

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

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

### **Due Process Procedures**

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
    - A specified period of time or percentage of performances, activities or competitions;
    - The remainder of the season or for the next season; or
    - The remainder of the student's school career.
  - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

### **FIRST OFFENSE**

#### **OPTION 1-**

1. Regular disciplinary action of the District, if during school hours, on school grounds, or at a school sponsored activity.
2. The student will be suspended for one calendar week of competition.
3. The student along with the parents or guardians agrees to be assessed by a student assistance Program (SAP) authorized and approved by the School Administration. The student must participate in the assessment process (the cost of any and all assessments will be the responsibility of the student and/or parents)

and follow the counselor's recommendations to completion. If treatment or counseling is recommended, it must be completed with confidentiality so that verification of this assessment and a written report can be given to the principal. It is the responsibility of the student and parents to keep the principal apprised of the student's progress throughout this entire process. The student must follow the prescribed program or the consequences of option 2 will go into effect immediately. The sole cost of this program will be the responsibility of the student and/or parent.

**OPTION 2-**

The student will be suspended for six weeks or the remainder of the competitive season, whichever is longer. The student along with the parents or guardians agree to have the student complete a drug rehabilitation course as previously stated.

**SECOND OFFENSE**

**OPTION 1 –**

1. Regular disciplinary action of the District, if during school hours, on school grounds, or at a school sponsored activity.
2. The student will be suspended for six weeks or the remainder of the competitive season, whichever is longer. The student along with the parents or guardians agree to have the student complete a drug rehabilitation course as previously stated.

**OPTION 2-**The student is suspended for twelve calendar months from being a member of all teams/activities.

**THIRD OFFENSE**

**OPTION 1 –**

1. Regular disciplinary action of the District, if during school hours, on school grounds, or at a school sponsored activity.
2. The student will be suspended for the remainder of the current or next competitive season or Twelve weeks, whichever is longer. The student along with the parents or guardians agree to have the student complete a drug rehabilitation course as stated previously.

**OPTION 2-**The student is suspended for the remainder of his/her high school career.

**FOURTH OFFENSE**

1. Regular disciplinary action of the District, if during school hours, on school grounds, or at a school sponsored activity.
2. The student is suspended for the remainder of his/her high school career.

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

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

## **Drug and Alcohol Testing Program**

### **Student Drug-Testing Procedures**

These procedures apply to all high school students that choose to participate in athletics or another extracurricular activities.

#### **DRUG TESTING PROCEDURES**

1. Prior to trying out or joining an extracurricular activity or team, a student participant and his/her parents must sign a “Consent Form” acknowledging that they have read, understand & agree to be bound by the terms & conditions of the Dakota Board of Education Drug Policy and Procedures.
2. All extracurricular student participants will be subject to drug testing anytime between the student’s selection to the team/activity and the end of the semester in which the activity occurs. Students whose parents request drug testing will either be tested in a random drug test pool with other parent requested drug test students, and also be eligible for instant drug testing any time there is reasonable cause to do so, which would make them eligible for drug testing any time during the current school year. Students asked to take a drug test and refusing to do so shall be treated as if he/she had received a positive test result. The urine specimen collection process will be administered by an outside professional group that is certified to gather these type specimens. This same group will administer the random selection process that determines which student participants will be tested on a particular date. The selection process will include a random computer drawing from a pool that includes all of the participants in the particular extracurricular activity, or all of the students whose parents requested their children be random drug tested. The random selection process may result in a student being selected more than once for testing for a given activity. In addition, if a student is participating in more than one activity or category, he/she might be selected for testing in each activity/category.
3. The collection of the urine specimen will take place on the school campus during the normal school hours, or during the normal hours of the activity. The procedure for collection & testing will adhere to federal procedures for drug testing and more specifically as provided in policy and this procedure, which includes using a certified lab for validation, to ensure the integrity of the process. The anonymity of the tested student will be maintained. The specific drugs covered by the testing are listed in the Board of Education’s Alcohol & Drug Policy.
4. Collection procedures shall be developed, maintained & administered by the collection company to minimize any intrusion or embarrassment of each tested student, to ensure the proper identification of each student and the student’s specimen, to minimize the likelihood of any adulteration of the specimen, & to maintain complete confidentiality of the test results. To that end the procedure will require:
  - a. The presence of a sponsor (coach and/or building administrator) at the beginning of the collection process to ensure proper student identification.
  - b. The presence of one of the collection company’s professional staff to ensure all of the Drug & Alcohol Testing Association’s collection standards are followed.
  - c. The collection company shall provide an uncontaminated, collection receptacle to each student being tested. Each student shall be provided absolute privacy during the collection process.
  - d. Prior to entering the private bathroom facility utilized for the collection process, each student shall be required to empty his/her pockets and to leave all personal belongings (purses, billfolds, jackets, book bags, etc.) in the custody of the collection professional.

- e. Water in the bathroom will be treated with a bluing color agent to prevent a student from attempting to use the facility water to dilute or otherwise adulterate the urine specimen.
  - f. At the time of the collection of the urine specimen, a “Chain of Custody Form” shall be completed. This form, which ensures that the student participant and his/her specimen are properly identified with a confidential number, will be placed in a sealed package with the urine specimen for forwarding to the testing laboratory.
1. The point of collection test kit consists of a one step test receptacle that has FDA 510 (K) pre-market clearance, which ensures the safety and effectiveness of the testing device. It also provides an instant read for any of the tested drugs that are negative. Any test result that reads non-negative must be forwarded and further tested by a SAMSHA certified testing laboratory to determine if they are positive or negative. The confirming lab will use a highly accurate immunoassay technique (EMIT) to analyze each specimen. Initial positive results will be confirmed by gas chromatography/mass spectrometry (GC/MS). If the initial presumptive positive result is not confirmed by the GC/MS technique, the test shall be deemed to be negative and reported as such.
  2. A portion of each urine specimen given by a student participant or driver shall be preserved by the testing laboratory for at least six months.
  3. Written confirmation of all positive test results shall be forwarded by the testing laboratory to the School District Activities Director (AD), and a designated Medical Review Officer (MRO), who will assist the School District AD in determining if the test result might be due to a legal prescription, or over-the-counter drug (OTC). At no time is the MRO to know the student’s identity, or have any direct contact with the student or the student’s parent. To ensure student confidentiality and anonymity is maintained, the School District AD will handle all communications with the student’s parent/legal guardian to determine if the student were taking any legal prescription or OTC drugs either before or at the time of the drug test. The District AD will request the parent to provide a copy of the actual drug prescriptions/OTC drugs, or a doctor/health facility statement. The parent may chose not to provide a list of prescriptions/OTC drugs, but this would most likely result in the MRO declaring the test results positive due to an illegal drug. If the parent provides a list of prescriptions/OTC drugs, the District DC will report the name(s) of the drug(s) and the dosage(s) to the MRO, who advises if the reported prescription/OTC drugs caused the positive drug test results. Any test result attributed to a legal prescribed drug or OTC drug is considered and reported as negative. Only after a prescription drug has been ruled out as the cause is the drug test reported as positive by the District DC to the school principal, and the extracurricular activity sponsor/coach/staff member.
1. For each confirmed positive drug test, the school principal then meets with the tested student, his/her parents/guardians (if student is under 18 years old), to disclose and discuss the positive test results. At this meeting, the student is advised of his/her procedural rights to request a hearing within 72 hours for the student and/or his/her parents to present any relevant evidence they desire to defend the charge of violation of the alcohol/drug policy prior to the implementation of sanctions/penalties. The Principal may require written documentation of any evidence that student feels may have impacted the test result (such as a doctor’s statement). Failure to provide the written documentation to support the student’s defense position may result in the student being subject to the sanctions provided in this policy for the violation. If necessary, additional laboratory analysis shall be conducted by the testing lab using the student’s remaining urine specimen. A final



decision of the Principal shall come within five days of receiving notice to contest the test results.

2. The final determination of the student’s eligibility for continued participation in the extracurricular activity shall be made by the Principal.
3. If the student chooses to appeal the Principal’s decision, the student may appeal it to the District Drug Coordinator within three days of the Principal’s decision, by filing a written notice of appeal with the District Drug Coordinator who will render a final decision within five days of filing of the notice of appeal.
4. Within one year after a student graduates or turns 18 years old, whichever is later, all records in regard to this policy concerning each student shall be destroyed. At no time shall drug test results or records be placed in a student’s academic file or be voluntarily turned over to any law-enforcement agency, or used for any purpose other than those stated herein.

=====  
*I hereby acknowledge that I have read Student Drug Testing Procedures, that I understand the policy and procedures, and that I agree to be bound by the terms and conditions contained in the policy and procedures.*

\_\_\_\_\_  
*Student’s Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

## **CHAPTER 10: SPECIAL EDUCATION**

### **Education of Children with Disabilities**

#### **PRESS 6:120 (MSH 10.10)**

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

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

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

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

#### **PRESS 7:230 (MSH 10.20)**

#### **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.

## **CHAPTER 11: STUDENT RECORDS AND PRIVACY**

### **Student Privacy Protections**

#### **PRESS 7:15 (MSH 11.10)**

#### Surveys by Third Parties

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

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

#### Surveys Requesting Personal Information

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

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

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

#### Instructional Material

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

### **Student Records**

#### **PRESS 7:340 (MSH 11.20)**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the

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

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

1.

**1. The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to have one or more scores received on college entrance examinations included on the student’s academic transcript.<sup>1</sup>**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student’s academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or

educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

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

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

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

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

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>2</sup>**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names,

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

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

The name and address of the Office that administers FERPA is: U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

### **Student Biometric Information**

#### **PRESS 7:340 (MSH 11.30)**

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

## **CHAPTER 12: PARENTAL RIGHT NOTIFICATION**

### **Teacher Qualifications**

#### **PRESS 5:190 (MSH 12.10)**

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

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

#### **PRESS 6:140 (MSH 12.30)**

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

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **Sex Education Instruction**

#### **PRESS 6:60 (MSH 12.40)**

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

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

### **English Learners**

#### **PRESS 6:160, MSH (12.60)**

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

### **School Visitation Rights**

#### **PRESS 8:95 (MSH 12.70)**

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

### **Pesticide Application Notice**

#### **PRESS 4:160 (MSH 12.80)**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **Sex Offender Notification Law**

#### **PRESS 4:170 (MSH 12.110)**

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to

remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

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

#### **PRESS 4:170 (MSH 12.120)**

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/>.

## JH/HS Academics

### 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. 1<sup>st</sup> and 3<sup>rd</sup> 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 11<sup>th</sup> 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 7<sup>th</sup> and 8<sup>th</sup> 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 participates in the Illinois State Board of Education's Virtual Schools Program. Classes are available on a more flexible basis, so students may take classes over the summer. For the 2017-2018 school year, the district will pay for the cost of the course, unless for credit recovery or retaking a failed course.

## ***Dual Enrollment***

Qualifying students 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: ½ unit of credit per one-semester course. Number of units required for graduation:

**English** – 4 units (must have ½ unit Speech); Must complete sophomore English.

**Social Studies** – 2 units (must have 1 unit U.S. History) and ½ 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** – ½ unit

**Health** – ½ 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 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 1<sup>st</sup> 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 ¾ credits, Sophomore = 5-11 ¾ credits, Junior = 12-18 ¾ credits, Senior = 19 or more credits

Fourth year students with 18-18 ¾ 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.

### ***Weighted Grades***

**Grade Point Average will be calculated using a weighted system. All Advanced Placement classes and transferable Dual Credit classes will be weighted using a 5-point scale. All other classes will use a 4-point scale.**

**College Now students will receive weighted grades only for the classes that tagged as Dual Credit at DHS. Classes include English 121, 122 Psychology 161, College Algebra, Trigonometry, Calculus, and one elective.**

### ***Class Rank/Graduating with Honors***

**Dakota High School does not use class rank as part of a student's permanent record, submit for scholarship consideration, or for graduation recognition.**

**Students with a cumulative GPA of 3.5-3.79 will graduate with Honors.**

**Students with a cumulative GPA of 3.8 or higher will graduate with High Honors.**

**An Institutional rank may be used only when required by the College Board or a College/University special program recognition.**

### ***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.

### ***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.

## JH/HS

### 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 7<sup>th</sup> graders and new students to help them acquaint them with their new school. Sessions are also organized for 8<sup>th</sup> 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.